



Welcome to Tempus IT Staffing!!!!

We are excited that you have joined our team. Enclosed is your New Consultant package. Please take a few moments to read and complete all the information in this package. The information must be returned to Tempus IT Staffing in order for you to be paid. Please mail all the necessary forms to the attention of your recruiter at the following address:

Tempus IT Staffing
3003 Summit Blvd.
Suite 1650
Atlanta, GA 30319
Attn: _____

If you have any questions or concerns, please do not hesitate to contact your recruiter.

Congratulations!!



NEW INDEPENDENT CONSULTANT INFORMATION PACKAGE

Congratulations on your new position with Tempus IT Staffing!!! Below is a list of guidelines to follow when completing the information contained in this package. Please read and complete all information and return to Tempus as soon as possible.

1. **CONSULTING AGREEMENT** (2 Copies)
 - a. Read and sign signature page.
 - b. Keep one copy for yourself and return the other.

2. **POLICIES AND PROCEDURES**
 - a. Read and sign both consent forms.
 - b. Keep one copy for yourself and return the other.

3. **W-9 FORM** (Federal Tax ID Number Disclosure)
 - a. Complete and return original via mail.

4. **EMERGENCY INFORMATION FORM**
 - a. Complete and return.

5. **PROOF OF INSURANCE/REQUEST FOR WORKER'S COMPENSATION COVERAGE**
 - a. Please provide Tempus with a copy of your Proof of Worker's Compensation Coverage.
 - b. If no insurance, please fill out the Request for Worker's Compensation Coverage sheet to authorize Tempus IT Staffing to deduct \$75.00 from the initial invoice to include you on Tempus IT's Worker's Compensation Policy.

6. **PAYROLL PROCESSING REMINDER, PAYROLL SCHEDULE AND TIMESHEETS**
 - a. Timesheets are due on Monday at 10:00am.
 - b. Please see payroll schedule for pay days and pay periods.
 - c. Note start date and number of days that will be included on first check.
 - d. To receive payments, you must submit an invoice with your timesheet to Tempus IT notating dates and hours worked.

Please let us know if you have any questions.



**POLICIES AND PROCEDURES MANUAL
FOR CONSULTANTS**

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INTRODUCTION

The Members and employees of Tempus IT Staffing, LLC take pride in the quality of the professional practice established and maintained by them. At Tempus IT we believe in fostering an environment that is both challenging and rewarding that perpetuates the advancement and success of our Members, employees and consultants. This Consultant Manual is designed to provide you with information about the policies, benefits, and programs that the Company offers and the procedures that must be adhered to.

We believe the policies, benefits, programs and procedures described in this document are appropriate, practical and substantially followed throughout our Company. The manual is not a contract, and the Company reserves the right to revise this document to any extent it deems appropriate, or to make exceptions to its terms and conditions and policies stated herein at any time.

TEMPUS IT STAFFING, LLC
POLICIES & PROCEDURES MANUAL FOR CONSULTANTS
CONSENT FORM

By signing this form, I agree to accept the terms of the Tempus IT Staffing, LLC Policies and Procedures Manual for Consultants. Also by signature, I agree to submit to arbitration, under rules established by the American Arbitration Association, any claims against Tempus IT Staffing, LLC that are covered in this document.

Signature

Date

AN EQUAL OPPORTUNITY EMPLOYER

The position of Tempus IT Staffing, LLC as an Equal Opportunity Employer is generally known to each of you. It is important that all of our consultants be fully informed of our policy in this regard:

It is the policy of Tempus IT Staffing, LLC to engage consultants without regard to race, color, religion, sexual orientation, national origin, sex or age. This policy applies to training, promotions, terminations, working conditions and all other privileges and conditions of employment.

GENERAL

Statement of Company Philosophy

Tempus IT Staffing, LLC (Tempus IT) is a full-service technical staffing company providing personnel services to companies located in the United States. The objective of the Company is to provide the highest quality service to our clients and provide our consultants and staff with challenging assignments.

