



# FIELD EMPLOYEE HANDBOOK



LaSalle  
Network

## Table of Contents

<b>About LaSalle Network .....</b>	<b>5</b>
<b>Where LaSalle Does Business .....</b>	<b>6</b>
Chicago .....	6
Oak Brook .....	6
Schaumburg .....	6
<b>Welcome to LaSalle Network.....</b>	<b>7</b>
Field Employee Handbook .....	8
Employee-At-Will.....	8
Assignments .....	8
<b>Workplace Commitments .....</b>	<b>9</b>
Equal Employment Opportunity Policy Statement.....	9
Americans With Disabilities Act Policy Statement.....	10
Non-Discrimination and Anti-Harassment Policy .....	10
Definitions of Harassment.....	10
Individuals and Conduct Covered .....	11
Retaliation Prohibited .....	12
Required Compliance Training .....	12
Complaint Procedure.....	12
Open Door and Internal Complaint Policy .....	12
Where to Call with Questions or Concerns.....	12
<b>Employee Classification and Employment Categories .....</b>	<b>13</b>
Fair Labor Standards Act Job Classifications .....	13
Company Job Classifications .....	13
<b>Field Employee Conduct and Policies .....</b>	<b>14</b>
Dress Policy .....	14
Reasonable Accommodation of Religious Beliefs or Disability .....	14
Professionalism/Code of Conduct.....	14
Drugs and Alcohol .....	15
Attendance Policy .....	17
Process for Providing Adequate Notice .....	17
Defining Single Occurrence of Absence and Tardy.....	17
Request for Documentation.....	18
Notice of Termination.....	18
No Call, No Show .....	18
Progressive Discipline .....	18
Lactation Policy .....	19
Solicitation and Distribution .....	20
Use of Information Technology.....	20

Proprietary Information .....	21
Intellectual Property .....	21
<b>Reference Inquiries</b> .....	<b>21</b>
<b>Payment Procedures</b> .....	<b>21</b>
Payroll and Paydays .....	21
Direct Deposit Program .....	22
Paycard .....	22
Live Check .....	22
Timekeeping .....	22
Online Timecard .....	22
Overtime Policies .....	23
Where to Call with Questions .....	23
<b>Benefits</b> .....	<b>23</b>
Benefit Plans .....	23
Continuation of Health Benefits .....	25
Worker’s Compensation .....	25
<b>Unemployment Compensation</b> .....	<b>25</b>
<b>Leaves of Absence</b> .....	<b>25</b>
Family Medical Leave Act (“FMLA”) .....	25
General Provisions .....	26
Definitions .....	26
Eligibility .....	26
Types of Leave Covered .....	26
Paid Benefit Coordination with FMLA .....	27
Intermittent Leave .....	27
Light Duty .....	27
Field Employee Notice Requirements .....	27
Return to Work .....	28
Anti-Retaliation .....	28
Compliance with Other Laws .....	29
Military Leave .....	29
Requests for Leave .....	29
Continuation of Health Benefits .....	29
Return from Military Leave .....	30
Victims’ Economic Security and Safety Act (“VESSA”) .....	30
Requests for VESSA Leave .....	30
Notice and Certification Requirements .....	30
Jury Duty .....	31
Time Off to Vote .....	31
Permitted Uses .....	31
Employee Obligations .....	32
Paid Leave .....	32
Holiday Pay .....	32

Eligibility .....	32
Requirements .....	32
<b>Sick Leave.....</b>	<b>33</b>
Chicago / Cook County Ordinance .....	33
Notification Requirements .....	34
Breaks in Service .....	34
<b>Workplace Safety .....</b>	<b>34</b>
Safety .....	34
Violence-Free Workplace .....	35
Workplace Searches.....	35
<b>Recreational Activities and Programs .....</b>	<b>36</b>
Smoking.....	36
Use of Social Media.....	36
<b>Termination of Employment Policy .....</b>	<b>38</b>
Final Paycheck .....	38
Benefits .....	38
<b>Policy Changes .....</b>	<b>39</b>

## **About LaSalle Network**

Thank you for choosing to work with LaSalle Network! Over the past 21 years, the LaSalle Network team has worked hard to not only grow (12 years on the Inc. 5000 List of Fastest Growing Privately Held Companies in America) but also to add value to our candidates and clients.

Our belief is simple: if we hire smart, hard-working, nice people who have passion and curiosity... and then we invest in training and development...we will have an outstanding culture.

With more than 100 awards for being a great place to work, it's clear our strategy was executed well... and happy, good people produce great work. Hopefully you've already experienced that with the LaSalle Network representatives you've been working with.

Thank you for your hard work for our clients!

