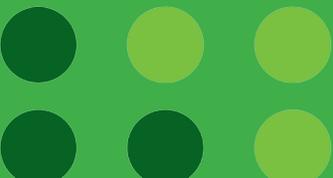


# Field Employee Handbook



LaSalle  Network

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## About LaSalle Network

Founded in 1998, LaSalle Network is the fastest growing staffing, recruiting and executive placement firm in Chicago. 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, Marketing and Executive Search.

Established on the principle that “Our People Make the Difference,” LaSalle Network has assembled a wide spectrum of clients that range from Fortune 100 companies to “mom and pop” entrepreneurs. 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 over 15 years, 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, LaSalle Network has been able to place more than 25,000 candidates at thousands of clients. LaSalle Network’s ability to maintain high standards and strong relationships has allowed us to grow 700 percent since 2001, including 40% growth during the recession in 2008 and 30% growth in 2011.

No other firm takes more pride in connecting job seekers and employers than 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.



President & CEO



# Office Locations

 LaSalle Network Offices



## Chicago

200 N. LaSalle St.  
Suite 2500  
Chicago, IL 60601  
Phone: (312) 419-1700  
Fax: (312) 419-1715

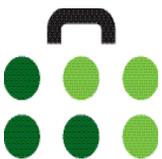
## Arlington Heights

2355 S. Arlington Heights Rd.  
Suite 300  
Arlington Heights, IL 60005  
Phone: (847) 413-9300  
Fax: (847) 413-9456

## Oak Brook

1111 W. 22nd St.  
Suite 650  
Oak Brook, IL 60523  
Phone: (630) 472-1700  
Fax: (630) 472-0083

## Check us out online!



[www.lasallenetwork.com](http://www.lasallenetwork.com)

## Equal Opportunity Employer

LaSalle Network is committed to offering equal employment opportunities to all qualified individuals pursuing employment and advancement opportunities with 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 LaSalle Network is firmly committed.

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. LaSalle Network is also committed to providing reasonable accommodations of an employee’s sincere religious observances and beliefs that conflict with standard job requirements.

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.

## 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 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. 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 and 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.

## Accepting an Assignment

When you accept a project assignment, you become responsible and accountable for representing yourself, our client and 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 LaSalle Network, but also potentially damage the relationship 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 LaSalle Network.

We appreciate your honesty!

## Information You Must Have to Begin an Assignment

- Company name
- Location and directions
- Hours/shift
- Length of assignment
- Tasks you will be performing
- 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: 312-419-1700



## Expectations/Tips for Success

### Dress Policy

The dress policy for 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 LaSalle representative or our client. Please let common sense prevail. If you have questions regarding these guidelines, please contact LaSalle Network.

### Professionalism

All 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 LaSalle Network representative
- 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 (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. 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.



## Payment Procedures

As a field employee of LaSalle Network, it is your responsibility to manage your own weekly time sheet or online timecard including accurate and truthful completion and timely submission for processing.

### Time Sheet

Time sheets must be postmarked by Saturday if sending by mail. To guarantee that your time sheet is submitted on time, please also fax it directly to the payroll department at 312. 589.6764. (Remember, you must still mail in or drop off the original!) If dropping-off at your local LaSalle Network office, time sheets are due by Monday at 5:00 P.M.

In order for your time sheet to be processed properly, you must include ALL hours worked for the current week ending on Sunday 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.

### Online Timecard

Online submissions must be submitted for approval by Monday at 12:00 P.M. Your supervisor will then review and approve any hours submitted. In order for your timecard to be processed properly, you must include ALL hours worked for the current week ending on Sunday and make sure you click "Submit for Approval." As a field employee, it is your responsibility to make sure hours are entered in correctly, on time and are not left in "draft" status.

### Overtime Policies

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

### 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.

Your paycheck or pay stub will be mailed to your home address unless pick-up is requested and documented on the time sheet.

