

**TEMPORARY
EMPLOYEE MANUAL**

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GENERAL EMPLOYMENT POLICIES

Introduction

Welcome to TechProse, we are pleased to present this edition of the Temporary Employee Manual.

This Manual is designed to help you become better acquainted with TechProse and to provide an overview of employment working conditions, benefits, and personnel procedures.

This Manual is provided as an easy-to-use reference for answers to questions you might have concerning your employment, it does not cover all subjects in detail. If you need more information, particularly concerning provisions of the various benefit programs, please ask our Administration Manager (Shari McAneney – 925-956-4201).

This edition of the Manual supersedes all previous editions. Now for the required legal disclaimer: This manual is not an employment contract nor should it be construed as a promise of continued employment. Your employment relationship with TechProse is an at-will relationship. Just as you are free to resign at any time, with or without notice, (remember, we prefer notice!), TechProse is free to discharge you at any time, with or without cause and with or without notice, we also do our best to give notice. Your at-will employment contract cannot be modified by any representations, either oral or written, unless such modification is in writing and is signed by a designated officer of the Company.

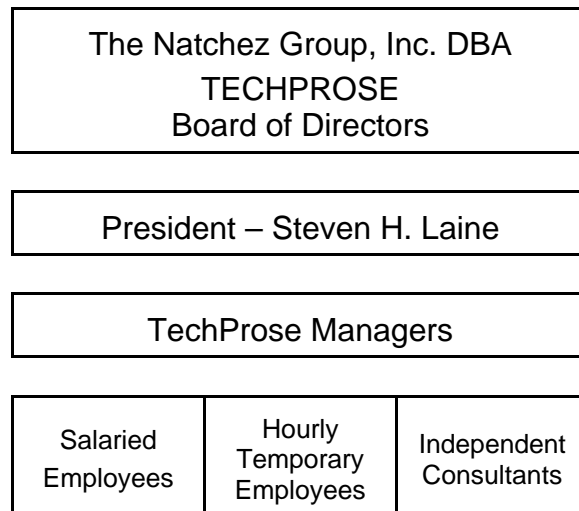
Company Philosophy

Our promise to our clients is that we will provide managed solutions to their business needs. Our responsibility to our Consultants is to provide them with the support they need to be successful. We recognize that we have two groups of customers - clients AND Consultants - whose needs we must address for the Company to prosper over the long term. We are committed to providing the best possible opportunities for maximum career development and achievement of goals for all of our Consultants. We have always sought to develop a spirit of teamwork with individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we have created a workplace that is comfortable and progressive. Most importantly, we have a workplace where communications are open, and difficulties can be discussed and resolved in a mutually respectful atmosphere, taking into account individual circumstances. We firmly believe that by communicating with each other directly, we can continue to resolve any challenges that may arise and develop a mutually beneficial relationship. We encourage you to keep us informed of issues, concerns, and challenges you may face while on a project. We are both interested and experienced at helping resolve whatever problems may arise.

Company Structure

The Natchez Group, Inc. dba TechProse is organized as a corporation. The following organizational chart depicts TechProse current organization for the purposes of this manual we refer to all employees and Consultants as “Consultants”



Company Profile

Founded in 1982, TechProse specializes in three areas of service delivery:

- Technical communications
- Training development and delivery
- Software development, maintenance and enhancements, including web-based delivery

We analyze client needs, recommend appropriate strategies, and work with the client to implement these solutions. The solution may be an individual, a team, or a process. TechProse selects the strategy that best fits client needs.

In addition to a strong client base in the San Francisco Bay Area, TechProse Consultants and services have assisted a wide variety of companies based across the United States and abroad, including Japan, China, Malaysia, Australia, India, Great Britain, Brazil and Sweden.

Contact Information

If you have any issues, concerns, or questions regarding this manual and the information herein, contact any of the following:

<p><i>TechProse Human Resources Department:</i> Shari McAneney (925) 956-4201 shari@techprose.com</p> <p>TechProse 3100 Oak Road, Suite 205 Walnut Creek, CA 94597 (925) 956-4200 Fax: (925) 956-4233</p>
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EMPLOYMENT POLICIES

Equal Opportunity

TechProse maintains a policy of nondiscrimination and equal opportunity for all Consultants and applicants for employment. All aspects of employment are governed on the basis of competence and qualification, and are not influenced in any way by race, color, religion, gender, age, marital status, sexual orientation, national origin, physical handicap, medical condition, or veteran status.