Tom Gimbel

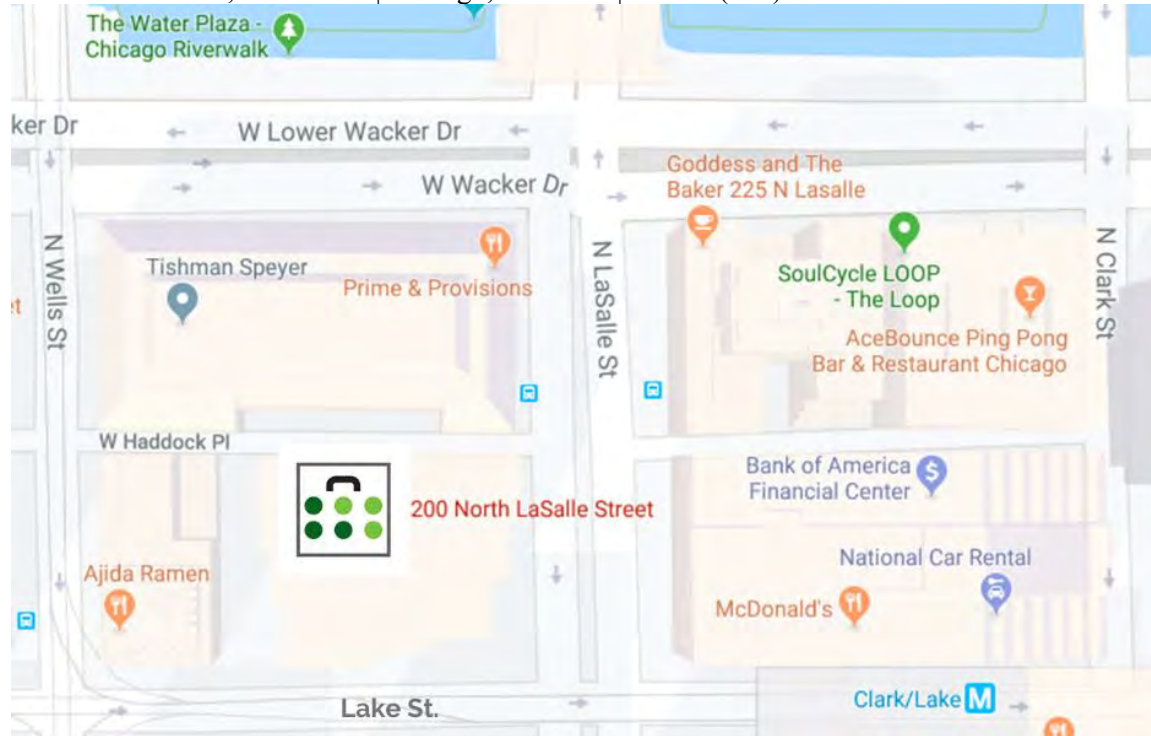
President & CEO

## Where LaSalle Does Business

### Illinois Office Locations

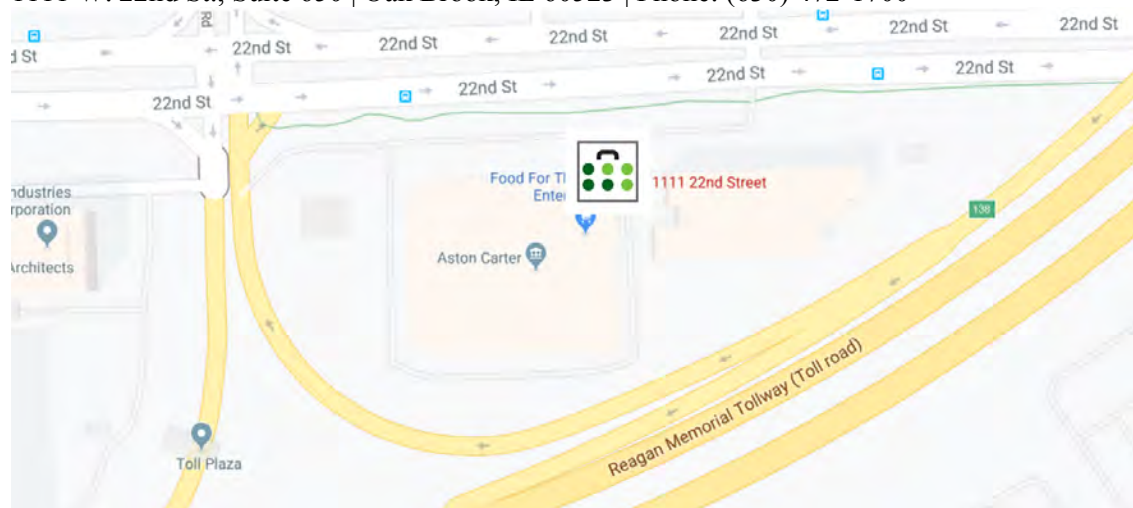
#### Chicago

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



#### Oak Brook

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



#### Schaumburg

10 N. Martingale Rd., Suite 525 | Schaumburg, IL 60173 | Phone: (847) 413-9300



## Nashville

901 Woodland Street | Nashville, TN 37206 | Phone (615)-345-4748



## Welcome to LaSalle Network

We are happy that you have decided to join LaSalle Network (hereinafter, the “Company”) as a Field Employee. We select only the most qualified talent to represent LaSalle Network. As a member of the LaSalle Network team, you will be representing LaSalle Network at the companies we place you with, and it is our responsibility to find the right assignment for you. Your success depends on your best efforts and ours. The following information will assist you in working with LaSalle Network. Please review the information. You can access a copy of the Field Employee Handbook at your local LaSalle Network office or online at [www.lasallenetwork.com](http://www.lasallenetwork.com).

## **Field Employee Handbook**

This Field Employee Handbook is designed to acquaint you with the field employee benefits and personnel policies and procedures of LaSalle Network. It outlines the programs we have developed to benefit our field employees and describes some of the responsibilities you have as a field employee.

This Handbook is intended only to summarize and highlight LaSalle Network's benefits and policies. No handbook can anticipate every circumstance or question about personnel policy. We will address situations as we become aware of them, and we expect and encourage you to bring to our attention any employment issues that need to be addressed. Also, as circumstances change, the benefits, policies and practices described in the Handbook may also change from time to time. LaSalle Network reserves the right to change, add to or discontinue any of the policies in this Handbook, as it deems appropriate.

LaSalle Network does not intend the policies in this Handbook to unlawfully restrict an employee's right to engage in any of the rights guaranteed by Section 7 of the National Labor Relations Act. These rights include but are not limited to employees' right to communicate with each other about the terms and conditions of employment with LaSalle Network and to otherwise engage in concerted protected activity for the purposes of their mutual aid and/or protection. LaSalle Network will not interpret, apply or enforce its policies in any way that interferes with, restrains or coerces employees in the exercise of their Section 7 rights.

It is your responsibility to read and understand this Handbook. Please feel free to reach out to any local office or human resources regarding any questions, comments, or concerns you have about any of the policies described in this Handbook or about your employment in general.

## **Employee-At-Will**

Every LaSalle Network field employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in LaSalle Network's employ. Your employment is not for any specific time and may be terminated at-will, with or without cause and without prior notice, by the Company or you may resign for any reason at any time. No other representative of the Company (except the President) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

## **Assignments**

As assignments become available, LaSalle Network will contact those persons whose skills and availability match our clients' needs. In addition, per Company policy we ask that you contact LaSalle Network weekly regarding your availability for assignments. Once an assignment is available a LaSalle Network representative will provide you with the job description and skills needed, location, pay, start date and hours required for the position. If you choose to accept the position, you will be provided with all the necessary information to start the position including



dress code, directions and any additional information that you will need to succeed in your assignment.

It is your choice to accept or refuse the assignment. 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. If you accept the assignment, LaSalle Network expects you to have the capacity to complete the entire assignment.

Be courteous and friendly. You represent LaSalle Network to our clients, and therefore, you are our best “representative.” Our clients’ satisfaction means that we may have more assignments to offer in the future.

Although you will remain a field employee of LaSalle Network while on assignment, LaSalle Network expects you to follow the clients’ rules, procedures, and regulations on their premises including returning from lunch and breaks on time.

Remember, LaSalle Network is your employer. If you have a question or concern, call your LaSalle Network representative or anyone can be a resource for you.

LaSalle Network is not responsible for any personal items left at our clients’ facilities and will not reimburse field employees for the loss of personal items. LaSalle Network requests that you do not take any valuable personal items to your assignment.

## **Workplace Commitments**

### **Equal Employment Opportunity Policy Statement**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at LaSalle Network, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual orientation, age, national origin, disability, or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Field employees' questions or concerns should be referred to the Human Resources Department.

Appropriate disciplinary action may be taken against any field employee willfully violating this policy.

## **Americans With Disabilities Act Policy Statement**

LaSalle Network is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is the Company's policy not to discriminate against any qualified field employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the field employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company.

Field employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department so LaSalle Network can 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 and disclosure will only occur on a need to know basis (if at all). At this time, employers are not required to accommodate medical marijuana under the Americans with Disabilities Act.

## **Non-Discrimination and Anti-Harassment Policy**

LaSalle Network is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, LaSalle Network expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the policy of LaSalle Network to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex ((includes gender, gender identity, gender expression, pregnancy, childbirth, breastfeeding and pregnancy related medical conditions)), age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law. LaSalle Network prohibits and will not tolerate any such discrimination or harassment.

## **Definitions of Harassment**

a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

- ii) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- iii) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendos; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through email); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female field employees and not males) may also constitute discrimination if it is severe or pervasive and directed at field employees because of their sex.

b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:

- i) has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email).

### **Individuals and Conduct Covered**

These policies apply to all applicants and field employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor, or by someone not directly connected to LaSalle Network (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

## **Retaliation Prohibited**

LaSalle Network prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

## **Required Compliance Training**

LaSalle Network complies with all applicable laws, both state and federal. As such, employees working in Illinois are required to complete mandatory sexual harassment, anti-discrimination and anti-retaliation training. Employees will receive instructions to complete mandatory training on a quarterly basis. This is not optional and will be a required as a term of your employment. Training will be paid in accordance with state laws.

## **Complaint Procedure**

LaSalle Network strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to policy or who have concerns about such matters should file their complaints with their LaSalle Network representative or any member of the Human Resources Department before the conduct becomes severe or pervasive.

Complaints will be treated in a confidential manner to the highest extent possible. An investigation will be made immediately concerning the allegations. If the investigation leads to a determination that the allegations have merit, corrective action will be taken, up to and including immediate termination.

