

D. TRENT HOLMAN & ASSOCIATES, INC.
EMPLOYEE HANDBOOK

101 Introduction

This employee handbook sets forth broad guidelines and policies that will generally apply to your relationship with D. Trent Holman & Associates, Inc. and should be read carefully. These policies should not be construed as constituting an employment contract. This handbook is the property of D. Trent Holman & Associates, Inc. and should be returned to your supervisor at the completion of your work assignment.

102 Voluntary Employment Relationship

Employment with D. Trent Holman & Associates, Inc. is voluntary and for no definite period of time. An employee is free to resign at any time, with or without cause. Similarly, D. Trent Holman & Associates, Inc. may terminate the employment relationship at will at any time, with or without cause and with or without notice, so long as there is no violation of applicable Federal or State law. Nothing contained in this employee handbook, in other manuals, employment applications, company memorandums, or other materials provided to employees in connection with their employment shall require D. Trent Holman & Associates, Inc. to have just cause to terminate an employee or otherwise restrict the right to terminate an employee at any time for any reason. This policy cannot be amended orally and may be modified in writing only if signed by the Chief Executive Officer of D. Trent Holman & Associates, Inc.

Employees are hereby notified that each employee of D. Trent Holman & Associates, Inc. is subject to a ninety (90) day probationary period during which time any employee may be discharged for unsatisfactory performance. Upon being advised of unsatisfactory performance, the employee shall, in writing, provide specific details of why they disagree with such determination. This writing shall be delivered to the employee's workplace supervisor within three (3) days of the date when the employee was advised of the unsatisfactory performance determination.

103 Equal Employment Opportunity

D. Trent Holman & Associates, Inc. is an equal opportunity employer. It is our policy to extend equal treatment to all current and potential employees without regard to race, color, religion, sex, national origin, age, disability, military status, or any other characteristic protected by law. Equal employment extends to all aspects of employment, including recruitment, hiring, transfers, training, compensation, promotions, layoff and recall practices, discipline, termination, and access to benefits.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor or to D. Trent Holman & Associates, Inc. It is the responsibility of every employee and particularly every supervisory employee, to report evidence of discrimination so the matter can be investigated and appropriate action taken. Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to, and including, termination of employment, even for a first offense.

104 Disability Accommodation

D. Trent Holman & Associates, Inc. and its client-companies are committed to complying fully with the Americans with Disabilities Act (ADA) and to taking all actions necessary to ensure equal employment opportunity for qualified persons with disabilities in accordance with the ADA and all other Federal, State, and Local laws.

105 Employment Categories

It is D. Trent Holman & Associates, Inc.'s intent to clearly define employment classifications so employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and D. Trent Holman & Associates, Inc.

Each employee is designated as either Non-exempt (hourly) or Exempt from Federal and State wage and hour laws. Non-exempt employees are entitled to overtime pay under the specific provisions of Federal and State laws. Exempt employees are excluded from specific provisions of Federal and State wage and hour laws. Each employee will belong to one or other of the following employment categories:

Regular full-time employees are those who are not in temporary or introductory status and who are regularly scheduled to work at least 32 hours per week. Generally, they are eligible for D. Trent Holman & Associates, Inc. benefit package offered at their worksite, if any, subject to the terms, conditions, and limitations of each benefit program.

Part-time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week.

Introductory employees are those whose performance is being evaluated to determine whether further employment in a specific position or with D. Trent Holman & Associates, Inc. is appropriate. Completion of this introductory period does not guarantee continued employment for any specified period of time.

Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive

all legally mandated benefits (such as workers compensation insurance and Social Security), they are ineligible for all of D. Trent Holman & Associates, Inc.'s other benefit programs.

106 Posting area

There is a posting area at each D. Trent Holman & Associates, Inc. worksite. Changes in policies, government notices, and other important information will be posted for employees to read. On-site supervisors have the responsibility for posting all government notices at their respective worksites.

107 Employment applications

D. Trent Holman & Associates, Inc. relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omission in any of this information or data may result in either D. Trent Holman & Associates, Inc. excluding the individual from further consideration for employment or, if the person has been hired, termination of employment.

