

**External Team Member
Handbook**
Spark Talent Acquisition



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FOREWORD

About

Spark Talent Acquisition was founded in 2013. The initial team comes to Spark Talent Acquisition with years of experience and provides a wealthy knowledge base. Our recruiters, administrators and business development team contribute to the growth of the company by providing knowledge in all realms of recruiting and selling for various staffing services nationally across various markets, including manufacturing, health, chemical services, utilities, etc.

Our national headquarters is located in Sterling Heights, Michigan.

Whether you have just joined our staff or have been at Spark Talent Acquisition for a while, we are confident that you will find our company a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of Spark Talent Acquisition to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your Spark Talent Acquisition representative. Neither this handbook nor any other company document confers any contractual right, either express or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. 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 supervisor or 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.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except Spark Talent Acquisition employees and others affiliated with Spark Talent Acquisition whose knowledge of the information is required in the normal course of business.

By accepting and continuing employment with Spark Talent Acquisition, each employee agrees to begin any claim, complaint, action or suit relating to his or her employment within the lesser of: (i) one hundred eighty-two (182) calendar days after the employee knew or should have known about the event giving rise to the claim, complaint, action, or suit, or (ii) the applicable limitations period established by statute, whichever is less.

The Handbook is for Spark Talent Acquisition employees to use to understand company policies. It is not intended to create any third party beneficiary rights.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

DIVERSITY

Equal Employment Opportunity Statement

Spark Talent Acquisition provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Spark Talent Acquisition complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.

Spark Talent Acquisition expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Spark Talent Acquisition employees to perform their expected job duties is absolutely not tolerated.

Immigration Law Compliance

Spark Talent Acquisition is committed to employing only United States citizens and aliens who are authorized to work in the United States. Spark Talent Acquisition does not unlawfully discriminate on the basis of citizenship or national origin. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

In compliance with the Immigration Reform and Control Act of 1985, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Company within the past three years, or if their previous I-9 is no longer retained or valid.

Spark Talent Acquisition's Anti-Harassment Policy and Complaint Procedure

Spark Talent Acquisition 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 unlawful discriminatory practices, including harassment. Therefore, Spark Talent Acquisition expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of Spark Talent Acquisition to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation,

gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. Spark Talent Acquisition prohibits any such discrimination or harassment.

Spark Talent Acquisition encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Spark Talent Acquisition to promptly and thoroughly investigate such reports. Spark Talent Acquisition prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

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 a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) 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 unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Spark Talent Acquisition (e.g., an outside vendor, consultant or client).

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.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should bring their concerns to the attention of their direct supervisor or human resources department immediately. The employee is also highly encouraged to reach out to and discuss their concerns with their Spark Talent Acquisition representative.

When possible, Spark Talent Acquisition encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Spark Talent Acquisition recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Spark Talent Acquisition encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

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 up to and including immediate termination. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action up to and including termination.

Americans with Disabilities Act (ADA), the ADA Amendments Act (ADAAA) and the Genetic Information Nondiscrimination Act

It is the policy of Spark Talent Acquisition to comply with the ADA, ADAA, GINA and all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, layoff, transfer, compensation, training or other terms, conditions and privileges of employment.

EMPLOYMENT

Employee Classification Categories

All employees are designated as either nonexempt or exempt under the Fair Labor Standards Act (FLSA). The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Nonexempt employees are generally entitled to overtime pay under FLSA provisions.

Exempt employees 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.

Spark Talent Acquisition has established the following categories for both nonexempt and exempt employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work the company's full-time schedule of 30 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule. Regular, part-time employees are eligible for some of the benefits offered by the company subject to the terms, conditions and limitations of each benefits program.
- **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific assignment and who 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.
- **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific assignment and who 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.

Temporary workers are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.

Internal Transfers/Promotions

The company may initiate transfers of employees between client locations and assignments to meet specified work requirements and reassignment of work requirements.

Spark Talent Acquisition offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the company's best interest.

To be considered, employees must have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

Nepotism, Employment of Relatives and Personal Relationships

Spark Talent Acquisition will consider a member of an employee's immediate family for employment if the applicant possesses all of the qualifications for employment for the position. An immediate family member may not be hired, however, if the employment would a) create either a direct or indirect supervisor/subordinate relationship with a family member or b) create an actual conflict of interest or the appearance of a conflict of interest. These criteria will also be considered when assigning, transferring or promoting an employee. For purposes of this policy, "immediate family" includes the employee's spouse, brother, sister, mother, father, stepmother, stepfather, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law and any other member of the employee's household.

