



THE LASALLE NETWORK

Field Employee Handbook

A Guide for Project Success



THE LASALLE NETWORK

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THE LASALLE NETWORK

INTRODUCTION

Thank You For Choosing The LaSalle Network...

Founded in 1998, The LaSalle Network is the fastest growing staffing, recruiting and executive placement firm in Chicago. The LaSalle Network is the recognized leader in project, project-to-hire and direct hire opportunities in the fields of Accounting & Finance, Technology Services, Office Services, Call Center Services, Human Resources and Executive Search.

Established on the principle that “Our People Make the Difference,” The LaSalle Network has assembled a wide spectrum of clients that range from Fortune 100 companies to “mom and pop” entrepreneurs. The LaSalle Network’s adaptability and wide range of expertise gives us the ability to provide every client with the attention and solutions they deserve. We hire only the best internally and externally to uphold this high level of excellence.

It is our mission to maintain a reputation of integrity, growth and quality. For more than 11 years, The LaSalle Network has collaborated with job seekers and employers to deliver deserving candidates into distinguished careers. It is our intention to leave a lasting impression on our candidates and clients while providing them with the ambition to improve their careers and companies.

By establishing an applicant-focused approach, The LaSalle Network has been able to place more than 15,000 candidates with more than 2,000 clients. The LaSalle Network’s ability to maintain high standards and strong relationships has allowed it to grow 600 percent in the past 10 years, including five percent in 2010.

No other firm takes more pride in connecting job seekers and employers than The LaSalle Network. It is the challenges and achievements within our practice that bring us to the office early, and keep us here late. We are honored you have chosen to work with us.

Office Contact Information

Chicago

200 North LaSalle Street
Suite 2400
Chicago, IL 60601
Phone: (312) 419-1700
Fax: (312) 419-1715

Schaumburg

1051 Perimeter Drive
Suite 1100
Schaumburg, IL 60173
Phone: (847) 413-9300
Fax: (847) 413-9456

Oak Brook

1111 West 22nd Street
Suite 240
Oak Brook, IL 60523
Phone: (630) 472-1700
Fax: (630) 472-0083

www.thelasallenetwork.com



THE LASALLE NETWORK

EQUAL OPPORTUNITY EMPLOYER

The LaSalle Network is committed to offering equal employment opportunities to all qualified individuals pursuing employment and advancement opportunities with The LaSalle Network without regard to race, religion, color, national origin, sex, age, disability, handicap, marital status, medical condition including pregnancy, veteran status, citizenship status, sexual orientation, or any other characteristic protected by federal, state or local laws (“Protected Characteristics”). Equal employment opportunity and the prohibition of illegal discrimination on account of any Protected Characteristics are not only requirements of the law, but are principles to which The LaSalle Network is firmly committed.

The LaSalle Network is committed to providing equal employment opportunities to otherwise qualified individuals with a disability or handicap, which may include providing reasonable accommodation where appropriate. It is your responsibility to notify your supervisor of your disability or handicap and of the need for accommodation. Upon doing so, we will engage in an interactive process with you to identify the precise limitations resulting from your disability and the potential reasonable accommodations that could overcome those limitations. You will be asked for your input on the type of accommodation you believe may be necessary. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. We will keep all medical information confidential. The LaSalle Network is also committed to providing reasonable accommodations of an employee’s sincere religious observances and beliefs that conflict with normal job requirements.

The LaSalle Network has established an internal complaint procedure (“Internal Complaint Procedure”) to investigate and resolve any and all complaints of employment discrimination or of conduct that may violate the policies set forth. Simply put, a question of employment discrimination may arise where a term or condition of employment (including, but not limited to hiring, promotion, job assignment, compensation, discipline and termination) is adversely affected on account of a Protected Characteristic. Employees are advised of the need to utilize the Internal Complaint Procedure rather than try to resolve issues of discrimination and/or harassment on their own.



