

**WELCOME TO C4 Technical Services!**

It is our pleasure to welcome you to C4 Technical Services staffing division. We have always emphasized that outstanding people are the key to our success. To ensure our success, we feel it is important that all employees understand our policies. This Employee Handbook (the “Handbook”) will familiarize you with the various aspects of working with C4. We encourage you to use it as a valuable resource for understanding the Company. We feel it is also a useful reference document for all employees.

The policies stated in this manual are intended as guidelines only and are subject to change at the sole discretion of the Company. They will apply in the majority of situations but exceptions may occur in some situations. This Handbook should not be construed as and does not constitute a contract of employment. If you have any questions, please do not hesitate to ask your C4 Recruiter or Account Manager for more information.

We wish all employees every success during their employment with C4 Technical Services.

Carmen Colombo

CEO

Brian Colombo

President

**Communication**

If a C4 Employee has a workplace issue with another contractor, a Client or end Client, or takes note of any negative workplace issue as described later in this handbook, the issue should be brought to the attention of your C4 Recruiter or C4 Human Resources Department. At no time should the Employee engage directly with the Client or the end Client on workplace related issues. Depending on the nature of the issue, the Employee may be asked to document specific events, times, or locations. Again, all communication is to be channeled through C4. Failure to comply with this can put your employment with C4 at risk.

**Equal Employment Opportunity**

C4 is committed to providing equal opportunity in all areas of Human Resources Management including recruitment, employment and contract assignment. It is C4’s policy that a contract employee will not be discriminated against or harassed because of his or her race, color, creed, religion, sex, national origin, marital status, veterans/military status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, age or any other characteristic protected by law. These factors do not affect our decisions about any aspect of employment or our decisions about applicants for employment.

If a contract employee believes he or she has been subject to discrimination or harassment based on the protected status categories noted above, the Employee should contact their immediate Recruiter or the Human Resources Department for assistance. All reports will be taken seriously and investigated promptly. C4 will not tolerate retaliation against any individual for making a good faith report of behavior contrary to the policy.

**IMMIGRATION LAW COMPLIANCE**

C4 complies with the Immigration Reform and Control Act (IRCA) and does not discriminate due to national origin or citizenship status.

C4 has a policy of hiring only individuals who are authorized to work in the United States and requires completion of the I-9 Form for all Employees within the first 3 days of their employment. C4 will permit Employees to present any document or combination of documents acceptable by law.

**REASONABLE ACCOMMODATION OF DISABILITIES**

C4 is committed to complying with all applicable federal and state law prohibiting discrimination against qualified disabled individuals. It is C4’s policy not to discriminate against any qualified 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 Employee can perform the essential functions of the job.

Consistent with this policy of nondiscrimination, C4 will provide reasonable accommodation to a qualified individual with a disability, as defined by applicable federal and state law, who has made C4 aware of his or her disability, so that the individual may perform the essential functions of his or her position. C4 will do so provided that such accommodation does not constitute an undue hardship for C4 or its clients.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their Recruiter or the Human Resources Department. C4 encourages individuals with disabilities to come forward and request reasonable accommodation. Any information obtained is kept in a confidential employee file.

**WORKERS COMPENSATION**

C4 carries Workers Compensation Insurance for all of its contract employees. Employees must follow these procedures:

* Report their injury or any unsafe working conditions to C4 immediately.
* Stay in regular contact with C4 until they are released to return to their position.

Employees injured on the job will be paid by C4 through the end of the work day (max 4 hours) in which the injury took place, provided proper procedure is followed by the Employee and the insurance company finds the claim to be forthright. The insurance carrier handles payment of Workers Compensation benefits and any medical bills related to the injury. Any questions regarding Workers Compensation should be directed to the Human Resources Department.

**BUSINESS ETHICS**

C4 expects its contract employees to be prudent, honest, mature, reasonable, dependable, punctual, and to behave in a business-like manner appropriate to the work environment. The Company expects Employees to be present to work on time and when scheduled. They are expected to put forth their best efforts towards assigned jobs and duties. Employees are expected to perform their duties in a safe, competent and business-like manner. They must be courteous and respectful toward other Employees, including Supervisors and Managers, Customers, Associates and any other persons in the work place. Employees are expected to treat C4’s business, financial, and personnel information and customer information in a confidential manner.

Occasionally, some Employees will have difficulty meeting their obligations and handling their jobs and duties at C4. C4’s management will deal with any such challenge on an individual case-by-case basis. C4 retains the discretion to take appropriate action in response to particular circumstances, which may include corrective action up to and including termination. C4 may, in its sole discretion, utilize corrective action measures short of termination. This in no way restricts or affects C4’s right, however, to terminate an employment-at-will.