Employees who marry or become members of the same household may continue employment as long as there is not a) a direct or indirect supervisor/subordinate relationship between the employees or b) an actual conflict of interest or the appearance of a conflict of interest. Should one of the above situations occur, Spark Talent Acquisition will attempt to find a suitable position within the company to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the affected employees will be permitted to determine which of them will resign.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform Spark Talent Acquisition management team.

Spark Talent Acquisition reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Spark Talent Acquisition supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Spark Talent Acquisition reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines Spark Talent Acquisition's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file and will remain active for one (1) year from the date of the offense. Employees should recognize the grave nature of the written warning.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

Spark Talent Acquisition reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Keep in mind, the nature of Spark Talent Acquisition's business and service we provide. You are the service, working directly for a client. If the client requests removal, Spark Talent Acquisition will do its best to intervene and conduct the disciplinary actions as state above. However, in most staffing relationships, Spark Talent Acquisition does not have the opportunity to provide disciplinary action. In this case, your employment will end per client request or if the nature of the request for removal is less severe, you will be eligible to apply and be reassigned to a new project.

Separation of Employment

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Job abandonment:** Employees who fail to report to work or contact their client manager for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The client manager shall notify their Spark Talent Acquisition representative at the expiration of the third workday to initiate the next steps to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Termination:** Employees of Spark Talent Acquisition are employed on an at-will basis, and the company retains the right to terminate an employee at any time.

Return of Company Property

The separating employee must return all company property at the time of separation, including uniforms, cell phones, keys, PCs and identification cards. Failure to return some items may result in deductions from the final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

If you received any accrued vacation leave will be paid in the last paycheck unless the employee resigned and did not give and work a full two weeks' notice.

Rehire

Former employees who left Spark Talent Acquisition in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Spark Talent Acquisition's recruiting department, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Rehired employees begin any benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

WORKPLACE SAFETY

Drug-Free Workplace

Purpose

Spark Talent Acquisition Inc recognizes that employees are our most valuable asset, and the most important contributors to our continued growth and success. We are firmly committed to the safety of our employees. Spark Talent Acquisition Inc. will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees. To further this goal, Spark Talent Acquisition Inc. has developed a Drug-free Workplace Policy effective 1/1/15. The program will consist of three components: Post-Offer Drug/Alcohol Screen, Reasonable Cause Drug/Alcohol Screen and Post-Incident Drug/Alcohol Screen. This policy applies to all candidates for employment as well as all current employees. This policy also serves to reinforce the Spark Talent Acquisition Inc.'s intolerance for illegal drug use and working under the influence of alcohol. **Post-Offer Testing**

Spark Talent Acquisition Inc. believes accident prevention and a safe work environment begin with hiring. As such, all applicants offered employment will be required to undergo a Drug/Alcohol Screening. Employment is conditional on the results of the Drug/Alcohol Screen.

Procedure

Any applicant the Company hires will be directed to the proper clinic, at Company expense, to undergo a Post-Offer Drug/Alcohol Screen. The clinic will release the results to the Human Resources Manager, who in turn will notify the candidate of the results.

The test will consist of a breath alcohol test along with a urine analysis test for any non-prescribed illegal substances listed in Exhibit 'A' below.

Consequence

In the event the drug test comes back positive, the Medical Review Officer (MRO) will review the report and contact the applicant to determine if any extenuating circumstances, relevant at the time of the test, could have resulted in a false positive. The MRO will determine if the applicant will be re-tested. If any applicant tests positive with a blood alcohol level exceeding .02 or any non-prescribed illegal substance listed in Exhibit 'A', Spark Talent Acquisition Inc. will withdraw their offer of employment. If any applicant refuses to submit to the tests, the offer will be withdrawn.

Reasonable Cause

Spark Talent Acquisition Inc. reserves the right under all applicable laws to test any employee for alcohol and illegal drugs if the employee shows cause. Management, supervisors and lead personnel have been trained to identify symptoms of being under the influence of illegal drugs or alcohol.

Procedure

If a supervisor, manager or lead person identifies a problem, they will ask another supervisor/manager/lead person to confirm the reasonable cause. Both persons will then individually fill out a Reasonable Suspicion Report. After filling out the report and it is decided jointly that reasonable suspicion still exists, the employee will be escorted to a private area where the supervisor/manager/lead person will speak to the person confidentially. The employee will be

given a chance to explain. If, after the explanation the supervisor/ manager/lead person believes the employee is unfit to perform his or her duties and reasonable suspicion for use of illegal drugs or alcohol still exists, the employee will be asked to go for a test. They will then be transported by Spark Talent Acquisition Inc. to our designated testing facility.