All decisions made with respect to recruiting, hiring, and promotion for all job classifications are made solely on the basis of individual qualifications related to the requirements of the position. Likewise, the administration of all other personnel matters such as compensation, benefits, transfers, terminations, reduction-in-force, recall, training, education and social/recreation programs are free from discriminatory practices.

Non-Harassment Policy

TechProse believes that all employees have a right to work in an environment free of sexual or other harassment. Harassment against individuals on the basis of race, religion, sex or any other classification protected by city, state or federal employment discrimination laws is illegal and a violation of TechProse policies. Unlawful harassment of any type will not be tolerated at TechProse.

Sexual or other unlawful harassment includes any conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment if:

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

Sexual harassment may also include lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

TechProse will enforce disciplinary action up to, and including the immediate termination of any Consultant who violates this policy.

Consultants who feel that they have been harassed or who witness any harassment, should immediately report such conduct to their manager or supervisor or any member of TechProse Human Resources Department. All complaints of harassment will be investigated by TechProse Human Resources Department. To the extent that a Consultant is not satisfied with the handling of a harassment complaint, he or she may also contact the California Department of Fair Employment and Housing at 1330 Broadway, Ste. 1326, Oakland, CA 94612. The Department's phone number is 510-286-4095. The Department of Fair Employment and Housing will, in appropriate cases, prepare and investigate complaints of harassment and may award damages to Consultants actually injured as a result of unlawful harassment.

Enforcement of Company Policy

If you believe that you have been unlawfully harassed, you should provide a written or an oral complaint to your supervisor, any other company supervisor or any other member of management with whom you feel comfortable as soon as possible after the incident.

Your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. Harassment complaints will be referred to our Human Resources Department. TechProse will immediately undertake an effective, thorough and objective investigation of the harassment allegations. The investigation will be conducted as confidential as possible; however, depending upon the circumstances, some disclosure of information may be required.

JOINING OUR TEAM

Orientation

We want every Consultant to feel welcome and a part of the TechProse team from your very first day of your engagement. We do everything in our power to make your adjustment to the engagement and to the work environment as pleasant and productive as possible.

It is our policy to:

- 1) Provide new Consultants with all the information they need to be acquainted with TechProse and the engagement;
- 2) Keep Consultants fully informed on all matters of office policy that might involve or affect their work or interests;
- 3) Maintain open channels of communication through which new Consultants can obtain information, receive answers to their questions, and discuss their problems openly with the supervisor and others responsible for their orientation.

Flexibility

One common factor for all engagements is that from time to time Consultants will be requested/required to perform tasks that may not be part of their normal schedule or function. The cooperation and flexibility of each Consultant is appreciated in this changing environment and will be a major factor in our ongoing success.

Hours of Work

Client hours are normally Monday through Friday from 8:00 a.m. to 5:00 p.m. including breaks and meals. Flexible hours are only possible with the prior written approval of your manager. Various factors such as workloads, operational efficiency, and staffing needs may require variations in your working hours and total hours worked each day or week. You must conform to meet the client's needs while operating within the constraints of California's overtime law.

Break Periods

A 10-minute paid break period is provided for each four hours worked. To ensure that adequate coverage in the workplace is maintained, your manager may ask to be informed of and approve the requested break. Breaks cannot be "saved" in order to extend your meal period or to leave early.

Time Reporting

Submitting a properly completed time sheet that has been signed by a designated client manager to TechProse is absolutely essential to our operation. Time sheets are required documentation that must accompany our invoices to the client.

Time sheets are to be filled out semi-monthly (1st - 15th and 16th - last day of month) and are due to TechProse on the 15th and last day of the month. Hours are reported through the ADP online time reporting system.

Time should be reported to the nearest one-quarter of an hour. The minimum entry is 0.25 hours. For every engagement, briefly describe the work performed. This description may be the basis for documentation on invoices, so please note any unusual or significant work. In some cases, the client may require a different method of reporting your time.

Overtime

Overtime will be paid as required by law for non-exempt employees. If you are uncertain of your status (Exempt or Non-Exempt), please contact our Human Resources Department. To work overtime, you must have prior written approval.

Travel Time

Normal commuting time to and from the office is considered personal time and is not reported. Travel time may be compensated at the discretion of the client manager. Such charges must be approved in writing, prior to travel.

Attendance

Punctuality and regular attendance are essential elements of professional conduct. In case of absence for any reason, including illness or injury, please notify your client manager, as well as TechProse, no later than 8:00 a.m., of your situation and expected date of return.