## **Open Door and Internal Complaint Policy**

LaSalle Network promotes an atmosphere whereby field employees can talk freely and field employees are encouraged to openly discuss with their LaSalle Network representative any problems so appropriate action may be taken. If the LaSalle Network representative cannot be of assistance, human resources is available for consultation and guidance. LaSalle Network is interested in all of our field employees' success and happiness with us. We, therefore, welcome the opportunity to help field employees whenever feasible.

## **Where to Call with Questions or Concerns**

You may call your LaSalle Network representative at your local office. Any further questions, concerns or reporting of possible violations may be directed to the Human Resources Department at 312-419-1700 or email: [hr@lasallenetwork.com](mailto:hr@lasallenetwork.com)

Written communication can be sent to: LaSalle Network, ATTN: HR Department, 200 North LaSalle Street, Suite 2500, Chicago, IL 60601.

### **Employee Classification and Employment Categories**

It is the intent of LaSalle Network to clarify the definitions of employment classifications so that field employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at-will at any time is retained by both the field employee and LaSalle Network.

### **Fair Labor Standards Act Job Classifications**

All field employees are designated as either non-exempt or exempt under state and federal wage and hour laws:

- **Non-exempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are *not* exempt from the law's requirements concerning minimum wage and overtime.
- **Exempt employees** are generally executives or managers or professional, administrative or outside sales staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

### **Company Job Classifications**

LaSalle Network has established the following categories for both non-exempt and exempt employees:

- **Temporary full-time employees** are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work the Company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status nor does it alter the at-will nature of employment with LaSalle Network.
- **Temporary part-time employees** are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work less than the Company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status nor does it alter the at-will nature of employment with LaSalle Network.

## **Field Employee Conduct and Policies**

### **Dress Policy**

The dress policy for LaSalle Network field employees while on assignment is business casual, but might vary depending upon the client'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 (list is not all inclusive):

- 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. If you have questions regarding these guidelines, please contact LaSalle Network.

### **Reasonable Accommodation of Religious Beliefs or Disability**

LaSalle Network will reasonably accommodate a field employee's religious beliefs in terms of workplace attire or for his or her disability unless the accommodation creates an undue hardship. Field employees requesting a workplace attire accommodation based on religious beliefs or disability should contact the Human Resources Department.

### **Professionalism/Code of Conduct**

All LaSalle Network field employees are expected to maintain the utmost professionalism with their coworkers, supervisors, and clients 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.
- No personal phone calls. If you have an emergency and need to make a personal phone call, please ask a supervisor.
- Discussion of proprietary information.

- 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 on your person or company property unless specified by state law
- 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.
- Harassing, including sexually harassing, employees, customers, clients or other persons with whom LaSalle Network has a business relationship.
- Failure or refusal to cooperate in or interference with an internal Company investigation.
- Any form of gross negligence or behavior deemed unprofessional.
- Utilizing Company property (including the Internet, email and phones) for personal use.
- Viewing of offensive materials (including pornography) on Company or client property or sending of said materials to employees (permanent or temporary) of the Company or client.
- Unauthorized removal of Company or client property.
- Theft, profanity and gambling.
- Bringing personal items on Company or client property (i.e. clothing and personal pictures).
- Returning to the client site once an assignment ends.
- If resigning, not providing a two-week notice.
- Any violation of Company policy.

## **Drugs and Alcohol**

LaSalle Network is committed to maintaining a workplace free from the effects of alcohol and illegal drugs. Illegal drugs, as referred to in this policy, include drugs that are not legally obtainable, or drugs that are legally obtainable but used for illegal or unauthorized purposes. Illegal drugs also include marijuana, which remains illegal under federal law and which, like alcohol, can impair judgment and work performance. We expect all field employees to report for work free from these effects and to be able to fully perform their job duties. Some clients require a pre-employment drug test and, if so, LaSalle complies with their request to facilitate this process. As always, employees may be subject to immediate drug testing, should there be a reasonable suspicion you have reported to work under the influence. Should you live in a state that has legalized the use of medical and/or adult-use marijuana, working under the influence remains illegal and grounds for disciplinary action including and up to immediate termination. Your employer, LaSalle, must comply with client regulations and policies which may include a zero-tolerance policy.

While on Company premises and while conducting business-related activities off Company premises, you may not be under the influence of illegal drugs or alcohol. Nor may you be in any condition that impairs your work performance due to drug or alcohol use or abuse. You may not engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. If you are taking prescribed drugs which may affect your attentiveness, cause drowsiness, or otherwise impair your abilities, please notify your LaSalle Network representative of this fact so modifications to job duties can be made if appropriate.

If LaSalle Network has a reasonable suspicion that a field employee has violated this policy, it will conduct an investigation, which may include an unannounced search of Company or client premises or property and/or the field employee's personal property. LaSalle Network may also order any field employee reasonably suspected of having used or being under the influence of alcohol or illegal drugs while on duty to take a test for the presence of drugs or alcohol. Such a test will be conducted by an independent laboratory at LaSalle Network's expense. Any field employee asked to undergo a test will be paid for time spent in alcohol or drug testing and then suspended from work until further notice.

Failure to abide by this policy or refusal to consent to testing when requested will be considered a voluntary resignation.

If you have a drug or alcohol problem that has not resulted in and is not the immediate subject of disciplinary action, you may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Field employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Human Resources Department to receive assistance or referrals to appropriate resources in the community.

### **Contesting a drug and/or alcohol related action**

Every employee reserves the right to contest any disciplinary action that has taken place as a result of a drug test and/or alcohol test. To begin the contestation process, please contact LaSalle Network's Human Resources Department within seven business days in writing. If you intend to contest the disciplinary action based on an allegedly incorrect test result, you must make any request that your split specimen be sent to another federally certified laboratory to be tested your expense within **72 hours** of receiving notice of the test results. Once LaSalle Network receives notice of your contesting the action, it will contact you to schedule a follow-up meeting, at which time you will be permitted to rebut or explain the results. The contestation process will be treated in a confidential manner to the highest extent possible.



Some states regulate marijuana use differently. Human Resources is available to answer any questions about a particular state's law.

## **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. We ask you to make attendance a top priority throughout the duration of our assignment. Poor attendance on any single assignment may result in 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 in accordance with the policy below.

## **Process for Providing Adequate Notice**

In order for an absence or tardy to be excused, field employees are generally required to report their absence or tardy by calling a LaSalle Network representative or the local office at least one hour prior to their starting time. This includes leaving a message on the twenty-four (24)-hour voicemail at 312-419-1700. For Nashville employees only, please call or leave a voicemail at (615) 724-4290. For purposes of utilizing earned sick leave, a field employee may notify LaSalle Network by phone, email or text message. Except when the absence is taken pursuant to earned sick leave, 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 twenty-four (24) hours. Field employees that will be late to work generally 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 email) within one hour of leaving the worksite; this includes if the client is sending the field employee home early. This requirement does not apply where the field employee is incapacitated.

If a field employee has a scheduled court date, the field employee is required to provide a minimum of forty-eight (48) hours' advance notice to LaSalle Network.

Exceptions to this policy may be accommodated if pre-approved by LaSalle Network and our client company due to extenuating circumstances.

## **Defining Single Occurrence of Absence and Tardy**

- **Unless otherwise provided by applicable law, 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.
- **Unless otherwise provided by applicable law, a single occurrence of absence is defined as:** missing one half (1/2) or more of a shift. Multiple days of work missed because of the same reason will be considered one (1) single occurrence only if the field employee provides medical or court documentation for those absences deemed acceptable to LaSalle Network. If the absence is taken pursuant to a field employee's earned sick leave, LaSalle Network will only request documentation if the field employee misses more than three consecutive workdays.

### **Request for Documentation**

Except where prohibited by applicable law, 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. If the absence is taken pursuant to a field employee's earned sick leave, LaSalle Network will only request documentation if the field employee misses more than three consecutive work days. Failure to provide this documentation as requested may be cause for termination.