We value our reputation for quality service and believe that reputation is the basis on which we attract new clients and build our Company for the future. We are committed to rendering value for our fees and believe our clients should have a reasonable basis for making that judgment for themselves. Once Tempus IT undertakes a client engagement, we bring all the resources to that engagement necessary to achieve our clients' goals.

Tempus IT's Commitment to Professionalism

The purpose of this document is to convey the philosophy of our Company to current and prospective consultants. In order to foster the development of individuals with exceptional professional and personal qualities, this document is intended to outline some of those qualities we, as a Company, consider important.

Our Company is committed to providing a high level of service to our clientele. Service is the only commodity we have to offer and it must be of superior quality in order for us to attract and maintain the type of clientele who will support our organization and enable it to grow and prosper. What is said about Tempus IT is important to us, and is a reflection of our Company.

Tempus IT's Commitment to Its Consultants

Tempus IT values all of its consultants without regard to race, sex, color, religious preference, national origin, disability, veteran status or any other personal characteristic protected by federal or state law. Tempus IT will assist consultants in providing our clients with the highest quality of

services by providing the resources necessary to fulfill our clients' expectations and needs.

How We Communicate

When you have an issue or concern, you should review the matter with your recruiter or any other member of management. If a mutual resolution is not made, you may bring the issue to an officer of the Company who will promptly meet with you to discuss your concern.

Business Hours

Tempus IT Staffing adheres to an eight-hour workday beginning at 8:30 AM and ending at 5:30 PM with one hour set aside for lunch. Consultants working on-site with clients are expected to observe client-defined working hours. Any other work schedule must be approved by management.

PAYROLL AND COMPENSATION

Compensation

Consultants are paid every two weeks in arrears on a bi-weekly schedule (e.g., a consultant is paid on January 28th for the weeks ended January 7 and January 14). A payroll schedule has been provided to you in your employment package. Independent contractors must submit an invoice to Tempus IT to receive payment for services. Late invoices will be paid on the following payday.

Payroll Deductions

The Company deducts from your pay only deductions that are required by law and any other deductions you authorize yourself in writing (401k contributions, health insurance premiums, etc.). Federal and State income taxes are withheld according to the standard government tax tables and the amounts vary depending upon your earnings, marital status and the number of dependents you declare. Social Security, Medicare and any other state or local deductions required by law are also withheld and remitted to the respective governmental agency on your behalf by Tempus IT.

Direct Deposits

Direct deposit is available for all W-2 consultants and employees. Upon receipt of your authorization, Tempus IT will make direct deposits to your bank account. If you choose not to utilize our direct deposit benefit you will need to pick up your check from the corporate office or have it mailed to you. Tempus IT takes no responsibility for the timeliness of the United Postal Service.

Consultant Loans

The Company, as a practice, does not grant personal loans. In cases where money is advanced to consultants, the terms of repayment is determined by an officer of the Company. Tempus IT reserves the right to demand the entire loan payable at any time and deduct it from the consultant's next paycheck(s).

Changes in Personal Status

It is important to keep your employment records up to date with current information. Please contact your recruiter/account manager with changes in your marital status, dependents, address, beneficiary designations and any other payroll/benefit related information. It is also your responsibility to ensure your withholdings are sufficient to cover your personal income tax liabilities. As a practice, Tempus IT only withholds statutory withholdings as determined by the respective government agency. Please consult your CPA for assistance with your tax withholdings.

Independent Contractors

Independent contractors will be paid according to the payment schedule provided in your employment package. However, Tempus IT reserves the right to withhold payments if Company timesheet rules are not adhered to. Such rule infractions include late time sheets, unsigned timesheets, incorrect hours, falsified timesheets, etc. If such infractions are noted by the Company, Tempus IT will pay the independent contractor after Tempus IT has received payment from our client(s) for the contractor's services. Tempus IT reserves the right to offset future payments payable to a contractor if timesheet infractions are noted at a later date. Finally, Tempus IT reserves the right to withhold final payments to contractors until all disputed amounts are resolved.