Personal Property on Company Premises

Please be advised that TechProse insurance policies do not provide coverage for employee's personal property or vehicles. Employees should be in contact with their personal insurance company to find out if they have comprehensive coverage to protect their own property.

WAGE AND SALARY ADMINISTRATION

TechProse policy is to pay wages that will stimulate and reward high-level performance and to maintain pay levels that will attract and retain high-caliber Consultants.

Pay

Your wage rate is based on duties and responsibilities required by the position and your previous experience, the client's budget and market conditions. Our policy is to pay wages that are very competitive with the market.

Pay Period

Pay periods are semi-monthly (1st - 15th and 16th - last day of the month).

Paychecks are available to view online through Paychecks on the 10th and the 26th for previous semi-monthly period (*Example: July 1-15 is paid on July 26th and July 16-31 is paid on August 10th*). If a scheduled payday falls on a weekend or holiday, pay vouchers are issued on the preceding business day.

Payroll is by Direct Deposit only to the Financial Institution of your choice. We have provided the necessary signup forms.

CONSULTANT INFORMATION

Holidays

TechProse is closed on the following holidays. Holidays may differ at the client site. All holidays are taken as unpaid leave.

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day

Time Off To Vote

Consultants who are registered voters may take time off to vote at general, direct primary, or presidential primary elections. Time off to vote is taken as unpaid leave.

Jury Duty

If summoned to jury duty or an administrative hearing or subpoenaed to appear as a witness in court, the Consultant must notify their manager immediately. Jury duty is taken as unpaid leave.

Bereavement Leave

Please notify both the Client manager and your TechProse manager when taking leave for bereavement. Bereavement is taken as unpaid leave.

BENEFIT OPTIONS

W2 hourly consultants who work 30 hours or more each week are eligible to be covered under TechProse plans for medical, dental and vision coverage. Coverage is effective the first of the month following the employee's first 30 days of service. Insurance descriptions and enrollment forms are available, please contact Shari McAneney or visit www.techprose.com/contracts_forms.html#benefits .

Health Benefits

This policy is for 2010, and is updated annually.

Medical, dental and vision plans are available for purchase by temporary employees. TechProse pays 50% of individual monthly medical premium and the employee pays the other 50% plus the employee pays 100% of Dental/Vision and 100% of dependents medical and Dental/Vision if selected. Payments will be deducted through payroll on a pre-tax basis twice a month. A representative from our Human Resources department is available to assist each new employee with selecting their benefit options.

We also offer a plan called a Health Savings Account (HSA) in conjunction with the medical plan. This is a pre-tax savings account that belongs to you. You can have pre-tax payroll deductions of whatever amount you designate (up to the amount of the deductible) deposited into this account. The HSA belongs to you whether you continue to work for TechProse or not. This is your personal tax-deferred medical savings account, similar to an IRA, and you can continue to use money from your account to pay any medical expense without tax as long as there are funds in the account. After retirement age, you can continue to use remaining funds for medical expenses without tax, or you can withdraw any remaining funds for any purpose and taxes will be withheld at that time, TechProse pays all administrative fees for this account as long as you are a TechProse employee.

401(k) Plan

TechProse offers a voluntary 401(k) retirement plan. TechProse offers a voluntary 401(k) retirement plan. You can join the Plan on the first day of the month following 90 days of service if you are at least age 21. You may contribute up to \$16,500 for the calendar year (\$22,500 if you are at least age 50 anytime during 2010).

Starting in 2009, participants who are designated as "highly compensated" on the IRS Determination Report will have limitations on their contributions. From January through September, contributions to individual accounts will be limited to \$650 per pay period for participants under the age of 50. For participants over the age of 50, the limit will be \$850. We will let you know at the beginning of the year if you are on this list.

You can make adjustments to maximize your contributions in the 4th quarter. However, in no case will participants be allowed to contribute more than 20% of their annual compensation. [Participants over the age of 50 can contribute an additional \$5,500 beyond this 20%]

For more information or to join the plan, contact shari@techprose.com.

NOTICE TO EMPLOYEES FROM EDD

TechProse is registered under the California unemployment insurance code and is reporting wage credits that are being accumulated for you to be used as a basis for:

Unemployment Insurance (paid for entirely by employers' taxes)

- When you are unemployed and ready, willing and able to work, you may be eligible to receive unemployment insurance.
- If you work fewer than your normal full-time hours, you may be eligible to receive partial benefits.