The clinic or hospital will perform a breath alcohol test along with a urine analysis for the nonprescribed illegal drugs listed in Exhibit 'A' below.

Consequence

If the test comes back positive for illegal drugs, the employee will be immediately terminated. If the test comes back positive for an alcohol level exceeding .02 it will be grounds for disciplinary action up to and including termination. If the test comes back negative, the employee will be compensated for time off and return to normal work activities. If an employee is using prescription or over-the-counter medication, it will be Spark Talent Acquisition Inc.'s decision if the employee is to go back normal work activities.

If an employee refuses to submit to the test, they will be considered insubordinate and it will be grounds for immediate termination. If an employee becomes hostile, law enforcement will be called in, and they will be considered insubordinate, which will be grounds for immediate termination.

Post-Incident Testing

This policy applies to all Spark Talent Acquisition Inc. employees involved in a work-related or near miss incident. This policy also serves to reinforce the Spark Talent Acquisition Inc.'s intolerance for illegal drug use and working under the influence of alcohol.

Procedure

Any employees involved in a work-related or near miss incident must inform a supervisor immediately. If the incident involved property damage or requires medical attention, the employee will be directed to have the injury taken care of and to provide a breath and urine sample as soon as possible following the accident. If possible, this testing will be in conjunction with medical treatment. The test results will be released to the Human Resources Manager. The test will consist of a breath alcohol test, along with a urine analysis to test for the following non-prescribed illegal substances listed in Exhibit 'A'.

Consequences

Any employee who tests positive for illegal substances will be terminated immediately. If the blood alcohol test comes back with an alcohol level exceeding .02, it will be grounds for disciplinary action up to and including immediate termination. In addition, an employee who refuses to submit to the testing procedure will be considered insubordinate and will be grounds for immediate termination.

EXHIBIT A: Non-prescribed illegal substances:

Amphetamines (Speed, pep pills) Barbiturates (Depressants)

Benzodiazepines (Valium) Cannabinoids (Marijuana)

Cocaine Methadone (Morphine)

Methaqualone (Qualudes) Opiates (Heroin)

Phencyclidine (PCP) Propoxyphene (Darvon)

This list is not definitive. All current illegal substances and any that may become illegal after this policy is enacted are considered to be within the scope of this policy.

The goal of Spark Talent Acquisition Inc.'s Drug-free Workplace policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it while sending a clear message that illegal drug use and alcohol abuse are incompatible with working at Spark Talent Acquisition Inc.

All employees are expected to understand and actively participate in this program. Spark Talent Acquisition Inc. encourages its employees to take a proactive approach in identifying potential problems or violations by promptly reporting them to their supervisor. It is the employee's responsibility to be aware of the following violations:

1. It is a violation of our policy for any employees to possess, sell, trade or offer for sale illegal drugs or otherwise engage in the use of illegal drugs or alcohol on the job.
2. It is a violation of our policy for anyone to report to work under the influence of illegal drugs or alcohol--that is, with illegal drugs or alcohol in his or her body.
3. It is a violation of our policy for anyone to use prescription drugs illegally. It is not a violation of our policy for an employee to use legally prescribed medications, but the employee should notify their supervisor if the prescribed medication will affect the employee's ability to perform their job.
4. Violations of this policy are subject to disciplinary action, which can take the form of a letter of reprimand, suspension from work without pay, even immediate dismissal.

If you have any uncertainty regarding the content of this policy, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Spark Talent Acquisition Inc. Drug-free Workplace Policy.

Workplace Bullying

Spark Talent Acquisition defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates the company Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. Spark Talent Acquisition considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.

- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Violence in the Workplace

All employees, clients, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, client, vendor or business associate will not be tolerated. Spark Talent Acquisition resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. Spark Talent Acquisition treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, and your Spark Talent Acquisition representative or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform their client manager and Spark Talent Acquisition representative of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. Spark Talent Acquisition will not retaliate against employees making good-faith reports. Spark Talent Acquisition is committed to supporting victims of intimate partner violence by providing referrals to community resources.

Spark Talent Acquisition will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Spark Talent Acquisition will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Spark Talent Acquisition may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Spark Talent Acquisition encourages employees to bring their disputes to the attention of their Spark Talent Acquisition representative before the situation escalates. Spark Talent Acquisition will not discipline employees for raising such concerns.