### **Notice of Termination**

A field employee who fails to provide adequate notice for an absence or tardy, according to the guidelines stated above, will be subject to disciplinary action up to and including termination from his/her assignment and LaSalle Network.

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

### **No Call, No Show**

Except when the result of a serious and unforeseeable illness and contacting LaSalle Network is otherwise not possible or practical, 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 report to work two (2) times, will be considered to have voluntarily quit his/her employment with LaSalle Network, unless such no call/no show is otherwise permissible due to illness pursuant to state or local law.

### **Progressive Discipline**

All field employees are expected to meet LaSalle Network's standards of work performance which encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Company's policies and procedures.

If a field employee does not meet these standards, the Company may take corrective action up to and including immediate termination. 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 major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the field employee for satisfactory service in the future.

The Company has a system of progressive discipline that may include verbal warnings, written warnings, and suspension. The system is not formal, and LaSalle Network may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The Company's policy of progressive discipline in no way limits or alters the at-will employment relationship.

LaSalle Network recognizes that there are certain types of field employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment for even the first offense (no matter when discovered), without going through the usual progressive discipline steps.

### **Lactation Policy**

Lactating field employees have a right to request Lactation Accommodation. LaSalle Network accommodates lactating field employees by providing a reasonable amount of break time to any field employee who desires to express breast milk. The break time is unpaid and shall, if possible, run concurrently with any break time already provided to the field employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the field employee shall also be unpaid. However, if providing such break time would seriously disrupt the operations of our business, we may deny break time to field employees who wish to express breast milk.

Field employees who desire lactation accommodations should contact their LaSalle Network representative or human resources to request an accommodation. LaSalle Network will engage in an interactive process and make reasonable efforts to provide field employees who need a lactation accommodation with the use of a room or other private location that is located close to the field employee's work area.

For more information on this policy, please contact a LaSalle Network representative or Human Resources.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions and is unlawful.

### **Meal & Break Periods**

State laws regarding meal and break period can vary. It is LaSalle Network's intention to comply with its obligations regarding meal and rest breaks. Field employees who have a question about

meal and break period requirements in their state should contact Human Resources by emailing: [hr@lasallenetwork.com](mailto:hr@lasallenetwork.com).

## **Solicitation and Distribution**

This policy is deemed necessary because LaSalle Network recognizes the need to restrict and control loitering, solicitations, postings and the distribution of literature on its and the clients' premises for the purpose of avoiding disruption or loss of productivity, and to ensure that LaSalle Network is providing excellent service to its clients.

Solicitation and distribution of literature and other materials by LaSalle Network field employees on LaSalle Network's or its clients' premises for any purpose is prohibited during work time. Distribution is always also prohibited in LaSalle Network's or our clients' working areas. "Work time" is the time when the individual doing the soliciting or distributing, or the individual being solicited or receiving the distribution, is or should be working. "Work areas" are those areas where field employees are regularly assigned to work duties, confer about work-related issues, or conduct business. This policy must be followed concurrently with any solicitation or distribution policies maintained by LaSalle Network's clients, which may be more specific than this policy. Any violation of this or a LaSalle Network clients' policy may result in discipline, up to and including termination of an assignment or employment with LaSalle Network.

## **Use of Information Technology**

Because a field employee may perform job tasks on laptops, desktops, network stations, mainframe and other Information Technology (IT) resources that belong to LaSalle Network or its clients, field employees must comply with these rules.

Do not:

- Use client's IT equipment for non-job-related activities
- Use another person's user I.D., attempt to use a user I.D. for unauthorized purposes, or give your user I.D. or password to an unauthorized person
- Add, change, delete, download, upload or copy software to or from any client equipment
- Copy, distribute or use software or other information without first obtaining permission from the copyright owner
- Modify the software configuration (e.g., add a screensaver)
- Connect, remove or insert technology components or equipment, including CDs, modems, memory or processor chips or cards, flash drives, unless specifically authorized
- Move equipment without explicit authorization from the client
- Produce, store, display or transmit material that is sexually explicit, suggestive, harassing or otherwise offensive
- Use equipment for any activity that is defamatory, profane, maliciously offensive, libelous or slanderous or invades another's privacy

- Send email to random recipients, email with executable software attached or email anything that contains or has attached any private, confidential or proprietary information belonging to either LaSalle Network or our client
- LaSalle Network and our clients reserve the right to access and monitor your use of their company property, including the use of company data networks, to determine compliance with their policies

Your failure to comply with these policies may lead to disciplinary action, including termination of employment.

### **Proprietary Information**

In your work at LaSalle Network you will learn things about our business and our client's business which are proprietary. Every field employee of the Company has a professional and ethical responsibility to treat this information as privileged and to ensure such information is not improperly or accidentally disclosed. Except as required in the performance of your duties for the Company, you may not use or disclose any proprietary information to anyone who does not have a need to know.

### **Intellectual Property**

Any and all discoveries, inventions (including but not limited to improvements or modifications) or literary or other works relating to the work you perform while on assignment or suggested by matters disclosed in conjunction with your assignment, whether or not patentable, copyrightable or otherwise subject to registration or protection which are made or conceived by you, solely or jointly with others, are works made for hire and shall be the property of LaSalle Network or its client.

### **Reference Inquiries**

It is LaSalle Network's policy that no reference on present or past field employees be given orally or released in writing by anyone other than the staff of the Human Resources Department. The purpose of this policy is to ensure that present and past field employees are given fair and accurate references based upon documented evidence. Only field employee's name, dates of employment, and position title are released upon written authorization from the field employee. That also includes other confidential information which is released only upon receipt of written authorization by the field employee concerned.

### **Payment Procedures**

#### **Payroll and Paydays**

Field employees are paid every Friday. The pay covers the work performed in the previous week as defined in the Overtime policy. If the normal payday falls on a company-recognized holiday

or a bank-recognized holiday, paychecks will be distributed one workday before the normal payday. Field employees have the option of requesting their paychecks in the form of live checks, direct deposit, or a pay card. Your paycheck or pay stub will be mailed to your home address unless pick-up is requested and documented. Please contact your LaSalle Network representative or the Accounting and Payroll Department to make a request by calling 866-682-1641 or emailing payroll@lasallenetwork.com.

### **Direct Deposit Program**

Field employees can voluntarily choose to have pay directly deposited into their bank accounts if they provide advance written authorization to LaSalle Network. Field employees will receive an itemized statement of wages when LaSalle Network makes direct deposits. Electronic forms will be provided during onboarding if you are interested in enrolling in Direct Deposit. You may also visit <https://www.thelasallenetwork.com/field-employees/> to access the online 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 field employees to receive their paycheck automatically to their card on payday. You can withdraw your paycheck, conduct transactions and pay bills. Electronic forms will be provided during onboarding if you are interested in the pay card. You may also visit <https://www.thelasallenetwork.com/field-employees/> to access the online forms.

### **Live Check**

*Not applicable in Tennessee*

If you chose to receive paper checks, be advised should your check become lost, you must allow two (2) weeks for it to be delivered in the mail. If after two (2) weeks your check has not arrived, a stop payment will be placed on the check, and you will be responsible for a twenty-five dollar (\$25) stop payment fee. Additionally, you will have to come into one of the LaSalle Network offices to pick up your replacement check.