THE LASALLE NETWORK

NATURE OF EMPLOYMENT

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with The LaSalle Network. However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind.

The LaSalle Network is an at-will employer. This means that regardless of any provision in this employee handbook, either you or the company may terminate the employment relationship at any time, for any reason, with or without notice or cause. Nothing in the employee handbook or in any document or state, written or oral, shall limit the right to terminate the employment-at-will relationship. No one besides the president of the company, E. Thomas Gimbel, is authorized to enter into an agreement for employment other than at-will.



THE LASALLE NETWORK

ACCEPTING AN ASSIGNMENT

When you accept a project assignment, you become responsible and accountable for representing yourself, our client and The LaSalle Network in a positive way. Whether you accept a short-term or a long-term project, you must remain professional at all times.

Do not accept an assignment if you are unsure of your availability, the location, the skills required, etc. It is better to say “no” to a position up front than to terminate an assignment early. This can not only jeopardize your relationship with The LaSalle Network, but also potentially damage the relationship The LaSalle Network has with our client. Turning down an assignment for a legitimate reason will never hinder your opportunity to hear about future assignments through The LaSalle Network.

We appreciate your honesty!

Information You Must Have

- Company name
- Location and directions
- Hours/shift
- Length of assignment
- Tasks you will be doing
- Hourly pay rate
- Name of the person you'll report to on the first day
- Your supervisor's name, if different from above
- Appropriate dress attire
- Any other details pertaining to your assignment

Emergency Contacts

- Your LaSalle Network Project Manager while on assignment
- The LaSalle Network office phone number for 24-hour voice mail



THE LASALLE NETWORK

EXPECTATIONS/TIPS FOR SUCCESS

Dress Policy

The dress policy for The LaSalle Network Field Employees while on assignment is business casual, but might vary depending upon the customer's work environment to which you are assigned. The following list provides a general guide with respect to articles of clothing that are **not acceptable**:

- Halter tops, tube tops or muscle shirts
- Strapless sun dresses or shirts
- Shorts or skirts shorter than mid-thigh
- Shirts that bare the midriff/stomach or are low cut
- Shirts with offensive slogans or profanity
- Thong-type sandals (flip-flops)
- Sweat suits, warm-up suits, sweat pants or leggings
- Torn clothing
- Hats
- Tennis shoes, unless instructed

A field employee not abiding by the dress code may be asked to return home and change or leave for the day without pay by either a representative of LaSalle or our client. Please let common sense prevail. If you have questions regarding these guidelines, please contact The LaSalle Network.

Professionalism

All The LaSalle Network Field Employees are expected to maintain the utmost professionalism with their coworkers, supervisors and customers at all times. Any behavior that is deemed unprofessional can be cause for termination. The following behaviors are prohibited in the workplace and can result in termination:

- Excessive tardiness or absenteeism
- Unauthorized overtime/extra hours
- Failure to report to an assignment without notifying a representative of The LaSalle Network
- Cell phone, PDA, Smartphone or audible pager usage is prohibited in the workplace (including texting)
- No personal phone calls. If you have an emergency and need to make a personal phone call, please ask a supervisor.
- Discussion of proprietary or confidential information (including hourly or annual salary and benefits offered to you)
- Falsification of timecards or documents (The LaSalle Network prosecutes to the fullest extent of the law)
- Poor or slow productivity
- Participating in activities that are unsafe to you or those around you
- Possession of weapons or firearms
- Soliciting for personal profit at the workplace
- Working under the influence of alcohol or a controlled substance
- Aggressive or threatening behavior toward managers, coworkers or subordinates is prohibited
- Failure to adapt to a company's business environment or professional standards
- Any form of gross negligence or behavior deemed unprofessional
- Utilizing company property (including the Internet, e-mail and phones) for personal use
- Viewing of offensive materials (including pornography) on company property, or sending of said materials to employees (permanent or temporary) of the company
- Unauthorized removal of company property
- Theft, profanity and gambling
- Bringing personal items on company property (i.e.: clothing and personal pictures)

**Any personal items left at a client site will be disposed of upon termination of an assignment.
The LaSalle Network is not responsible for picking up any personal items.**

Should you accept employment on your own or through means other than LaSalle, a standard two-week notice is expected.

