

PageGroup

Employee Handbook

TEMPORARY CALIFORNIA ONLY

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HANDBOOK DISCLAIMER

The Temporary Employee Handbook informs you about the policies and benefits that affect you as a temporary employee at Michael Page International, Inc. (the “Company” or “Michael Page International”). The handbook does not and cannot cover all the details of office procedures or anticipate all situations that may arise; therefore, it may be necessary to supplement the guidelines as necessary. The handbook should not be considered all-inclusive, but rather a set of guidelines. 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 the Human Resources Department. Neither this handbook nor any other Company document confers any contractual right, either expressed or implied, to remain in the Company's employment. 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. The procedures, practices, policies and benefits described here may be modified or discontinued by the Company at any time. We will try to inform you of any changes as they occur. This handbook and the information in it should be treated as secret and confidential. No portion of this handbook should be disclosed to others, except Michael Page International employees and others affiliated with Michael Page International whose knowledge of the information is required in the normal course of business. This handbook supersedes any previous handbook or written policies.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of these Section 7 rights.

Outstanding people are the key to our success. Through the efforts of our people we have become a leader in the recruitment industry. To ensure continued success, we feel that it is important that all employees understand our policies and procedures. This handbook will familiarize you with the various aspects of working with us. We encourage you to use it as a valuable resource for understanding the Company. We feel that it will also be a useful reference document for all employees. If you have any questions, please do not hesitate to ask them of either your supervisor or Human Resources.

THE MICHAEL PAGE STORY

Michael Page International is one of the world's largest recruitment success stories.

- 1976 - Michael Page and Bill McGregor start the Company as a specialist financial recruitment firm in London. Their philosophy of focus and specialization is to provide job seekers with career advice and relevant career opportunities with blue chip clients. This focus on the needs of the job seeker proves to be an instant success.
- 1983 - The London office grows quickly, and the Company opens offices in Manchester and Birmingham before listing the company on the London Stock Exchange Second Board (USM).
- 1980s - The capital raised from the listing is used to expand further. Offices are opened in Sydney, Melbourne, Paris, Amsterdam, Eindhoven, Duesseldorf, as well as eight additional offices in the UK. New businesses are established in the UK, principally Michael Page Marketing, which becomes the market leader there within 2 years of its opening.
- 1990s - The Group goes from strength to strength, and opens offices throughout the UK, Australia, Brazil, China, France, Germany, Hong Kong, Italy, Japan, The Netherlands, Portugal, Singapore, Spain, Switzerland and the United States.
- 2000 - Michael Page International is "Ranked #1 Global Recruitment Consultancy" by the Economist Intelligence Unit (EIU).
- 2004 - Michael Page International wins two categories at Recruiter Magazine's 2004 Recruiter Awards for Excellence. Michael Page International wins the "Best International Recruitment Firm" award and Michael Page Finance, based in the UK, wins the "Best Accountancy / Financial Recruitment Firm" award.
- 2005 - Michael Page International expands into Canada and Poland.
- 2006 - Michael Page International opens office in Philadelphia in the USA and expands into Sales & Marketing and Human Resources. Additional expansions take place in Russia, Ireland, Mexico, South Africa and the United Arab Emirates.
- 2008 - Michael Page International opens offices in Montreal, Buenos Aires and Curitiba.
- 2010 - Michael Page International plans further expansions to Chile and India

CORPORATE POLICIES

1. GENERAL EMPLOYMENT POLICIES

A. EQUAL EMPLOYMENT OPPORTUNITY POLICY

Michael Page International is an equal opportunity employer and is committed to the concept of equal employment opportunity. It is the stated Policy of the Company that all our employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, job assignments, transfers, and promotions will be on the basis of qualifications of the individual for the positions being filled regardless of race, religion, creed, ethnicity, national origin, color, ancestry, age, sex (including breastfeeding and medical conditions relating to breastfeeding), sexual orientation, gender (including gender identity and gender expression), domestic partner status, marital status, familial status, disability, medical condition, genetic information and characteristics, AIDS/HIV status, weight or height, religious dress and grooming practices, or any other basis made unlawful by federal, state or local laws. All other personnel actions such as compensation, benefits, layoffs, returns from layoffs, terminations, training, and social and recreational programs are also administered regardless of race, religion, creed, ethnicity, national origin, color, ancestry, age, sex (including breastfeeding and medical conditions relating to breastfeeding), sexual orientation, gender (including gender identity and gender expression), domestic partner status, marital status, familial status, disability, medical condition, genetic information and characteristics, AIDS/HIV status, weight or height, religious dress and grooming practices, or any other basis made unlawful by federal, state or local laws.

All decisions regarding the terms and conditions of employment and job assignments must be based on the individual's qualifications (merit) and bona fide occupational qualifications for the job in question, and any necessary job accommodations barring undue hardship.