### Direct Deposit

Employees can have pay directly deposited into their bank accounts if they provide advance written authorization to LaSalle Network. Employees will receive an itemized statement of wages when LaSalle Network makes direct deposits. If you are interested in direct deposit, please contact LaSalle Network or visit our website, [www.lasallenetwork.com/field-employees](http://www.lasallenetwork.com/field-employees), for the proper forms.

### Paycard

This is a great alternative to a checking or savings account. It can act as a credit or debit card with a secure pin, allowing employees to receive their paycheck automatically to their card on payday. You can withdraw your paycheck, conduct transactions and pay bills. If you are interested in the paycard, please contact LaSalle Network or visit our website at [www.lasallenetwork.com/field-employees/](http://www.lasallenetwork.com/field-employees/)



## Payment Procedures Cont.

**IMPORTANT:** If you chose to receive paper checks, be advised should your check become lost, you must allow two weeks for it to be delivered in the mail. If after two weeks your check has not arrived, a stop payment will be placed on the check, and you will be responsible for a \$25 stop payment fee. Additionally, you will have to come into one of the LaSalle Network branch offices to pick up your replacement check.

**Any payroll related questions should be addressed to LaSalle Network, NOT the client to which you are assigned. Please call our human resources department at 866. 682.1641.**

## Benefits

### Health Insurance

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 our human resources department for more information.

### Holiday and Vacation Policy

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

### Holiday Pay

#### Eligibility

After 1,500 hours worked, field employees will receive holiday pay (7.5 hours/day) for the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.



## Benefits Cont.

### Requirements

- Field employees are responsible for requesting holiday pay
- Field employees must work the scheduled shift before and after the holiday; provided the office is open
- All requests must be made within two weeks after the holiday. Requests after the two week grace period will be forfeited
- 1,500 hours must be worked within an 18 month period. Field employees that work 1,500 hours exceeding an 18 month time frame will not be eligible for holiday pay

### Vacation Pay

#### Eligibility

After 2,000 hours worked, field employees will be eligible for the following:

- Two paid vacation days (7.5 hours/day)
- 2,000 hours must be worked within an 18 month period. Field employees that work 2,000 hours exceeding an 18 month time frame will not be eligible for vacation time

For every additional 2,000 hours worked, field employees will be eligible for the following:

- Additional three paid vacation days (7.5 hours/day)
- Must be earned within 18 month time frame. Field employees that work 2,000 hours exceeding an 18 month time frame will not be eligible for vacation time

#### Requirements

- This is a use it or lose it policy. You have 12 months to use your vacation time and/or get a pay out from the time the vacation is earned or you will lose it
- Employees are responsible for requesting vacation pay. Field employees are responsible for notifying their Project Manager in writing PRIOR to the scheduled or requested vacation day off
- Vacation is not automatic. Time off must be approved by the client and LaSalle Network prior to the vacation day(s) off
- As a field employee, you must work the scheduled shift before and the scheduled shift after your vacation day(s) to be eligible
- Approval for vacation time off is contingent on performance/attendance for assignment
- As a field employee, it is your responsibility to submit a timecard for vacation pay within two weeks of the vacation day(s)
- As a field employee, you may also request a vacation payout in lieu of taking days off from work if you have met the above requirements. If your assignment ends, you have two weeks from your end date to request a vacation payout. After the two week period, vacation days are no longer eligible for payout

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.



## Attendance Policy

LaSalle Network is dedicated to providing high quality field employees to fill our clients' needs. It is critical to your success as a LaSalle Network field employee, that you attend work every day you are scheduled and that you arrive on time. Many LaSalle field employees have been extended direct employment opportunities based on several factors. Attendance is weighted heavily when evaluating your overall performance on assignment and your direct hire eligibility. We ask you to make attendance a top priority throughout the duration of our assignment. Poor attendance on any single assignment is cause for termination from LaSalle Network.

If, for any reason, a field employee will not be working his/her entire scheduled shift including being late to work, leaving early, or unable to make it to work at all, including working overtime, the field employee is required to provide adequate notice to LaSalle Network (the employer).