TIME SHEETS

Procedures

As a Field Employee of The LaSalle Network, it is your responsibility to manage your own weekly time sheet, including accurate and truthful completion and timely submission for processing.

Time Sheet Deadlines

Time sheets must be postmarked by Saturday if sending by mail. Online submissions must be submitted by Monday at 12:00 P.M. If dropping-off at your local LaSalle Network office, time sheets are due by Monday at 5:00 P.M.

To guarantee that your time sheet is in on time, please fax it directly to the payroll department at (312) 589-6764. Remember, you must still mail or drop off the original!

In order for your time sheet to be processed properly, you must include ALL hours worked for the current week ending on Sunday, your social security number and your signature to verify the hours submitted are correct.

The hours also must be approved and signed by your supervisor at the assignment prior to processing. Your paycheck will be mailed to your home address unless pick-up is requested and documented on the time sheet.

Any payroll related questions should be addressed to The LaSalle Network, NOT the client to which you are assigned. Please call Elizabeth Gulotta in our human resources department at (866) 682-1641.

Direct Deposit

Direct deposit is offered to any field employee of The LaSalle Network. If you are interested in direct deposit, please contact The LaSalle Network or visit our Web site, www.thelasallenetwork.com, for the proper forms.

Overtime Policies

Working overtime/extra hours while on assignment is NOT permitted unless your supervisor specifically approves it. The LaSalle Network pays time and a half over 40 hours. Unauthorized overtime/extra hours may be grounds for termination.



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PAY DAYS

All employees are paid weekly on Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off, such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees can have pay directly deposited into their bank accounts if they provide advance written authorization to The LaSalle Network.

Employees will receive an itemized statement of wages when The LaSalle Network makes direct deposits.



THE LASALLE NETWORK

BENEFITS

Health Insurance

The LaSalle Network offers medical, dental and term life insurance benefits directly to our field employees through **Reliance Standard Life Insurance Company**. While these medical benefits do NOT provide major medical/catastrophic coverage, they DO provide valuable benefits for doctor office visits, lab/x-rays, emergency room care, wellness exams, outpatient surgery, minor hospitalization AND prescription drugs.

Some of the benefits include:

- Freedom to see any physician/hospital, with discounts available when PPO providers are used (Beech Street Network)
- \$20 office visit co-pay for sick visits at physician's office
- \$20 office visit co-pay for one annual wellness/preventive care visit
- \$5 co-pay at pharmacy for generic prescription drugs, up to \$500 maximum annual benefit
- 70% coverage for outpatient medical treatments, up to \$500 maximum annual benefit
- 70% coverage for inpatient illnesses, up to \$5,000 maximum annual benefit
- NO medical questions; guaranteed acceptance
- NO pre-existing conditions limitation
- Dental and Term Life Insurance benefits are also available

This plan can help satisfy medical needs and can be deducted from your paycheck weekly, so it's easy on the budget.

Please ask for Elizabeth Gulotta, HR Coordinator, for more information.



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HOLIDAY AND VACATION POLICY

Field Employees of The LaSalle Network are eligible to receive holiday and vacation pay, provided that the following requirements have been met.

General Requirements

- Contingent on performance/attendance for assignment.
- Hours worked must be earned over 18-month period.
- You must work the day before and the day after your vacation day (s).
- Field Employees are responsible for notifying their Project Manager in writing.
- Vacation requests are not automatic; they must be approved by client.

