All of the policies contained in our Employee Handbook database and set forth in the English language are reviewed semiannually for compliance with applicable state and federal statutes and regulations as of the date of review, by the law firm of Fisher & Philips, LLP. Paychex understands that clients occasionally may decide to further customize their Employee Handbook, or to ask Paychex to translate some or all of the policies into Spanish. However, please be aware that if you elect to substantively alter the policies that are offered, include your own original policies in your Employee Handbook, or ask that Paychex translate policies into Spanish (collectively the "Changed Policies"), the "Changed Policies" will not be reviewed for compliance with applicable law. This also extends to any additional outside-the-database policies that you may elect to include in future updates of your Employee Handbook. Moreover, Paychex is unable to support these "Changed Policies" outside of our database with our ongoing semiannual compliance reviews or resulting policy updates.
Welcome to Insight Workforce Solutions!

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with Insight and answer many of your initial questions.

As an employee of Insight Workforce Solutions, you are very important. Your contribution cannot be overstated. Our goal is to provide the finest-quality services to our clients and to do so more efficiently and economically than our competitors. By satisfying our clients' needs, we ensure they will continue to do business with us and will recommend us to others.

You are an important part of this process because your work directly influences Insight's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.
# Table of Contents

## Section 1: The Way We Work

- A Word About This Handbook ........................................ 1
- Equal Employment Opportunity ..................................... 3
- Pregnancy Accommodation .......................................... 4
- Americans with Disabilities Act .................................... 5
- A Word About our Employee Relations Philosophy .......... 6
- No Harassment ................................................................ 6
- Categories of Employment .......................................... 10
- Certification, Licensing and Other Requirements ............ 10
- Immigration Reform and Control Act .............................. 11
- New Employee Orientation .......................................... 12
- Suggestions and Ideas ............................................... 12
- Talk to Us .................................................................. 13

## Section 2: Your Pay and Progress

- Recording Your Time .................................................. 1
- Payday ....................................................................... 1
- Paycheck Deductions .................................................. 2
- Garnishment/Child Support ........................................... 4
- Direct Deposit ............................................................ 4
- Performance Reviews ............................................... 5
- Overtime ..................................................................... 5

## Section 3: Time Away From Work and Other Benefits

- Employee Benefits .................................................... 1
- Holidays ................................................................. 1
- Jury Duty ............................................................... 2
- Military Leave ........................................................ 3
- Emergency Responders Leave .................................... 4
#### Section 4: On the Job

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions with Clients</td>
<td>1</td>
</tr>
<tr>
<td>Care of Client Records</td>
<td>1</td>
</tr>
<tr>
<td>Social Security Number Privacy and Protection of Personal Information</td>
<td>2</td>
</tr>
<tr>
<td>Attendance and Punctuality</td>
<td>3</td>
</tr>
<tr>
<td>Business Hours</td>
<td>3</td>
</tr>
<tr>
<td>Lactation Breaks</td>
<td>4</td>
</tr>
<tr>
<td>Substitute Work Assignments</td>
<td>5</td>
</tr>
<tr>
<td>Contact with Insight</td>
<td>5</td>
</tr>
<tr>
<td>On The Job Training</td>
<td>5</td>
</tr>
<tr>
<td>Standards of Conduct</td>
<td>6</td>
</tr>
<tr>
<td>Client and Public Relations</td>
<td>7</td>
</tr>
<tr>
<td>Non-Solicitation</td>
<td>7</td>
</tr>
<tr>
<td>Distribution</td>
<td>8</td>
</tr>
<tr>
<td>Changes in Personal Data</td>
<td>9</td>
</tr>
<tr>
<td>Care of Equipment</td>
<td>9</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>10</td>
</tr>
<tr>
<td>Natural Disasters</td>
<td>11</td>
</tr>
</tbody>
</table>
Section 5: Safety in the Workplace

Each Employee's Responsibility ........................................... 1
Fire Drills ........................................................................... 2
Workplace Violence ............................................................. 3
Workplace Searches ............................................................. 4
Good Housekeeping ............................................................ 5
Smoking in the Workplace ................................................... 5
No Weapons in the Workplace ............................................. 6
In An Emergency ............................................................... 7
Substance Abuse ............................................................... 8
The Way We Work
A Word About This Handbook

This Employee Handbook contains information about the employment policies and practices of Insight. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and Insight. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. Insight retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and Insight. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

Insight complies with federal and state law and this handbook generally reflects those laws. Insight also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook.

Except for the policy of at-will employment, Insight reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the Director of Human Resources or the Human Resources Manager of Insight. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Any
agreement to employment for a specified period of time will be put into writing and signed by the Director of Human Resources or the Human Resources Manager of Insight.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

INSIGHT IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR INSIGHT MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF INSIGHT IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE DIRECTOR OF HUMAN RESOURCES OR THE HUMAN RESOURCES MANAGER OF INSIGHT.

This Employee Handbook refers to current benefit plans maintained by Insight. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.
Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

**Equal Employment Opportunity**

Insight is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis [“protected class”] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform servicemember status; or any other protected class under federal, state, or local law.

In New Jersey, the following also are a protected class: race; creed; color; national origin; ancestry; age; marital status; domestic partnership status; civil union status; affectional or sexual orientation; gender identity or expression; genetic information; sex; pregnancy; atypical hereditary cellular or blood trait; nationality; refusing to submit to a genetic test or make available the results of a genetic test to an employer; disability; liability for service in the U.S. military; religious practice or observance; an individual’s status as a smoker or non-smoker; and for displaying the American flag on the employee's person or work station, as long as the display does not substantially and materially interfere with the employee's job duties.

You may discuss equal employment opportunity related questions with the Director of Human Resources or the Human Resources Manager or any other designated member of management.
Pregnancy Accommodation

Insight will provide reasonable accommodations to female employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, Insight will explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- allowing more frequent breaks or periodic rest;
- assisting with manual labor;
- modifying job duties;
- modifying work hours/schedules;
- temporary transfer to a less strenuous or less hazardous position; or
- providing a leave of absence.

Insight may require the employee to provide a certification in connection with a request for reasonable accommodation that includes the following:

- the date the reasonable accommodation became medically advisable;
- the probable duration of the reasonable accommodation; and
- an explanatory statement as to the medical advisability of the reasonable accommodation.
If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact the Director of Human Resources or the Human Resources Manager.