108 Access to personnel files

D. Trent Holman & Associates, Inc. maintains a personnel file on each employee. Personnel files are the property of D. Trent Holman & Associates, Inc., and access to the information they contain is restricted. Generally, only supervisors and management personnel of D. Trent Holman & Associates, Inc. who have a legitimate reason to view information in a file are allowed to do so.

Employees who wish to review their own files should contact D. Trent Holman & Associates, Inc. With reasonable notice, employees may review their own personnel files in D. Trent Holman & Associates, Inc. offices and in the presence of an individual appointed by D. Trent Holman & Associates, Inc. to maintain the files. However, personnel files may not be copied or removed from D. Trent Holman & Associates, Inc.'s corporate office.

109 Employee records

It is important that employee personnel records are kept up-to-date. Employees are required to notify D. Trent Holman & Associates, Inc. in writing if they change any of the following:

- Address (Annual W-2 forms will be mailed to your last known address),
- Income Tax Exemptions
- Phone number
- Name, or
- Marital status

110 Conflicts of Interest

Employees are prohibited from engaging in any activity, practice, or act which conflicts with, or appears to conflict with, the interest of D. Trent Holman & Associates, Inc. or its client-companies. An example of a situation in which a conflict of interest arises is when an employee works for a competitor in any capacity. When an employee is in a position to influence a decision that may result in a personal gain for that employee or a relative as a result of the business dealings of D. Trent Holman & Associates, Inc. or its client-companies, an actual or potential conflict of interest exists.

111 Return of Property

Employees are responsible for items issued to them by D. Trent Holman & Associates, Inc. or its client-company such as, but not limited to the following:

- Client Lists
- Credit cards
- Equipment
- Keys
- Written materials
- Pagers, cell phones, etc.
- Protective equipment
- Tools

All company property must be returned by employees on or before their last day of work. Where permitted by applicable laws, D. Trent Holman & Associates, Inc. may withhold from the employee's check or final paycheck the cost of any items that are not returned when required.

201 Timekeeping

Every hourly employee is responsible for accurately recording and submitting time worked. Altering, falsifying, or tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to, and including, termination of employment.

Overtime work must be approved by the on-site supervisor before it is performed. Hourly employees should report to work no more than ten minutes prior to their scheduled starting time nor stay more than ten minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

202 Paychecks

Paychecks will come from D. Trent Holman & Associates, Inc. and will be prepared in our corporate office or in one of our branch locations. In most cases, the checks will be mailed, delivered, or picked up by a representative from your worksite, who will normally give you your paycheck at your worksite. If you are not at work on your regularly scheduled payday, you should make arrangements with your supervisor to receive your check.

In the event you wish to designate someone to receive your paycheck, you must do so in writing each time you cannot pick up your check yourself.

203 Pay Deductions

The law requires D. Trent Holman & Associates, Inc. to make certain deductions from every employee's compensation. Among these are applicable Federal, State, and Local income taxes and Social Security taxes. D. Trent Holman & Associates, Inc. may, from time to time, offer programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If a court ordered wage assignment or garnishment is issued against an employee's wages, D. Trent Holman & Associates, Inc. is obligated to make the necessary deduction. Funds an employee may owe a client company (i.e., a prior loan or payroll advance) may be deducted from current wages according to the terms and conditions agreed upon at the time of the advance or loan. These terms and conditions cannot violate existing State and Federal laws.

204 Overtime Pay (Non-exempt employees only)

When production or other requirements cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. When overtime is necessary, employees are expected to cooperate as a condition of employment. Those who need to be excused from working scheduled overtime should speak with their supervisor, who will consider the situation and the requirements of the department or operation in deciding whether employees may be excused.

Overtime compensation is paid to all non-exempt employees in accordance with Federal and State wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation, or any leave of absence will not be considered hours worked for the purposes of calculating overtime.

301 Family and Medical Leave

As required by the *Family and Medical Leave Act of 1993* (FMLA), D. Trent Holman & Associates, Inc. and its client companies provide time off, without pay, to eligible employees for a family care or medical leave of absence.

Eligible employees may be granted a medical leave of absence or a family care leave of absence for the purpose of caring for a child, spouse, or parent who has a serious health condition or for a parental leave of absence to care for a child upon birth or placement of adoption or foster care.