**** You may request a vacation payout in lieu of taking days off from work if you have met the above requirements and you are currently on assignment.****

Note:

The hourly rate used to calculate holiday and vacation pay will be based upon field employee's current assignment's rate of pay, at a 7.5 hour day for holidays. Part-time staff will be paid based upon the field employee's weekly part-time schedule as determined by the client to whom he or she is assigned.

Holiday Pay

After 1,500 hours worked, field employees will receive holiday pay (7.5 hours/day) for the following holidays:

- New Years' Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas

You must work the day before and after the holiday; provided the office is open.

Vacation Pay

After 2,000 hours worked, field employees will receive:

- Two paid vacation days
- 7.5 hours each day

After 4,000 hours worked, field employees will receive:

- Three paid vacation days
- 7.5 hours each day

Note:

Employees are responsible for requesting vacation and holiday pay. All requests must be made within two weeks after the holiday. Requests after the two week grace period will be forfeited.



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PROGRESSIVE DISCIPLINE

The purpose of this policy is to state The LaSalle Network's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The LaSalle Network's own best interest lies in ensuring fair treatment of all field employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of three steps -- verbal warning, written warning, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The LaSalle Network recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the field employee and The LaSalle Network.



THE LASALLE NETWORK

PERFORMANCE EVALUATION

The LaSalle Network project managers, supervisors and field employees are strongly encouraged to discuss job performance and goals on an informal and formal basis. Additional formal performance evaluations are conducted to provide both The LaSalle Network, supervisors at client sites and field employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately after 30 days, 60 days and 90 days depending on the client need.



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ATTENDANCE POLICY

Regular and prompt attendance is a basic requirement of all field employees while on assignment. You are expected to report to work on time and remain until the end of your shift. Tardiness and absenteeism impacts the daily operations of our customers and our business relationship with our customers. When you report to work late, call off unscheduled or leave before the end of your shift, it impacts our service level and our customers' ability to meet their needs and deadlines. All field employees will be held accountable for their attendance.

CALLING OFF, TARDINESS, SICK & TIME OFF

Calling Off

If for any reason you will not be able to work your scheduled assignment or you will be late, it is your responsibility to call and notify your Project Manager at The LaSalle Network.

You must notify The LaSalle Network at least two hour before the start of your shift.

The LaSalle Network has a 24-hour voice mail system for each office. If you call after hours to report an unplanned absence, you must leave a message.

Chicago: (312) 419-1700

Schaumburg: (847) 413-9300

Oak Brook: (630) 472-1700

****Failure to call in to report an absence is grounds for immediate termination.****

****Failure to call in or show to work for three consecutive days is considered job abandonment and indicates that you voluntarily terminated your employment.****

Tardiness

Field employees are expected to be at their assignment and ready to work at the start of their shift. You must notify us immediately if you are running late to your assignment.

Sick/Illness

The LaSalle Network does not offer field employees paid time off due to illness. As a field employee of The LaSalle Network, you must notify us immediately if you are unable to attend work. You might be asked to provide documentation of your illness. Doctor's statements are subject to verification by management. Any falsifying of medical documents will be grounds for immediate termination.

Scheduling Approved Time Off

Make sure to inform your Project Manager of any pre-planned vacation days upon accepting an assignment.

Once on assignment, all other time off requests should be scheduled in advance through The LaSalle Network. This includes vacations, doctor's appointments, court appearances, etc. Please contact your Project Manager as soon as you need to take time off. Your Project Manager will discuss your time off request with your supervisor and make accommodations if necessary.



THE LASALLE NETWORK

DISCRIMINATION & HARASSMENT POLICY

The LaSalle Network is an equal opportunity employer. The LaSalle Network is committed to providing a working environment free from discrimination, and to prohibit harassment of its employees and applicants, including sexual harassment. The LaSalle Network will implement this policy to fully comply with applicable federal, state and local laws, rules and regulations in the area of nondiscrimination and harassment of employment.

Prohibition on Discrimination and Harassment

Harassment means the persistent and unwelcome conduct or actions on race, religion, sex, sexual harassment, national origin, disability, age, military or veteran status.