### **Timekeeping**

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

### **Online Timecard**

Once you start an assignment, you should receive information to your personal email account on file regarding how to track your time. Online submissions must be submitted for approval by Sunday 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. In addition, please ensure to record time for any hours not worked (i.e. lunch, breaks, etc.) 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**

LaSalle Network pays time and a half your regular hourly rate of pay for hours worked over 40 hours in a workweek. For purposes of computing overtime, LaSalle Network’s workweek runs from Monday at 12:00 a.m. through Sunday at 11:59 p.m., and the workday runs from 12:00 a.m. through 11:59 p.m.. Only hours worked are considered in calculating overtime. Paid time off such as sick leave (if applicable) or holiday pay does not count toward hours worked, nor are lunch periods considered hours worked unless actual work is being performed with approval from your supervisor.

Working overtime and/or extra hours while on assignment is not permitted unless your supervisor specifically approves it in advance. Unauthorized overtime and/or extra hours may lead to disciplinary action including grounds for termination.

**Where to Call with Questions**

Any payroll related questions should be addressed to LaSalle Network, NOT the client to which you are assigned. Please contact your LaSalle Network representative or the Accounting and Payroll Department by calling 866-682-1641 or emailing payroll@lasallenetwork.com. For additional information, you can also find information on the LaSalle Network website, <https://www.thelasallenetwork.com/field-employees/>

**Benefits**

**Benefit Plans**

	<b>Essential StaffCARE Fixed Indemnity Plan(ESC)</b>	<b>Minimum Essential Coverage (MEC)</b>	<b>Major Medical Plan (Bronze 5500)</b>
<b>Who is eligible for this plan?</b>	Part-Time and Full-Time Employees.	Part-Time and Full-Time Employees.	Full-Time Employees Only.
<b>What does this plan cover?</b>	Any event caused by an accident or illness. A flat amount is paid for each event.  Employees may add dental, vision, term-life, and short-term disability coverage <u>ONLY</u> after electing the medical portion.	Wellness and preventative services, such as health screenings and immunizations. It does <u>NOT</u> cover any conditions caused by accident or illness.  No dental or vision.	The plan covers: wellness and preventative services, as well as emergency services and prescription drugs.  No dental or vision.

<b>Are dependents covered?</b>	Yes. Spouse and dependent children up to age 26.	Yes. Spouse and dependent children up to age 26.	Yes. Dependent children up to age 26.
<b>What is the cost?</b>	<u>Employee</u> : \$19.98/week <u>Employee/Children</u> : \$33.17/week <u>Employee/Spouse</u> : \$37.96/week <u>Employee/Family</u> : \$50.55/week  Dental, vision, life and STD rates available upon request.	<u>Employee</u> : \$58.19/month <u>Employee/Children</u> : \$65.79/month <u>Employee/Spouse</u> : \$71.00/month <u>Employee/Family</u> : \$80.87/month	This is an employer sponsored plan. The employee's weekly contribution is determined by the safe harbor rate, based on the employee's hourly rate.  Details available upon request.
<b>When can I enroll in this plan?</b>	1. Within 30 days of hire date  2. During LaSalle Network's annual Open Enrollment period  3. Within 30 days of a Qualifying Life Event with sufficient documentation*	1. Within 30 days of hire date  2. During LaSalle Network's annual Open Enrollment period  3. Within 30 days of a Qualifying Life Event with enough documentation*	1. Within 30 days of hire date  2. During LaSalle Network's annual Open Enrollment period  3. Within 30 days of a Qualifying Life Event with enough documentation*
<b>When does coverage for this plan begin?</b>	Coverage begins the Monday following the first payroll deduction and ends on Sunday, one week following final pay/deduction.	Coverage for the MEC plan begins the 1 <sup>st</sup> of the month following the field employee's first direct monthly payment to ESC.	Coverage for the Bronze 5500 plan begins the 1 <sup>st</sup> of the month following the field employee's first payroll deduction.
<b>Does this plan meet the ACA individual mandate?</b>	No.	Yes.	Yes.
<b>How do I enroll?</b>	Email <a href="mailto:benefits@lasallenetwork.com">benefits@lasallenetwork.com</a> or call 312-419-1700.		
<b>Where do I call with questions regarding my benefits coverage after I enroll?</b>	For questions or assistance, please call Essential StaffCARE Customer Service at 866-798-0803, Monday-Friday, 8:30 a.m. to 8:00 p.m. Eastern Time. A translation line is available for most languages.		
<b>*Qualifying Life Events</b>	<ul style="list-style-type: none"> <li>• Marriage or Divorce</li> <li>• Birth or adoption of a child/children</li> <li>• Termination</li> <li>• Medicare Entitlement</li> <li>• Death of an immediate family member</li> <li>• Employer bankruptcy</li> <li>• Loss of dependent status</li> <li>• Loss of prior coverage</li> </ul>		
<b>See "Termination of Employment Policy" for continuation of coverage once an assignment ends (Page 38).</b>			

\*\*This chart is intended to provide a guideline. For detailed information, please contact [hr@lasallenetwork.com](mailto:hr@lasallenetwork.com)\*\*



## **Continuation of Health Benefits**

If a field employee elected benefits through Essential StaffCARE (“ESC”), it is their responsibility to contact ESC for more information about continuation of coverage while out on military leave. Please contact Customer Service at 1-866-798-0803.

## **Worker’s Compensation**

The Workers' Compensation Law was designed to provide field employees with benefits for any injury that they might suffer in connection with employment.

If an injury or illness is sustained while at work, LaSalle Network provides coverage and protection in accordance with the Worker's Compensation Law. To be considered work related, the injury or illness must arise from and occur in the course of employment. All injuries, no matter how slight, must be reported to the field employee’s LaSalle Network representative and the Human Resources Department to assure consideration under Workers' Compensation Insurance, should complications develop later. Failure to report accidents is a serious matter as it may preclude a field employee's coverage under Workers' Compensation Insurance.

## **Unemployment Compensation**

LaSalle Network administers its Unemployment Compensation program in accordance with applicable state laws and through a third-party vendor. Eligibility, amount and duration of unemployment benefits vary by state. To be eligible for unemployment compensation, field employees must lose employment through no fault of their own and must be available for work. It is LaSalle Network’s policy that individuals contact LaSalle Network weekly regarding their availability for employment once an assignment has ended. Each state determines its own payment schedule. To receive more information, please contact your local unemployment office.

## **LaSavings**

Employees who have worked at least 1,500 consecutive hours with LaSalle Network and remain in good standing with the company will be eligible to participate in LaSavings. Participation in LaSavings allows employees to access a variety of available perks in their area, including discounts on groceries, restaurants, workout classes and hotels. This is of no cost to the employee. An eligible employee has six months from the assignment’s end date to start another assignment to maintain access. If an employee returns to an assignment after six months, the employee’s hour accrual for eligibility will reset. LaSalle Network will contact employees when eligibility is met to discuss the enrollment process. If you have any questions, please contact LaSalle Network at: 312-419-1700 or email your Project Manager.

## **Leaves of Absence**

### **Family Medical Leave Act (“FMLA”)**

The function of this policy is to provide field employees with a general description of their FMLA rights.

## **General Provisions**

Under this policy, LaSalle Network will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible field employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

## **Definitions**

- "Leave Year" means the 12-month period measured on a rolling calendar year.
- "Serious Health Condition" means an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.
- "Serious Injury or Illness" in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

## **Eligibility**

To qualify to take family or medical leave under this policy, the field employee must meet all of the following conditions:

- Field employee has been employed by the Company for at least 12 months;
- Field employee has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the requested leave; and
- Employed at a worksite with at least 50 field employees within 75 miles of that worksite.

## **Types of Leave Covered**

To qualify as FMLA leave under this policy, the field employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child;
- The placement of a child for adoption or foster care and to care for the newly placed child;
- A serious health condition of a qualifying family member, i.e. spouse, son, daughter, or parent of the field employee, if the field employee is needed to care for such a family member;
- A serious health condition of the field employee that makes the field employee unable to perform the essential functions of his or her job; or
- Any "qualifying exigency" arising out of the fact that a field employee's spouse, parent, son or daughter is on active duty or has been called to active duty in the Armed Forces in support of a contingency operation. For more information contact the Human Resources Department.