Employee Records

The Company is required by law to maintain accurate payroll records. Your pay and benefits are determined from the information contained in these records. We encourage you to maintain such records on your own to ensure that we are properly documenting your information

Time Records

Consultants are required to turn in timesheets for the previous workweek by 10:00, Monday morning by fax or mail. Failure to meet this deadline may result in the delay of consultants' paychecks. Verbal communication of hours worked will not be accepted in any circumstance since our clients will not accept verbal communication of the time the consultants have worked. Unsigned, falsified, disputed or incorrect timesheets will not be compensated for. It is the consultant's responsibility to turn in timely, accurate and signed timesheets.

BUSINESS ETHICS AND DEALINGS

Business Ethics

Adherence to strong business ethics and conduct by all consultants is the only sure way we can merit the confidence and support of the public.

It is incumbent upon you, as a representative of the Company to perform satisfactorily and to follow our policies and comply with our rules as they are issued or modified from time to time.

Business Dealings

To ensure that the Company conducts its business effectively and to foster confidence in the integrity of its consultants, the highest standards of ethics and loyalty must be maintained. The Company desires that its consultants be free to enjoy social relations and normal business courtesies. However, it is to the ultimate benefit of all concerned that personal interests be avoided which conflict with or appear to conflict with interests of the Company, or might influence or appear to influence a consultant's judgment actions, or motivation in performing their duties. No consultant may have a conflict of personal interests and those of Tempus IT or our clients. For purposes of this policy, a conflict of interest shall exist under circumstances in which include a consultant having a position with, or a substantial interest in (financial or otherwise), any other business enterprise that would conflict with the consultant's responsibilities at Tempus IT or with our clients. Any outside relationship that affects independent judgment in making decisions, and most importantly, causes the consultant to be directly or indirectly in competition with Tempus IT is strictly prohibited.

A consultant may not engage in any business activities with competitors, nor actively pursue engagements with competitors without prior notification to management.

The existence of a conflict is solely determined by management's judgment. Management reserves the right to terminate employment and/or take legal action if such conflicts exist.

Tempus IT consultants and immediate family members should not accept gifts, commissions or any other type of payment worth more than \$25.00 from any person or firm doing or seeking to do business with Tempus IT where such compensation may influence Company decisions. If such gifts/compensation is received it must be turned over to management for disposition.

Any consultant who is aware of a conflict of interest involving another consultant is obligated to report the matter to an Officer of the Company.

Foreign Corrupt Practices Act

No consultant will engage in activity that might involve the consultant or the Company in a violation of Foreign Corrupt Practices Act of 1977. The Foreign Corrupt Practices Act requires that the Company's books and records accurately and fairly reflect all transactions and that we maintain a system of internal controls; transactions conform to management's authorizations; and the accounting records are accurate. No consultant will falsely report transactions or fail to report the existence of false transactions in the accounting records. Consultants certifying the correctness of records, including expense reports or timesheets, should have reasonable knowledge that the information is correct and proper.

Under the Act, it is also a federal crime for any U.S. Business enterprise to offer a gift, payment or bribe, or anything else of value, whether directly or indirectly, to any foreign official, foreign political party or party official, or candidate for foreign political office for the purpose of influencing an official act or decision, or seeking influence with a foreign government in order to obtain, retain or direct business to the Company.

Outside Employment

Consultants must not be employed outside the Company unless approved by a Company officer. Outside employment includes:

- Employment at any business that competes with or provides services to the Company, our client(s) or their subsidiaries, and/or
- Relationships which would affect their objectivity in carrying out their Company responsibilities and/or
- Employment that conflicts with scheduled hours, including overtime, or the performance of the Company assignments. Consultants must not use Company time, materials, information or other assets in connection with outside employment.

Safe Workplace

It is the Company's policy to promote a safe workplace. If you feel that a co-worker shows a propensity towards violent, wrongful acts, or is currently harassing other employees, please inform management.

Tempus IT may also perform background checks on prospective or current consultants. Any omissions falsifications or non-cooperation will result in immediate termination.

Confidential Information

Confidential information includes all information, whether technical, business, financial or otherwise concerning the Company or our clients, which the Company treats as confidential or secret and/or which is not available or is not made available publicly. It also includes any private information of, or relating to, client records, fellow consultants, other persons/contacts/companies, and security information obtained by virtue of the consultant's position.