To achieve the goals of equal employment opportunity, it is necessary that each member of the Company understand the importance of this Policy and his or her individual responsibility to contribute toward its maximum fulfillment. Specifically, managers' and supervisors' efforts towards the success of this Policy will be evaluated as is their performance on other Company goals.

B. ANTI-HARRASSMENT POLICY

Michael Page International strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the office should be characterized by mutual trust and the absence of intimidation, oppression and

exploitation. Employees and contractors should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the office. For that reason, the office will not tolerate prohibited discrimination or harassment of any kind. Through enforcement of this Policy and by education of employees, the office will seek to prevent, correct and discipline behavior that violates this Policy.

All employees, regardless of their position, are covered by and are expected to comply with this Policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this Policy. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

1. PROHIBITED CONDUCT UNDER THIS POLICY

(a) DISCRIMINATION

It is a violation of this Policy to discriminate in the provision of employment opportunities, benefits or privileges, to create discriminatory work conditions, or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, on the basis of race, religion, creed, ethnicity, national origin, color, ancestry, age, sex (including breastfeeding and medical conditions relating to breastfeeding), sexual orientation, gender (including gender identity and gender expression), domestic partner status, marital status, familial status, disability, medical condition, genetic information and characteristics, AIDS/HIV status, weight or height, religious dress and grooming practices, or any other basis made unlawful by federal, state or local laws. Discrimination of this kind is also strictly prohibited by a variety of federal, state and local laws. This Policy is intended to comply with the prohibitions stated in these anti-discrimination laws. Discrimination in violation of this Policy will be subject to severe sanctions up to and including termination.

(b) HARASSMENT

Harassment, including sexual harassment, is prohibited by federal, state and local laws. This Policy prohibits harassment of any kind, and the office will take appropriate action swiftly to address any violations of this Policy. The definition of harassment is: verbal or physical conduct designed to threaten, intimidate or coerce. Also, verbal taunting (including without limitation racial, sexual and/or ethnic slurs) which, in the employee's opinion, impairs his or her ability to perform his or her job. This Policy also prohibits harassment, discrimination or retaliation based on opposition to discrimination or participation in complaint proceedings.

Examples of harassment are:

- Verbal: Comments which are offensive to a reasonable person regarding a person's race, religion, creed, ethnicity, national origin, color, ancestry, age, sex (including breastfeeding and medical conditions relating to breastfeeding), sexual orientation, gender (including gender identity and gender expression), domestic partner status, marital status, familial status, disability, medical condition, genetic information and characteristics, AIDS/HIV status, weight or height, religious dress and grooming practices, or any other basis made unlawful by federal, state or local laws. Verbal harassment includes epithets, slurs and negative stereotyping.
- Non-verbal: Distribution, display or discussion of any written or graphic material that ridicules, denigrates insults, belittles, or shows hostility or aversion toward an individual, or group because of race, religion, creed, ethnicity, national origin, color, ancestry, age, sex (including breastfeeding and medical conditions relating to breastfeeding), sexual orientation, gender (including gender identity and gender expression), domestic partner status, marital status, familial status, disability, medical condition, genetic information and characteristics, AIDS/HIV status, weight or height, religious dress and grooming practices, or any other basis made unlawful by federal, state or local laws.

(c) SEXUAL HARASSMENT

Sexual harassment in any form is prohibited under this Policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964 and state and local laws. For the purposes of this Policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment submission to or rejection of such conduct is used as the basis for employment decisions or 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 does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is offensive, that lowers morale and therefore interferes with work effectiveness. Sexual harassment may take different forms.

EXAMPLES OF CONDUCT THAT MAY CONSTITUTE SEXUAL HARASSMENT INCLUDE BUT ARE NOT LIMITED TO:

- Verbal: A sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats. Requests for any type of sexual favor (this includes repeated, unwelcome requests for dates). Verbal abuse or "kidding" which

is oriented towards a form of harassment under this Policy, including that which is sex oriented and considered unwelcome.

- Non-verbal: The distribution, display, or discussion of any written or graphic material, including calendars, posters, and cartoons that are sexually suggestive, or shows hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles and e-mails that is sexual in nature.
- Physical: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that are acceptable to and welcomed by both parties, are not considered to be harassment, including sexual harassment.

TYPES OF SEXUAL HARASSMENT, INCLUDE BUT ARE NOT LIMITED TO:

- "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions. That is, where employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
- "Hostile work environment," where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or clients. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

(d) RESPONSIBILITIES

All Michael Page International employees must share the responsibility of understanding and preventing discrimination, harassment and retaliation. But, ultimately, no satisfactory investigation or resolution of complaints can occur without the initiative and continued cooperation of the injured person.

Individuals who believe they have been discriminated against, harassed or retaliated against have the primary obligation of informing a manager or Human Resources of the act of

discrimination, harassment or retaliation, recounting specific actions or occurrences whenever possible.