Sexual harassment is defined as any unwelcome or unwanted sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature from someone in the workplace that creates discomfort and/or interferes with the job. The LaSalle Network has adopted its policy based on the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC).

Conduct constitutes harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions and/or retaliation; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Harassment due to any of the following above will not be tolerated. Such conduct is subject to discipline, up to and including termination. As an employee of The LaSalle Network, you should be aware that the issue of whether behavior constitutes harassment or discriminatory conduct might depend on how that behavior is viewed by the employee who is subjected to the behavior. Any employee who initiates or persists in such prohibited behavior assumes the risk of violating this policy in the event that the person who is the object of the behavior views it as offensive; accordingly, such an employee may be subject to discipline even if his or her conduct might not have been intended as offensive.

The LaSalle Network will take appropriate measures in response to any such incidents which are reported. Every good faith effort will be taken by The LaSalle Network to fulfill the objects of this policy.

Application of the Policy to Non-Company Employees

The LaSalle Network's policy also applies to the dealings of any field employee with non-employees such as clientele, vendors, and members of the public. Furthermore, the policy also applies to individuals who do business with The LaSalle Network, who are present on The LaSalle Network's premises, or who interact with any employee of The LaSalle Network while the employee is on duty.

Reporting Procedures

If an employee experiences or witnesses any conduct that he or she believes is inconsistent with this policy, The LaSalle Network expects the employee to notify a member of management or Sirmara Campbell, Director of Human Resources at 312.419.1700 x 1771 or scampbell@thelassenetwork.com.

The LaSalle Network has convenient and reliable mechanisms in place for reporting alleged violations of the policy. Complaints will be accepted in writing or orally. All complaints shall be treated in a confidential manner to the fullest extent possible. Upon receipt of the alleged offending conduct, a prompt, thorough, and impartial investigation shall be made concerning any alleged offending conduct. If the investigation leads to a determination that an individual engaged in conduct in violation of The LaSalle Network's policy, appropriate corrective action will be taken immediately, including the possible termination of the offending party.

Prohibition on Retaliation

The LaSalle Network will not tolerate retaliation against any employee who complains of harassment or provides information in connection with any such complaint. Any acts of retaliation will be considered a violation of this policy, and corrective action will be taken immediately, including possible termination of any individual who engages in retaliation of any form.

DRUG-FREE WORKPLACE ACT OF 1988

Introduction

In compliance with the Drug-Free Workplace Act of 1988, The LaSalle Network has a longstanding commitment to providing a safe, quality-oriented and productive work environment consistent with the standards of the community in which we operate. Alcohol and drug abuse pose a threat to the health and safety of The LaSalle Network employees and to the security of our clients and their equipment and facilities. For these reasons, The LaSalle Network is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy continues to apply to all field employees and all applicants for employment of The LaSalle Network. The LaSalle Network, Human Resources Department is responsible for policy administration.

Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from The LaSalle Network, Human Resources Department, who has been trained to make referrals and assist employees with drug/alcohol problems.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their day-to-day work responsibilities and ability to work safely. The employee must promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Work Rules

1. Whenever employees are working, are present on The LaSalle Network or client premises, or are conducting company related work off-site, they are prohibited from:
 - using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia)
 - being under the influence of alcohol or an illegal drug as defined in this policy
 - possessing or consuming alcohol
2. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing company business or while in a company facility, is prohibited.
3. The LaSalle Network will also not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce this if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

Reasonable Suspicion: Employees are subject to testing based upon (but not limited to) observations by the supervision of apparent workplace use, possession or impairment. The LaSalle Network, Human Resources or the Client shall be consulted before sending an employee for testing.

Post-accident: Employees are subject to testing when they cause or contribute to accidents that seriously damage, machinery, equipment, or property and/or result in an injury to themselves or another employee requiring off-site medical attention.