**Americans with Disabilities Act**

Insight is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify the Director of Human Resources or the Human Resources Manager of the need for accommodation. Upon doing so, the Director of Human Resources or the Human Resources Manager may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. Insight will not seek genetic information in connection with requests for accommodation. All medical information received by Insight in connection with a request for accommodation will be treated as confidential.
A Word About our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

No Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason based upon an individual’s race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability; or any other category protected under federal, state, or local law (“protected class”).

In New Jersey, the following also are a protected class: race; creed; color; national origin; ancestry; age; marital status; domestic partnership status; civil union status; affectional or sexual orientation; gender identity or
expression; genetic information; sex; pregnancy; atypical hereditary cellular or blood trait; nationality; refusing to submit to a genetic test or make available the results of a genetic test to an employer; disability; liability for service in the U.S. military; religious practice or observance; an individual's status as a smoker or non-smoker; and for displaying the American flag on the employee's person or work station, as long as the display does not substantially and materially interfere with the employee's job duties.

Violation of this policy will result in disciplinary action, up to and including immediate discharge.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor or one of the contacts listed in this policy. At a minimum, the term “harassment” as used in this policy includes any of the following activities pertaining to an individual's protected class:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.

- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.

- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and

- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.
We also absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

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

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

If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to one of the individuals listed below:

1. Discuss any concern with the Human Resources Director at 1-844-405-7144.
2. If you are not satisfied after you speak with the Human Resources Director, or if you feel that you cannot speak to the Human Resources Director, discuss your concern with the Human Resources Manager at 1-844-405-7144.

If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.

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

We will investigate the report and then take prompt, appropriate remedial action. Insight will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with our investigation.

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

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

FULL-TIME EMPLOYEES regularly work at least a 37-hour workweek.

PER DIEM EMPLOYEES do not work regularly scheduled hours, but are called in to work on an as-needed basis.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire, the Director of Human Resources or the Human Resources Manager will notify you of your employment classification.

Certification, Licensing and Other Requirements

You will be informed by the Human Resources Department or District Manager if there are any licensing, certification or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for discharge.
Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, Insight is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by Insight.
New Employee Orientation

Upon joining Insight, you were given this copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to the Director of Human Resources or the Human Resources Manager. Employees can review, maintain and sign the Employee Handbook in its paper or electronic format. You will be asked to complete personnel, payroll and, if applicable, benefit forms.

If you lose your Employee Handbook or if it becomes damaged in any way, please notify the Director of Human Resources or the Human Resources Manager as soon as possible to obtain a replacement copy.

The Director of Human Resources or the Human Resources Manager are responsible for the operations of your department. (S)he is a good source of information about Insight and your job.

Suggestions and Ideas

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted in writing to the Director of Human Resources.

After we investigate your suggestion, you will be notified whether it is feasible to be put into practice.

We believe that suggestions indicate initiative. With your approval, we will place the written suggestion in your personnel file and consider it at the time of your performance review.
Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to the Director of Human Resources or the Human Resources Manager so that the problem can be settled by examination and discussion of the facts.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.
Your Pay and Progress
Recording Your Time

Non-exempt employees must record their hours on our timekeeping system.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Exempt employees may be required to accurately record their time worked in accordance with federal and state wage and hour law.

All employees subject to this policy are required to accurately record all time worked.

The workweek starts on Monday and ends on Sunday.

Payday

You will be paid biweekly on Friday. Pay is issued two weeks in arrears.

If a payday falls on a nonworking day, employees will be paid the preceding workday.

The first paycheck is always a live check. The second check and on will be directly deposited, if the employee
has opted for Direct Deposit. Employees are strongly encouraged to enroll in Direct Deposit upon hire.

Please review your paycheck for errors. If you find a mistake, report it to payroll@workwithinsight.com immediately. Payroll@workwithinsight.com will assist you in taking the steps necessary to correct the error.

Paycheck Deductions

Insight is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of Insight that exempt employees' pay will not be “docked,” or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, Insight may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:
• Absences of one or more full days for personal reasons, other than sickness or disability; or
• Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
• Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
• Suspensions of one or more full days for violations of safety rules of major significance; or
• Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
• Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee’s full salary; or
• Any unpaid leave taken under the Family and Medical Leave Act; or
• Negative paid-time-off balances, in whole-day increments only.

Insight will not make deductions which are prohibited by the Fair Labor Standards Act or state laws from its exempt employees’ pay.

If questions or concerns about any pay deductions arise, discuss and resolve them with payroll@workwithinsight.com. If an error is found, you will receive an immediate adjustment which will be paid no later than on the next regular payday.
Garnishment/Child Support

When an employee's wages are garnished by a court order, Insight is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Insight will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

Direct Deposit

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program. Where permitted by state law, Insight may require you to use direct deposit. Employees are strongly encouraged to enroll in Direct Deposit.
Performance Reviews

Your performance is important to Insight. One to three times each year, throughout the school year, your District Manager and or members of the Insight Learning and Development team will review your job progress within Insight and help you set new job performance plans. These performance reviews will be un-announced.

Our performance review program provides the basis for better understanding between you and your District Manager, with respect to your job performance, potential and development within Insight.

Overtime

There may be times when you will need to work overtime so that we may meet the needs of our clients. Although you will be given advance notice when feasible, this is not always possible. If you are a non-exempt employee, you must have all overtime approved in advance by the Director of Human Resources.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with payroll@workwithinsight.com.
Time Away From Work and Other Benefits
Employee Benefits

Insight has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees.

This Employee Handbook describes the current benefit plans maintained by Insight. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Insight reserves the right to modify and/or terminate its benefits at any time. We will keep you informed of any changes.

Holidays

Insight recognizes holidays pursuant to each school districts schedule.

Employees will not be paid for the days a school district is closed, except where state or federal wage and hour law dictates otherwise.
Jury Duty

Employees summoned for jury duty are granted an unpaid leave in order to serve.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

We reserve the right to request proof of jury service issued by the Court upon return.

Make arrangements with the Director of Human Resources or the Human Resources Manager as soon as you receive your summons.