You must file a claim for Unemployment Insurance through the Employment Development Department (EDD) and register for work. Claims submitted Monday through Friday may be effective beginning the previous Sunday.

Disability Insurance (*Paid for entirely by employee's contributions*)

When you are unable to work because of sickness, injury, or pregnancy, you may be eligible to receive disability insurance benefits.

- For State Disability Insurance, claim forms may be obtained from your doctor, hospital, or any Employment Development Department Office. The "First Claim" must be mailed within 49 days of the first day of your disability if you are to receive credit from the time you first became disabled. Earlier filing will speed your payment.
- Within five days after you begin employment and within ten days of the beginning of a disability, which is not work, related and about which you have notified your employer, your employer must provide you with a copy of "State Disability Insurance Provisions," DE 2515.

NOTE: Some employees may be exempt from unemployment and disability insurance coverage. Get full information at your local employment development department office. Claims should be filed promptly. You may lose benefits to which you would otherwise be entitled if you delay filing your claim.

TRAVEL AND EXPENSE REIMBURSEMENT

For some projects the Consultant may need to travel outside the normal commute area (>60 miles) at the client's request. Because rates for travel and expenses vary by location and timing, TechProse will provide a specific set of travel and expense guidelines for the project. Consultant expenses will be reimbursed according to the project-specific policy.

Travel Time

Travel time is not reimbursable unless negotiated specifically prior to travel.

STANDARDS OF CONDUCT

TechProse requires that you perform your job duties to the best of your ability. Our mutual success is dependent upon the quality of work and the level of integrity of its Consultants. In addition, certain basic rules and policies must be observed by all TechProse employees. Any violation of rules is grounds for discipline, including dismissal. These include, but are not limited to, these specific rules listed below:

Your Relationship with Clients

You are representatives of TechProse and one of the most important sources of public relations. Therefore, **confidentiality, cheerfulness, friendliness, honesty, politeness, and tactfulness** are important traits that are expected at all times. Each client must know that they come first. Negative, unprofessional comments about clients or other team members should never be expressed in public or to a client. Report any problems with the client or the project to your Project or Resource Manager.

Technical Competence

TechProse encourages Consultants to maintain a high level of competence. We may also conduct in-house training for Consultants from time to time, and subscribe to publications and self-study programs. We encourage Consultants to keep as up-to-date as possible on professional reading.

Conflicts of Interest

Please let us know if you or any family members are related to any of our client's personnel or to other consultants on the project. This also applies in cases where a family member is employed by a business that competes with one of our clients.

Confidentiality

Please do not discuss confidential matters. You must not release any inappropriate, confidential or proprietary information regarding TechProse, clients, work products, or other Consultants to any unauthorized person.

All information regarding our clients (even their names) is legally privileged information and strictly confidential.

If you are uncertain as to what information may be confidential, discuss this with your Project Manager, Account Manager or Resource Manager before you release any information.

Violation of confidentiality policies will result in corrective action up to and including immediate discharge. On termination of employment, all Company documents within your possession or control, including this Temporary Employee Manual, must be returned to TechProse.

Appearance

Casual dress is permitted in general. However, we expect you to comply with the dress standards at the location at which you are working. Ask your Project Manager or Resource Manager for details about the client dress code.

Solicitation

In order to avoid unnecessary annoyances and interruptions from your work, solicitation by a Consultant of another Consultant or company is prohibited while either person is on working time.

Consultant distribution of literature, handbills or other printed material in work areas is prohibited at all times.

Contact with TechProse

When working out of town or at home, the Consultant must advise TechProse promptly of location, phone number at the client site, hotel telephone number, and expected date of return, unless they have made other arrangements with their client manager.

Correspondence and Report Signing

Only an officer of TechProse can sign correspondence about matters in which TechProse acts in its professional capacity such as contracts or management recommendation letters.

Conduct at the Client's Office

Consultants must adhere to the following rules affecting client relationships:

AVOID discussing the following:

- Client business or other matters in public places or with friends or relatives
- Internal matters about TechProse with client personnel (including salaries or engagement fees)
- Technical or management controversies in the presence of client personnel
- Personal matters with client personnel
- The work, fees, or other matters pertaining to other companies
- Controversial subjects with client personnel—immediately report any disagreements with client personnel to the Project Manager in charge of the engagement or your Resource Manager.
- Irregularities in the client's procedures with anyone but the Manager—report any problems immediately to the Manager in charge of the engagement.