Follow-up: Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge.

Collection and Testing Procedures

Employees subject to alcohol testing may be driven to a LaSalle Network designated facility and directed to provide breath specimens. Breath specimens shall be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen shall be tested approximately 20 minutes later. The results of the second test shall be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at The LaSalle Network's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by The LaSalle Network as work rule violations.

Applicants and employees subject to drug testing may be driven to a LaSalle Network designated medical facility and directed to provide urine specimens. Applicants and employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens shall be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphane use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory shall screen all specimens and confirm all positive screens. There shall be a chain of custody from the time specimens are collected through testing and storage.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to re-apply or re-test in the future. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

The LaSalle Network and/or its clients reserve the right to inspect all portions of its premises for drugs, alcohol or other contraband; affected employees may have union representation involved in this process. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal a drug, alcohol, or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.



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Definitions

“**Company Premises**” includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by The LaSalle Network or on any site on which our client is conducting business.

“**Illegal Drug**” means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional.

(Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

“**Refuse to Cooperate**” means to obstruct the collection or testing process; to submit an altered, adulterated, or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

“**Under the Influence of Alcohol**” means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

“**Under the Influence of Drugs**” means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly over-the counter) where there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient’s name, the name of the substance, quantity/amount to be taken, and the period of authorization).

Reasonable Suspicion and Post-Accident Testing Protocol

1. The employee will be advised that The LaSalle Network and/or its client believes that there is reasonable suspicion to believe that he/she is affected by illegal drugs or alcohol (or due to the nature of the accident the policy mandates this) and that this test is being offered to confirm or deny this suspicion.
2. Prior to leaving for the testing facility, supervision/management will contact the testing facility to inform them that staff from The LaSalle Network will be arriving and will need a drug and/or alcohol test completed.
3. Provide water for the employee to drink prior to leaving the company premises and reasonable time - not to exceed 15 minutes - to secure photo ID in the company of a LaSalle Network representative.
4. The employee to be tested MUST present a PHOTO ID (i.e., a driver’s license or state ID card) to the testing facility staff before the specimen can be obtained. Ensure that the employee brings this with them when leaving The LaSalle Network and/or its client premises.
5. The employee to be tested must sign a consent form provided by/at the testing facility. *Refusal to sign is addressed under the “Consequences” section of this document.
6. A LaSalle Network representative must sign as a witness to the collection procedure, along with the tested employee.



THE LASALLE NETWORK

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT FORM

I acknowledge receiving a copy of the 2010 edition of the Field Employee Handbook on the date written below. I agree to read the Handbook, study its contents, and follow its policies and procedures.

I understand that this description of my employment relationship with The LaSalle Network (employment at will) supersedes any earlier oral or written representation or statements that may have been made to me. I also understand that the fact that I am employed at-will cannot be changed by any representative of The LaSalle Network except by its President in a written agreement.

I understand that the Handbook replaces and supersedes any previous employee manuals and other similar documents that I may have received from The LaSalle Network. I also understand that it is distributed as a guide and summary of The LaSalle Network's current policies, procedures, and guidelines, any of which may be changed or revoked by The LaSalle Network at any time with or without notice to employees. I understand that neither the Handbook nor any of The LaSalle Network's policies or procedures is an express or implied contract.

Employee's Signature

Employee's Name (printed)

Date



THE LASALLE NETWORK

REMINDERS

You must notify The LaSalle Network if you are unable to make it to work for any reason and/or you need to request any time off.

The LaSalle Network has 24-hour voice mail in case you are unable to reach us during working hours. There is no excuse for not going to work without first alerting The LaSalle Network.

Any payroll related questions should be addressed to The LaSalle Network, NOT the client to which you are assigned. Please call Elizabeth Gulotta in our human resources department at (866) 682-1641.

Thank you for your cooperation and hard work!!

The LaSalle Network



THE LASALLE NETWORK