# Exhibit D

**Temporary Worker Agreement**

This Temporary Worker Agreement (the “Agreement”) is made this       day of      , 20     , by and among      , an individual (“Temporary Worker”) and      , Temporary Worker’s employer (“Employer”).

WHEREAS, Employer has contracted with GuideSoft, Inc. dba Knowledge Services (“MSP”), for Employer to provide certain services, including work performed on a temporary basis by Temporary Worker, to MSP’s Client (defined below); and

WHEREAS, MSP has contracted with State of Ohio (“Client”), for MSP to provide certain services related to Client’s temporary workforce under a program managed by MSP (the “Program”); and

WHEREAS, Temporary Worker may be assigned by Employer to work for Client on a temporary basis.

NOW, THEREFORE, for good and valuable consideration, the parties agree as follows:

# Temporary Worker.

## Temporary Worker may, in MSP’s sole discretion, be engaged to provide services to Client through the Program as an employee of Employer and not as an employee of Client. Temporary Worker shall perform all services or work under the Program to the satisfaction of Client.

## Temporary Worker acknowledges and agrees that no employment relationship between Temporary Worker and Client or between Temporary Worker and MSP is created by this Agreement, the agreement between MSP and Client, or by Employer’s agreement with MSP. Temporary Worker acknowledges and agrees that he or she is not a third party beneficiary of the agreement between MSP and Client and hereby waives any such rights, which may arise under such agreement between MSP and Client.

## In consideration of Temporary Worker’s assignment to Client by Vendor, Temporary Worker acknowledges and agrees that Employer shall be solely responsible for all payments to Temporary Worker including payment of compensation, premium payments for overtime, bonuses, and other incentive payments, if any, and payments for vacation, holiday, sick days or other personal days, if any.

## Temporary Worker acknowledges and agrees that the cash payments and benefits which Temporary Worker receives from Employer shall represent the sole compensation to which Temporary Worker is entitled, and that Employer will be solely responsible for all matters relating to compliance with all employer tax obligations arising from the performance of services in connection with this Agreement. These tax obligations include the obligation to withhold employee taxes under local, state and federal income tax laws, unemployment compensation insurance tax laws, state disability insurance tax laws, social security and Medicare tax laws, and all other payroll tax or similar laws, and in no event shall either MSP or Client be liable for any such obligations.

## Temporary Worker further acknowledges and agrees that Temporary Worker is solely an employee of Vendor for benefits plan purposes, and is not eligible to participate in or receive any benefits under the terms of either MSP’s or Client’s benefits plans, including but not limited to, pension plans, savings plans, health plans, vision plans, disability plans, life insurance plans, stock option plans, or any other employee benefit plan sponsored by MSP or by Client. Temporary Worker is eligible only for such benefits as Vendor may offer to Temporary Worker. Temporary Worker expressly waives any claim or right that Temporary Worker may have, now or in the future, regardless of the length of assignment to Client by Vendor and regardless of whether Temporary Worker is held to be a common-law employee of Client for any purpose; and therefore, with full knowledge and understanding, expressly waive any claim or right that Temporary Worker may have, now or in the future, to such benefits and agree not to make any claim for such benefits. Temporary Worker further acknowledges that Vendor, as Temporary Workers’ employer, is responsible for all compliance and reporting obligations under the Affordable Care Act (ACA).

## Temporary Worker acknowledges and agrees that Client and MSP shall have no liability of any kind to the Temporary Worker related to payment for the time worked, if any, for Client pursuant to this Agreement, the agreement between Employer and MSP, or the agreement between Client and MSP. Temporary Worker hereby waives anyclaim he or she may have against Client or MSP related to such payment.

## The Temporary Worker hereby authorizes the Employer to provide MSP and the Client access to the Temporary Worker’s drug screen results, credit report, criminal background check, fingerprint check, motor vehicle driving report, and any other relevant information in the Temporary Worker’s personnel file. The Temporary Worker also hereby authorizes the Employer to promptly release copies of all documents containing such information to the Client or MSP upon their request. The Temporary Worker waives any rights of privacy in such information.

# Client Work Policies and Rules.

## Temporary Worker acknowledges and agrees that during the performance of Temporary Worker’s job duties for Client, Temporary Worker will not violate any of Client’s work rules and policies, including those specified in any code of conduct of Client or other Client workplace manual. Temporary Worker shall at all times comply with all rules, policies and procedures of MSP and/or Client as provided to Temporary Worker by Employer, MSP and/or Client. Temporary Worker agrees that Temporary Worker shall not harm Client’s equipment, property or inventory (other than ordinary wear and tear), and shall not interfere with Client’s business operations.

## Temporary Worker agrees that he or she enters onto Client’s premises at his or her own risk and, to the fullest extent possible under applicable laws, waives any claims he or she may have now or in the future against Client or MSP for personal injury or property damage arising out of or connected in any way with Temporary Worker’s presence on Client’s premises or his or her assignment to Client.

