

EMPLOYEE HANDBOOK

This Employee Handbook is designed to summarize KHI Solutions, Inc.'s ("the Company") personnel policies for temporary employees and to acquaint employees with many of the rules concerning employment with the Company. This handbook provides valuable information that will help you succeed. If you have any questions, we encourage you to contact our KHI Employee Relations Team.

Guidelines

Employment Opportunities

We will contact you when your skills and interests match our customers' job requirements to ensure we offer you positions that meet your employment needs. You will be offered assignments based on availability, as well as your experience and skills.

The term of your employment with KHI is not guaranteed; either you or KHI may choose to end an assignment. Thus, your employment is considered to be at-will. Durations of assignments are based on our customers' need and may vary or change at any time without notice.

What is Expected of You

You have the flexibility to accept or decline any assignments you are offered. When you accept an assignment, it is important to note that **you are an employee of KHI**, not the customer to whom you are assigned.

Upon accepting an assignment, you should record all relevant information that you'll need to ensure a good start. If the customer changes your responsibilities, notify our Employee Relations Team.

We expect our employees to exhibit the following attributes:

- **Responsibility** - When you accept an assignment, we expect you to fulfill your obligation. You are expected to give us advance notice if you are unable to complete your assignment. You are responsible for any personal items you take to your worksite.
- **Dependability** - You are expected to be at work on time every day.
- **Professionalism** - Dress appropriately for your assignment. You will be informed of the customer's dress code requirements prior to your first work day. Do not use the customer's equipment or supplies for personal use. Keep personal phone calls to a minimum and refrain from exchanging personal emails and instant / text messages while at work.
- **Accuracy** - Report all actual hours worked for each day worked.
- **Discretion** - Keep confidential information private. Maintain and store confidential materials properly.

Working with KHI

You are expected to maintain communication with us when the following situations occur:

- You are going to be late or absent from work.
- You are unable to complete an assignment. In this situation, contact KHI, not the customer. We will inform them. Failure to notify us within two business days of completion of your assignment could result in denial and / or interruption of unemployment benefits.
- You are dissatisfied with your work assignment. Contact our Employee Relations Team to discuss possible solutions.
- Your work duties / work hours are different or have changed from what were originally

discussed with you by your Recruiter.

- You plan to take time off for vacation.
- You moved or your contact information changes. KHI may contact you through phone or email, therefore please ensure we have your updated contact information.
- You feel you are being harassed at work.
- You are injured at work or the work environment seems unsafe.
- Your assignment ends and the customer wants you to return at a later date.
- The customer offers to hire you.
- You are charged with, or found guilty of, any criminal offense (where applicable by State law).

Getting Paid

We are committed to paying you quickly and accurately. You are responsible for promptly and accurately submitting your time at the end of your work week. KHI payday is every Friday.

Report all actual hours worked—no more and no less—for each day worked. Never report time for another person.

As your employer, KHI deducts required Federal, State, and City taxes; Social Security; and other legally required deductions (i.e. garnishments) that have been served to KHI.

Submitting your Time

KHI customers use a variety of timekeeping methods (paper timesheets or web-based systems). Our Employee Relations Team will give you instructions for submitting your time.

Time is due by **10:00am EST every Monday**. Failure to submit your time by this deadline may delay the processing of your pay. It is your responsibility to ensure your client supervisor approves your time.

Electronic Payment Options

Electronic pay is our preferred method of payment and the fastest, safest, and most reliable way to get paid. If your time is submitted accurately and on time, your pay is always available on payday. We offer two electronic pay options: direct deposit and global pay card.

Direct Deposit

With direct deposit, your pay is electronically deposited directly into your checking account. To enroll, complete the Direct Deposit Enrollment form sent to you as part of your onboarding paperwork.

Global Payroll Card

The Global Cash Card is a great alternative to a checking or savings account. Your check is deposited directly to the card. To enroll, inform your Onboarding Coordinator or our Employee Relations Team.

Expenses

Your position may allow for pre-approved expense submittals. Expenses must be entered as they are incurred, and no later than 60 days from the date incurred. Any expenses entered late must be

brought to KHI's attention so that KHI may process payment, if possible.

You must complete the expense worksheet & attach receipts.

Contact our employee relations team if you have questions.

Payment Statements

Paycheck statements are available online. You will have access to this online system (Paychex eServices) on your first payday.

How to Access Paychex Flex

You will have access to your paycheck statements in Paychex Flex. Once you have access, you will need to register your account. Follow the instructions below after your start date to register your account. This is where your paystubs and W2 will be available. Note: KHI does not mail W-2 statements.

- Visit paychexflex.com
- Click Sign Up. You do not need to enter a Username. (You MUST use your full name to register)
- Complete all fields on the Personal Information page, click Continue.
- Select and answer four security questions on the Security Information page, click Continue.
- Complete all fields on the Account Information page, click Continue.
- Once you complete all pages, you'll be logged in to the application. Be sure to remember your unique Username and Password for future access.

Your W-2 will also be available on this system. **Note:** KHI does not mail W-2 statements.

Medical Benefits

For employees who meet certain minimum eligibility criteria, KHI Solutions provides healthcare coverage that satisfies your obligation to have health insurance under the Affordable Care Act (ACA). You will be notified during the onboarding process if your position qualifies. If there are changes in your position that make you eligible for healthcare coverage, you will be contacted by our Employee Relations Team. If you have questions regarding the health benefits KHI Solutions provides, or about qualifying, please contact your Onboarding Coordinator or our Employee Relations Team.