Company policy and various laws protect the integrity of confidential information. Such information must not be divulged. The obligation not to divulge confidential information is in effect even though material might not be specifically identified as confidential and the obligation exists during and continues after employment with Tempus IT.

A few examples of prohibited conduct are:

- Selling or otherwise using, divulging or transmitting confidential Company/Client

- information;
- Using confidential Company/Client information to knowingly convert a Company business opportunity for personal use;
 - Using, divulging or transmitting confidential Company/Client information in the course of outside employment or other relationship or any succeeding employment or other relationship at any time.

Expense Reimbursement

Expenses incurred by a consultant in performing Company/Client business must be documented on expense reports in accordance with Company procedures. In preparing expense reports, consultants should review client procedures for the necessary documentation in order to be reimbursed for business expenses. Under no circumstances will Tempus IT reimburse consultants for expenses that are not approved by our clients or when proper documentation is not presented with an expense reimbursement form.

Software and Computers

Computerized information and computer software appear intangible, but they are valuable assets of our Company/Client and must be protected from misuse, theft, fraud, loss and unauthorized use or disposal, just as any other Company property.

Use of Company computers must be for customer service or job related. Consultants cannot access Company/Client records of any kind for their personal use. Misappropriation of computer space, time or software includes, but is not limited to, using a computer to create or run unauthorized jobs or intentionally causing any kind of operational failure.

CONSULTANT CONDUCT

Consultant Conduct on Company Business

Dishonest or illegal activities on Company/Client premises or while on Company business will not be condoned and can result in disciplinary action, including dismissal and criminal prosecution. The following illustrates activities that are against Company policy, and which will not be tolerated on Company premises or while engaged in Company business:

- Use of controlled substances such as drugs or alcohol; unlawful manufacture, distribution, dispensation, possession, transfer, sale, purchase or use of a controlled substance.
- Theft of business property or falsification of corporate documents
- Driving vehicles or operating Company equipment while under the influence of alcohol or controlled substances.

The Company and our clients reserve the right to inspect any property that might be used by consultants for the storage of their personal effects. This includes desks, computers and vehicles owned by the Company. It is a violation of Company policy to store any contraband,

illegal drugs, toxic materials or weapons on Company property.

Sexual Harassment

Tempus IT Staffing, LLC abides by the EEOC Regulation on Sexual Harassment. If you feel you are being sexually harassed as described below, report immediately to the Director of Operations. The person you report the allegation to will immediately begin a discrete investigation into the alleged harassment.

Sexual harassment includes physical, verbal or visual gestures. Please use common sense to avoid potential problems.

EEOC Regulation on Sexual Harassment

Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

In determining whether alleged conduct constitutes sexual harassment, the Commission will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be made from the facts, on a case-by-case basis.

Applying general Title VII principles, an employer, employment agency, joint apprenticeship committee or labor organization (hereinafter collectively referred to as "employer") is responsible for its acts and those of its agents and supervisory consultants with respect to sexual harassment regardless of whether the specific acts complained of were authorized or even forbidden by the employer and regardless of whether the employer knew or should have known of their occurrence. The Commission will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether an individual acts in either a supervisory or agency capacity.

With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer (or its agents or supervisory employees) knows or should have known of the conduct, unless it can show that it took immediate and appropriate corrective action.

An employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action. In reviewing these cases the Commission will consider the extent of the employer's control and any other legal responsibility in which the employer may have with respect to the conduct of such non-employees.

Prevention is the best tool for the elimination of sexual harassment. An employer should take all steps necessary to prevent sexual harassment from occurring, such as raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned.

Other related practices: Where employment opportunities or benefits are granted because of an individual's submission to the employer's sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other persons who were qualified for but denied that employment opportunity or benefit.

Tempus IT treats all sexual harassment claims very seriously. If you feel that you are being harassed, do not hesitate to report it to Company officials. Tempus IT's policy is to act quickly and provide necessary discipline to offenders.