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction in a timely manner may result in employee disciplinary action, including termination.

Spark Talent Acquisition will provide medical care to employees experiencing an unintentional on the job injury or illness. Following an injury or illness, employees must notify Spark Talent Acquisition immediately.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

Smoke-Free Workplace

It is the policy of Spark Talent Acquisition to prohibit smoking on all company and client premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

The smoke-free workplace policy applies to:

- All areas of company and client buildings.
- All company-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the company or clients.
- All visitors (clients and vendors) to the company premises.
- All contractors and consultants and/or their employees working on the company or client premises.
- All employees including temporary employees

Smoking is permitted in parking lots only or were applicable per client facility rules

Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

WORKPLACE EXPECTATIONS

Confidentiality

Our clients and other parties with whom we do business entrust the company with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." If an employee

questions whether certain information is considered confidential, he/she should first check with his/her Spark Talent Acquisition representative.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of Spark Talent Acquisition may conflict with the employee's own personal interests. Company/Client property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with Spark Talent Acquisition.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a client/potential client, competitor or supplier, unless equally available to all company employees.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their Spark Talent Acquisition representative.

Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the company interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for clients on nonworking time that are normally performed by Spark Talent Acquisition. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If Spark Talent Acquisition determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Attendance and Punctuality

Vacation and holidays must be scheduled with one's onsite client supervisor in advance. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

In rare instances when an employee cannot avoid being late or is unable to work as scheduled due to illness or other circumstances, he/she should notify their direct supervisor as soon as possible. Excessive absences may be subject to disciplinary action. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. **A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.**

Attire and Grooming

It is important for all employees to project a professional image while at work by being appropriately attired. Spark Talent Acquisition employees are expected to be neat, clean and wellgroomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

All employees must be covered from shoulders to knees at all times (no see-through or sleeveless clothing is permitted at any time). Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to this policy

Spark Talent Acquisition is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

Electronic Communication and Internet Use

The following guidelines have been established for using the Internet and company/clientprovided cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, company/client-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon Spark Talent Acquisition or be contrary to Spark Talent Acquisition's best interests; and engaging in any illegal activities, including piracy, cracking, extortion,

blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.

- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact your local IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.

All company/client-supplied technology and company-related work records belong to the company and not to the employee. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

Social Media—Acceptable Use

Below are guidelines for social media use.

Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees or applicants.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the company, clients, employees or applicants.

When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, *“The opinions expressed on this site are my own and do not necessarily represent the views of Spark Talent Acquisition.”*

Spark Talent Acquisition may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

Solicitations, Distributions and Posting of Materials

Spark Talent Acquisition prohibits the solicitation, distribution and posting of materials on or at company and client property by any employee or nonemployee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Spark Talent Acquisition management and company-sponsored programs related to Spark Talent Acquisition’s products and services.

Provisions:

- Nonemployees may not solicit employees or distribute literature of any kind on company premises at any time.
- Employees may only admit nonemployees to work areas with client site management approval or as part of a company-sponsored program. These visits should not disrupt workflow. An employee must accompany the nonemployee at all times. Former employees are not permitted onto company or client property except for official company business.
- Employees may not solicit other employees during work times, except in connection with a company-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a company-sponsored event
- The posting of materials or electronic announcements are permitted with approval from your Spark Talent Acquisition representative.

Violations of this policy should be reported to your client manager and your Spark Talent Acquisition representative.

Employees are also to follow client – facility rules in regard to this policy.

Employee Personnel Files

Employee files are maintained by the Human Resource department in accordance with the Bullard-Pawlicki Right-to-Know Act and other applicable laws.

An employee who wishes to review his or her file must make a written request which describes the personnel file. This request should include as many identifying factors as possible in order to facilitate the employer's retrieval of the record. Information should include name, Social Security number, dates of employment and location. An employee may ask to see his or her personnel file at reasonable intervals, generally not more than two times in a calendar year or as provided by any other special law. No original records may be removed from company premises.

An employee may obtain copies of any document in his/her personnel file. An employer may charge a fee for providing a copy of information contained in the personnel record. The fee shall be limited to the actual incremental cost of duplicating the information. If an employee demonstrates that he or she is unable to review his or her personnel record at the employing unit, then the employer, upon that employee's written request, shall mail a copy of the requested record to the employee.