Health and Safety

KHI's primary concern is for the safety and welfare of its employees. To ensure this, guidelines have been established that recognize the responsibility of KHI, our clients, and you, our employee. KHI's responsibility is to promote a safe and healthy workplace for all of our employees. Because our client and its on-site supervisor control the workplace, clients must demonstrate a commitment to accident-free workplaces. Only employees who will take the responsibility to work safely and

observe KHI and customer safe work practices will be assigned work. Our team approach to accident prevention and safe work practices will help create a working environment that promotes safety, health, and the professionalism that you and our clients have the right to expect.

General Guidelines

Safety rules and safe work practices are designed to protect you, but are only effective if you are willing to abide by them. These guidelines are a condition of your continued employment. Know these guidelines and consider them requirements of your job assignment.

Failure to abide by these policies may result in termination of your job assignment or in reduction or complete elimination of any related benefits.

Safety Tips

- Do know the safe work practices of each job assignment as provided by your client supervisor.
- Do pay attention to your work and your surroundings. Avoid horseplay and be alert to moving equipment and all machinery.

Safety Prohibitions

- Do not use any vehicle for work purposes without written permission from KHI.
- Do not accept duties that require the handling of money or other valuables without written permission from KHI.
- Do not use alcohol, illegal drugs, or controlled substances on the job or on the client's premises. Anyone who violates this policy or who reports to work under the influence of any of these substances will be dismissed from the assignment, which may result in termination of employment and potentially a loss of benefits.

Safety and Health Rules

1. All employees shall follow our safety practice rules, render ever-possible aid to safety operations and report all unsafe conditions or practices to the management.
2. Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work and shall take such action as is necessary to obtain observance.
3. All employees shall be given accident prevention instructions.
4. Anyone known to be under the influence of drugs or intoxicating substances, which impair the employee's ability to safely perform the assigned duties, shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of material and in working with equipment.
7. No employee shall knowingly be permitted or required to work while his / her ability or alertness is so impaired by fatigue, illness, or other causes that might unnecessarily expose the employee or others to injury.

8. Employees shall not enter voids, chambers, tanks or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly.
10. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
11. All injuries shall be reported promptly to the supervisor and our KHI Employee Relations Team so arrangements can be made for medical or first aid treatment.
12. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
13. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
14. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.
15. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions for those products.
16. Before leaving any job, be sure the job site is in safe condition.
17. Work shall be arranged so that employees are able to face a ladder and use both hands while climbing.
18. Gasoline shall not be used for cleaning purposes.
19. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel until it has first been determined that no possibility of explosion exists and authority for the work is obtained from a supervisor.
20. Any damage to scaffolds, false work, or other supporting structures shall be immediately reported to the supervisor and repaired before use.

Reporting Unsafe Conditions and Work-Related Accidents / Injuries

- Contact our KHI Employee Relations Team immediately if you are asked to perform duties other than those specified by your assignment.
- Report any unsafe conditions immediately to your on-site client supervisor as well as our KHI Employee Relations Team.
- Notify your on-site client supervisor and ask for instructions if you are unsure of any job task you are asked to perform.
- Notify your on-site client supervisor if you observe another employee engaged in an unsafe act.
- Report any accident or injury that resulted from your job-related duties to your on-site client supervisor and seek first aid. The injury shall be reported to your on-site client supervisor no

later than the end of the shift on which you suffered the injury. Also, contact our KHI Employee Relations Team immediately – by leaving a voice mail if they are not directly available – and no later than the end of your shift to report any work related injury.

- Employees are required to contact Medcor 24/7 Injury Triage Service at 800.775.5866 to report the injury as soon as possible. In an emergency, please call 911. If there is a safety or medical emergency outside of normal business hours please call 866-926-2086 for immediate assistance.
- Also, contact your KHI Employee Relations Representative immediately - by leaving a voice mail if they are not directly available - and no later than the end of your shift to report any work related injury

Emergency Procedures

The on-site client supervisor will inform you of the location of emergency exits as well as evacuation assembly points. In the event of an emergency, follow the instructions of your on-site client supervisor. Do not use fire extinguishers or other firefighting equipment or become involved in rescue operations.

Personal Protective Equipment (PPE)

Industrial and construction assignments frequently require the use of personal safety equipment. When these conditions exist at your job assignment, you will be informed of the type of equipment required and how to use and care for it. The on-site client supervisor will provide the equipment. It is your responsibility to use it as instructed without exception. Failure to wear required safety equipment may result in termination of employment. Examples of safety equipment you may be required to wear are as follows:

- **Hard Hats** – protection from overhead hazards
- **Safety Glasses / Goggles** – protection from airborne particles, sparks, and some splashes
- **Safety Shoes** (to be provided by employee) – protection from objects falling on feet and sharp objects penetrating shoe soles
- **Hearing Protection** – protection from high-level noise exposure
- **Gloves** – depending on type of glove, protection from harmful liquids, heat, or surface contact hazards
- **Boots and Aprons** – protection from wet environments
- **Dust Masks** – protection from dust exposure
- **Welding Hoods** – protection from flash burn, ultraviolet light, sparks, infrared light, and sparks.

Note: KHI employees are not permitted to do tasks which require respirators.

Note: only ANSI approved welding hoods that meet eye tint requirements will be accepted.

Hearing Protection

Our hearing is a valuable resource and we should take precautions to protect ourselves from noise exposure that could potentially cause us to lose even a portion of that resource. Hearing protection devices are a common piece of Personal Protective Equipment (PPE). Below are types of hearing protectors you may see at your worksite:

- **Foam Ear Plugs** - Normally, these plugs are compressed with the fingers and inserted directly into the ear canal where they expand and form a sound reduction barrier to reduce the effects of surrounding noise. Since there are such a wide variety of these plugs, you should always read the directions on the package to assure that you insert them correctly and they are suitable for use in your work environment. Remember to always wash your hands before inserting the plugs. Handling the plugs with dirty hands can result in ear infection.
- **Ear Muffs** - These are used in many industrial applications, especially where the exposures are for short periods and employees want protection that can be put on and taken off easily. Ear muffs are only effective when they are adjusted to fit snugly around your ears. There are muffs specifically designed for use with hard hats and other types of PPE that may be needed on your job site. Always consult with your supervisor if you have questions about the use and care of your PPE.

