



**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.