Substance Abuse

Tempus IT absolutely prohibits the consumption of any illegal drugs on any of its premises or at any of its clients facilities. The Company also prohibits any consultant from presenting himself or herself for work at any time under the influence of any illegal drug. Any consultant required to be under the influence at work of any prescription medicine that may affect his or her ability to perform must so notify Company and Client officials immediately.

Tempus IT reserves the right to require any consultant whose mental or physical faculties seem to be impaired to undergo drug/alcohol screening immediately. A positive screening will be confirmed by a second test. A positive second test shall be automatic grounds for discharge.

HIRING AND TERMINATION OF EMPLOYMENT

Hiring

It is the Company's policy to hire only highly qualified and motivated personnel, whether entry level or experienced.

All terms and conditions of employment, compensation, advancement and promotion are decided without regard to race, religion, sexual orientation, color, sex, age or national origin.

No one at Tempus IT may enter into any verbal or written guaranteed employment contract with any consultant without express written consent of the Company's Officers. Officers include Members (owners) and the Director of Operations.

Employment-offer letters from the Company to consultants are not employment contracts. And accordingly, they are not binding with regards to employment tenure.

The Company reserves the right to terminate, without cause, the employment of any

consultant as it also your right to terminate your employment without reason.

Termination of Employment

INVOLUNTARY – Although it is the Company's wishes that all consultants have a rewarding career at Tempus IT, please note that **all** consultants of Tempus IT are employed on an at-will basis, and accordingly, Tempus IT does not employ any "permanent employees". **The employment of any individual is subject to termination at any time by themselves or by the Company for any business reason or no reason at all as determined by Company management.** When the Company terminates a consultant, the amount of notice and compensation, if any, will be decided on the merits of each case.

Tempus IT offers no implied severance packages to its employees. Any such packages must be in writing and signed by a member (owner).

Dismissals can be made for the following reasons:

- Use of illegal substances during work hours
- Sexual harassment
- Indifference to the goals of the Company
- Making unfounded detrimental statements about the Company, management and coworkers
- Being convicted of illegal or criminal actions
- Excessive unexcused absences
- Falsifying Company reports
- Disclosure of confidential Company/Client information
- Disrespect for Company/Client employees
- Unwilling to accept new responsibilities

This list above is not meant to be inclusive of all actions the Company may deem unacceptable to continue employment.

The Company may consider a consultant's job performance, prior violation of work rules, and other relevant circumstances in determining whether to counsel, warn or discharge a consultant. If management does not believe warnings will remedy the consultant's deficiency, dismissal may be made without any probationary period.

If you are convicted of a criminal (felony) charge you must report it to management within 5 days of conviction. You may be terminated for the conviction based upon management's discretion. If a conviction is not reported, the consultant will be terminated immediately.

VOLUNTARY - When a consultant terminates employment, the Company expects two weeks notice and possibly more, depending on the consultant's level of responsibility.

E-MAIL AND INTERNET POLICIES

E-Mail Policy

This policy contains guidelines for access to and disclosure of electronic mail (E-Mail) messages sent or received by employees using the E-Mail system. We respect the individual privacy of our employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of Company/Client-provided equipment or supplies. You should be aware that the following guidelines could affect your privacy in the work place.

Management's Right to Access Information

The E-Mail system has been installed to facilitate business communications. Although each consultant has an individual password to access this system, it belongs to the Company/Client and the contents of E-Mail communications are accessible at all time by management for any business purpose. These systems may be subject to periodic unannounced inspections, and should be treated like other shared filing systems.

All system passwords and encryption keys must be available to Company management, and you may not use passwords that are unknown to your supervisor, nor may you install encryption programs without turning over encryption keys to your supervisor. All E-Mail messages are Company records. The contents of E-Mail may be disclosed within the Company without your permission. Therefore, you should not assume that messages are confidential. Back-up copies of E-Mail communications may also be maintained and referenced for business and legal reasons.

Tempus IT or our clients reserve the right to access and disclose as necessary all messages sent over the E-Mail system without regard to content. Since your personal messages can be accessed without prior notice, you should not use E-Mail to transmit any messages you would not want read by any third party. You should also not use these systems for such purposes as soliciting for commercial ventures, religious or personal causes, outside organizations, or other similar, non-job-related solicitations. If we discover that you are misusing the E-Mail system, you will be subject to disciplinary.