Back Belt Safety

There are a variety of back belts on the market and each is a bit different. One thing is true about all of them: **Back belts are not designed to help you lift more!** These belts are designed to assist you in utilizing proper lifting technique and good body mechanics. The belt should be worn in accordance with the manufacturer's instructions.

The waist belt should be closed when wearing the belt to prevent the loose ends from being caught up in machinery, storage shelves, etc. For this belt, the elastic support panels should be tightened immediately prior to the lifting activity and loosened when the activity is completed. Wearing the belt properly will make it more difficult for you to bend at the waist, which is a habit to be avoided when lifting.

A quick summary of rules for back belts:

- Read the manufacturer's instructions and follow them for the wearing and care of the belt.
- The belt does not make you stronger or able to lift a greater load, so do not use it for that purpose.
- The belt is not a substitute for good lifting technique. Practice the proper technique when lifting.
- Stand close to the object.
- Bend at the knees and keep your back as straight as possible.
- Use the large muscles of the legs to lift, rather than bending at the waist and lifting with your back muscles.
- If you have any questions about the use of the belt or about proper lifting techniques, ask your supervisor.

Eye Protection

Eye injuries are tragic. They often leave the victim in pain and can even result in a total loss of sight. Fortunately, most eye injuries are preventable by using proper eye protection. Do not take a chance on losing one of your greatest assets, the ability to see.

Safety glasses are the most commonly used form of eye protection and come in a variety of tints, styles, and sizes. Glasses should be equipped with side-shields to improve the level of protection from flying objects. Never alter a set of safety glasses, such as by removing the side-shields,

because this may affect their ability to protect your eyes as they are intended. **Remember not all glasses are safety glasses. Make sure that the glasses you use are rated as safety glasses by looking for the symbol Z-87 that indicates that the glasses meet the ANSI standard for eye protection.**

If safety glasses do not provide enough protection, ask for a pair of goggles. These work best when handling liquids or working in a dusty environment, since they provide a tighter seal around your eyes. Since goggles form a seal, they may be prone to fogging up when the temperature changes or if you sweat heavily. Try applying an anti-fog agent to the inside surface of the goggles to prevent this problem. These anti-fog agents are available at most safety supply stores.

There are times when you may need additional protection. Use face shields along with your glasses or goggles to add another layer of protection from splashes or other hazards that endanger your eyes. If you have questions about which eye protection is correct for your assignment, always ask your client supervisor or our Employee Relations Team.

Hand Protection

Hand and finger injuries are among the most common injury types. Injuries, such as chemical burns, cuts, abrasions, and splinters often result when workers handle materials. Using the right type of gloves can help to reduce your chances of suffering a hand / finger injury. Below are types of gloves that may be useful in the injury prevention effort:

For handling chemicals, **always consult the MSDS sheet for the chemical product to assure that you are using the correct glove.** Gloves may appear to be rubber or plastic and seem to be "leak-proof," but may not provide protection against the hazards associated with the chemical you are using. If you have any doubts, consult your supervisor.

For handling metal and wood where splinters or sharp edges may be present, **leather or Kevlar gloves** are often used. These gloves are cut resistant and come in a variety of sizes and styles.

For light material handling and to protect against cold temperatures, **cotton gloves** may be suitable. Consult your supervisor to assure you have the type of glove that is best suited to provide protection from the hazards at your job location.

Bloodborne Pathogens Awareness

OSHA's standard "Occupational Exposure to Bloodborne Pathogens" (29CFR 1910.1030) was designed to limit occupational exposure to human blood and other potentially infectious materials in the workplace. This standard covers all employees who, because of performing their job duties, may reasonably have an anticipated exposure to human blood, unfixed tissues, or other potentially infectious materials. "Good Samaritan" acts (for example, assisting a co-worker with a nosebleed), are not considered occupational exposure under this standard.

Bloodborne Pathogens

According to OSHA, bloodborne pathogens are microorganisms that are present in human blood and can cause disease in humans. Two pathogens of concern are the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV); however, there are many other pathogens, which can be transmitted through blood (i.e. T. cruzi, Malaria).

Hepatitis B (HBV) - Over one million people in the U.S. are carriers of the hepatitis B virus (HBV) and an additional 300,000 people become infected each year. In 1983, 17,000 healthcare employees were infected by contact with blood and body fluids of infected patients. This number has dropped dramatically to 400 in 1995, due to the increased use of the HBV vaccine. Hepatitis dangers can be reduced by wearing PPE, using disinfectants to clean work surfaces, washing hands, and using puncture-resistant sharps containers.

Symptoms - Hepatitis symptoms include jaundice (yellow hue to the skin and eyes), loss of appetite, nausea, and elevated liver function tests.

Hepatitis B Vaccine - All employees are encouraged to be vaccinated against the hepatitis B virus if there is a risk of exposure to blood or other potentially infectious material.

The vaccine is administered in a series of three shots. The second shot is given one month after the first, and the third given six months after the initial dose. Employees who decline the hepatitis B vaccine must sign an Informed Refusal Form. At any time after a worker initially declines to receive the vaccine, he or she may opt to take it.

Human Immunodeficiency Virus (HIV) - HIV is the virus that causes the, acquired immune deficiency syndrome, or as it is more commonly known, AIDS. AIDS weakens a person's immune system, therefore weakening the body's ability to fight off infections. In the healthcare and laboratory setting, HIV is much less contagious than HBV, but whereas there is a HBV vaccine, HIV is incurable and ultimately leads to death. Once a person becomes infected with HIV, it may be years before AIDS develops.