If the employee disagrees with information contained in a personnel file, removal or correction of that information may be mutually agreed upon by the employer and the employee. If such an agreement cannot be reached, the employee may submit a written statement explaining his or her position, which will become a permanent part of the file. The law allows a statement of up to five sheets of paper to be added to the file. It must be included whenever the file is divulged to a third party.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Please be advised that company policy may be subject to state requirements, including potential requirements to provide copies of personnel files.

COMPENSATION

Payment of Wages

Salary payment is made weekly for base salary due up to the pay date.

Overtime payment, which is included with the nonexempt employee's base salary payment, is also paid weekly with such payment covering hours worked in the prior weekly period.

It is the company's policy to allow direct deposit or employee paychecks will be given personally to that employee or mailed to his/her home address.

If the normal payday falls on a company-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice.

You will have the option to sign up for direct deposit or receive a live paycheck. It is highly recommended to be set up with direct deposit due to the fact that **if your check is lost or misplaced, there is a stop payment fee of \$25.00 of which you will be responsible for.** Upon completion of the stop payment, the net amount of the lost/stolen check, less the \$25.00, will be combined with your next regularly scheduled paycheck. If you do not have another regularly scheduled check, the missing check will be run through payroll a second time and will be dated and delivered as usual for that pay period. **No manual checks will be issued for lost/stolen/misplaced checks.**

If your assignment requires a field service expense report, you are responsible for submitting a completed, accurate expense report to the Spark Talent payroll department no later than 9:00 am on Monday morning. Expense reports that are incomplete, incorrect, or late, will not be approved for payroll.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Payroll department by the employee.

Time Reporting

A work hour is any hour of the day that is worked and should be recorded to the nearest tenth of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. The usual workweek period is 40 hours.

Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour. Overtime must be approved in advance by the manager to whom the employee reports.

Employees will submit their time record weekly as directed by their manager. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules

should be appropriately recorded. Timesheets are due on a weekly basis but no later than Monday, 5:00 PM EST.

Meal/Rest Periods

The scheduling of meal periods at Spark Talent Acquisition is set by the employee's immediate client manager with the goal of providing the least possible disruption to company operations.

Mandatory Meal Period

Employee meal periods are important to company productivity and employee health. In general, Employees who work at least 6 consecutive hours will be provided a meal break not to exceed 60 minutes. The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks and must clock out for meal periods.

Rest-Breaks

Nonexempt employees are permitted a 15-minute rest break for each four hours of work. Nonexempt employees on rest breaks are not required to clock in and clock out because this time is considered "time worked" and is compensable.

Impermissible Use of Meal Period and/or Rest Breaks

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break.

Please refer to your client manager for specifics in regard to Meal/Rest Periods.

Overtime Pay (nonexempt employees)

Nonexempt employees who exceed 40 hours of work time in a workweek will be paid time and one half.

Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.

The workweek begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night.

Employees who anticipate the need for overtime to complete the week's work must notify the manager in advance and obtain approval before working hours that extend beyond their normal schedule.

During busy periods employees may be required to work extended hours.

On-Call Pay (nonexempt employees)

An on-call employee who is called back to work outside his or her normal work schedule shall be paid for the time worked or a minimum of two (2) hours, whichever is greater.

Time worked while on call will be calculated at the employee's regular rate of pay. If an employee is called back to work, he or she will be paid for travel time. If an on-call employee is not called back, no pay will be earned. Overtime compensation is applicable only when total hours worked exceed 40 hours in a workweek.

TIME OFF/LEAVES OF ABSENCE

Holiday Pay

Spark Talent Acquisition recognizes six paid holidays each year. In which you will be eligible for paid holidays after completion of 1500 hours.

- New Year's Day ● Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday. Holiday pay is not applied towards hours worked.

Unpaid time off may be granted to employees who desire to observe a religious holiday that is not recognized by the company.

Vacation

Vacation pay is as follows:

- At 4 months of employment you will receive 1 day (8 hours) vacation pay.
- At 7 months of employment you will be eligible for the 2nd vacation day.
- At 10 months of employment you will be eligible for the 3rd vacation day.
- At 12 months of employment you will be eligible for the 4th and 5th vacation day.

You may choose to use these days as you become eligible, or you may use all five at once, for a full week payout (40 hours) based off of your salary. Any hours accumulated while on contract with Spark Talent Inc., within the 14 months prior to your new hire/re-hire date will be counted

towards your total eligible vacation hours. Any time accrued outside of those 14 months will not count towards earned vacation time. (Policy revised as of 9/1/15).