You may not use the E-Mail system in any way that may be seen as insulting, disruptive, offensive, or harmful to morale. Examples of forbidden transmissions include sexually explicit messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others.

Use of the E-Mail system in violation of this guideline will result in disciplinary action.

Internet Policy Guidelines

Tempus IT and our clients provide access to the vast information resources of the Internet to help its staff work faster and smarter, and be well-informed business professionals. The facilities to provide Internet access represent a considerable commitment of Company resources for telecommunications, networking, software, storage, etc. This Internet usage policy is designed to help staff understand the Company's expectations for the use of these resources in

the particular conditions of the Internet, and to help staff use these resources wisely.

First and foremost, the Internet for Tempus IT and our clients is a business tool, provided to staff at significant cost. That means we expect Internet access to be used for business-related purposes, (i.e., to communicate with, recruits, clients, other Tempus IT employees, etc.) and obtain useful business information (except as outlined below). We insist that personnel conduct themselves honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as in any other business dealings. To be absolutely clear on this point, all existing Company policies apply to Internet conduct, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of company resources, sexual harassment, information and data security, and confidentiality.

Any software or files downloaded via the Internet into the Company's/Client's network become the property of the Company. Any such files or software may be used only in ways that are consistent with their licenses or copyrights. No personnel may use Company's/Client's facilities knowingly to download or distribute pirated software or data.

No personnel may use the Company's/Client's Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trapdoor program code.

No personnel may use the Company's/Client's Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

Personnel are reminded that chats and newsgroups are public forums where it is inappropriate to reveal confidential Company/Client information, customer data, trade secrets, and any other material covered by existing Company/Client secrecy policies and procedures. Personnel releasing protected information via a newsgroup or chat - whether or not the release is inadvertent - will be subject to all penalties under existing data security policies and procedures.

Since a wide variety of materials may be deemed offensive by colleagues or clients, it is a violation of Company policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or the Company's business activities.

Personnel with Internet access must take particular care to understand the copyright, trademark, libel, slander and public speech control laws of all countries in which Tempus IT maintains a business presence, so that use of the Internet does not inadvertently violate any laws that might be enforceable against the Company.

Personnel with Internet access may not use Company/Client Internet facilities to download entertainment software or games, or to play games against opponents over the Internet during business hours.

Personnel with Internet access may not use Company/Client Internet facilities to download images or videos unless there is an explicit business-related use for the material.

Personnel with Internet access may not upload any software licensed to the Company/Client or data owned or licensed by the Company/Client without explicit authorization from the manager responsible for the software or data.

TIME AWAY FROM WORK

Time Off

Each consultant is paid for time actually worked. All time worked must be supported by a signed (by consultant and client) timesheet and presented on time (Monday 10:00 AM) to Tempus IT. Tempus IT does **not** pay for any time off including holidays, vacation, military reserve duty, jury duty or any other types of obligations unrelated to work. Each and every consultant is classified as either an hourly worker or an independent contractor.

Workers Compensation

Workplace injuries are covered under our Worker's Compensation Policy. This insurance provides for payment of medical expenses and weekly compensation payments during the period of disability as defined by state law.

If you are unable to complete your workday because of a work-related injury, you will be paid the balance of your regular workday.

If any injury occurs, you must notify your Manager and Recruiter/Account Manager. If you are injured as a result of a work-related activity during the weekend, please notify your Manager and Recruiter/Account Manager as soon as possible, but no later than 72 hours after the injury. You will be directed a medical practitioner approved by the Workman's Compensation insurance carrier. Use of other medical facilities is not allowed and claims will not be paid by the Company's Worker's Compensation Carrier. After receiving medical treatment, employees must complete the necessary Worker's Compensation forms to assure proper payment for medical expenses and compensation for any lost work time. See the Human Resource Manager for these forms.