Symptoms - Symptoms of AIDS include fatigue, fever, weight loss, pneumonia, nausea, night sweats, rashes, mouth sores, sore throat, and swollen lymph glands.

Modes of Transmission

HIV and HBV are transmitted through contact with infected human blood and other potentially infectious body fluids, including:

- semen
- vaginal secretions
- cerebrospinal fluid
- synovial fluid
- pleural fluid
- pericardial fluid
- peritoneal fluid
- amniotic fluid
- saliva in dental procedures
- body fluid that is visibly contaminated with blood
- unfixed tissue or organ (other than intact skin from a human, living or dead)
- HIV-containing tissue cultures
- HIV- or HBV-containing culture medium or other solutions
- blood or other tissues from experimental animals infected with HIV or HBV

In laboratories and clinical settings, transmission is most likely to occur due to accidental needle stick, cut from contaminated glass, razor, scalpel, etc., contact with damaged skin (open sores, acne, cuts, abrasions, blisters), or contact with mucous membranes (eyes, nose and mouth). According to the Center for Disease Control, all blood and body fluids must be considered infectious; therefore, **Universal Precautions** were developed which are recommendations that are enforced by OSHA to protect workers from infection.

Protecting Yourself from Bloodborne Pathogens

When working with human blood or other potentially-infectious material, it is important to take steps to protect yourself. Engineering controls (i.e., biological safety cabinets, safety syringes, centrifuge cups, mechanical pipetting devices, etc.) will minimize any risk of infection along with the following precautions:

- Assume that all blood or blood-related products are infectious. Follow **Universal Precautions**.

- Wear personal protective equipment (gloves, lab coats, goggles, mask).
- Replace torn or defective personal protective equipment (PPE).
- Remove PPE before leaving the work area.
- Use biological safety cabinets to contain procedures that generate aerosols.
- Handle all materials carefully to minimize potential for splashing and spraying.
- DO NOT mouth pipette - use mechanical devices.
- Clean contaminated areas with a solution of 10% bleach in water.
- Never bend or cut needles or recap them using a two-handed technique.
- NEVER eat, drink, smoke, apply cosmetics or lip balm, or insert / remove contact lenses in the lab.
- Wash hands with soap and water: before gloving, after gloves are removed, after contact with each patient, before leaving the laboratory or medical office, before eating, or after your hands have touched a potentially contaminated surface.
- Dispose of infectious waste properly.

Decontamination

Always keep your work area neat and orderly. Clean and disinfect the medical or laboratory environment with a 10% bleach solution in water or an equivalent disinfectant. At the end of each work shift, clean all equipment and surfaces that may have been exposed to blood and other infectious agents. Medical or laboratory instruments should be disinfected with approved hospital disinfectants (tuberculocidal at recommended dilutions) or in autoclaves.

Spill Clean Up

- Spills of bodily fluids in your work area are to be cleaned up by individuals who have up to date bloodborne pathogen training
- While wearing appropriate PPE (gloves, lab coat, etc.), carefully cover the spill with paper towels.
- Gently pour a fresh 10% bleach solution or other disinfectant around the edges of the towels.
- Wait 10 minutes to ensure proper contact time.
- Wipe up the spill from the perimeter in, placing contaminated towels in an autoclave bag.
- Wipe down the area again with fresh disinfectant.

Sharps

Needle stick or other puncture injuries often occur when cleaning or disposing of sharp instruments and needles. Sharps containers must be located close to the work area where sharps are used. They must be puncture-resistant, leak-proof, labeled, and color-coded. They must NOT be overflowing. The following items must be disposed as sharps: all types of needles, syringes, pasteur

pipettes, glass culture dishes, glass blood vials, glass pipettes, scalpel blades, surgical staples, slides, cover slips, lancets, tweezers, and razor blades.

Warning Tags, Signs, and Labels

The biohazard symbol warns of actual or potential presence of biological hazards. It must be displayed on equipment (refrigerators, incubators, etc.), containers (sharps and infectious waste), and rooms that contain, or are contaminated with, hazardous biological agents. Labels must have the biohazard symbol visibly displayed on a fluorescent orange or red background.

Emergency Procedures

- If an exposure occurs, wash the affected area for 15 minutes with soap and water.
- If a splash occurs to the eyes or mucous membranes, promptly flush the affected area with running water for at least 15 minutes.
- Report any potential exposure and visit Occupational Health immediately!

Hazard Communication Standard Right to Know

KHI Employees have the right to know the properties and potential safety and health hazards of substances to which they may be exposed. Such knowledge is essential to reducing the risk of occupational illness and injury.

Hazardous substances come in many forms. They can be flammable gases or liquids, caustics, pressurized gases, fuels, fumes, etc. Your on-site client supervisor will provide information to you about any hazardous substances in your work area. All of this information will be contained in the customer's Hazard Communication Program. If you are not provided this information before you start work notify our KHI Employee Relations Team.

Goals of Right to Know:

- To help you reduce the risks involved in working with hazardous materials
- To transmit vital information to employees about real and potential hazards of substances in the work place
- To reduce the incidence and cost of illness and injury resulting from hazardous substances
- To promote public employer's need and right to know
- To encourage a reduction in the volume and toxicity of hazardous substances

Hazardous Substance

A hazardous substance is any substance that is a physical hazard or a health hazard.

Health Hazard means any chemical or biological substance or agent that is listed in the U.S. Occupational Safety and Health Administration's list of Toxic and Hazardous Substances, 29 CFR Part 1910, Subpart "Z," and any other substance including, but not limited to, chemicals that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hematopoietic system, and agents that damage the lungs, skin, eyes or mucous membranes, and any substance for which a Material Safety Data Sheet has been provided by the manufacturer as a hazardous material, or such substances deemed by the Commissioner, based on documented scientific evidence, that poses a threat to the health of an employee.