ADDITIONAL POLICES

- Maintain a friendly, courteous and respectful attitude in dealings with clients. Relationships with client personnel should be restricted to business.
- Politely decline any gifts, money, or gratuities from clients. Do not borrow money from one client or its Consultants, unless in the normal course of business from a client whose business is lending money to the public. Refrain from making purchases from a client other than at normal selling prices.
- Discuss with client Consultants only those matters applicable to your work with them.
- Do not discuss recommendations, comments, or criticisms regarding the client's Consultants', business, or accounting practices with client personnel. Discuss them only with the Project Manager in charge of the engagement or your Resource Manager.
- Obtain permission from the client before taking any client records from their premises.
- Observe the client's rules about dress code, lunch hours, smoking, coffee breaks, and refreshments. Please ask your Project Manager if at anytime you are in doubt as to a particular policy.
- Keep business telephone calls to a minimum, and make them only for the engagement on which you are working. Personal calls are prohibited, except for emergencies.
- Office telephones are for business communications. With the exception of an emergency, personal calls are to be of short duration and only made during meal or break periods. Personal long distance calls may not be charged to the office. Consultants should respond to all telephone messages promptly and never later than the next working day.

TERMINATION

Voluntary Termination

When a Consultant terminates employment, TechProse would like at least two weeks notice. TechProse will make every effort to provide at least two weeks notice to Consultant.

Regardless of termination date, medical coverage will continue through the end of the month of termination and insurance premiums will be deducted accordingly.

Involuntary Termination

All Consultants are employed at-will, which means they or TechProse may terminate the relationship at any time, and for any reason or no reason, with or without notice.

Regardless of termination date, medical coverage will continue through the end of the month of termination and insurance premiums will be deducted accordingly.

USE OF FACILITIES, EQUIPMENT AND SUPPLIES

Computers, Email and Internet Usage

Computers, computer files, the email and Internet systems, and software furnished to employees are for business use only. Employees should not use a password, access a file, or retrieve any stored communication inappropriately. Business email is not intended for personal communication and there is no right to privacy associated with any data on your business computer. Deleting a file or email from your computer does not purge the message from the system. To ensure compliance with this policy, computer, email and Internet usage may be monitored.

Because TechProse strives to maintain a workplace free of harassment, the use of computers and the email and Internet access systems in ways that are disruptive or offensive to others is not permitted. For example, the display or transmission of sexually explicit images, messages, or cartoons is not allowed. Other such misuse includes, but is not limited to ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. In addition, no TechProse or Client equipment or time may be used for any illegal or political purpose, including but not limited to, gambling, access to pornographic material, or non-work related communications related to partisan politics.

If you become aware of any impermissible or inappropriate content or use of email or the Internet, inform your Resource Manager immediately.

Off-site Work

Certain consulting engagements, at the discretion of the Client manager, may qualify for some off-site work (telecommuting). Responsible, professional conduct is expected for this privilege. Consistent scheduling, a system for reporting, and hours and method of availability will be worked out between the Consultant and the Client manager, and reported to your Project or Resource Manager, PRIOR TO THE INITIATION OF THE TELECOMMUTING PERIOD, and may differ for each engagement.

If off-site Consultants will be unavailable for more than 30 minutes during scheduled telecommuting hours, they should inform the Client and TechProse Project Manager. Calls made to the office when working at home are the Consultant's responsibility. Other business calls can be expensed with the approval of Client Manager and can be submitted for reimbursement through an expense report if approval in writing is obtained prior to incurring the expense.

Office Supplies

The Client manager must approve any purchase of supplies or equipment in advance if it is to be reimbursed. Consultant should submit an expense report for any approved supplies by the end of the current pay period. TechProse will not reimburse expenses submitted more than 30 days after the end of the pay period in which they occurred.

Office Appearance

Please follow the following procedures to enhance your professional life:

- Clear desks and credenzas at the end of each day.
- Keep work areas neat and orderly during working hours.
- Return files, printouts, ledgers, binders, books and other work and reference materials to their proper location after use.
- Keep only those client files currently being worked on at your desk.

Use of Company Stationery

TechProse or Client letterhead may not be used for personal correspondence, volunteer work, or any civic/charitable organization. Forms on which the TechProse or Client name appears may not be used for personal purposes.

HEALTH AND SAFETY

Smoking

For health and safety considerations, the organizational philosophy discourages smoking. Smoking is strictly prohibited inside TechProse or client premises.