Unscheduled Absences

Whenever a consultant will not be in by 8:30 a.m. due to an appointment, illness, etc. on regular weekdays, your immediate supervisor should be notified prior to that time. If a consultant does not report for work for three consecutive days without notifying management, employment will be terminated immediately.

Other

It is not Company policy to compensate consultants for "non-billable hours." However when paid time off is granted, any unused time may not be carried over from year to year unless you have written approval from a Tempus IT officer (use it or lose it policy).

There are some important guidelines to keep in mind as you schedule your unpaid time off. Please notify your direct manager and your recruiter at Tempus IT as to how much time you will require.

Maternity/Paternity Leave

Tempus IT conforms to the rules under the FMLA. Please contact our Human Resource Specialist for literature and forms to participate in the Family Medical Leave Act. Tempus IT also conforms to the Pregnancy Discrimination act of 1978 under which disability for pregnancy begins when the consultant can no longer perform their work safely.

AIDS and/or Other Terminal Illnesses

Tempus IT Staffing, LLC, is an equal opportunity employer. Consistent with this policy, Tempus IT prohibits unlawful discrimination against persons suffering from Acquired Immune Deficiency Syndrome (AIDS), persons infected with the Human Immunodeficiency Virus (HIV) which causes AIDS, persons afflicted with AIDS-Related Complex (ARC) and persons who test sero-positive in response to HIV antibody or other AIDS-sensitive testing. Failure to comply with and support this policy can lead to discipline, up to and including discharge. This policy also covers other terminal illnesses. The Company's medical leave and disability policies are designed to handle the unique requirements and demands of AIDS and other terminal illnesses.

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	
City, state, and ZIP code		
List account number(s) here (optional)		
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number
+

or

Employer identification number
+

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% after December 31, 2003; 28% after December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9**.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note: *You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).*

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note: *If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.*

Exempt payees. Backup withholding is **not required** on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);
2. The United States or any of its agencies or instrumentalities;
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;
7. A foreign central bank of issue;
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

- 9. A futures commission merchant registered with the Commodity Futures Trading Commission;
- 10. A real estate investment trust;
- 11. An entity registered at all times during the tax year under the Investment Company Act of 1940;
- 12. A common trust fund operated by a bank under section 584(a);
- 13. A financial institution;
- 14. A middleman known in the investment community as a nominee or custodian; or
- 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, **1** through **15**.

If the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13 . Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹ See **Form 1099-MISC**, Miscellaneous Income, and its instructions.
² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are **not exempt** from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note: See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at www.ssa.gov/online/ss5.html. You may also get this form by calling 1-800-772-1213. Use **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at www.irs.gov.

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ **You must show your individual name**, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: *If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.*

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.





EMERGENCY INFORMATION

EMPLOYEE NAME: _____

ADDRESS: _____

HOME PHONE #: _____

CONTACT IN CASE OF EMERGENCY

NAME: _____

RELATIONSHIP: _____ PHONE #: _____

NAME: _____

RELATIONSHIP: _____ PHONE #: _____

NAME: _____

RELATIONSHIP: _____ PHONE #: _____



REQUEST FOR
WORKER'S COMPENSATION COVERAGE

Date _____

Pursuant to Section 3e of the Subcontractor's Contract Employment Agreement with Tempus IT Staffing, LLC, _____ (Subcontractor's Company) hereby authorizes Tempus IT Staffing to deduct \$75.00 from the initial invoice submitted by _____ (Subcontractor's Company) to include _____ (Subcontractor's Name) on the Tempus IT Staffing, LLC Worker's Compensation Insurance Policy. The term of the coverage will be the shorter of one year from the date of this agreement or the term of the Contract with Tempus IT.