Physical Hazard means a chemical that is a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive, and is contained in the U.S.

Occupational Safety and Health Administration's list of Hazardous Materials, 29 CFR Part 1910, Subpart "H," and any substance for which a Material Safety Data Sheet has been provided by the manufacturer as a hazardous material, or such substances deemed by the Commissioner, based on documented scientific evidence that poses a threat to the safety of an employee.

Identifying Hazardous Substances

Every container of hazardous substance must bear a label showing the chemical name and the Chemical Abstract Service number (CAS #) or the manufacturer's label. In addition, many containers will have pictorial labels suggesting the protective measures required in handling the substance.

Other labels and placards will utilize a numbering system of 0-4 to indicate the seriousness or hazard of the substance in the three categories of Health, Flammability, and Reactivity. In all cases, a 0 means the least threat while a rating of 4 means the greatest danger.

How to Determine Which Substances Are in Your Work Area

The client you are assigned to will provide site-specific training on the Chemical Information List (CIL). In addition they will also train and explain the extent of the hazard of each substance on the CIL, explain required protective measures for using the chemical, and show you the location of the Material Safety Data Sheet (MSDS) for each substance. The MSDS will provide an in-depth analysis of the substance along with all precautions necessary to handle the substance safely.

Chemical Information List / Material Safety Data Sheets

The Chemical Information List (CIL) is the list of all hazardous substances in a specific location. Every substance on the CIL will have a Material Safety Data Sheet (MSDS) on file at your assigned work location.

It is very important to know how to read and understand the MSDS, which is laid out in sections:

- Section I
 - Product Identification
 - (Chemical Name and Trade Names)
- Section II
 - Hazardous Ingredients
 - (Components and Percentages)
- Section III
 - Physical Data
 - (Boiling point, density, solubility in water, appearance, and color, etc.)
- Section IV
 - Fire and Explosion Data
 - (Flash point, extinguisher media, special firefighting procedures, and unusual fire and explosion hazards)
- Section V
 - Health Hazard Data
 - (Exposure limits, effects of overexposure, emergency and first aid procedure)
- Section VI
 - Reactivity Data
 - (Stability, condition to avoid, incompatible materials, etc.)
- Section VII
 - Spill or Leak Procedures
 - (Steps to take to control and clean up spills and leaks and waste disposal methods)
- Section VIII
 - Control Measures
 - (Respiratory protection, ventilation, protection for eyes or skin, and other protective equipment)
- Section IX

- Special Precautions
- (How to handle and store, steps to take in a spill, disposal method, and other precautions)

Appropriate Work Practices

It is strongly suggested that you read the MSDS for every substance you come in contact with and utilize the control measures (protective measures) and the special precautions delineated on the MSDS. When in doubt, consult your supervisor.

Emergency Procedures

Report all spills and avoid contact with substances unless you have the proper protective equipment. If you are exposed to a spilled substance that requires protective equipment you do not have, seek medical attention and file a written report of the exposure with your supervisor. The record of the exposure will be kept permanently and will be available to you.

Emergency 911- This number will provide access to fire, police, ambulance or emergency services.

Important Acronyms

OSHA	Occupational Safety & Health Act
EPA	Environmental Protection Agency
NRC	National Response Center (Coast Guard)
DOT	Department of Transportation
NIOSH	National Institute of Safety & Health
MSHA	Mine Safety & Health Act
TSCA	Toxic Substance Control Act
CFR	Code of Federal Regulations
CAS	Chemical Abstract Service (number)
ACGIH	American Conference of Governmental Industrial Hygienists
SARA	Superfund Amendments Reauthorization Act
TLV	Threshold Limit Value
TWA	Time Weighted Average
PEL	Personal Exposure Limit
UEL	Upper Explosion Limit
LEL	Lower Explosion Limit
PPE	Personal Protective Equipment
PPM	Parts Per Million
PPB	Parts per Billion
Mg / l	Milligrams per liter

Proper Lifting and Carrying

Lifting & Carrying Tips

- **Do** use approved lifting techniques: face the load, make sure your feet are on level firm ground, bend your knees, grasp the load securely, and raise the load keeping your back as straight as possible.
- **Do** use the leg muscles to lift the load, rather than your back.
- **Do** warm up stretches before lifting, especially after any period of inactivity. Many back injuries can be prevented this way.
- **Do not** lift while your body is twisted, especially your lower back.

- **Do not** block your vision with the load, especially while moving.
- **Do not** lift more than 40 pounds unassisted.

Machinery and Equipment

- **Always** notify our KHI Employee Relations Team immediately if you believe the machinery or equipment you are asked to operate is unsafe.
- **Always** wear required personal protective equipment.
- **Never** operate any equipment or machinery until you have received specific instructions on safe operating procedures, safety devices, and equipment guards from your on-site supervisor.
- **Never** attempt to tamper with or bypass any machine safety device or guard.
- **Never** operate any machinery that has broken or defective safety devices or guards. Notify your on-site client supervisor immediately if such a condition exists.
- **Never** assume the power is turned off to any piece of equipment. Your on-site client supervisor will inform you of your restrictions as an affected employee under the customer's Lockout / Tagout Program.
- **Never** place any part of your body into the point of operation of any machine.
- **Never** attempt to perform maintenance or service on any of the client's equipment.
- **Never** wear loose clothing or jewelry or allow hair to dangle when operating machinery.

Mobile Powered Equipment

- Do not operate any forklift devices, pallet jacks, tractors, construction equipment, or mobile powered machinery unless you have the approval of KHI.
- Do notify us immediately if you are directed by the client to operate any forklift or other mobile powered machinery without the prior approval of KHI.
- You must pass the client's equipment operator certification testing program before approval will be given by KHI to operate any mobile powered equipment.