### Process for Providing Adequate Notice

In order for an absence or tardy to be excused, field employees are required to report their absence or tardy by calling the LaSalle Network office at least one hour prior to their starting time. This includes leaving a message on the 24-hour voicemail at 312-419-1700. If the field employee leaves a message on the voicemail, LaSalle Network may contact the field employee to discuss his/her absence. If the field employee is unavailable when such contact is made, the field employee must return the call or stop in the LaSalle Network office within 24-hours. Field employees that will be late to work must also provide an estimated time of arrival.

If a field employee will not be working his/her entire shift (leaving early) for any reason, the field employee is required to notify LaSalle Network (via telephone or e-mail) within one hour of leaving the worksite; this includes if the client is sending the field employee home early.

If a field employee has a scheduled court date, the field employee is required to provide a minimum of 48-hours notice to LaSalle Network.

### Defining Single Occurrence of Absence and Tardy

- A single occurrence of tardiness is defined as: reporting to work after the scheduled start time, but within the first half of the full shift
- A single occurrence of absence is defined as: missing one half or more of a shift. Multiple days of work missed because of the same reason will be considered one single occurrence only if the field employee provides medical or court documentation for those absences

### LaSalle Network's Attendance Expectations

- LaSalle Network considers one occurrence of absence during the first 90 days of work acceptable, with a maximum of five per year. Any additional missed time may be grounds for termination
- A total of eight hours of non-excused absenteeism and/or two times tardy on any single assignment may result in termination
- Exceptions to this policy may be accommodated if pre-approved by LaSalle Network and our client company due to extenuating circumstances



## Attendance Policy Continued

### Request for Documentation

LaSalle Network, as the employer, has the right to request court, medical, or other documentation regarding a field employee's absence. A field employee is expected to provide this documentation within the time frame requested. Failure to provide this documentation as requested may be cause for termination.

### Notice of Termination

A field employee who fails to provide the following, according to the guidelines stated above, will be subject to disciplinary action up to and including termination from his/her assignment and LaSalle Network.

- Adequate notice to LaSalle Network for an absence or tardy
- Requested court and/or medical documentation

A field employee who has poor attendance on any single assignment including any pattern of absenteeism or tardiness is also subject to disciplinary action up to and including termination from his/her assignment and LaSalle Network.

### No Call, No Show

An incident of No Call/No Show is the most serious disregard of field employee attendance. Failure to contact your LaSalle Network office prior to the beginning of an unscheduled absence (no call) and failure to report to work as scheduled without prior notice (no show) is cause for immediate disciplinary action up to and including termination. A field employee who does not call in to work and does not show to work two times, will be considered to have voluntarily quit his/her employment with LaSalle Network.

## Blogging and Social Networking Policy

Social media, such as blogs, wikis, and social networking sites like Facebook and Twitter, are blurring the distinction between our professional and personal lives. We need to be mindful about the public nature of social media and how it may impact your professional life here at LaSalle Network (the “Company”) and at our Client sites.

While many of us are engaged in social networking on some level, we need to be careful with respect to the content of our communications. Posting of comments or materials (including photographs, videos or audio) that are obscene, defamatory, profane, libelous, threatening, harassing, abusive or unprofessionally derogatory to another person or entity is prohibited. This includes, but is not limited to, material regarding our Company or Client, our employees, our brands, our customers or competitors. Such actions constitute legitimate grounds for dismissal. It is important to note that such actions are prohibited, whether done during work hours or outside of work. Also, participation in social networking activities that can be characterized as non-work related and carried out during a time that you are scheduled to be working, can certainly interfere with your work duties and/or responsibilities and can be cause for appropriate disciplinary action, as well as possibly be in violation of our policies on usage of the Internet and other Company and/or Client communications equipment.

We understand that social networks can be an important means of communicating with friends and family. However, be aware that anything you post online can be accessible to others outside of your “circle.”