An eligible field employee is entitled to a total of 26-weeks of unpaid leave during a single 12-month period to care for a parent, son, daughter, spouse or next to kin who is a Covered Service member, regardless of whether the field employee has taken leave for another FMLA qualifying reason in the past 12-months.

Any leave taken under one or more of these circumstances will be counted against the field employee's total entitlement to FMLA leave for that Leave Year.

### **Paid Benefit Coordination with FMLA**

FMLA leave under this policy is generally unpaid leave. If, however, the field employee is eligible for any paid leave under any other benefit programs such as unused sick days (if applicable) the field employee will be required to exhaust the paid leave upon commencement of, and concurrently with FMLA leave (unless the field employee's own serious health condition has caused the leave and the field employee is receiving workers' compensation benefits). Paid leave will run concurrently with and be counted toward the field employee's total 12-week or 26-week period of FMLA leave.

If a field employee elected benefits through Essential StaffCARE ("ESC"), it is their responsibility to contact ESC for more information about continuation of coverage while out on leave. Please contact Customer Service at 1-866-798-0803.

Other employment benefits such as sick leave (if applicable), or holiday pay will resume upon return from a leave.

### **Intermittent Leave**

FMLA leave may be taken intermittently or on a reduced work schedule basis. Every field employee is obligated to make a reasonable effort to schedule medical treatment so as not to unduly interrupt Company and/or client operations. Any field employee who needs an intermitted or reduced schedule should contact the Human Resources Department. In addition, the field employee may be required to supply LaSalle Network with the proper medical certification regarding the need for such intermitted or reduced schedule leave. The field employee and the Company will make every effort to work out a schedule that meets the field employee and the Company's business needs without disrupting Company and/or client operations.

### **Light Duty**

While voluntarily performing in a light duty capacity, that time does not count against your 12-week FMLA allotment. In effect, your right to restoration is held in abeyance during the period of time that you are performing in a light duty capacity (or until the end of the applicable 12-month FMLA leave year if longer).

### **Field Employee Notice Requirements**

Field employees must give LaSalle Network thirty (30) days advance notice of the need to take FMLA leave when it is foreseeable. When it is not practicable to provide such advance notice, such notice must be given as soon as possible.

In all cases in which you are seeking leave under this policy, you shall provide such notice to the Company consistent with the Company's established call-in procedures so long as no unusual circumstances prevent you from doing so. Failure to comply with the call-in procedures may result in a delay or denial of FMLA protected leave. When medical emergencies are involved, notice may be given by the field employee's spouse or other family member, in the event the field employee is not able to do so.

### **Certification of Qualifying Exigency for Military Family Leave**

The Company will require certification of the qualifying exigency for military family leave. The field employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

### **Certification for Serious Injury / Illness of Covered Service Member for Military Family Leave**

The Company will require certification for the serious injury or illness of the covered service member. The field employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service Member.

### **Return to Work**

A field employee returning from FMLA leave will be reinstated in his/her former position or in a position substantially equivalent in status and pay based on business needs. Nothing in this policy, however, shall be deemed to create a greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

If a field employee elects not to return to work upon completion of an approved FMLA leave, and no other approved absence is available to the field employee, he/she will be considered to have resigned employment, effective the last day of the approved leave.

### **Anti-Retaliation**

Be assured that no retaliation will be taken or tolerated against any field employee who exercises his or her rights under LaSalle Network's FMLA policy. If you feel that you have been the victim of any discrimination or retaliation under this Policy, field employees are encouraged to

contact the Human Resources Department so that the matter can be promptly investigated and remedied as appropriate.

### **Compliance with Other Laws**

Administering this FMLA Policy, the Company complies with the Americans with Disabilities Act (“ADA”) and any other relevant law. The Company may approve a reasonable request for an extension of a leave of absence beyond the amount of leave provided by the FMLA, approve a leave of absence for a field employee who does not qualify for FMLA leave, or otherwise modify this Policy, as a reasonable accommodation for a disability under the ADA.

### **Military Leave**

A field employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service are entitled to certain rights regarding seniority, status, and pay if it is necessary to take a leave of absence for active duty or military training. Request for military leave should be made to the field employee's LaSalle Network representative or human resources in advance, stating date and location. A copy of the official orders must be submitted to the LaSalle Network representative and the Human Resources Department before departure.

### **Requests for Leave**

#### **Leave for Active or Reserve Duty**

Upon receipt of orders for active or reserve duty, a field employee should notify his/her LaSalle Network representative, as well as human resources, as soon as possible, and submit a copy of the military orders. A field employee called for active duty will be granted unpaid leave. A field employee entering the military service for a longer period will be granted a leave for that period of service in accordance with federal laws and implemented regulations, and in accordance with USERRA regulations in each state.

#### **Annual Military Training**

Field employees will also be granted time off for military training (normally 14 days plus travel time) and other related obligations, such as for an examination to determine fitness to perform service. Field employees should advise their LaSalle Network representative and human resources of their training schedule and/or other related obligations as far in advance as possible. Any time away will be unpaid.

#### **Continuation of Health Benefits**

If a field employee elected benefits through Essential StaffCARE (“ESC”), it is their responsibility to contact ESC for more information about continuation of coverage while out on military leave. Please contact Customer Service at 1-866-798-0803.

## **Return from Military Leave**

Eligibility for employment reinstatement following a period of service in the uniformed services is in accordance with USERRA. Upon reinstatement, a field employee's compensation, benefits, and length of service will be calculated as if he/she had been continuously employed during the service leave period.

Please contact the Human Resources Department for additional details regarding military leave.

## **Victims' Economic Security and Safety Act ("VESSA")**

The Victims' Economic Security and Safety Act ("VESSA") provides a field employee who is a victim of domestic or sexual violence, or who has a family or household member who is a victim of domestic or sexual violence, with up to twelve (12) weeks of leave per any twelve (12) month period to address issues arising from domestic or sexual violence. Field employees may use any sick leave (if applicable) earned concurrently with time taken for VESSA leave.

### **Requests for VESSA Leave**

*Applicable in Illinois*

A field employee may take VESSA leave to:

1. Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the field employee or field employee's family or household member;
2. Obtain victim services for the field employee or field employee's family or household member;
3. Obtain psychological or other counseling for the field employee or the field employee's family or household member;
4. Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
5. Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

VESSA leave may be taken intermittently or on a reduced work schedule.

### **Notice and Certification Requirements**

The field employee shall provide the employer with advance notice of the field employee's intention to take leave, except in such cases where it is not practicable to provide such notice.

If a field employee is out for three consecutive days of work, LaSalle Network may require certification that VESSA leave is to be taken for one of the purposes enumerated above and that

the field employee or field employee's family or household member is a victim of domestic or sexual violence.

A field employee may satisfy such a certification requirement by providing a sworn statement of the field employee, and upon obtaining such documents the field employee shall provide:

- Documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the field employee or the field employee's family or household member has sought assistance;
- A police or court record; or  
Other corroborating evidence. Employers must maintain the confidentiality of all information pertaining to the use of VESSA leave, notice of a field employee's intention to take VESSA leave, and certification provided by the field employee.

### **Jury Duty**

#### *Nationwide*

Field employees who are called for jury duty or subpoenaed to testify as a witness will be given leave to fulfill their civic obligations. Upon receipt of a proposed jury summons, juror questionnaire or subpoena to testify, field employees should notify their LaSalle Network representative. If you are called as a juror during a particularly busy time in the office, LaSalle Network may ask you to request the court to postpone your jury duty to a more convenient time.