A. Eligibility for leave. To be eligible for FMLA leave, an employee must have worked for D. Trent Holman & Associates for at least twelve months and for at least 1250 hours.

B. Notice Requirements. Requests for FMLA leave should be made to the immediate supervisor and/or D. Trent Holman & Associates, Inc. as far in advance of an intended absence as possible. If the request is foreseeable, employees must provide thirty (30) days notice of their intention to take leave. If circumstances prevent the request from being made prior to the absence, notice should be given at the earliest opportunity.

C. Medical Certification. Any FMLA leave request based on a family member's or employee's own serious health condition must be supported by certification from a health care provider.

1. If the leave is foreseeable and the employee provides at least thirty (30) days notice, the employee should also provide a completed medical certification form before the leave begins. If this is not possible, the employee must provide the certification as requested within fifteen (15) calendar days of the beginning of the leave.
2. Employees on FMLA leave should report periodically on their status and their intention to return to work. Periodic re-certification of the medical condition is also required. Employees taking leave due to their own serious health condition are required to obtain certification that they are able to resume work prior to the return from any leave.

D. Calculating the FMLA Leave Entitlement. Any FMLA leave taken during the preceding twelve-month period will be used to determine the amount of available FMLA leave. For example, if an employee used four weeks of leave beginning on February 1, 2000, four weeks of leave beginning June 1, 2000, and four weeks of additional leave on December 1, 2000, the employee would not be entitled to any additional leave until February 1, 2001. On February 1, 2001, the employee would be entitled to four weeks of leave, and on June 1, 2001, the employee would be

entitled to an additional four weeks, etc.

E. Scheduling Leave.

1. The right to FMLA leave for the birth and/or placement of a child into an employee's family may be taken only within the first twelve months after the date of the birth or placement of the child. In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted, unless both the employee and D. Trent Holman & Associates, Inc. and/or the client company agree. If both spouses are employed by D. Trent Holman & Associates and for the same client company, their combined leave shall not exceed twelve weeks.
2. In the case of unpaid leave for a serious health condition, the leave may be taken intermittently or on a reduced hour basis only if such leave is certified by a health care provider as medically necessary. Where an employee requests intermittent leave or leave on a reduced hours basis due to a family member's or the employee's own serious health condition, D. Trent Holman & Associates and/or the client company has the option, at its sole discretion, to require the employee transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee's regular job.
3. Every employee on FMLA leave will be required to use any accrued personal, vacation, and sick days while on leave. However, employees who have suffered on-the-job injury and are receiving compensation through D. Trent Holman & Associates compensation insurance may not use paid sick leave.

F. Continuation of Benefits. D. Trent Holman & Associates, Inc. will maintain health insurance and other benefits, if any are available at your worksite, to employees on leave as required by law. During unpaid leave, the employee will be required to submit periodic payments to D. Trent Holman & Associates, Inc. if the employee desires to maintain coverage. Health coverage will cease if payments become more than thirty (30) days late. If the employee elects not to return to work at the end of an unpaid leave, the employee will be required to reimburse D. Trent Holman & Associates, Inc. for the cost of health coverage paid during the leave. If the employee's reason for not returning to work is directly related to a serious health condition or other circumstances beyond the employee's control, benefits that accrue monthly, such as paid vacation, holiday, personal, and sick days, do not accrue during periods of FMLA leave.

G. Return to Work. Employees returning from an approved FMLA leave of absence will be reinstated to their same job or to an equivalent job with equivalent status and pay, as required by law. If the same job or one of the equivalent status and pay is not available as a result of a reduction in workforce, the employee will be treated in the same manner as though he or she were not on leave.

Certain highly compensated key employees may be denied reinstatement when necessary to prevent substantial and grievous economic injury to a client company's operations. A key employee is a salaried eligible employee who is among the highest paid ten percent (10%) of employees assigned to that client company within seventy-five (75) miles of the worksite. Employees will be notified of their status as a key employee, when applicable, after the request for FMLA leave.

If employees fail to return to work at the conclusion of an approved FMLA leave of absence, they will be considered to have voluntarily resigned their employment.

302 Attendance and Punctuality

D. Trent Holman & Associates, Inc. expects employees to be reliable and punctual in reporting for scheduled work. When employees cannot avoid being late for work or are unable to work as scheduled, they should notify their supervisor as soon as possible. Unexcused absences and excessive tardiness will not be tolerated. Either may lead to disciplinary action, up to, and including, termination of employment.