When permitted by state law, we expect you to return to your job if you are excused from jury duty during your regular working hours.
Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Military orders should be presented to the Director of Human Resources or the Human Resources Manager and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to Insight unless military necessity makes this impossible. You must notify the Director of Human Resources or the Human Resources Manager of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from the Director of Human Resources or the Human Resources Manager.
Emergency Responders Leave

An employee who serves as a volunteer firefighter, as a county or municipal volunteer for the Office of Emergency Management who responds to fire or emergency calls, or as part of a volunteer first aid, rescue or emergency squad will receive unpaid leave for missing work due to responding to a qualified emergency.

A qualified emergency includes responding to a state of emergency declared by the President of the United States or Governor of this state, or being actively engaged in responding to an emergency alarm.

Employees must notify Insight at least one hour prior to his/her scheduled shift that they are responding to an emergency and will be absent from work. Upon return, employees must provide a copy of the incident report and certification by the incident commander or other official confirming that the employee was actively engaged and necessary for the emergency response. The report should set forth the date and time the volunteer was relieved of emergency service duties.

If an employee will miss more than one consecutive day of work due to emergency volunteer service, the employee must notify Insight each day in advance of his/her shift.

Although Insight will not require the employee to use otherwise available paid time off, the employee may choose to do so.

Essential employees may be denied leave under this policy as permitted by state law.
Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

**Witness Leave**

Employees are given the necessary time off without pay to attend, participate or prepare for a court proceeding. We ask that you notify the Director of Human Resources or the Human Resources Manager of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

**Bereavement Leave**

Full-time employees are eligible immediately upon hire for up to four unpaid days for the death of an immediate family member. Members of the immediate family include spouses, domestic partners, civil union partners, parents, brothers, sisters, children, children of domestic partners, grandchildren, grandparents, parents-in-law and parents of domestic partners.

Full-time employees are eligible immediately upon hire for one unpaid day to attend the funeral of aunts, uncles, nieces and nephews.
Requests for bereavement leave should be made to the Director of Human Resources or the Human Resources Manager as soon as possible.

**Domestic Violence Leave**

Employees who have worked for Insight for at least 12 months, have worked at least 1,000 hours during the preceding 12-month period, and are the victim of an incident of domestic violence or a sexually violent offense, or whose child, parent, spouse, domestic partner or civil union partner was a victim of an incident of domestic violence or sexually violent offense, shall be permitted to take unpaid leave of no more than 20 days in any 12-month period to be used in the 12-month period immediately following the covered incident or offense.

In the event that an employee has been laid off due to a state of emergency since October 22, 2012, the employee may receive credit (as if the employee had worked) for up to 90 calendar days toward the 12-month base period for purposes of calculating eligibility for leave.

Each incident of domestic violence or any sexually violent offense constitutes a separate offense for which an employee is entitled to unpaid leave, provided that the employees has not exhausted the allotted 20 days for the 12-month period.

Leave may be taken intermittently in intervals of no less than one day or on a reduced leave schedule basis upon approval from Insight.
Leave may be taken as needed for purposes of engaging in any of the following activities as they relate to the incident of domestic violence or sexually violent offense: (1) seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence; (2) obtaining services from a victim services organization; (3) obtaining psychological or other counseling; (4) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety from future domestic or sexual violence or to ensure economic security; (5) seeking legal assistance or remedies to ensure health and safety, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or (6) attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

Affected reasonable advance written notice of their intention to take leave for a purpose stated above if the need for leave is foreseeable. The notice should be provided as far in advance as is reasonable and practicable under the circumstances. Insight may require documentation supporting the basis of the need for leave.

Insight will hold the information that employees provide in order to request leave in confidence, except to the extent that disclosure is: 1) requested or consented to in writing by the employee or 2) otherwise required by applicable federal or state law, rule or regulation.

An eligible employee may elect, or Insight may require the employee, to use any accrued paid time off during any part of the 20-day period of unpaid leave. Any paid leave provided shall run concurrently with the unpaid leave.
If an employee requests leave for a reason covered by this policy and the Family Leave Act, or the federal Family and Medical Leave Act, the leave will count simultaneously against the employee's entitlement under each respective law.

Insight will not discriminate against employees who are victims of an incident of domestic violence or sexually violent offense for taking leave or requesting leave to which the employee was entitled pursuant to this policy and applicable law or on the basis that an employee refused to authorize the release of information deemed confidential under applicable law.

For more information, speak to the Director of Human Resources or the Human Resources Manager.

Disability Leave

Full-time employees are eligible for an unpaid disability leave after completing their introductory period. Disability leave due to non-occupational illness, injury or pregnancy related disability is not to exceed eight weeks.

Granting this leave prior to the completion of the eligibility period and/or beyond the maximum period stated above may be required as a reasonable accommodation in accordance with the Americans with Disabilities Act or due to state law or other requirements.

Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work. Insight will not seek genetic information in
connection with requests for disability leave. All medical information received by Insight in connection with a request for leave under this policy will be treated as confidential.

When you are able to return to work, give us at least one week’s advance written notice. Include a doctor's certificate stating that you are medically able to return to your normal duties. We reserve the right to require a physical examination by a physician of our own choosing prior to your resumption of duties, as allowed by state law.

If your leave is covered by the Family and Medical Leave Act, we will return you to the same or an equivalent position, consistent with our policy. Otherwise, we will return you to the same or similar position you held prior to the disability leave, subject to our staffing and business requirements. Your continued absence from work beyond your disability (as determined by your physician) will be deemed a voluntary discharge of your employment.

This leave may run concurrently with the Federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

**Federal Family and Medical Leave Act**

The Family and Medical Leave Act ("FMLA") provides eligible employees the opportunity to take unpaid job-protected leave for certain specific reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.
Employee Eligibility

To be eligible for FMLA leave, you must:

1. have worked at least 12 months for Insight in the preceding seven years (limited exception apply to the seven-year requirement);

2. have worked at least 1,250 hours for Insight over the preceding 12 months; and

3. currently work at a location where there are at least 50 employees within 75 miles.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

1. birth of a child, or to care for a newly-born child (up to 12 weeks);

2. placement of a child with the employee for adoption or foster care (up to 12 weeks);

3. to care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to 12 weeks);

4. because of the employee's serious health condition that makes the employee unable to perform the employee's job (up to 12 weeks);

5. to care for a Covered Servicemember with a serious injury or illness related to certain types
of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details); or

6. to handle certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active duty status in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Servicemember, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

**Definitions**

A “Serious Health Condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.
Identifying the 12 Month Period

The 12-month period in which 12 weeks of leave may be taken is a rolling backward 12-month period from the date an employee uses any FMLA. For leave to care for a covered servicemember, Insight calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Using Leave

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered servicemember, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt Insight's operations.