**GENERAL RULES OF CONDUCT**

All C4 contract employees are expected to treat fellow Employees, Supervisors, Customers, and the public in a professional manner — that is, with respect to integrity, courtesy, and a cooperative attitude.

Employees of C4 are employed at-will and may resign their employment at any time, with or without notice, and for any reason. Similarly, C4 may also terminate any Employee at any time, with or without notice for any reason not prohibited by law.

More specifically, Employees must:

* Truthfully respond to all job-related inquiries and be honest in business relationships;
* Follow the direction of the Supervisor(s) as well as that of Client Management;
* Present a professional appearance; and
* Report regularly to work at the scheduled starting time and put in a full day’s work, including overtime, if necessary. Employees also must alert their C4 recruiter as well as the client lead promptly if they must be absent or late for assigned duties.

Employees are expected to refrain from misconduct. Any misconduct is grounds for immediate dismissal. Some examples of misconduct include but are not limited to:

* Fighting;
* Theft or dishonesty;
* Falsification of personal records;
* Falsification of time records or completing another employee’s time record.
* Insubordination, (i.e., refusal to comply with a client instructions);
* Excessive absenteeism or tardiness;
* Threatening or intimidating behavior;
* Abusive language;
* Damaging the property of the Company or a co-worker;
* Drinking on the clients property or reporting to work under the influence of drugs or alcohol;
* Possessing, using (unless medically prescribed), distributing, buying or selling illegal substances, including marijuana;
* Gambling during work hours;
* Removing Company or customer records from client premises without authorization;
* Failure to comply with the Company’s solicitation policy;
* Discrimination or harassment of any kind;
* Failure to comply with the Clients policies (loss of security clearance, etc.).

This list is not all-inclusive. Employees are expected to portray professional and ethical conduct at all times.

**EMPLOYMENT OF RELATIVES**

Relatives of contract employees receive the same consideration as other applicants when applying for a position. However, relatives may not be employed in a situation where one relative may affect the other relative’s salary treatment, job assignment or performance (i.e., an employee cannot work in the same department as another relative where one of them is a Supervisor). “Relative” is defined as a spouse, parent, child/children, sibling or any of these relationships by marriage.

***Arrangements that deviate from this policy are accepted based on the employee’s location account provisions and/or client approval.***

**HARRASSMENT OR OFFENSIVE BEHAVIOR**

C4’s clients are committed to providing an employment atmosphere for its Employees free from all forms of discrimination, offensive behavior, and harassment including sexual harassment, in any form and of any type. Such harassment, behavior and/or discrimination will not be tolerated. Further, sexual harassment is against the law. This policy applies to all Employees regardless of employment classification, contractors, visitors, customers or any outside contacts conducting business on behalf of or with C4.

The ability to work together as a team will directly affect the success of individuals and the organization. Together, C4 desires as environment that respects individual differences and allows each member of the team to feel safe, valued, motivated and secure.

It is C4’s policy to maintain a working environment free from harassment, offensive or degrading remarks or conduct. Such behavior includes but is not limited to inappropriate remarks about an employee’s gender, physical characteristics, personal activities, age, race national origin, religion, marital status, disability, creed, sexual orientation, military status, color, and includes inappropriate physical touching, sexual innuendo or the display of sexually suggestive or offensive objects or pictures. Harassment and/or offensive behavior prohibited by this policy also includes requests to engage in illegal, immoral or unethical conduct. Any Employee who engages in harassment or offensive behavior; or who permits Employees under his/her supervision to engage in such harassment; or who retaliates or permits retaliation and or reprisal against an Employee who reports such harassment shall be subject to appropriate corrective action up to and including termination, at the discretion of C4..

Sexual harassment represents discrimination and is prohibited under federal and state law.

Sexual harassment can include: Unwelcome sexual advances, requests for sexual favors, unwelcome physical contact or touching of any kind, and all other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment:
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual;
3. The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance; or
4. The conduct has the purpose or effect of creating a work environment that is intimidating, hostile, or offensive.

Examples of behavior that may constitute sexual harassment include but are not limited to:

* Use of offensive or demeaning terms that have a sexual connotation.
* Objectionable physical closeness, behavior, actions, or contact.
* Unwelcome suggestions regarding, or invitations to, social engagements or work-related social events, or unwelcome sexual or romantic advances.
* Unwelcome attention such as love letter, inappropriate e-mails, telephone calls or gifts.
* Any indication, express or implied, that an Employee’s job security, job assignment, conditions of employment, or opportunities for advancement may depend on the granting of sexual favors.
* Any action relating to an Employee’s job status which is in fact affected by consideration of the granting or refusal of social or sexual favors.
* Deliberate or careless jokes or remarks of a sexual or graphic nature, including remarks about and individual’s appearance, body or personal life of a sexual or graphic nature.
* Displaying, creating, storing, accessing transmitting, showing or sending (whether by e-mail, inter-office mail, Voicemail, Internet, or otherwise) materials that have a sexual content or are of a sexual, pornographic or graphic nature including but not limited to cartoons, drawings, articles, pictures, narratives and other materials.
* Deliberate or careless creation of an atmosphere of sexual harassment or intimidation.