Jury and witness duty leave is unpaid for all hourly field employees. If a LaSalle Network field employee is considered exempt under the Fair Labor Standards Act, jury duty leave shall be paid unless such field employee performs no work during the work week as a result of bona fide jury duty obligations.

### **Time Off to Vote**

LaSalle Network encourages all field employees to engage in their civic duty to vote. LaSalle Network will comply with all applicable laws regarding employees taking time off to vote.

### **Child Bereavement**

#### *Applicable in Illinois*

LaSalle Network provides field employees who have suffered the loss of a child up to two weeks or 10 days of unpaid leave under the Child Bereavement Leave Act. The act provides that it does not create a right for a field employee to take unpaid leave that exceeds the unpaid leave time available under the Family Medical Leave Act ("FMLA"). Therefore, it appears that a field employee who has used all of his or her allotted 12 weeks of FMLA leave may not take an additional 10 days of leave under the act for reasons related to the death of a child.

### **Permitted Uses**

Leave provided under the act must be used within 60 days after the field employee receives notice of the death of his or her child.

Field employees may use bereavement leave:

- To attend the funeral, or an alternative to a funeral, of a child.
- To make arrangements necessitated by the death of the child.
- To grieve the death of the child.

If a field employee suffers the death of more than one child in any 12-month period, the field employee is entitled to take up to six weeks of unpaid bereavement leave in the 12-month period.

The act defines "child" broadly to include a field employee's son or daughter who is a biological, adopted, or foster child, a stepchild, legal ward, or a child of a person standing *in loco parentis*.

### **Employee Obligations**

Field employees must provide at least 48 hours' advance notice of the intention to take leave under the act, unless it is not reasonable or practicable.

Additionally, LaSalle Network may require eligible field employees to provide reasonable documentation of the need for leave under the act. Such documentation may include a death certificate, published obituary, or written documentation of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

### **Paid Leave**

While child bereavement is unpaid, the field employee can substitute paid leave provided under any federal, state, or local law, or employer policy, including sick leave (if applicable) to substitute available paid leave. However, using it is not required.

### **Holiday Pay**

Field employees of LaSalle Network are eligible to receive holiday pay provided that the following requirements have been met. It is the employee's responsibility to notify LaSalle Network and request holiday pay prior to the upcoming holiday. To do so, please email: [payroll@lasallenetwork.com](mailto:payroll@lasallenetwork.com).

### **Eligibility**

Provided the requirements listed below are met, after 1,500 hours worked, field employees may receive holiday pay (seven and a half (7.5) hours/day) for the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

### **Requirements**



- Field employees are responsible for requesting holiday pay.
- Field employees must work the field employee’s full regularly 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 (2) week grace period will be forfeited.
- 1,500 hours must be worked within an eighteen (18) month period. Field employees that work 1,500 hours exceeding an eighteen (18) month time frame will not be eligible for holiday pay.

## **Sick Leave**

LaSalle Network offers sick leave per state and local laws. For any further questions, please contact the Human Resources Department or the Accounting and Payroll Department to make a request by calling 866-682-1641 or emailing payroll@lasallenetwork.com.

## **Chicago / Cook County Ordinance**

Paid sick leave begins to accrue either on the first calendar day after the commencement of employment or on July 1, 2017, whichever is later. For every 40 hours worked after a covered field employee's paid sick leave begins to accrue, he or she accrues one hour of paid sick leave. Paid sick leave accrues only in hourly increments—there are no fractional accruals.

A field employee who works 80 hours for LaSalle Network within a 120-day period shall be eligible for sick leave. If eligible, field employees can use sick leave on the 180th calendar day following the commencement of his or her employment. A covered field employee is entitled to use no more than 40 hours of paid sick leave per 12-month period.

Field employees can carry over 20 hours earned, but unused paid sick leave days in the subsequent year. If eligible, field employees may carry over an additional 40 hours of unused paid sick leave to use exclusively during a leave of absence covered by the Family and Medical Leave Act (“FMLA”).

A field employee may use sick leave when he or she:

- is ill or injured, or for purposes of receiving medical care, treatment, diagnosis, or preventative medical care;
- a family member who is ill or injured, or to care for a family member receiving medical care, treatment, diagnosis, or preventative medical care;
- or a member of his or her family is a victim of domestic violence or a sex offense; or
- works at a place of business closed due to a public health emergency, or he or she needs to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency.

A “family member” includes the field employee’s:

- child,

- legal guardian or ward,
- spouse,
- domestic partner,
- parent,
- spouse's or domestic partner's parent,
- sibling,
- grandparent,
- grandchild, or
- any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.

### **Notification Requirements**

If the need for sick leave is reasonably foreseeable, the field employee will provide seven days' notice before leave is taken. In all cases in which you are seeking leave under this policy, you shall provide such notice to the Company consistent with the Company's established call-in procedures so long as no unusual circumstances prevent you from doing so. The field employee's LaSalle Network representative should be contacted but if the LaSalle Network representative or someone within that unit is not available, the Human Resources Department should be contacted. If a field employee is unable to make the call personally, a family member or a friend should attempt to contact a LaSalle Network representative. The LaSalle Network representative must be contacted each day of absence. If a field employee is absent for more than three consecutive workdays, LaSalle Network may require certification for sick leave.

### **Breaks in Service**

A field employee who is rehired by LaSalle Network after more than 120 days from his or her last assignment, will have to re-establish his or her coverage and eligibility to use sick leave.

If an eligible field employee is rehired within 120 days of his or her last assignment, the field employee will be able to resume accruing sick leave from where he or she had already accrued from the last assignment(s).

### **Workplace Safety**

#### **Safety**

LaSalle Network is committed to providing a safe workplace. You are encouraged to raise your ideas, concerns, or suggestions for improved safety at LaSalle Network with your LaSalle Network representative or human resources. If you wish, you may make reports or raise concerns about workplace safety issues anonymously. All reports can be made without fear of reprisal.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, field employees should immediately contact their LaSalle Network representative or human resources as such reports are necessary to comply with applicable law and to initiate workers' compensation benefits procedures.

## **Violence-Free Workplace**

As part of its commitment to workplace safety, LaSalle Network is committed to providing a workplace that is free of threats or acts of violence and to protecting its field employees from such conduct on its premises. In keeping with this commitment, we have established a strict policy that prohibits any field employee from engaging in behavior that is violent, threatening or intimidating, while on duty or on Company business. This policy applies to all field employees. LaSalle Network will not tolerate those who make threats, engage in threatening behavior, or commit acts of violence against others. In addition, LaSalle Network is committed to preventing violent or threatening behavior on its premises by non-employees, such as visitors, guests, customers, or family members of its field employees.

This policy prohibits not only physically violent behavior, but also behavior that is threatening, harassing or intimidating. Prohibited behavior includes, but is not limited to:

- Except where allowed by state law, possession of firearms, explosives, weapons such as knives, or any other hazardous or dangerous devices on any employer or client property or at any organization function, whether on or off premises. Additionally, use of any item as a weapon is prohibited.
- Disorderly conduct on organization or client property, including fighting, inciting/provoking another to fight, battery, attempted bodily injury, or physically abusing any supervisor, coworker or visitor.
- Using abusive or threatening language, coercing, threatening or otherwise harassing any supervisor, coworker or visitor.
- Actual or threatened physical violence towards another supervisor, coworker or visitor.

All field employees are responsible for being aware of and reporting potentially violent behavior, including any incident involving threats or acts of violence. Reports should be made immediately to the field employee's supervisor, the LaSalle Network representative, or to human resources. The matter will be investigated, and any appropriate corrective action taken. Violations of this policy will lead to disciplinary action, up to and including immediate dismissal.