Use of Accrued Paid Leave

Depending on the purpose of your leave request, you may choose (or Insight may require you) to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of your FMLA leave. In order to substitute paid leave for FMLA leave, an eligible employee must comply with Insight's normal procedures.
for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

**Maintenance of Health Benefits**

If you and/or your family participate in our group health plan, Insight will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, Insight may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

**Notice and Medical Certification**

When seeking FMLA leave, you are required to provide:

1. sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform Insight if the requested leave is for a reason for which FMLA leave was previously taken or certified.

If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with Insight
normal call-in procedures, absent unusual circumstances.

2. medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of Insight request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required;

3. periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and

4. medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. Insight will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

**Employer Responsibilities**

To the extent required by law, Insight will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, Insight will provide him or her with a notice that specifies any
additional information required as well as the employee's rights and responsibilities. If employees are not eligible, Insight will provide a reason for the ineligibility. Insight will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If Insight determines that the leave is not FMLA-protected, Insight will notify the employee.

**Job Restoration**

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

**Failure to Return After FMLA Leave**

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to Insight's standard leave of absence and attendance policies. This may result in termination if you have no other Insight-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, Insight's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

**Other Employment**

Insight generally allows employees to hold other employment while on a leave of absence including FMLA.
Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

Employer’s Compliance with FMLA and Employee’s Enforcement Rights

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While Insight encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the Director of Human Resources or the Human Resources Manager, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any Federal or state law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Military-Related Federal FMLA Leave

FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.
Definitions

A “covered servicemember” is either: (1) a current servicemember of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty for which the servicemember is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; or (2) a “covered veteran” who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

A “covered veteran” is an individual who was discharged under conditions other than dishonorable during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. The period between October 28, 2009 and March 8, 2013 is excluded in determining this five-year period.

The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition.” For current servicemembers, the term “serious injury or illness” means an injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service, that may render them medically unfit to perform the duties of their office, grade, rank or rating.

For covered veterans, this term means a serious injury or illness that was incurred in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service and manifested itself before or after the individual assumed veteran status, and is: (1) a continuation of a serious injury or illness that was incurred or aggravated when they were a member of the
Armed Forces and rendered them unable to perform the duties of their office, grade, rank or rating; (2) a physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; (3) a physical or mental condition that substantially impairs the veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would be so absent treatment; or (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

“Qualifying exigencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, parental care, and post-deployment debriefings.

**Military Caregiver Leave**

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. Military Caregiver Leave is a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period.

To be “eligible” for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered servicemember. “Next of kin” means the nearest blood relative of the servicemember, other than the servicemember’s spouse, parent, son, or
daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered servicemember in a “single 12-month period.” The “single 12-month period” begins on the first day leave is taken to care for a covered servicemember and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this “single 12-month period,” the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each servicemember. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered servicemember, and/or for each and every serious injury or illness of the same covered servicemember. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any “single 12-month period.”

Within the “single 12-month period” described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the “single 12-month period,” an eligible employee may take up to 16 weeks
of FMLA leave to care for a covered servicemember when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered servicemember and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

**Qualifying Exigency Leave**

Eligible employees may take unpaid “Qualifying Exigency Leave” to tend to certain “exigencies” arising out of the duty under a call or order to active duty of a “military member” (i.e. the employee’s spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a “single 12-month period”). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.
Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a federal call to active duty, and state calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

1. **Short-notice deployment.** To address any issue that arises out of short notice (within seven days or less) of an impending call or order to active duty.

2. **Military events and related activities.** To attend any official military ceremony, program, or event related to active duty or call to covered active duty status or to attend certain family support or assistance programs and informational briefings.

3. **Childcare and school activities.** To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
4. **Financial and legal arrangements.** To make or update various financial or legal arrangements; or to act as the covered military member’s representative before a federal, state, or local agency in connection with service benefits.

5. **Counseling.** To attend counseling (by someone other than a health care provider) for the employee, for the military member, or for a child or dependent when necessary as a result of duty under a call or order to covered active duty.

6. **Temporary rest and recuperation.** To spend time with a military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to 15 days of leave for each instance of rest and recuperation.

7. **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the military member’s active duty status. This also encompasses leave to address issues that arise from the death of a military member while on active duty status.

8. **Parental care.** To care for the military member’s parent who is incapable of self-care. The parent must be the military member’s biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age.
9. **Mutually agreed leave.** Other events that arise from the military member's duty under a call or order to active duty, provided that Insight and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the military member's active duty orders or rest and recuperation orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

**Limited Nature of This Policy**

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. Insight reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.
Family Leave Insurance

The State of New Jersey may provide partial wage benefits to eligible employees for up to six weeks in a 12-month period for the following reasons:

- To bond with a child during the first 12 months after the child’s birth, if the covered individual or the domestic partner or civil union partner of the covered individual, is a biological parent of the child, or the first 12 months after the placement of the child for adoption with the covered individual.

- To care for a family member with a serious health condition supported by a certification provided by a health care provider.

Parent of a covered individual means a biological parent, foster parent, adoptive parent, or stepparent of the covered individual or a person who was a legal guardian of the covered individual when the covered individual was a child.

Family member means a child, spouse, domestic partner, civil union partner or parent of a covered individual.

Child means a biological, adopted, or foster child, stepchild or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than 19 years of age or is 19 years of age or older but incapable of self-care because of mental or physical impairment.

The Temporary Disability Leave Law (Family Leave Insurance) provides benefits to eligible employees who
have worked 20 or more calendar weeks in covered New Jersey employment, and have earned the minimum wage amount determined by the New Jersey Department of Labor and Workforce Development during the 52 weeks immediately preceding the leave.

In the event that an employee has been laid off due to a state of emergency since October 22, 2012, the employee may receive credit (as if the employee had worked) for up to 13 base weeks for purposes of determining eligibility in accordance with state law.