Tools

- Always use the correct tool for the task.
- Always make sure there are no signs of physical damage to hand held electrical equipment. Always check to see that the cord is not damaged and the plug has no exposed wiring or missing prongs.
- Always wear safety glasses or goggles when using any pressurized air system.
- Never use damaged tools.
- Never attempt to use any tools you are unfamiliar with until you have received instruction

and authorization.

Unacceptable Work Tasks

You will not do any of the following work. If you are asked or directed to do so, contact our KHI Employee Relations Team immediately. Also, if you are asked to work from a ladder, cherry picker, scaffold, roof, or near a trench, ditch or other excavation, contact us immediately.

- Never remove or handle any type of asbestos containing material.
- Never enter into any vessel, tank, pit, tunnel, tower, crawl-space, oven, or any other enclosed space.
- Never work on or near exposed energized electrical wiring or components.
- Never handle or work near hazardous waste material.
- Never work in an area that requires the use of a respirator.
- Never work in spray painting, sandblasting, or spray coating operations.
- Never work on or near roadways carrying auto, truck, and other traffic.
- Never put any part of your body into a machine for any purpose including servicing, repair, or unjamming.
- Never work on or near rivers, lakes, ponds, canals, or the ocean.

Office Safety Rules

Although offices are relatively safe workplaces, accidents do occur, and usually in one main category: slips / trips / falls and lifting. In an effort to avoid these situations, please take the following steps:

- Wear safe shoes, low heels, and closed toes to work.
- Keep floor areas around your workstation free of boxes, extension cords, loose rugs, spilled liquids or other slip or trip hazards.
- Keep desk and file drawers closed when not in use.
- Always walk, do not run. Use handrails on stairs or ramps.
- Never climb on top of desks, chairs, or shelves. Use the proper stepladder or ask for assistance.
- Avoid lifting loads over 40 lbs. in weight. If lifting is required, use the safe lifting procedure (straight back, bend at knees, firm grip, and lift with legs).
- Never try to move heavy office furniture by yourself. Get help.
- Avoid bending at the waist or excessive twisting the back. Turn your feet in the direction you want to go and use the safe lifting procedure.
- Know the location of first-aid kits, fire extinguishers, and how to report fires, accident, or other emergencies.

Policies

Standards of Conduct

We have established workplace standards of performance and conduct as a means of maintaining a productive and cohesive working environment. KHI counts on common sense and professionalism in the actions of all employees. This is essential to providing a positive work environment. Therefore, conduct that is dangerous to others, dishonest, immoral, illegal, or abusive will not be tolerated. Violations of the Company Standards of Conduct will be grounds for disciplinary action, up to and including discharge from employment.

When an employee fails to meet the Company's established Standards of Conduct, his or her manager may attempt to utilize progressive discipline so that the employee will be assisted in improving his or her performance or conduct. However, because KHI employees are employed at-will and can be terminated or resign at any time for any or no reason, we reserve the right to dismiss any employee without notice for economic or business reasons, unacceptable conduct, termination of the assignment by its client, or violation of the Standards of Conduct described herein, if we determine that continued employment is not in the best interest of the company, the employee, our clients, or other employees.

As it is impossible to list every reason an employee may be subject to disciplinary action, the following list of offenses is not all-inclusive, but merely provides guidance to our employees concerning conduct that KHI would define as unacceptable, intolerable, and warranting discipline. Violations of the following work rules and regulations, as well as other job performance problems, can subject the offender to disciplinary action, up to and including immediate discharge from employment:

- Accepting an assignment and not reporting to work or not notifying us
- Unauthorized possession, use, or removal of property belonging to us or any of our clients
- Failure to comply with all safety rules and regulations, including the failure to wear safety equipment when instructed
- Reporting to work under the influence of alcohol, illegal drugs, or in possession of either item, including paraphernalia, on company premises or worksites of our clients
- Lewd, unacceptable behavior, possession of weapons or explosives, and provoking, instigating, or participating in a fight
- Failure to call us when an assignment ends
- Violation of the harassment policy
- Insubordination (e.g., refusal to carry out your supervisor's reasonable work request)
- Falsifying records, including but not limited to time records, claims pertaining to injuries occurring on company premises or work sites of client companies, or personnel records
- Disclosing confidential information without authorization
- Disregard for established policies and procedures
- Excessive cancellations or tardiness
- Discourtesy to the Company, clients or fellow employees

- Unauthorized and / or excessive absenteeism
- Tardiness to work
- Disorderly conduct, including horseplay
- Poor / bad attitude
- Poor work performance
- Gambling in the workplace
- Use of abusive or threatening language
- Leaving work before end of scheduled shift without permission
- Neglect of job responsibilities and duties, including incompetence

In cases where disciplinary action is necessary due to violation of the Company's Standards of Conduct, as well as other job performance problems, our Employee Relations Team, in coordination with your client supervisor, and, if warranted, others in management, will determine the appropriate action. The Company may use progressive discipline (for example, verbal warning(s), written warning(s), suspension, etc.) at its discretion or may discharge an employee immediately depending on the nature of the problem and all relevant facts and circumstances.

Neither this handbook, nor any other written or oral communication by the Company or anyone in management made at the time of hire or during the course of employment, is intended to create an employment contract. Nothing in these Standards of Conduct or in this handbook in any way affects the at-will status of the employees' employment.

Cellphone Use Policy

Cellphones should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive. All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times, while also following KHI and the Client's policy.

While at work, employees are expected to exercise discretion in using personal cellphones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during nonwork time when possible and to ensure that friends and family members are aware of KHI's and the Client's policy. In cases of an emergency, step away into the hall or somewhere less distracting to take the call, but make sure you are in compliance with Client's instructions and policies regarding such calls. In the event of an emergency, please notify your Client on-site manager and KHI.