# Confidentiality and Non-Disclosure.

## For purposes of this Section, “Confidential Information” shall include all business or technical information, including proprietary information about costs, Clients, pricing, profits, markets, sales, lists of Clients, employees, potential Clients, potential employees, methods of doing business, plans for future development, information regarding matters of a technical nature, such as scientific, trade and engineering secrets, all “know-how”, formulas, designs, secret processes, machines, inventions, computer programs (including documentation of such programs) and research projects, information obtained by examination of any product, design, production equipment or drawings thereof and any other information of a similar nature that is marked “Confidential” or that the Temporary Worker knows or has reason to know is the confidential or proprietary information of Client or MSP, as the case may be. Notwithstanding the forgoing, Confidential Information shall not include any information that:

### is hereafter lawfully disclosed to the Temporary Worker under conditions which do not restrict further disclosure or by a third party which did not acquire the Confidential Information under an obligation of confidentiality to Client or MSP, as the case may be;

### properly came into the Temporary Worker’s possession from a third party which is not under any obligation to maintain the confidentiality of such Confidential Information; or

### has become part of the public domain through no act or fault of the part of the Temporary Worker.

## Confidentiality. The Temporary Worker agrees that he or she will:

### maintain in strict confidence all Confidential Information of Client or MSP, as the case may be;

### use or reproduce the Confidential Information solely as necessary for purposes of providing services as an independent contractor to Client;

### not remove any copyright notices, trademark notices, or other proprietary legends or indications of confidentiality set forth on or contained in any of the Confidential Information;

### immediately notify MSP in writing, who will in turn notify Client, of any known unauthorized use or disclosure of the Confidential Information, providing a detailed description of the circumstances of the disclosure and the parties involved.

## Injunctive Relief. Temporary Worker acknowledges that it is likely to be difficult to value the damages sustained by MSP or Client, as the case may be, due to any breach of Section 3 herein and that such damages are likely to be substantial or irreparable and the damaged party’s remedy at law would be inadequate. Therefore, in the event of a breach of Section 3 herein, in addition to any other relief, MSP or Client, as the case may be, shall be entitled to temporary and permanent injunctive relief without the necessity of proving actual damages.

## Work Product. Temporary Worker acknowledges and agrees that during and incident to Temporary Worker’s work for Client, Temporary Worker may create inventions, discoveries, improvements, computer or other apparatus programs, and related documentation and other works of authorship (“Work Product”), whether or not patentable, copyrightable, or subject to other forms of legal protection. Temporary Worker agrees to assign to Client all of Temporary Worker’s right, title and interest (including rights in copyright) in and to all Work Product Temporary Worker makes, creates or develops, either solely or jointly with others, during Temporary Worker’s assignment to Client. Temporary Worker agrees that the above assignment is binding upon Temporary Worker’s estate, administrators, or other legal representatives or assigns.

## Excluded Inventions. Temporary Worker shall not be required to assign to Client any idea, invention, discovery, innovation or improvement which Temporary Worker developed entirely on his or her own time and without the use of any of Client’s equipment, supplies, facility or Confidential Information (as defined above), and which (i) does not relate to Client’s business or to Client’s actual or anticipated research or development, and (ii) does not result from any work performed by Temporary Worker specifically for Client (the "Excluded Inventions"). In any dispute with respect to these exclusions, the burden of proof shall be on Temporary Worker to show that the exclusion applies.

## Work Made for Hire. Any and all Work Product prepared by Temporary Worker for Client that is eligible for copyright protection shall be a work made for hire on behalf of Client as that term is used under the United States Copyright Act and ownership of all copyrights in such work shall vest in Client. If for any reason, any such work shall not be deemed a work made for hire or ownership of such copyrights would not vest in Client, then Temporary Worker shall transfer all right, title and interest in such work, including all copyrights therein to Client. In those jurisdictions that deem any work performed on a “Work Made for Hire” basis as giving rise to an employee/employer relationship, the parties specifically agree that this provision shall not apply in such jurisdiction and that Temporary Worker shall continue to be deemed an independent contractor of Client.

## Term. This Agreement shall be effective as of the date first written above, and shall remain in effect notwithstanding Temporary Worker’s termination of Temporary Worker’s assignment to Client.

## Waiver. This Agreement may be amended, or its requirements waived, only by a writing signed by the party against whom enforcement of the waiver or amendment is sought.

## Governing Law; Jurisdiction. This agreement shall be governed by the law of the State of Indiana. Any litigation under this Agreement shall be filed and pursued in a court in Marion County, Indiana. All parties expressly consent to the jurisdiction of such courts.

## Entire Agreement. This Agreement constitutes the entire Agreement and understanding between the parties with respect to the subject matter hereof, and this Agreement supersedes all prior and contemporaneous negotiations, discussions and understanding of the parties with respect to the subject matter hereof.

## IN WITNESS WHEREOF, the parties hereto have executed this Temporary Worker Agreement as of the date first written above.

**Employer Temporary Worker**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_