The Family Leave Insurance benefits program provides covered individuals with a monetary benefit, not a leave entitlement. Further, this policy does not provide additional time off, rather family leave insurance may provide compensation during an approved leave of absence pursuant to the New Jersey Family Leave Law, the Federal Family and Medical Leave Act or any other Insight provided leave.

Please refer to our Disability Leave, Family Leave, and Federal Family and Medical Leave policies for more information about available leave entitlements which may run concurrently with family leave insurance benefits.

The Family Leave Insurance benefits program does not establish the right of a covered employee to be restored to employment following a period of leave from work to participate in providing care for a family member who has a serious health condition or to bond with a newborn or newly adopted child.

You are responsible for filing your claim for benefits under this program and other forms promptly and accurately with the Department of Labor and Workforce Development, Division of Temporary Disability Insurance.
When requesting benefits during a leave to care for a child after birth or adoption, you must provide the Director of Human Resources or the Human Resources Manager with at least 30 days prior notice, except when unforeseeable circumstances prevent prior notice. Leave taken on an intermittent basis for this reason must be taken in periods of seven days or more and the schedule must be mutually agreed to by both the employer and the employee.

When requesting family leave insurance benefits during a leave to care for a family member with a serious health condition, you must provide the Director of Human Resources or the Human Resources Manager with reasonable and practicable notice unless the time of the leave is unexpected or the time of the leave changes for unforeseeable reasons and is required to schedule, when possible, the leave in a manner to minimize disruption of employer operations. If you intend to take leave on an intermittent basis, you must provide at least 15 days advance notice. Employees taking leave to care for a family member may be required to provide medical certification.

The cost of this insurance is fully paid by the employee. Please contact the Director of Human Resources or the Human Resources Manager for additional information.
Short-Term Disability Insurance

All employees who have met the minimum earning requirements are eligible for short-term disability insurance. This insurance is designed to provide income for you when you are absent from work for more than seven calendar days due to non-occupational illness, injury or pregnancy-related disability.

The benefits are calculated as a percentage of your salary up to a weekly maximum, as specified by law, for up to 26 weeks.

The cost of this insurance is shared between Insight and the employee.

Provide written notice including a doctor’s certificate stating the nature of the disability and your expected date of return to work. Disability insurance information may be obtained from the Director of Human Resources or the Human Resources Manager.

Pregnancy Accommodation
(New Jersey Employees)

Insight, consistent with state law, will provide reasonable accommodations to female employees related to pregnancy, childbirth or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.
When an employee requests a reasonable accommodation, Insight shall explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- allowing more frequent breaks or periodic rest;
- assistance with manual labor;
- modifying job duties;
- modifying work hours/schedules;
- temporary transfer to a less strenuous or less hazardous position; or
- providing a leave of absence.

Insight may require the employee to provide a certification in connection with a request for reasonable accommodation that includes the following:

- the date the reasonable accommodation became medically advisable;
- the probable duration of the reasonable accommodation; and
- an explanatory statement as to the medical advisability of the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact the Director of Human Resources or the Human Resources Manager.
Family Leave

All employees who have worked 1,000 hours in the previous 12 months of consecutive employment are eligible to receive up to 12 weeks of unpaid family leave within a 24 month period. The 24 month period is measured rolling backward from the date leave is used.

In the event that an employee has been laid off due to a state of emergency since October 22, 2012, the employee may receive credit (as if the employee had worked) for up to 90 calendar days toward the 12-month base period for purposes of calculating eligibility for leave.

Family leave may be used only in the event of a birth or adoption of a child or to provide care due to the serious health condition of a child, spouse, civil union partner, parent or your spouse’s parent.

You must provide notice to the Director of Human Resources or the Human Resources Manager of your need for leave no later than 30 days prior to the leave, except where emergent circumstances warrant shorter notice. You may be required to provide a certification issued by a licensed health care provider prior to Insight granting a request for family leave.

Leave taken due to the birth or adoption of a child may begin any time within one year of the birth or placement for adoption. Such leave must be taken consecutively, unless Insight agrees to permit the employee to take this leave on an intermittent or reduced leave schedule. Leave taken due to the serious illness of a child or covered family member may be taken consecutively or, if medically necessary, on an intermittent basis if prior notice is given in a manner that is reasonable and practical and the employee makes a reasonable effort to
schedule the leave so as not to disrupt unduly the operations of Insight.

Where intermittent leave is taken, the employer may require the employee to transfer to an alternative position having the equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position.

You are entitled to return to your previous or similar position, unless during such leave Insight has experienced a reduction in force or layoff and you would have lost your position had you not been on a family leave.

Consistent with Insight's policies, you may be required to substitute certain accrued paid leave time for unpaid family medical leave.

This leave may run concurrently with the Federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

**Social Security**

During your employment, you and Insight both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.
Unemployment Insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the Director of Human Resources or the Human Resources Manager.

Workers’ Compensation

On-the-job injuries are covered by our Workers’ Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Director of Human Resources or the Human Resources Manager. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.
401(k) Qualified Retirement Plan

Insight provides eligible employees with a 401(k) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. Insight's contribution, if any, is determined by the employer on an annual basis.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from the Director of Human Resources or the Human Resources Manager. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator.

At this time Insight does not provide a company matched 401(k) plan.

Employee Bonuses

Employees may receive bonuses from time to time. These are based on individual merit, Insight's profitability and any other factor(s) deemed significant by Insight. Whether or not bonuses are granted and the amounts granted are within the sole discretion of the President and, Director of Human Resources.
On the Job
Discussions with Clients

When working on an assignment in a clients’ office, you may be asked to offer specific suggestions or comments regarding his or her practices.

Prior to discussing any suggestions with a client, your recommendations must first be approved by the Director of Human Resources or the Human Resources Manager.

Care of Client Records

The impression that clients have of Insight is based, in part, on the way we care for their records. If we are careless with their files and records, clients may conclude that we have the same attitude toward our technical work. As professionals, we must respect the confidence in which we are entrusted and ensure that client files are handled with care.

When possible, obtain all material from client files and then return the material back to the files. Material should be returned in the same condition or better than when it was received.