Drugs and Alcohol

TechProse has a strong commitment to provide a safe, efficient, and productive work environment. TechProse wishes to ensure that Consultants perform their duties safely and efficiently in a manner that protects their interests and those of their co-workers. TechProse also desires to promote efficiency in the workplace and to provide the highest quality services to clients. In keeping with this commitment, TechProse has a strict policy regarding the inappropriate use and possession of drugs and alcohol. This policy recognizes that Consultant involvement with alcohol or drugs can be extremely disruptive and harmful in the workplace. It can adversely affect the quality of work and the performance of employees, pose serious safety and health risks and have a negative impact on work efficiency and productivity. Accordingly, TechProse requires all Consultants to report for work fit to perform their jobs and prohibits the use or possession of alcohol or illegal drugs. All Consultants must adhere to the rules stated in this policy.

No Consultant may use, possess, distribute or sell alcohol or any illegal drug while on TechProse property, while on duty, or while operating a vehicle that is owned or leased by TechProse. In addition, no Consultant may report for work, or remain on duty while under the influence of, or impaired by, any illegal drug or alcohol.

For purposes of this policy, a drug will be considered an “illegal drug” if its use is prohibited or restricted by law and a Consultant improperly uses or possesses the drug, regardless of whether such conduct constitutes an illegal act or whether the Consultant is criminally prosecuted and/or convicted for such conduct.

When Consultants are taking a medically prescribed drug that can affect work performance, physical ability or mental functions, they must report the use of this drug to their TechProse Resource Manager, who will determine whether temporary job reassignment or medical leave is warranted until the treatment is finished. Consultants must keep all prescribed medications in the original container, which identifies the drug, dosage, date of prescription and prescribing physician.

It is essential that all Consultants comply fully with this policy. Consultants who violate this policy are subject to disciplinary action up to and including immediate discharge.

Fire and Emergencies

Be aware of and follow clients' emergency procedure in the event of fire or disaster.

Safety

TechProse makes every effort to provide safe working conditions for our Consultants. We observe the safety laws of the governmental bodies within whose jurisdiction we operate. No one will knowingly be required to work in any unsafe manner. Safety is every Consultant's responsibility. Therefore, all Consultants are requested to do everything reasonable and necessary to maintain a safe place to work, and to report any safety concerns to their TechProse Project or Resource Manager.

Accidents

No matter how insignificant an injury may seem at the time of occurrence, you should notify your TechProse Project or Resource Manager immediately. A preliminary and/or first report of injury will be completed and forwarded to our Human Resources Department. Please use care and caution at all times.

Workers' Compensation

TechProse carries insurance to cover the cost of work-related injury or illness. Benefits help pay for your treatment and part of any income you may lose while recovering. Specific amounts are prescribed by law and each case is handled individually. To be assured of maximum coverage, it is important that work-incurred accidents be reported immediately and claims filed promptly through TechProse.

Injury and Illness Prevention Program

The Injury and Illness Prevention Program (IIP Program) administrator, Shari McAneney has the authority and responsibility for implementing and maintaining this IIP Program for TechProse.

Managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available ([LINK](#)) on the TechProse server.

COMMUNICATION

Problem Resolution

If differences of opinion arise among client staff members and/or Consultants working on an engagement, they should first attempt to work the situations out themselves in a professional manner. However, if an agreement cannot be reached or it is in anyway in appropriate, all those involved should bring the situation to the attention the TechProse Resource Manager.

Personal problems, such as time off, pay rate, or personality clashes should be discussed with your TechProse Resource Manager. If you are not satisfied with the resulting decision, please request that the issue be brought to the attention of the CEO, whose decision will be final.

Consultants should never discuss personal problems with clients.

Changes in Personal Data

We need to maintain up-to-date information about you so we can help you and/or your family in matters of personal emergency.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given as soon as they occur to our Human Resources Department, you can email them to shari@techprose.com

DISCLAIMER

The policies and procedures in this Temporary Employee Manual constitute general management guidelines only. In no way are they to be interpreted as a contract between TechProse and any of its Consultants. TechProse expressly reserves the right to modify or delete any of the policies contained herein without notice. This booklet is an overview of site-specific guidelines. Should questions or discrepancies arise, consult your Resource Manager or our Human Resources Department.

Please sign and return this Acknowledgment to TechProse along with your new hire paperwork.

ACKNOWLEDGMENT OF RECEIPT

I have received my copy of the Temporary Employee Manual. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained therein. I also understand that I am an at-will employee.

Consultant's Signature: _____

Printed Name: _____

Date: _____