303 Military Leave

An unpaid leave of absence will be granted if an employee is absent from work in order to serve in the uniformed services of the United States of America. Employees who perform and return from service in the Armed Forces, the Military Reserves, or the National Guard will retain certain rights connected with reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases, as required by applicable Federal or State law.

Requests for leave of absence should be submitted in writing to the employee's supervisor at least thirty (30) days prior to the beginning of the leave period, or as soon as possible. Although the leave of absence is unpaid, employees may elect to use any available paid leave.

Benefits that accrue according to length of service, such as paid vacation, holiday, personal, and sick days, do not accrue during periods of leave. An employee returning from military service, however, will receive any benefits of seniority, such as seniority-tied increases or increases in vacation and sick day accrual rates, as required by Federal or State law. Employees returning from military leave must comply with all of the reinstatement requirements specified by Federal law and should be prepared to provide a copy of their military orders showing the date of release from duty and certification showing satisfactory performance of duty.

304 Jury and Witness Duty

Employees will be granted time off without pay as required by law for jury or witness duty. If desired, employees may use available paid leave. Employees must show the jury duty summons or witness subpoena to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. Either D. Trent Holman & Associates, Inc., client company, or the employee may request an excuse from jury duty if, in the client company's judgment, the employee's absence would create serious operational difficulties.

305 Time off to Vote

D. Trent Holman & Associates, Inc. encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to vote either before or after their regular work schedule. If employees are unable to vote during their non-working hours, D. Trent Holman & Associates, Inc. and its client companies will grant unpaid time off to vote, as required by law. Employees should request time off to vote from their supervisor at least two working days prior to the Election Day.

401 Safety

Safety is a top priority for D. Trent Holman & Associates, Inc. and its client companies. All employees are responsible for themselves and their fellow employees. The success of the safety program depends on the alertness and personal commitment of all. Each employee is expected to obey safety rules and to exercise caution in all work activities.

Below are some general safety rules. Other safety procedures may be posted.

- Avoid overloading electrical outlets with too many appliances or machines.
- Use flammable materials with caution.
- Walk, don't run.
- Use stairs one at a time.
- Ask for assistance when moving or lifting heavy objects.
- Smoke only in designated areas.
- Keep cabinet, file and desk drawers closed when not in use.
- Never empty an ashtray into a wastebasket or open receptacle.
- Sit firmly and squarely in chairs, which roll or tilt.
- Use appropriate safety equipment, as required in your work.
- Avoid horseplay and practical jokes.
- Start work on any machine only after safety procedures or requirements have been explained and you understand them.
- Keep your work area clean and orderly and all aisles clear.
- Stack materials only to safe heights.
- Watch out for the safety of fellow employees.
- Use the right tool for the job, and use it correctly.
- Operate motorized equipment only if authorized by your supervisor.

Employees must immediately report any unsafe condition to the appropriate supervisor. All reports can be made without fear of retaliation. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to, and including, termination of employment, even for a first offense.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or bring them to the attention of D. Trent Holman & Associates, Inc. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes.

402 Worker's Compensation Insurance

Employees injured on the job are entitled to worker's compensation benefits as provided by State law. Worker's compensation covers medical and hospital expenses incurred as a result of an on the job injury or illness. It may also provide a partial reimbursement of salary lost as a result of the work related injury or illness.

An employee who is injured on the job must do the following:

1. Immediately notify the supervisor of any injury, even if the injury appears minor.
2. Always notify the supervisor if a doctor or hospital visit is required. Obtain a doctor's statement regarding ability to return to work and provide copies of the statement to D. Trent Holman & Associates, Inc. and the supervisor.

Neither D. Trent Holman & Associates, Inc. nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off duty, recreational, social, or athletic activity sponsored by D. Trent Holman & Associates, Inc. or the client company.

D. Trent Holman & Associates, Inc. and its worker's compensation insurance carrier actively investigate claims that appear fraudulent. An individual who fraudulently files a claim will be prosecuted to the fullest extent of the law.

403 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and difficult to replace. When using company property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees should notify their supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to, and including, termination of employment.