Under no circumstances will outside requests for client material be fulfilled unless prior written permission is received from the Director of Human Resources or the Human Resources Manager.
Social Security Number Privacy and Protection of Personal Information

To ensure to the extent practicable the confidentiality of our employees' and applicants' Social Security Numbers (SSNs) and confidential personal information, no employee may acquire, disclose, transfer, or unlawfully use the SSN or personal information of any employee except in accordance with Insight policy. The release of employee SSNs, driver’s license numbers, or financial account numbers to external parties is prohibited except where required by law. Internal access to employee SSNs, driver’s license numbers, or financial account numbers is restricted to employees with a legitimate business need for the information.

Employee SSNs and personal information may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws. Records that include Social Security numbers and personal information will be maintained in accordance with federal and state laws.

Any documents that include employee SSNs or personal information which are to be discarded must be destroyed by shredding paper documents and running a data scrubbing program before disposing of electronic storage media.

Any violation of this policy will result in disciplinary action up to and including discharge.

Where Insight policy and operating procedures may conflict with state law, the state law shall supersede this policy.
For more information about this policy and Insight's operating procedures, please contact the Director of Human Resources or the Human Resources Manager.

Attendance and Punctuality

Attendance and punctuality are important factors for your success within Insight. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify the Human Resources Department, the District Manager, and/or the school secretary as far in advance as is feasible under the circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible. Insight reserves the right to request a doctor's note for applicable employee absences.

If you are absent for three days without notifying Insight, it is assumed that you have voluntarily abandoned your position with Insight, and you will be removed from the payroll.

Business Hours

Because of the nature of our business, your work schedule may vary depending on your job. Our normal
corporate office business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Check with the Human Resources Department and/or your District Manager if you have questions about your hours of work.

Lactation Breaks

Insight will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child up to one year of age; unless additional time is required by state law. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with state law. Insight will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Notify the Director of Human Resources or the Human Resources Manager to request time to express breast milk under this policy.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a state or local law, or regulation. If you have knowledge of such a conflict or a potential conflict you should contact the Director of Human Resources or the Human Resources Manager.
Substitute Work Assignments

Work assignments will be distributed by our automated substitute placement system both by phone and web. When possible, you will be advised of future assignments in advance, so you will have ample time to prepare for the assignment.

Contact with Insight

Insight should know your location at all times during business hours. The school and the District Manager will keep a record of your assignments, and (s)he should be notified of your whereabouts outside Insight and/or school premises during working hours.

On The Job Training

The Human Resources Department is responsible for initiating all on-the-job training for employees within your department. This may include safety training, participation in off-site training and continuing education when necessary for job safety and work performance. Training will be conducted during regular working hours or online whenever possible.

Employees are required to complete all state mandated training within the dates provided by the Human Resources Department.

If you have any questions regarding training, please contact the Human Resources Department.
Standards of Conduct

Each employee has an obligation to observe and follow Insight's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by Insight. Insight does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of Insight's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in Insight activities or in Insight vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; inappropriate physical contact; harassment; discrimination or retaliation; performing outside work or use of Insight property, equipment or facilities in connection with outside work while on Insight time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.
Nothing in this policy is designed to modify our employment-at-will policy.

**Client and Public Relations**

Insight's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that clients have toward Insight may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a client for granted, but if we do we run the risk of losing not only that client, but his or her associates, friends or family who may also be clients or prospective clients.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

**Non-Solicitation**

Insight believes employees should have a work environment free from interruptions of a non-work related nature, as work time is for work. When you are to be working you should focus on your duties and not engage in activities that would interfere with your own work or the work of others. For the purpose of this policy, solicitation includes, but is not limited to, for collection of any debt or obligation, for raffles of any kind or chance taking, or for the sale of merchandise or
business services, the attempt to sell any product or service (e.g. selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc.). Such interruptions can be both detrimental to the quality of work and efficiency, and may not be respectful of others job responsibilities and right not to be interrupted.

Employees may not engage in solicitation for any purpose during his/her work time, which includes the working time of the employee who seeks to solicit and the employee who is being solicited. Although solicitation is not encouraged, it is permitted as long as it is limited to the employee's break and lunch time and kept out of active working areas. Nothing in this policy is intended to restrict an employee's statutory rights.

Distribution

Distribution of any type (materials, goods, etc.) is prohibited in work areas at any time, whether or not the employees are on working time. Non-employees are prohibited from distributing materials to employees on Insight premises at any time. Inappropriate literature is prohibited, e.g. literature that violates Insight's non-harassment and discrimination policies; items of a defamatory nature, items that include threats of violence, unprotected literature of a political nature that is highly inflammatory and likely to disrupt facility discipline and order or safety. Nothing in this policy is intended to restrict an employee's statutory rights.
Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Human Resources Department promptly.

Care of Equipment

You are expected to demonstrate proper care when using Insight's as well as the School District’s property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to the school administration and/or your District Manager at once.
Severe Weather

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the business remains open is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing and/or delayed opening of the building, you will be notified by the call center and/or the District Manager. Employees are also encouraged to look at the appropriate school district’s website and local news for information on school closings.

If there is a delayed opening and/or early dismissal, employees will be compensated for a full day as long as the day worked is greater than four hours.
Natural Disasters

Natural disasters, including earthquakes, hurricanes, mudslides, floods and fires are to be expected from time to time. Although driving may be difficult in some areas due to damaged freeways and streets, when caution is exercised the roads are normally passable or alternate routes are available. Except in severe cases, we are all expected to work our regular hours. Time taken off due to natural disasters while the business remains open is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified by the call center and/or the District Manager.

Personal Telephone Calls

Personal cellular telephones must be turned off or set to a silent alert during working hours while on Insight and/or School premises.

Employees are prohibited from using cellular telephones to text message, make calls and/or use the internet during working hours while on Insight and/or school premises unless on an approved break period or lunch.

It is important to keep our corporate telephone lines free for client calls. Although the occasional use of Insight's telephones for a personal emergency may be necessary, routine personal calls are not permitted.
Acceptable Use of Electronic Communications

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

Employees may use our Systems to communicate internally with co-workers or externally with clients, suppliers, vendors, advisors, and other business acquaintances for business purposes during working time.