In addition to the above, stop and consider the following guidelines before hitting “send” or “post”:

- Blogs, wikis and other forms of online discourse are individual interactions, not Company and/or Client communications. You are personally and legally responsible for your communications. When discussing the Company and/or Client or Company-related and/or Client-related matters, you must identify yourself and make it clear that you are speaking for yourself and not on behalf of the Company and/or Client. Where appropriate, use a disclaimer such as: “The postings on this site are my own and don’t necessarily represent LaSalle Network and/or Client positions, conclusions or opinions.”
- Do not discuss or divulge confidential Company and/or Client information, including, but not limited to, business plans, strategies, Company and/or Client financial information, Company and/or Client proprietary information that has not been made public, or other copyrighted materials. You are to consult Human Resources or your manager if you have questions about the appropriateness of publishing or disclosing information, concepts or developments related to our business on your site.
- While you may respectfully disagree with Company and/or Client actions, policies, etc., you may not attack personally fellow employees regardless of title or position. Customers, vendors or others shall also be treated professionally.
- If a member of the media contacts you about your blog or posts or requests Company and/or Client information of any kind, you are to contact Human Resources.

While what you do on your own time is generally your business, activities in or outside of work that affect your job performance, the performance of others or the Company and/or Client’s business interests are a proper focus for scrutiny.

## Progressive Discipline

The purpose of this policy is to state 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.

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 the following -- 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.

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 LaSalle Network.



## Discrimination & Harassment Policy

LaSalle Network is an equal opportunity employer. LaSalle Network is committed to providing a working environment free from discrimination. To prohibit harassment of employees and applicants, including sexual harassment, 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. 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 items above will not be tolerated. Such conduct is subject to discipline, up to and including termination. As an employee of 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.

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

## Discrimination & Harassment Policy Continued

### Application of the Policy to Non-Company Employees

LaSalle Network's policy also applies to the dealings of any employee with non-employees such as clientele, vendors, and members of the public. Furthermore, the policy also applies to individuals who do business with LaSalle Network, who are present on 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, LaSalle Network expects the employee to notify a member of management or Sirmara Campbell Twohill, Chief Human Resources Officer, at 312.419.1700 X 1771 or [scampbell@lasallenetwork.com](mailto:scampbell@lasallenetwork.com).

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 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 LaSalle Network's policy, appropriate corrective action will be taken immediately, including the possible termination of the offending party.

### Prohibition on Retaliation

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

In compliance with the Drug-Free Workplace Act of 1988, 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 LaSalle Network employees and to the security of our clients and their equipment and facilities. For these reasons, 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 LaSalle Network. The LaSalle Network, Human Resources Department is responsible for policy administration.

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.

### Background and Drug Policy

Clients of LaSalle Network (the “Company”) may request background information from the Company in connection with an employment application and for employment purposes. This information may be obtained in the form of consumer reports and/or investigative consumer reports. These reports may be obtained at any time after receipt of authorization and, if hired by the Client, throughout employment. Applicants may also be required to voluntarily submit to a drug screen at a laboratory chosen by the Client and/or Company.

Any applicant that fails to qualify according to the minimum background standards established by the Client and/or Company and any applicant with positive test results will be denied employment at that time. If an applicant fails to meet the minimum requirements of the drug screen due to extenuating circumstances, then the applicant is responsible for providing documentation to their Project Manager of such circumstances within 24 hours of being notified of positive test results. This policy does not prohibit employees from the lawful use and possession of prescribed medications.

As a field employee, you should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. Employees must 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 project manager within 24 hours. Employees should not, however, disclose underlying medical conditions unless directed to do so.

### Work Rules

1. Whenever employees are working, are present on 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



## Drug Free Workplace Act of 1988 Continued

### Work Rules Cont.

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. 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

**Pre-employment:** Background and drug information requested from the Company and/or Client based on minimum background and drug standards in connection with an employment application and for employment purposes. This information may be obtained in the form of consumer reports and/or investigative consumer reports. Applicants may also be required to voluntarily submit to a drug screen at a laboratory chosen by the Client and/or Company.