Neither KHI nor the Client will not be liable for any loss or damage to personal cellphones brought into the workplace.

Equal Employment Opportunity

It is the policy of KHI to provide fair and equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, religion, color, national origin, gender, sexual orientation, age, disability, marital status or any other classification protected by applicable local, state or federal laws. We hire individuals solely on the basis of their qualifications for the job to be filled.

This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, compensation, promotion, benefits, training, discipline, and termination. Reasonable accommodation is available for qualified individuals with disabilities, upon request.

We believe team members should be provided with a working environment which enables each team member to be productive and work to the best of his or her ability. We do not condone or tolerate an atmosphere of intimidation or harassment based on race, color, religion, national origin, gender, sexual orientation, age, marital status, or disability.

We expect and require the cooperation of all team members in maintaining a discrimination and harassment-free atmosphere.

Substance Abuse Policy

We believe that maintaining a workplace that is free from the effects of drug and alcohol abuse is the responsibility of all persons involved in our business, including our employees and clients. The use, possession, sale, or transfer of illegal drugs or alcohol on company or client property, in company or client vehicles, or while engaged in company or client activities is strictly forbidden. Being under the influence of drugs or alcohol while on company or client property, in company or client vehicles, or while engaged in company or client activities is strictly forbidden. Consistent with the law, drug and alcohol screening tests may be given after accidents or near misses, or upon reasonable suspicion of alcohol or drug use, when a client requires pre-assignment testing, or upon any other circumstances that warrant a test. Further, where an employee is suspected of keeping drugs or alcohol in his or her locker or desk, we may ask the employee to open the locker or desk. If the employee refuses or is unavailable, we may search the contents of the locker or desk.

Employees violating this policy are subject to disciplinary action up to and including immediate termination and, consistent with state laws, possible denial of any workers' compensation benefits.

Workplace Searches

To protect KHI and Client property and to ensure the safety of all employees, we, and our clients, reserve the right to inspect and search any employee's work area, files, locker, equipment, and any area on Company or client premises. You should have no expectation of privacy with respect to items brought onto Company or client property and / or stored in Company or Client facilities. Inspection may be conducted at any time, without notice, at the discretion of the Company or Client.

In addition, when the Company or a client has a reasonable suspicion that a Company or client policy is being violated that necessitates a search, you may be required to submit to reasonable searches of your personal vehicles, parcels, purses, handbags, backpacks, brief cases, lunch boxes, or any other possessions or articles brought on to the Company or client property. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted entry. You must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including discharge.

Anti-Harassment / Discrimination Policy

KHI is committed to providing a work environment free of any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of race, national origin, religion, sex, sexual orientation, disability, or any other classification protected by state or federal laws is illegal and prohibited by Company policy. Such conduct by or towards any

employee, contract worker, customer, vendor, or anyone else who does business with the Company will not be tolerated. Any employee who violates this policy will be subject to disciplinary action, up to and including termination of his / her employment or assignment. To the extent a client, vendor, or other person with whom the Company does business engages in unlawful harassment or discrimination, the Company will take appropriate corrective action.

Prohibited Conduct

Sexual or other unlawful harassment or discrimination includes any verbal, physical, or visual conduct based on sex, race, age, national origin, disability, or any other legally protected basis if:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement;
- submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement; or
- it creates a hostile or offensive work environment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and lewd, vulgar, or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching, or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs, and derogatory remarks, stereotypes, jokes, posters, or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories.

Complaint Procedure

Any employee who feels they have been harassed or discriminated against, or who witnesses any harassment or discrimination by an employee, contract worker, customer, vendor, or anyone else who does business with the Company, should immediately report such conduct to our Employee Relations Team. It is vital that you notify us, and not just the client supervisor, to ensure we can appropriately conduct an investigation.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, temporary worker, client, vendor, or other person who does business with this organization is exempt from the prohibitions in this policy. In response to every complaint, the Company will conduct an investigation and, if improper conduct is found, take appropriate corrective action.

Retaliation Prohibited

Employees are also protected by law from retaliation for opposing or reporting unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding, or hearing conducted by the Company or a government agency with respect to such complaints. The Company will take disciplinary action up to and including the immediate termination of any employee who retaliates against another employee for engaging in any of these protected activities. Please contact our Employee Relations Team if you have any questions about this policy or require further information.

Americans with Disability Act

We are committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and all state disability laws. We do not discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of the individual's disability or perceived disability so long as the employee can perform the essential functions of the job. We will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made us aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company or our client. An applicant or employee in need of a reasonable accommodation should promptly provide written notice to KHI so that the individual and KHI can work together to determine whether an appropriate reasonable accommodation exists.

Family and Medical Leave Act

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the Company for at least 12 months (not necessarily consecutive), have worked at least 1,250 hours during the 12 months immediately prior to the family and medical leave of absence and are employed at a worksite where there are 50 or more employees of the Company within 75 miles.

You must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as you become aware of the need for leave but no later than two (2) business days after return from leave. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

- the birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child;
- the care of the employee's spouse, child or parent with a "serious health condition"; or
- the "serious health condition" of the employee.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child or parent requires your care or assistance as certified in writing by the family member's health care provider. If you're seeking a leave under paragraph (3) above, you must provide the Company with a medical certification from your health care provider establishing eligibility for the leave, and must provide the Company with a release to return to work from the health care provider before returning to work. You must provide the required medical certification and / or authorization to release the required information to the Company in a timely manner to avoid a delay or denial of leave. Obtain appropriate forms from the Company's local branch office.

Family and medical leave may be taken for up to 12 workweeks during the designated 12 month period. The 12 month period will be calculated based on the 12 month period measured forward from the date of the employee's first use of family and medical leave. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlement to the fullest extent permitted by law.