404 Suggestions

All employees are invited to share their ideas and suggestions which may benefit D. Trent Holman & Associates, Inc., its client company, or the employees. A suggestion box may be provided. If it is not, employees should present written suggestions to their supervisor.

501 Employee Conduct and Work Rules

To provide the best possible work environment, D. Trent Holman & Associates, Inc. expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list every form of behavior that is considered unacceptable in the workplace. This list should not be viewed as being all inclusive or as limiting in any way D. Trent Holman & Associates, Inc.'s right to terminate employment. The following are some examples of conduct that may result in disciplinary action, up to, and including, termination of employment, even for a first offense.

- Theft or inappropriate removal or possession of property.
- Falsification of time cards or any other company record.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Disruptive activity in the workplace.
- Careless, improper, or neglectful use of employer owned or customer owned property, whether or not the conduct leads to damage.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Smoking in prohibited areas.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism or any absence without notice.
- Unauthorized absence from workstation during the workday.
- Unauthorized use of telephone, mail system, or other employer owned equipment.
- Unauthorized disclosure of business secrets or confidential information.
- Using abusive, profane, or threatening language.
- Supplying false or misleading information.
- Failure to report immediately any injury sustained in connection with work.
- A general disregard for policies and procedures.

502 Sexual and Other Unlawful Harassment

D. Trent Holman & Associates, Inc. is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person and is strictly prohibited.

Any employee who experiences sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person, the employee should immediately contact D. Trent Holman & Associates, Inc. Employees can raise concerns and make reports without fear of retaliation.

Complaints will be investigated by D. Trent Holman & Associates, Inc. in a timely and confidential manner. If D. Trent Holman & Associates, Inc. investigation shows that an employee is guilty of sexual or other unlawful harassment, that employee will be subject to disciplinary action, up to and including termination of employment, even for a first offense.

503 Personal Appearance

Appropriate dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the client company and D. Trent Holman & Associates, Inc. present to customers and visitors. Proper attire is necessary also for safety reasons. Employees

should consult their supervisor if they have questions as to what constitutes appropriate attire.

504 Workplace Violence

D. Trent Holman & Associates, Inc. and its client companies are committed to providing a safe working environment. Threatened violence and assaults are prohibited. Unless specifically authorized in writing, all employees are prohibited from carrying or possessing a handgun or other weapon while on company premises, while operating company vehicles, or while acting in the course of company business. A violation of this policy is grounds for immediate termination of employment.

Employees who are aware that another employee, customer, or visitor has possession of a weapon while on company property, or that another employee has a weapon while engaged in company business regardless of whether he or she is on company property, should report it to their supervisor or D. Trent Holman & Associates, Inc. immediately.

Employees who are threatened or witness a threat of bodily harm should report it to their supervisor or D. Trent Holman & Associates, Inc. immediately. If an employee receives a threat off company property and not in the course and scope of employment, such a threat should still be reported if the employee has reason to believe that the threat may be carried out on company property or while the employee is engaged in company business.

Employees who are assaulted or witness an assault should report it to their supervisor immediately. If their supervisor instigated or was involved in the assault, employees should contact another supervisor or D. Trent Holman & Associates, Inc. as soon as possible.

505 Security Inspections

D. Trent Holman & Associates, Inc. and its client companies wish to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, D. Trent Holman & Associates, Inc. prohibits the possession, transfer, sale, or use of such materials on its or the client companies' premises. D. Trent Holman & Associates, Inc. requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of the client company or D. Trent Holman & Associates, Inc. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of D. Trent Holman & Associates, Inc. at any time, either with or without notice.

D. Trent Holman & Associates, Inc. likewise wishes to discourage theft or unauthorized possession of the property of employees, D. Trent Holman & Associates, Inc. or its client companies, visitors, and customers. To facilitate enforcement of this policy, D. Trent Holman & Associates, Inc. or its representative may inspect not only desks and lockers but, also, persons entering and/or leaving the premises and any packages or other belongings.