Vacation may be rolled over into the following year, however, only one 40 week payout will be paid out per request.

Please note that if an employee is laid off for 21 days or more, all accrued vacation and holiday time will be reset to zero, and will start over on the employees first day of their new assignment.

To schedule vacation time, employees should submit a request to their client manager and Spark Talent Acquisition Payroll department least two weeks before the requested leave. Requests will be approved based on a number of factors, including department operating and staffing requirements. Spark Talent Acquisition's Payroll department will not compensate any vacation pay without client manager approval.

Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

Leave taken beyond an employee's available vacation balance may be unpaid unless otherwise required under state or federal law.

Family and Medical Leave Act

Upon hire, Spark Talent Acquisition provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Act.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns or disputes with this policy, you must contact your Spark Talent Acquisition representative in writing.

General Provisions

Under this policy, Spark Talent Acquisition 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 12month period to eligible 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.

Eligibility

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

- The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250, hour eligibility test for an employee under FMLA.
- The employee must work in a work site where 50 or more employees are employed by the company within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Personal Leave of Absence

Employees who require time off in addition to vacation may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances.

All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. The request must be in writing and with as much advance notice as feasible. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved.

Please contact your Spark Talent Acquisition representative for more information on request procedures.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

Bereavement Leave

Spark Talent Acquisition employees must work a minimum of 6 months before bereavement pay is established.

An employee who wishes to take time off due to the death of an immediate family member should notify his or her client manager and Spark Talent Acquisition Payroll department immediately. Employees may be required to show a death certificate as proof of a family member's death. When a death certificate cannot be acquired, other forms of proof may be accepted (i.e. funeral cards, obituary reports, etc.). Payment will not be disbursed until proof of death has been provided.

Bereavement leave will be granted unless there are unusual business needs or staffing requirements.

Bereavement pay is calculated off of an 8 hour work day for Monday-Fridays only. No overtime, double time, holiday, bonus, etc. pay will be included in this amount. The pay rate will be paid at an employee's standard straight time hourly wage.

Paid bereavement leave is granted according to the following schedule:

- Employees are allowed two days of paid leave in the event of the death of the employee's spouse, child, father, mother, grandfather, grandmother, brother or sister.

Military Leave of Absence

Spark Talent Acquisition is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company policy, the employee should immediately contact Spark Talent Acquisitions management team.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact their client manager and your Spark Talent Acquisition's representative to request leave as soon as they are aware of the need for leave.

BENEFITS

Workers' Compensation Benefits

The company is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their client manager and their Spark Talent Acquisition representative. An incident/injury Report" must be filled out as soon as it is safe to do so and returned to Human Resources, no matter how minor the incident may appear. To avoid any further incidents, all employees are required to cooperate in all investigations.

The Workers' Compensation carrier supervises medical care following immediate treatment. All employees injured on work time are required to participate in a drug screen along with the initial evaluation. Spark Talent Acquisition will provide work assignments that accommodate physician

requested restrictions whenever possible. Failure to accept restricted work may affect workers-compensation pay.

Spark Talent Acquisition will not be liable for worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off duty recreational activity sponsored by the company.

COBRA

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents the opportunity to continue their health insurance under Spark Talent Acquisition's health plan when a "qualifying event" takes place. Under COBRA, the employee pays 102% of the entire premium.

Some examples of qualifying events include:

Resignation or termination of employment.

Death of employee.

Employment status change due to a reduction of work hours. Employee's divorce or legal separation.

A dependent child no longer meeting eligibility requirements.

If you have further questions regarding COBRA, please see your employee benefits handbook.

Employee Handbook Acknowledgment and Receipt

I have received my copy of the Employee Handbook.

The employee handbook describes important information about Spark Talent Acquisition, and I understand that I should consult my manager or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Spark Talent Acquisition voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or Spark Talent Acquisition can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that, other than the president of company, no manager, supervisor or representative of Spark Talent Acquisition has any authority to enter into any agreement for employment other than at will; only the president of the company has the authority to make any such agreement and then only in writing signed by the president of Spark Talent Acquisition.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Spark Talent Acquisition. By distributing this handbook, the company expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Spark Talent Acquisition and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the president of Spark Talent Acquisition has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create; a promise or representation of continued employment and that employment at Spark Talent Acquisition is employment at will, which may be terminated at the will of either Spark Talent Acquisition or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Spark Talent Acquisition or myself.

Employee Signature: _____ Date: _____

Spark Talent Representative Signature: _____