Subcontractor's Signature

Tempus IT Staffing, LLC Authorized Signature



PAYROLL PROCESSING REMINDERS

In order to ensure that your payroll information is processed in a timely and efficient manner, please be aware of the following:

1. **Called In Hours CANNOT Be Accepted.** JLS clients require signed timesheets as verification of billable hours. Timesheets should be faxed to **404-591-6131** or mailed. All timesheets must be received **no later than 10:00 a.m. on Mondays.** *If your timesheet is late, your paycheck may be late.*
2. If you fill out a **Tempus IT Timesheet**, you must include:
 - A. Client Name
 - B. Employee Name (Printed)
 - C. Week Ending Date
 - D. Billable Hours (Actual Hours Worked)
 - E. **Non-Billable Hours: Vacation, Sick or Personal Time.** *We need Timesheets for Sick, Personal, and Vacation time!!*
 - F. Client's Signature
3. If you fill out a **Client's Timesheet**, you must include:
 - A. Client Name
 - B. Employee Name
 - C. Week Ending Date
 - D. Time In and Time Out
 - E. Less Lunch (if applicable)
 - F. Total Hours Worked
 - G. Client's Signature
4. **Calculate** hours to the nearest quarter hour.

Example: 15 minutes = .25
 30 minutes = .50
 45 minutes = .75
5. **Client's Signature** is certification to the client's accounting department that the hours are **approved** for payment. *No payments will be made without the client's signature.*
6. **Distribution of Timesheet Copies:**
 - A. White Copy – Accounting Department
 - B. Canary Copy – Client
 - C. Pink Copy – Employee

If you need to confirm that we have received your timesheet or if you have any payroll discrepancies, please contact Nancy Ellison at (800) 280-4144, ext. 103. Also, please call Nancy with any updates to your phone numbers and/or email addresses.

Thank you for your cooperation!

**TEMPUS IT STAFFING, LLC
2005 PAYROLL SCHEDULE**

<u>PAYDAY</u>	<u>PAYPERIOD</u>
01-07-05	12-18-04 & 12-25-04
01-21-05	01-01-05 & 01-08-05
02-04-05	01-15-05 & 01-22-05
02-18-05	01-29-05 & 02-05-05
03-04-05	02-12-05 & 02-19-05
03-18-05	02-26-05 & 03-05-05
04-01-05	03-12-05 & 03-19-05
04-15-05	03-26-05 & 04-02-05
04-29-05	04-09-05 & 04-16-05
05-13-05	04-23-05 & 04-30-05
05-27-05	05-07-05 & 05-14-05
06-10-05	05-21-05 & 05-28-05
06-24-05	06-04-05 & 06-11-05
07-08-05	06-18-05 & 06-25-05
07-22-05	07-02-05 & 07-09-05
08-05-05	07-16-05 & 07-23-05
08-19-05	07-30-05 & 08-06-05
09-02-05	08-13-05 & 08-20-05
09-16-05	08-27-05 & 09-03-05
09-30-05	09-10-05 & 09-17-05
10-14-05	09-24-05 & 10-01-05
10-28-05	10-08-05 & 10-15-05
11-11-05	10-22-05 & 10-29-05
11-25-05	11-05-05 & 11-12-05
12-09-05	11-19-05 & 11-26-05
12-23-05	12-03-05 & 12-10-05

TIME SHEETS ARE DUE THE FOLLOWING MONDAY BEFORE 10AM.



TEMPUS IT STAFFING
 3003 SUMMIT BLVD.
 SUITE 1650
 ATLANTA, GA 30319
 PH 404.832.2200
 FX 404.591.6131
 TOLL FREE 800.280.4144
 WWW.TEMP-US.COM

ATTENDANCE TIME RECORD

It is the employee's responsibility to fax this time record every Monday by 10 a.m. A delay in the employee's paycheck may result if it is faxed late.

CUSTOMER NAME: _____ EMPLOYEE NAME: _____
 WEEK ENDING DATE: _____

Billable Hours										
Date		Hours								
Mo	Day	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total	
										Total Billable Hours
										<input type="text"/>

Non-Billable Hours										
Mo	Day	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total	
										Total Non-Billable Hours
										<input type="text"/>

Tempus IT Staffing provides its personnel to customers on a time and materials basis. The direction and control of services provided under this agreement are the responsibility of the customer. Tempus IT Staffing makes no representations or warranties relative to such services.

Total All Hours

I certify that all hours worked this week by me are recorded hereon and this is a true and accurate accounting of my activity.

Customer Signature

Date

Employee Signature

Date

White - Accounting • Pink - Employee • Canary - Client