Employees may also in some instances be held individually liable for sexual harassment or other forms of harassment.

Each Employee including supervisors and managers is expected to treat other Employees, including Supervisors and Managers, and all others with whom he or she comes in contact during the workday with respect at all times. Each Employee is also expected to immediately report any suspected sexual or other harassment or other inappropriate behavior. If an investigation of a complaint of alleged sexual harassment, other harassment or inappropriate behavior produces evidence of inappropriate behavior, appropriate corrective action will be taken, up to and including discharge at the discretion of C4 Technical Services. C4 reserves the right to determine whether particular conduct violates this policy or is otherwise inappropriate.

Any Employee who feels that he or she is being subject to sexual harassment, other harassment, or inappropriate behavior in any form should feel free to object to the behavior. He or she is expected to report the behavior to their Recruiter, Manager or Human Resources.

All Such reports of action contrary to this policy will be taken seriously and investigated promptly and in as confidential a manner as possible. Individuals found to have violated C4’s harassment or offensive behavior policy will be subject to corrective action up to and including termination of employment. No individual shall be retaliated against for making a good faith report of behavior contrary to this policy.

**ALCOHOL AND SUBSTANCE ABUSE**

C4 believes that its success depends on the physical and psychological well-being of the Employees and promotes a drug-free and alcohol-free environment. Employees are required to report to work in appropriate mental and physical condition to perform their jobs. The company is willing to assist Employees in locating assistance for help with drug or alcohol-related issues. They should see their Recruiter or Human Resources for assistance.

While on Company premises and/or conducting business-related activities at any location, Employees may not use, possess, distribute, sell or be under the influence of alcohol, or illegal drugs. Employees may not consume alcoholic beverages at any time during work hours. Employees in certain job classifications may be subject to drug and alcohol testing according to the policy and should review the policy at their facility for more details. Drug tests may be mandatory at certain client locations. C4 has a drug and alcohol testing policy in accordance with Minnesota State Law. Employees may obtain a copy of the policy by contacting Human Resources.

Employees must also notify their Recruiter or Human Resources if they observe any violation of this policy.

Failure to comply with any part of this policy may result in corrective action up to and including termination.

At some locations, state and county laws may also affect the policies outlined here.

**CONFIDENTIALITY**

All Employees are responsible for maintaining all C4 confidential and/or proprietary information in a secure place within their work areas, to use such information only as necessary for their jobs, and to mark such information as “confidential”.

C4 confidential and/or proprietary information includes any information or compilation of information not generally known by non-employees of C4, such as trade secrets; inventions; information contained in or relating to the services or products offered by C4; management, marketing, sales, and servicing techniques, plans, proposals or reports; all financial information and statements; Employee salary and bonus information; computer programs; client, hauler or vendor information and lists; the terms and provisions of any contract with any client, vendor, or hauler to C4; documents marked as “confidential,” and any other information that is not generally known by non-employees of C4, that relates to C4’ existing or reasonably foreseeable business.

**PERSONNEL FILES**

Since C4 contract Employees are temporary Employees the personnel files consist of the Employees hire application, a copy of their background check and their completed drug screen.

There are no company provided reviews or any other performance information in the Employee’s file. However if the contract Employee would like to review his/her file the following will apply:

* Employees must provide written request to view his/her personnel file.
* Employees are entitled to review his/her records once every six months.
* After reviewing the file and upon written request to Human Resources, the Employee may obtain a copy of the file.

**SAFETY**

C4 employees are expected to use all safety equipment provided while performing work duties and/or on client premises.

If an Employee witnesses or is involved in an accident while on C4 client premises, they should cooperate in reporting the incident to their immediate Recruiter or to Human Resources.

All work-related accidents and injuries, no matter how minor, should be reported to the Employee’s Supervisor, Recruiter and Human Resources immediately. This step is important for the Employee’s protection in the event case medical attention is necessary now or in the future. The Company provides workers compensation insurance for every Employee. It protects for loss of pay and time, and for the cost of medical care for injuries sustained while working. If an Employee is involved in an accident, the company requires that they:

* Obtain all information relating to the accident in a professional manner, including the names and addresses of any witnesses.
* Do not negotiate the settlement of any claim, promise payment for any injury or damage, or admit liability.
* Complete a written report for all accidents and injuries within 24 hours of the accident. Any damage to the vehicle, no matter how slight, must be noted on the accident report.
* Complete a First Report of Injury form obtained from their Supervisor or Human Resources if they incur an injury.