**Reasonable Suspicion:** Employees are subject to testing based upon (but not limited to) observations by the supervision of apparent workplace use, possession or impairment. 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(s) 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 LaSalle Network's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by 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 substituted specimens.



## Drug-Free Workplace Act of 1998 Continued

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

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.

### 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 LaSalle Network or on any site on which our client is conducting business.

**Illegal Drug:** 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:** To obstruct the collection or testing process; to submit an altered, adulterated, or substituted 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:** 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.



## Drug-Free Workplace Act of 1998 Continued

Under the Influence of Drugs: 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 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 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 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

### Background and Drug Agreement

As a potential field employee, you will have to consent to the release of consumer and/or investigative consumer reports from the LaSalle Network (the "Company") to the Client if it is requested. As a potential field employee, you may also have to submit to a drug screen as part of your application for employment with LaSalle Network (the "Company") at the Client. You understand that with the refusal to voluntarily consent to the release of consumer and/or investigative consumer reports and/or take a requested drug screen or failure to qualify according to the minimum standards established by the Client and/or Company for both the background and drug screen might disqualify you from further consideration for employment.

As a field employee you understand you should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. You must consult with your doctors about the medications' effect on your day-to-day work responsibilities and ability to work safely. You will be responsible to promptly disclose any work restrictions to your project manager either verbally or in writing within 24 hours. Failure to do so may disqualify you from further employment with the Client and/or Company.

In the event that the Client extends you an offer in the future, you further understand that upon commencement of employment with the Client, you may again be required to consent to the release of consumer and/or investigative consumer reports and submit to a drug screen. You understand that with the refusal to voluntarily consent to the release of consumer and/or investigative consumer reports and/or take a requested drug screen or failure to qualify according to the minimum standards set for the background and drug screen may result in cause for rescinding an offer of employment from the Client and/or disqualify you from further employment by the Company.



## Termination of Employment Policy

LaSalle Network is an at-will employer and reserves the right to terminate any individual's employment and compensation at any time, for any cause, with or without notice. The last day worked is the termination date of record. The termination date will not be extended to accommodate vacation days.

An employee planning to leave employment with LaSalle Network is required to give two weeks notice and send a resignation letter to their Project Manager. The Project Manager may at his/her discretion relieve the employee of any duties during all or part of the notice period. If the manager determines that it is in the best interest of the Company, the employee may be asked to leave immediately.

### Final Paycheck

Employees leaving LaSalle Network must return keys, identification badges, and all other Client and/or Company owned properties to LaSalle Network before their final paycheck can be issued.

Upon termination, it is your responsibility to submit hours that were worked, but have not yet been paid for. Your final paycheck will be mailed/deposited in the next normal pay period following the termination. If there are unpaid obligations to the LaSalle Network, the final paycheck will reflect the appropriate deductions.

### Benefits

#### Insurance

Upon termination of employment, if you are enrolled in medical, life, and/or dental benefits, then you will receive insurance coverage up until Sunday of the week you receive your final paycheck. However, you may cancel your insurance at any time.

Once coverage ends, you will have the option to continue insurance coverage in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") regulation.

#### Vacation

You may request a vacation payout for days earned two weeks from when your assignment has ended. It is your responsibility to submit a timecard requesting a vacation payout. Again, your termination date will not be extended to accommodate vacation days.

## Employee Acknowledgment of Receipt Form

I acknowledge receiving a copy of the 2015 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 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 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 LaSalle Network. I also understand that it is distributed as a guide and summary of LaSalle Network's current policies, procedures, and guidelines, any of which may be changed or revoked by LaSalle Network at any time with or without notice to employees. I understand that neither the Handbook nor any of LaSalle Network's policies or procedures is an express or implied contract.

Field Employee's Signature:

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Field Employee's Name (printed):

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Date:

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