506 Drug and Alcohol Abuse

A. Policy Statement. It is D. Trent Holman & Associates, Inc.'s policy to maintain a workplace that is free from illegal drugs, alcohol, or controlled substances. All applicants and employees are subject to this policy, as more fully detailed in the D. Trent Holman & Associates, Inc. Workplace Drug and Alcohol Policy, which is incorporated by referenced herein. For the purposes of this policy, "workplace" and "worksites" mean D. Trent Holman & Associates, Inc. and client company property and other sites used for the performance of work for D. Trent Holman & Associates, Inc. or its client companies. Company vehicles, as well as private vehicles parked on D. Trent Holman & Associates, Inc. premises or worksites, are considered locations within these prohibitions. An employee may report alleged violations of this policy without fear of retaliation.

B. Prohibited Activity. The use, possession, transfer, or sale of an illegal drug, drug paraphernalia, alcohol, or a controlled substance at any D. Trent Holman & Associates, Inc. worksite, or while engaged in company business or during working hours, is strictly prohibited. Reporting for work "under the influence of alcohol" and "under the influence" of drugs or alcohol or in impaired condition is also strictly prohibited. "Under the influence of alcohol" and "under the influence of illegal drugs" is defined as testing positive for alcohol, or the drugs defined in the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, including controlled substances approved for testing by rule by the State Commissioner of Health, and, to the extent not duplicative or contradictory, as identified in Appendix I, at a specified mg/ml level as set by the laboratory according to Federal and State laws and regulations.

C. Employee Compliance. Employees are expected to report to work in a physical and emotional condition, with or without a reasonable accommodation that will allow them to perform their assigned tasks in a competent and safe manner.

This policy is not intended to conflict with alcohol or drug testing required by or conducted pursuant to Federal law or regulations. Those employees that are subject to testing under Federal law or regulations may be subject to additional requirements under this policy.

Any employee who refuses to submit to testing will immediately be dismissed. The actual or attempted switching or adulteration of any sample submitted for testing will result in immediate dismissal for an employee and immediate withdrawal of an offer for an applicant.

During their employment, employees who are convicted of illegal drug activity, including pleas of no contest, will be considered in violation of this policy and subject to discipline, which can include immediate termination of employment.

D. Prescribed Medication. Employees using a drug or other medication which is known or advertised as possibly affecting or impairing judgment, coordination, or other senses must notify their supervisor or other appropriate management prior to starting to work or entering

D. Trent Holman & Associates, Inc. or client company facilities, even if the drug is prescribed by a physician for a medical condition. Any employee violating this policy will be subject to discipline, which can include immediate dismissal.

The supervisor, or other management official, will decide whether the employee can remain at work and what restrictions are necessary. If it is determined that an employee's use of a prescription or over the counter drug poses a direct threat to his or her own health or safety or that of others, the employee may be required to take a leave of absence or comply with other appropriate action determined by the supervisor or other management official.

E. Testing Facilities. D. Trent Holman & Associates, Inc. and its client companies shall use either Oklahoma Board of Health (BOH) licensed testing laboratories or National Institute on Drug Abuse (NIDA) approved medical facilities and procedures to conduct testing for alcohol and illegal drugs. The applicant or employee will be tested at a facility designated by D. Trent Holman & Associates, Inc. or its client company using methods and collection procedures approved by the BOH or NIDA.

F. Alcohol and Drug Testing. An applicant or employee may be required to submit to a urine sample; however, in some instances a blood or breath sample may be required. Alcohol and drug testing will occur in the following circumstances:

1. Post-Offer Testing. D. Trent Holman & Associates, Inc. retains the right to test any job applicant after a conditional offer of employment has been made. If an applicant is subject to testing, all other individuals applying for that position at that worksite will be subject to testing as well. Any applicant who is subject to post-offer testing will be notified at the time of application.

2. Current Employee Testing. No employee shall be tested under this policy until a minimum of thirty (30) days (or longer if required by State law) notice of the existence of this policy or any changes to the policy have been given to the employee or posted at the employee's worksite.