All Electronic Communications contained in company Systems are company records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to Insight. The Systems and Electronic Communications are accessible to Insight at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and
disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. Insight's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

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

Employees may not use our Systems in a manner that violates our policies including but not limited to Equal Employment Opportunity, No Harassment, Care of Client Records, Protecting Insight Information, Non-Solicitation, and Distribution. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually-explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats of violence or bullying, or derogatory comments; or any other message or image that may be in violation of company policies or federal, state or local law.

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

- To download, save, send or access any discriminatory or obscene material;
• To download anything from the internet (including shareware or free software) without the advance written permission of the Director of Human Resources or the Human Resources Manager;
• To download, save, send or access any site or content that Insight might deem “adult entertainment;”
• To access any “blog” or otherwise post a personal opinion on the Internet during working time (see Social Media policy);
• To solicit employees or others during working time;
• To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of Insight or any other person or entity;
• In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
• In connection with the violation or attempted violation of any law.

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

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer trade secrets or proprietary materials of Insight or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to Insight. You may not install password or encryption programs without the written
permission of the Director of Human Resources or the Human Resources Manager. Employees may not use the passwords and encryption keys belonging to others.

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

This policy does not limit an employee's rights under Section 7 of the National Labor Relations Act. Nothing in this policy is meant to restrict an employee's right to discuss the terms and conditions of his/her employment during non-working hours using non-Insight systems. Nothing in this policy is meant to restrict an employee's right to engage in Section 7-protected communications on nonworking time.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, Insight may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask the Director of Human Resources or the Human Resources Manager for advance clarification.
Social Media

Insight has in place policies that govern use of its own electronic communication systems, equipment, and resources which employees must follow. We encourage you to use good judgment when communicating via social media.

“Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Insight, as well as any other form of electronic communication.

The same principles and guidelines found in Insight's Employee Handbook policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects clients, vendors, suppliers, people who work on behalf of Insight or its legitimate business interests may result in disciplinary action up to and including immediate discharge.

The following is a general and non-exhaustive list of guidelines you should keep in mind:

1. Always be fair and courteous to fellow employees, clients, vendors, suppliers or people who work on behalf of Insight. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Talk To Us policy than by posting complaints to a social media
Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages clients, employees, vendors, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or any other status protected by federal, state or local law or company policy. Inappropriate postings that may include discriminatory remarks, harassment, retaliation, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including immediate discharge.

2. Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate. Nothing that is posted ever truly “expires.” Never post any information or rumors that you know to be false about Insight, fellow employees, clients, vendors, suppliers, people working on behalf of Insight or competitors.

3. Maintain the confidentiality of Insight trade secrets and proprietary or confidential information. Trade secrets may include information regarding the development of
systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

4. Do not create a link from your blog, website or other social networking site to Insight’s website without identifying yourself as Insight employee.

5. Express only your personal opinions. Never represent yourself as a spokesperson for Insight. If Insight is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Insight, fellow employees, clients, vendors, suppliers or people working on behalf of Insight. If you do publish a blog or post online related to the work you do or subjects associated with Insight, make it clear that you are not speaking on behalf of Insight. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Insight Workforce Solutions, LLC”.

6. You must refrain from using social media while on working time or while using equipment we provide, unless it is work-related as authorized by the Director of Human Resources or the Human Resources Manager, or other member of management; or consistent with the Acceptable Use of Electronic Communications Policy.

7. Do not use any Insight email addresses to register on social networks, blogs or other online tools utilized for personal use.

Employees are encouraged to report violations of this policy. Insight prohibits retaliation against any employee
for reporting a possible deviation from this policy or for cooperating in an investigation.

Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including immediate discharge.

You should not speak to the media on Insight's behalf without contacting the Director of Human Resources or the Human Resources Manager. All media inquiries should be directed to them.

Where applicable, Insight complies with state laws concerning access to an employee's personal social networking account, including restrictions concerning employer requests for an employee's username and/or password.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

If you have questions or need further guidance, please contact the Director of Human Resources or the Human Resources Manager.

**Dress Policy**

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.
Our clients' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct client contact, you represent Insight with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for Insight, to the public and fellow employees.

Insight maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for the classroom, the office and/or client interaction. Should a school district follow a specific dress code, all employees are required to adhere to that specific policy. Additionally, employees should not wear sleeveless shirts, t-shirts, tank tops, midriff tops, halter tops, jeans, sneakers, flip flops, sandals, or clothing that is considered to be revealing.

**Personal Hygiene**

Maintaining a professional, business-like appearance is very important to the success of Insight. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.
Recycling and Waste Prevention

Insight is committed to the environment and its future. Therefore, recycling containers are located throughout the building for the collection of recyclable materials. Waste of time, materials and utilities is costly to Insight. If you have any waste prevention ideas, please advise the Director of Human Resources or the Human Resources Manager in writing.

Protecting Insight Information

Protecting Insight's information is the responsibility of every employee. Do not discuss Insight's confidential business or proprietary business matters, or share confidential, personal employee information with anyone who does not work for us such as friends, family members, members of the media, or other business entities.

Confidential information does not include information pertaining to the terms and conditions of an employee's employment. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

All telephone calls regarding a current or former employee's position/compensation with Insight must be forwarded to the Director of Human Resources or the Human Resources Manager.

Insight's address shall not be used for the receipt of personal mail.
Conflict of Interest/Code of Ethics

Insight's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with Insight, or any of its clients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

Insight adheres to the highest legal and ethical standards applicable in our business. Insight's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of Insight shall conduct their personal affairs such that their duties and responsibilities to Insight are not jeopardized and/or legal questions do not arise with respect to their association or work with Insight.

Parking

Parking requirements may change for each school district an employee is assigned to. The specific parking requirements will be outlined in each employee’s welcome email upon hire if applicable.
Contact with the Media

All media inquiries regarding Insight and its operations must be referred to the Director of Human Resources or the Human Resources Manager. Only the Director of Human Resources or the Human Resources Manager are authorized to make or approve public statements on behalf of Insight. No employees, unless specifically designated by the Director of Human Resources or the Human Resources Manager, are authorized to make statements on behalf of or as a representative of Insight.
If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide the Director of Human Resources or the Human Resources Manager with at least two weeks' advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with Insight.

Insight does not provide a "letter of reference" to former employees. Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

All Insight property must be returned at the end of employment. This includes your ID badge whether issued by Insight or the School District. Otherwise, Insight may take action to recoup any replacement costs and/or seek the return of Insight property through appropriate legal recourse.