During a family and medical leave, health benefits, if applicable, will be maintained for up to 12 workweeks as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If you do not return to work on the first workday following the expiration of an approved family and medical leave, you will be deemed to have resigned from your employment. Upon returning from such a leave you will normally be reinstated to your original or an equivalent position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law.

In California, family and medical leave is available to eligible employees pursuant to the California Family Rights Act (CFRA). The requirements and procedures for requesting and taking leave are the same as stated above.

If you have any questions, or would like to submit a request for a family and medical leave of absence, please contact our Employee Relations Team.

Paid Sick Leave (California Employees Only)

Provided you qualify, you can take paid leave for you or a family member for preventive care or care of an existing health condition or for specified purposes if you are a victim of domestic violence, sexual assault or stalking. Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling. Preventive care includes annual physicals or flu shots. For partial days, you are required to take at least two hours of leave.

The right to accrue and take sick leave under this law takes effect July 1, 2015. An employee qualifies for paid sick leave by working for an employer on or after January 1, 2015, for at least 30 days within a year in California and by satisfying a 90 day employment period (which works like a probationary period) before an employee can actually take any sick leave. If you work less than 30 days in California within a year, then you are not entitled to be paid sick leave under this new law.

Although you begin to accrue paid sick leave on July 1, 2015, or your first day of employment if you are hired after July 1, 2015, if you work less than 90 days for your employer, you are not entitled to take paid sick leave.

The Company will comply with all other state and federal leave laws, subject to any employer and employee eligibility requirements.

Pregnancy Disability Leave (California Employees Only)

All California employees who are disabled because of pregnancy, childbirth or a related medical condition may request an unpaid leave of absence. Such leave will be granted for the period of disability, for up to a maximum of four months. Time off may be requested for prenatal care, severe morning sickness, doctor ordered bed rest, childbirth, and recovery from childbirth.

Leave provided for pregnancy disability is treated separately from leaves required by the state family and medical leave law. However, the first 12 workweeks of a pregnancy disability leave will be treated concurrently as a leave pursuant to the federal Family and Medical Leave Act of 1993 for all eligible employees. *See Family and Medical Leave Policy.*

Any employee who wishes to take a pregnancy disability leave must notify Human Resources of the date the leave is expected to commence and the estimated duration of such leave. Such notice should be given at least 30 days in advance of the requested leave and be supported by a medical certification of disability. Before returning to work, the employee must provide a medical certification that she is able to resume her original job duties. Appropriate forms may be obtained from the Company's Employee Relations Team.

An employee who returns to work immediately following the expiration of an approved pregnancy disability leave will generally be reemployed in her former position or a comparable job, as required by law.

Pregnancy disability leave is unpaid.

Employees who are affected by pregnancy may also be eligible to transfer to a less strenuous or hazardous position provided certain prerequisites are met. Reasonable accommodations may be requested with the advice of the Employee's health care provider. In addition, lactation accommodation is available upon request. For more information on pregnancy disability leave or transfer and its effect on the terms, conditions or benefits of employment, please contact our Employee Relations Team.

Pay Policy

KHI is committed to paying our employees timely, accurately, and in compliance with all state and federal laws, including, when applicable, the overtime pay requirements and salary pay requirements of the Fair Labor Standards Act (FLSA). Employees exempt from overtime will be

notified. Contact our Employee Relations Team with questions.

Time Recording Policy

KHI employees must record all hours worked, no more and no less, and submit their total hours worked to KHI within the time requirements. If prevented from recording and reporting all actual hours worked for any reason, you must immediately notify our Employee Relations Team.

Additional Policies

Compliance with KHI's policies is a condition of employment. This Handbook supersedes all previous employment policies, written and oral, express and implied. We reserve the right to modify, rescind, delete, or add to the provisions of this Handbook from time to time in its sole and absolute discretion. We will notify employees of any significant changes that affect them. This Handbook is not a binding contract between KHI and its employees, nor is it intended to alter the at will employment relationship between KHI and its employees. We reserve the right to interpret the policies in this handbook and to deviate from them when, in its discretion, it is determined to be appropriate.

This Handbook applies to all temporary employees regardless of their work site. It is our intent to comply with all applicable state and federal laws. To the extent any of the policies in this Handbook are inconsistent with a particular state's laws, the law of the state in which you are working will govern.

A Final Note

Thank you for you choosing KHI. We want to provide you with the opportunities and support you need to be successful. If questions arise or you need guidance, please contact our KHI Employee Relations Team.

RECEIPT OF EMPLOYEE HANDBOOK EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Company's Employee Handbook, which contains important information on KHI's policies, procedures, safety, and training. I understand and agree that the policies described in the handbook are intended as a guide only and do not constitute a contract of employment. I specifically understand and agree that the employment relationship between the Company and me is at will and can be terminated by the Company or me at any time, with or without cause or notice.

Furthermore, KHI has the right to modify or alter my position, or impose any form of discipline it deems appropriate at any time. Nothing in this handbook is intended to modify the Company's policy of at-will employment. The at-will employment relationship may not be modified except by a specific written agreement signed by me and the Company's Chief Executive Officer.

This is the entire agreement between the Company and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. I understand that the Company reserves the right to make changes to its policies, procedures, and benefits at any time at its discretion. I further understand that the Company reserves the right to interpret its policies or to vary its procedures as it deems necessary or appropriate.

You must read and understand all the components of this handbook. Before signing, if there are any areas, you do not understand, please contact your KHI Onboarding Coordinator or our Employee Relations Team. By signing below, I acknowledge that I have read this handbook and that it has been explained to me. Any safety and training materials in this handbook have also been reviewed with me.

Please sign below to confirm that you have received this handbook.

Signature



(checking the checkbox above is equivalent to a handwritten signature)