- (a) If D. Trent Holman & Associates, Inc. or its client company has reasonable suspicion that an employee has violated this policy, the employee may be required to undergo drug or alcohol testing.
- (b) D. Trent Holman & Associates, Inc. reserves the right to request that an employee undergo drug testing as part of a periodic random drug or alcohol testing program, if otherwise allowed by State law. D. Trent Holman & Associates, Inc. additionally reserves the right to conduct periodic random testing for the presence of drug or alcohol if D. Trent Holman & Associates, Inc. or the client company determines that the test is job related and justified by business necessity or otherwise permissible under Federal and/or State law.
- (c) In the event an employee has undergone rehabilitation for alcohol or drug use, the employee will be subject to periodic testing, without notice, for the presence of illegal drugs or alcohol for up to two years as part of post-rehabilitation testing procedures. Additionally, the employee may be required to comply with agreed upon terms related to continued participation in a rehabilitation program.
- (d) If physicals are conducted upon recall from layoff or return from sick leave or leave of absence, or if any regularly scheduled fitness for duty medical examinations are conducted, these physicals will include alcohol and drug tests.
- (e) If an employee is involved in an accident on the job and there is reasonable suspicion that the injury or damage was a direct result of the employee's use of drugs or alcohol, the employee will be required to submit to drug or alcohol testing. "Reasonable suspicion" means that D. Trent Holman & Associates, Inc. and/or its client company has some rational basis, whether from direct observation or from the reports of others, to believe that the employee is impaired or under the influence of illegal drugs or alcohol while at work or on duty. Examples of such reasonable suspicion shall be based upon, among other things:
 - (1) observable conduct, such as:
 - (a) the physical symptoms of being under the influence of a drug or alcohol; or
 - (b) the direct observation of drug or alcohol use;
 - (2) a credible and independently corroborated report of drug or alcohol use;
 - (3) evidence that an employee has tampered with a drug or alcohol test;
 - (4) evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs.

"Reasonable suspicion" does not mean that D. Trent Holman & Associates, Inc. or its client company must be correct in its beliefs, only that it has some rational basis for believing that the employee is impaired or involved with a controlled substance; illegal drug or alcohol.

G. Use of Results

1. Positive Post Offer Test. Employment offers will be withdrawn from individuals who test positive to alcohol or to the illegal drugs or metabolites identified in Appendix I at the cut off levels established by the laboratory according to Federal and State law.

2. Positive Employee Test. An employee whose screening test reveals alcohol or the illegal use of drugs or its metabolites will be subject to a confirming test. No adverse employment action will be taken against an employee after a positive screening test unless there has been a confirming test. D. Trent Holman & Associates, Inc. however, may suspend or transfer an employee for the safety of others until the confirming test results are received. An employee whose confirming test results reveal alcohol or the illegal use of drugs or its metabolites is subject to discipline up to and including immediate termination of employment.

3. Right to Information. The employee has the right to receive a copy of the test results or other information related to the test if such a request is made in writing. The employee has the right to explain, in confidence, the test results and may request a second confirmatory test at the employee's own expense. The request for a retest must be in writing and made within three days of being notified of the positive confirming test results.

H. Confidentiality. Neither D. Trent Holman & Associates, Inc. nor its client company will release drug and alcohol test results or related information to any person other than the applicant, the employee, or the medical review officer, unless the applicant or employee has authorized such disclosure in writing or unless such disclosure is pursuant to a valid court order. Alcohol and drug testing information, however, will be shared between D. Trent Holman & Associates, Inc. and its client company to the extent necessary to ensure that an informed decision and appropriate response is given to either a positive or negative test result. D. Trent Holman & Associates, Inc. and its client company also retain the right to provide its worker's compensation insurance carrier with a copy of the test results and to produce a positive alcohol or drug test in an administrative proceeding, including but not limited to a worker's compensation proceeding or a claim for unemployment benefits.

I. Independent Contractors and Visitors. D. Trent Holman & Associates, Inc. strictly prohibits any visitor or independent contractor from being on D. Trent Holman & Associates, Inc. or client company premises or worksites under the influence of alcohol, drugs, or controlled substances. Violators of this policy will be refused entry into or immediately removed from the premises.

J. Federal Contractor. The following reporting requirements apply to those employees who are working at a worksite that is subject to Federal laws and regulations because of a Federal contract. Any employee who is convicted under any criminal drug statute for violation occurring in the workplace as defined by this policy, or who is aware of the conviction of another employee of a similar violation, must report that conviction to the client company or D. Trent Holman & Associates, Inc. no later than five days after the conviction. Upon receiving notice of the conviction, D. Trent Holman & Associates, Inc. will notify the contracting agency within ten (10) days as required by law. Within thirty (30) days after receiving notice of the conviction described in this policy, D. Trent Holman & Associates, Inc. and the client company shall impose discipline on the employee, or require satisfactory participation in a drug assistance or rehabilitation program.