You should notify Insight if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.
Safety in the Workplace
Each Employee's Responsibility

Safety can only be achieved through teamwork at Insight. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the Human Resources Department of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform Human Resources or your District Manager immediately.

2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on Insight’s property is forbidden.

3. Use, adjust and repair machines and equipment only if you are trained and qualified.

4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.

5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask the Director of Human Resources or the Human Resources Manager.

6. Know the locations, contents and use of first aid and fire fighting equipment.
A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

In addition, all Insight employees are expected to be aware of and follow all District-related safety procedures and protocols.

**Fire Drills**

Fire drills are scheduled periodically throughout the year. These drills are an important aspect in employee safety. We expect your complete cooperation during these drills. If you have any questions concerning evacuation procedures, see the school administration. It is the employee’s responsibility to learn the proper procedures and precautions that the school district has in place for times of safety drills and emergencies.
Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to Insight property in the event someone, for whatever reason, may be unhappy with Insight decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the school administration, the Director of Human Resources and the Human Resources Manager at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in Insight's investigation, may result in disciplinary action, up to and including discharge.
Workplace Searches

To protect the property and to ensure the safety of all employees, clients and Insight, Insight reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from Insight's property. In addition, Insight reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of Insight, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of Insight.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of Insight's security procedures or any other Insight rules and regulations.
Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to the Director of Human Resources or the Human Resources Manager.

Smoking in the Workplace

Insight is committed to providing a safe and healthy environment for employees and visitors. Smoking, including the use of e-cigarettes, is not permitted on company property or school grounds.

Violations of this policy may result in disciplinary action, up to and including discharge.
No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Insight machinery, equipment or vehicles for work-related purposes or while engaged in Insight business off premises is forbidden except where expressly authorized by Insight and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to the Director of Human Resources or the Human Resources Manager immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.
In An Emergency

The Director of Human Resources should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the Director of Human Resources is unavailable, contact the nearest Insight official.

Should an emergency result in the need to communicate information to employees outside of business hours, the Human Resources Department will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify the Human Resources Department when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of the school administration or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by the school administration to await further instructions or information.

Please direct any questions you may have about Insight’s emergency procedures to the Director of Human Resources or the Human Resources Manager.
Substance Abuse

Insight has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the clients we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with Insight the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on Insight paid time, on Insight premises, in Insight vehicles, or while engaged in Insight activities. Our employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment or continued employment with Insight is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates this policy who is subject to discharge, may be permitted in lieu of discharge, at Insight's sole discretion,
to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Consistent with its fair employment policy, Insight maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. Insight will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with Insight’s policies and applicable federal, state or local laws.

Insight further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of Insight issued lockers, desks or other suspected areas of concealment, as well as an employee’s personal property when Insight has reasonable suspicion to believe that the employee has violated this substance abuse policy.

Although the state has legalized marijuana for medicinal purposes, Insight is not required to allow the medicinal use of marijuana in the workplace. Use is strictly prohibited on Insight property and may result in discipline, up to and including immediate discharge.

This policy represents management guidelines. For more information, please speak to the Director of Human Resources or the Human Resources Manager.
Receipt of Employee Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the Insight Workforce Solutions, LLC Employee Handbook and I understand that it contains information about the employment policies and practices of Insight. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that Insight retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and Insight. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, Insight reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the Director of Human Resources of Insight. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

**INSIGHT IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, INSIGHT OR I MAY
TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF INSIGHT IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE DIRECTOR OF HUMAN RESOURCES OF INSIGHT.

I understand that this Employee Handbook refers to current benefit plans maintained by Insight and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask the Director of Human Resources or the Human Resources Manager or a member of management.

NAME _______________________________________
DATE _________________________________________
EMPLOYEE SIGNATURE __________________________________________
Receipt of Employee Handbook and Employment-At-Will Statement

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If I have questions regarding the content or interpretation of this Employee Handbook, I will ask the Director of Human Resources or the Human Resources Manager or a member of management.

NAME _______________________________________

DATE _______________________________________

EMPLOYEE SIGNATURE __________________________
Receipt of Changes or Additions to Employee Handbook

I received a revised copy of the updated policies for my Employee Handbook. I understand that I am responsible for reading the updated and/or new policies, replacing them in my Employee Handbook with this revised version, and complying with the revised policies. The policies which have been updated and/or added to the Employee Handbook include:

Federal Family and Medical Leave Act

In addition, the following policies have been deleted from the Employee Handbook:

These Employee Handbook policies supersede and replace the former Employee Handbook policies contained in the Employee Handbook.

I understand that neither the updated or new policies in this Employee Handbook nor any other written or verbal communication by a management representative is intended to in any way create a contract of employment for any specified period of time, and that these policies are for informational purposes only. I also understand that the updated and/or new policies do not affect my employment-at-will status, which permits the Insight or me to terminate the employment relationship at any time, for any reason with or without notice.
If I have questions regarding these policies, or the content or interpretation of any policy in the Employee Handbook, I will bring them to the attention of my supervisor or a member of management.

NAME________________________________________

DATE ________________________________________

EMPLOYEE SIGNATURE_____________________

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Receipt of Changes or Additions to Employee Handbook

I received a revised copy of the updated policies for my Employee Handbook. I understand that I am responsible for reading the updated and/or new policies, replacing them in my Employee Handbook with this revised version, and complying with the revised policies. The policies which have been updated and/or added to the Employee Handbook include:

Federal Family and Medical Leave Act

In addition, the following policies have been deleted from the Employee Handbook:

These Employee Handbook policies supersede and replace the former Employee Handbook policies contained in the Employee Handbook.

I understand that neither the updated or new policies in this Employee Handbook nor any other written or verbal communication by a management representative is intended to in any way create a contract of employment for any specified period of time, and that these policies are for informational purposes only. I also understand that the updated and/or new policies do not affect my employment-at-will status, which permits the Insight or me to terminate the employment relationship at any time, for any reason with or without notice.
If I have questions regarding these policies, or the content or interpretation of any policy in the Employee Handbook, I will bring them to the attention of my supervisor or a member of management.

NAME________________________________________

DATE ________________________________________

EMPLOYEE SIGNATURE____________________________