**WORK PLACE VIOLENCE**

C4 has a “zero tolerance” policy with regards to work place violence. C4 is committed to maintaining a safe workplace free of all forms of violence such as verbal or physical threats, harassment, intimidation, abusive language, etc. to Employees, non-Employees, Customers, Vendors or others in the workplace.

Employees who are aware of others involved in any of these practices or who observe a situation of potential or actual workplace violence must immediately report it to their Supervisor, Recruiter, or Human Resources or a member of management. Any and all violence in the workplace will be subject to corrective action up to and including termination.

**NO-WEAPONS POLICY**

Pursuant to the Minnesota Citizens’ Personal Protection Act of 2003 (referred to as the Conceal and Carry law), C4 has determined to prohibit everyone from carrying, possessing or using firearms (including but not limited to handguns) on Client or C4 premises.

This prohibition applies to all Employees, visitors, clients, vendors, temporary workers, and contractors, including those who have a valid permit to carry a handgun pursuant to the Conceal and Carry law. This policy applies to Employees while on Company or Client premises, while conducting Company business off premises and while operating Company /client machinery, equipment or vehicles for work-related business.

Employees who violate this policy will be subject to discipline, up to and including termination. Further, any individual who violates this policy and refuses to comply will result in immediate notification of the proper law enforcement authorities.

**EMPLOYMENT CATEGORIES**

C4’s pay policies are based on the Fair Labor Standards Act.

**PAYROLL**

Contract Employees are paid on a weekly basis. Paychecks are distributed every Friday for hours worked the previous week.

If an Employee’s paycheck appears incorrect, they must inform their Recruiter or the C4 payroll department immediately. Payroll can be reached at: 651-366-6895.

**PAYROLL DEDUCTIONS**

The paycheck stub reflects the amount earned for that pay period (gross pay). Deductions and taxes are itemized, and the amount of the employee’s take-home pay is indicated.

C4 is obligated, by law, to withhold Federal, State and Local Income Tax and Social Security deductions and any Federal/State/Local/authorized wage garnishments. Other payroll deductions, as authorized by the Employee, may also be withheld from the Employee’s paycheck.

If there are any questions regarding payroll deductions, employees should contact C4’s payroll department. 651-366-6895.

**DIRECT DEPOSIT**

C4 offers direct deposit or a total pay card as payment options to its contract Employees. The Employee must fill out the direct deposit form and MUST attach a voided check. Once received, Direct Deposit may take up to two pay periods to be activated.

**TIMESHEETS**

Non-exempt contract employees are eligible for overtime and are responsible for completing a weekly time sheet and submitting it to the client and C4. Time sheets should include the total number of hours worked (excluding break periods) each day. The time sheets for non-exempt Employees must record the actual time the Employee reported to work each day, time taken for unpaid break times, leaving work for non-business reasons etc. and the actual time the Employee finished working each day. Time sheets are required by the Federal and State Wage and Hour Law. All over-time must be pre-approved by the client before it is worked. Time sheets must be signed by both the Employee and the Client before submittal to C4. Time sheets can be e-mailed to time@c4techservices.com or faxed to **888-333-1236** .

**MEAL BREAKS**

The client will assign meal periods as appropriate to the circumstances. Meal breaks are typically unpaid.

***Altering, falsifying, tampering with the time records, or recording time on another Employee’s time record may result in corrective action, up to and including termination of employment.***

**ACKNOWLEDGEMENT**

I have received a copy of the C4 contractor Employee Handbook and acknowledge my obligation to read its contents. If I have questions regarding the content of this handbook, I should ask my immediate recruiter or Human Resources. I understand the Handbook is intended to provide an overview of the Company’s personnel policies and does not necessarily represent all such policies in force. It supersedes any and all previous policies, manuals or communications whether written or oral. The Company may at any time, add, change, or rescind any policy or practice at its sole discretion, without notice.

**I further understand that my employment and compensation are for no fixed term and may be terminated by the Company at any time with or without notice for any reason not prohibited by law. Likewise, I understand that I have the same right to terminate my employment at any time, with or without notice for any reason.** I further understand and agree that no person other than the Officers of the Company have the authority to enter into any written or oral agreement different from that which is set forth herein. Any agreement entered into by C4 is not enforceable unless it is in writing and signed by the employee and an officer of C4.

*In the event employees are covered by a collective bargaining agreement, the terms of the collective bargaining agreement govern in the event of a conflict between this Handbook and any existing collective bargaining agreements.*

Employee Name (please print)

Employee Signature Date

Supervisor’s Name (please print)

Supervisor' Signature Date

**Note: Employees will be required to acknowledge receipt of the Employee Handbook by signing this acknowledgement.**