Appendix I

I. The listing below represents the drugs and their metabolites, which are subject to testing under this policy.

II. D. Trent Holman & Associates, Inc. may change this policy and add or delete drugs to be screened, as changes in technology or other considerations warrant identification of these, or other substances at other concentrations. D. Trent Holman & Associates, Inc. will provide at least thirty (30) days notice of any change to this policy.

A. THC/marijuana metabolites

B. Opiates/synthetic narcotics; opiate/synthetic narcotics and metabolites, including the following:

1. Codeine (Tylenol #3, Tylenol #4)
2. Hydrocodone (Dicodid, Vicodin)
3. Hydromorphone (Dilaudid)
4. Meperidine (Demerol)
5. Methadone (Dolophine)
6. Oxycodone (Percodan, Percocet, Tylox)
7. Propoxyphene (Darvon)
8. Morphine

C. Cocaine and metabolites

D. Phencyclidine (PCP)

E. Amphetamines, including the following:

1. Amphetamines (Benzedrine, Didrex)
2. Methamphetamines (Desoxyn, Methamhex)

3. Methylendioxyamphetamine (amphetamine metabolite)
4. Methalyendioxymethamphetamine (methamphetamine metabolite)
5. Phentermine (Fastin)

F. Barbiturates, including the following:

1. Amobarbital (Amytal, Tuninal)
2. Butilbarbital (Butolan, Butisol, Fiornal)
3. Pentobarbital (Nembutal)
4. Secobarbital (Seconal)
5. Ethychlorvyrol (Placidy)

Appendix I (continued)

G. Benzodiazepines, including the following:

1. Diazepam (Valium)
2. Chlordiazepam (Tranxene, Librium)
3. Alprazolam (Xanax)
4. Lorazepam (Ativan)
5. Fluorazepam (Dalmane)

H. Methaqualone (Quaalude)

I. Alcohol (Ethanol)

507 Grievance Procedure

D. Trent Holman & Associates, Inc. is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from D. Trent Holman & Associates, Inc. supervisors and management.

D. Trent Holman & Associates, Inc. strives to ensure fair and honest treatment of all employees. Supervisor, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the grievance procedure. No employee will be penalized, formally or informally, for voicing a complaint with D. Trent Holman & Associates, Inc. in a reasonable, business-like manner, or for using the grievance procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents the problem to the immediate supervisor within thirty (30) calendar days after the incident occurs. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee may present the problem to a D. Trent Holman & Associates, Inc. member of management.
2. Supervisor responds to the problem during the discussion or within thirty (30) calendar days, after consulting with appropriate management when necessary. Supervisor documents the discussion.
3. Employee presents problem to D. Trent Holman & Associates, Inc. within thirty (30) calendar days if the problem is unresolved.
4. D. Trent Holman & Associates, Inc. counsels and advises the employee, assists in putting the problem in writing, visits with the employee's manager(s), if necessary, and directs the employee to D. Trent Holman & Associates, Inc. Vice President for a review of the problem.
5. Employee presents the problem to D. Trent Holman & Associates, Inc. Vice-President in writing.
6. Vice President reviews and considers the problem. Vice President informs the employee of the decision within thirty (30) calendar days, and forwards a copy of the written response to the employee's file. The Vice President has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to the total satisfaction of all involved parties, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

601 Employee Benefits

D. Trent Holman & Associates, Inc. eligible employees are provided a wide range of benefits. Benefit eligibility is dependent upon a variety of factors, including employee classification and worksite location. Your supervisor can help you identify the programs for which you are eligible.

D. Trent Holman & Associates, Inc. reserves the right to modify or withdraw any benefit at any time for any reason at its sole and absolute discretion.
D. Trent Holman & Associates, Inc. will make every effort to inform you of any changes when they occur.

602 Health Plans

Reserved.

603 Dental Insurance

Reserved.

700 Miscellaneous

The provisions of this employee handbook are not intended to violate Federal, State, or Local law and, to the extent any provision does so, it is hereby amended to conform with applicable law.