To assist LaSalle Network in its efforts to maintain a violence-free workplace, field employees are strongly encouraged to notify the LaSalle Network representative about any restraining order in effect or any potentially violent situation outside of work that could result in violence in the workplace. Field employees who become aware of any other workplace security hazards or who have suggestions for increasing security in the workplace, should also speak with their LaSalle Network representative or human resources. Field employees making reports as encouraged by this policy will not be retaliated against, and LaSalle Network will not tolerate any such retaliation.

## **Workplace Searches**

To protect Company and client property and to ensure the safety of all field employees, the Company, and our clients, reserves the right to inspect and search any field employee's work area, files, locker, equipment, and any area on Company or client premises. You should have no expectation of privacy with respect to items brought onto Company or client property and/or stored in Company or client facilities. Inspection may be conducted at any time, without notice, at the discretion of the Company or client.

In addition, when the Company or a client has a reasonable suspicion that a Company or client policy is being violated that necessitates a search, you may be required to submit to reasonable searches of your personal vehicles, parcels, purses, handbags, backpacks, brief cases, lunch boxes or any other possessions or articles brought on to the Company or client property. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted entry. You must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including termination.

### **Recreational Activities and Programs**

LaSalle Network or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of a field employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the field employee's work-related duties.

### **Smoking**

LaSalle Network supports the desire for a smoke and tobacco-free workplace. Smoking and tobacco use is permitted only in outside designated areas. This includes the use of chewing tobacco, and electronic cigarettes.

Field employees utilizing designated smoking areas must ensure that job performance is not impacted by time taken for smoking breaks.

Field employees are protected from retaliatory action or from being subjected to any adverse personal action for exercising or attempting to exercise his/her rights under this policy. Any violation of this policy may result in appropriate corrective disciplinary action, up to and including termination.

Any questions regarding this policy should be directed to your LaSalle Network representative or the Human Resources Department.

### **Use of Social Media**

The Internet has become an accessible and powerful means of public communication, including through Social Media. Social Media as used in this policy includes email, chat rooms, websites, blogs, and wikis (whether maintained by the field employee or by a third party), and social networking sites like Facebook, Twitter, LinkedIn and others. LaSalle Network respects the right of field employees to use these vehicles of self-expression and communication.

We expect and insist, however, that our field employees' use of Social Media be confined to non-work time and to field employees' own electronic equipment. We do not permit field employees to use Social Media during work time or on Company equipment. Field employees should observe the following guidelines to ensure that their public activities on Social Media do not conflict with their responsibilities to LaSalle Network and its clients, including their duties of loyalty and confidentiality.

First and foremost, be thoughtful and exercise good judgment in how you present yourself online. If you identify yourself as a LaSalle Network field employee or your affiliation with LaSalle Network is well known, what you say will have an impact on LaSalle Network, our employees and clients. Be aware that posting inappropriate information or content on Social Media potentially brings disrepute either to LaSalle Network or to you in your capacity as a LaSalle Network field employee. Because Social Media typically is public space, we request that you be respectful to LaSalle Network, our employees, our clients, our partners and affiliates, and others (including our competitors) as LaSalle Network itself endeavors to be.

Our strong preference is that you not discuss LaSalle Network or LaSalle Network-related matters in any Social Media. However, if you choose to do so, note the following:

- If you choose to identify yourself as a LaSalle Network field employee in Social Media, you are expected to also make clear to your readers that the views you express do not necessarily reflect the views of LaSalle Network, by posting a disclaimer in a prominent place (e.g., "The views expressed are mine alone and do not necessarily reflect the views of my employer.")
- If you post any comment that promotes or endorses LaSalle Network products or services in any way on any Social Media, the law requires that you disclose that you are employed by LaSalle Network. Again, we require the use of a disclaimer in that circumstance.
- Respect your audience and your coworkers. If you have disagreements or problems with LaSalle Network, your fellow coworkers, or our clients, partners, or vendors, we request that you not engage in personal attacks but instead respectfully disagree with them. Obviously, when referring to LaSalle Network field employees or our affiliates you may not post statements that are obscene, defamatory, profane, libelous, or threatening. Also prohibited are comments about your fellow coworkers that are derogatory with respect to race, religion, sex (including breastfeeding and conditions related to breastfeeding), gender (including gender identity and gender expression), sexual orientation, color, disability, or any other legally protected characteristic, or that are sexually suggestive, humiliating or demeaning. Such statements may not only expose you to liability but violate LaSalle Network's Anti-Harassment policy.
- Protect LaSalle Network's proprietary and trade secret information, and that of its clients, partners, and vendors. Such information includes, but is not limited to, product, financial, marketing, performance and other business information.
- Be aware of and follow copyright and fair use laws. For your protection as well as LaSalle Network's, you must comply with all laws governing copyright and fair use of copyrighted material owned by others. This means, for example, that you

may not publish copyrighted material without the permission of the copyright owner, whether that is LaSalle Network or a third party.

This policy is not intended to infringe in any way on LaSalle Network field employees' legal rights to discuss the terms and conditions of their employment with other coworkers for their mutual aid and benefit. Instead, it seeks to balance LaSalle Network's legal duties and legitimate business objectives with field employees' protected rights in this regard.

To summarize, when you use Social Media, use good judgment. Be aware that there may be consequences to what you post or publish online. These consequences may include discipline up to and including dismissal if the conduct violates LaSalle Network policy or if LaSalle Network determines that your posting or publication is not legally protected and harms (or has the potential to harm) LaSalle Network's legitimate business interests and obligations toward its field employees and affiliates.

### **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.

A field employee planning to leave employment with LaSalle Network should provide two (2) weeks' notice and send a resignation letter to their LaSalle Network representative. The LaSalle Network representative may at his or her discretion relieve the field employee of any duties during all or part of the notice period. If it is determined that it is in the best interest of the Company, the Company may accept his or her resignation immediately (or prior to the end of the two-week notice period).

### **Final Paycheck**

Field employees leaving LaSalle Network must return keys, identification badges, and all other client and/or Company owned properties to LaSalle Network.

Once an assignment ends, it is your responsibility to submit hours that were worked but have not yet been paid for. Your final pay will be provided in the next normal pay period following the termination. If there are unpaid obligations to the LaSalle Network, the final pay will reflect the appropriate authorized and other legally required deductions.

### **Benefits**

Upon an assignment ending, if benefits were elected, you are required to contact Essential StaffCARE ("ESC") at 1-866-798-0803 regarding your benefits coverage.

Individuals enrolled in the Minimum Essential Coverage plan (MEC) will need to call to cancel benefit payments should they not want to continue coverage. In addition, if a field employee has gone six consecutive weeks without a payroll deduction, the coverage will be officially terminated.

Indemnity plan coverage will last through the Sunday of the week following your final payroll deduction.

**Example**

Termination Date: Friday, 11/1  
Last Paycheck: Friday, 11/8  
Last Day of Coverage: Sunday, 11/10

Major Medical (Bronze 5500) coverage will be effective through the last day of the month in which is terminated.

Once coverage ends, you will have the option to continue insurance coverage in accordance with the Consolidated Omnibus Budget Reconciliation Act (“COBRA”) regulation through ESC. All COBRA communication will come directly from ESC.

**Policy Changes**

It is inevitable that new personnel policies will need to be written from time to time, and old policies will need to be revised. LaSalle Network reserves the right to make these changes and will strive to advise field employees on a timely basis of any changes affecting the terms of their employment at LaSalle Network. The only policy not subject to change is our at-will employment policy, which can be changed only in a written agreement signed by LaSalle Network’s President/CEO.

We have attempted to be as comprehensive as possible in preparing this Handbook. However, the Handbook cannot possibly cover all situations that may arise. If you need further information, or if you would like to discuss any policies in the Handbook, please contact a LaSalle Network representative or the Human Resources Department.