Managers, Directors and Human Resources have the special responsibility as possible agents of the office to act promptly to eliminate any discrimination, harassment or retaliation which exist in their areas of responsibilities. If a manager or Director knows or reasonably suspects that discrimination, harassment or retaliation is occurring, or receives information that discrimination, harassment or retaliation might be occurring, he or she must take immediate action to address the problem. Such actions should include, but are not limited to, speaking directly with the injured person, developing a specific account of the actions, omissions or occurrences that are alleged to be discriminatory, retaliatory and/or harassing, consultation with Human Resources, and corrective or disciplinary action.

(e) INVESTIGATING AND RESOLVING THE COMPLAINT

The Company will promptly investigate all allegations of prohibited harassment that are brought to its attention. The investigation will be in as confidential manner as is practical and appropriate under the circumstances. Employees and supervisors have a duty to cooperate in the Company's investigation of alleged harassment. Upon completing its investigation, the Company will communicate its findings and intended actions to the complainant and to the individual accused of harassment.

The Company will take whatever corrective action is deemed necessary. Individuals found to have violated this Policy will be disciplined or possibly terminated. Failing to cooperate or providing false information during an investigation will also subject the individual to disciplinary action, including termination.

Although the Company has limited authority to discipline a non-employee harasser (such as a client, customer, contractor, vendor or supplier), it will take remedial action aimed at ensuring that the conduct stops.

(f) RETALIATION

Any employee who, in good faith, reports an alleged incident of discrimination, harassment or sexual harassment or participates in an investigation of the foregoing, will under no circumstances be subject to reprisal or retaliation for their reporting or their participation in the investigation. Any employee who feels he or she has been subjected to retaliation should report this to a Director or the Human Resources Department. Any employee, however, who is found to have knowingly made a false accusation of discrimination,

harassment or retaliation, may be subject to appropriate disciplinary action up to and including termination.

(g) CONFIDENTIALITY

All inquiries, complaints, and investigations will be in as confidential manner as is practical and appropriate under the circumstances. Adequate steps will be taken to ensure that the complainant is protected from retaliation. A copy of the final decision is included in the personnel file of the respondent only if the investigation concludes that the individual engaged in prohibited conduct. No record of a complaint is kept in the complainant's personnel file, unless the investigation concludes that the complaint was reckless, frivolous, or vexatious.

WHAT YOU SHOULD DO IF YOU ARE A VICTIM OF DISCRIMINATION, HARASSMENT OR RETALIATION:

- If you are the recipient of or witness to any unwelcome discrimination, harassment or retaliation, do not remain silent.
- If you are comfortable doing so, make it clear to the harasser that you find such conduct offensive and unwelcome.
- You are encouraged to report harassment before it becomes severe or pervasive. State clearly that you want the offensive conduct to stop at once.
- Go to the manager of the person harassing you, your manager or Human Resources to make a complaint—the Company cannot solve the problem if the Company is not aware of it. You may also do so if you find it uncomfortable to confront the individual engaging in the offensive conduct.
- If the conduct does not stop after you speak with the harasser and/or after you have gone to the harasser's manager, your manager or Human Resources, you should then notify another manager, a Director or Human Resources if you have not already done so.
- You should keep a written log of all incidents, noting the date and time, place and persons involved, and any witnesses to the event.

2. OUTSIDE INQUIRIES/EMPLOYEE REFERENCES

All outside inquiries regarding employment references for current or former Company employees must be directed to the Human Resources Department. "Off the record" comments are strictly prohibited.

The Company will release only an employee's job title, salary and dates of employment to third parties unless the employee signs a written authorization to disclose further information about his/her employment. Upon request, the Human Resources Department will provide the employee with an authorization form.

DISABILITY POLICY

Michael Page International is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"), the ADA Amendment Act and the California Fair Employment & Housing Act. It is the Company'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 as long as the employee can perform the essential functions of the job. Consistent with this Policy of nondiscrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, if the employee has made the Company aware of his or her disability and provided appropriate medical documentation, provided that such accommodation does not constitute an undue hardship on the Company. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department.

WORKERS COMPENSATION POLICY

All employees are eligible for workers' compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising in the course and scope of employment. Employees must report any accident or injury immediately to his/her supervisor and the Human Resources Department so that the necessary paperwork may be completed.

SUBSTANCE ABUSE POLICY

Alcohol and illegal drugs in the workplace pose a danger to us all. Illegal drugs, as referred to in this policy, include drugs that are not legally obtainable, as well as drugs that are legally obtainable but used for illegal or unauthorized purposes. They impair safety and health, promote crime, lower productivity and impair our ability to provide high quality service. For these reasons, we cannot and will not tolerate the illegal use of drugs or alcohol abuse by any of our employees. We expect all employees to report for work free from these effects and to be able to fully perform their job duties.

All Company locations are hereby declared to be drug and alcohol free workplaces. This means that while on Company premises and while conducting business-related activities off

Company premises, you may not be under the influence of illegal drugs or alcohol. “Illegal drugs” include all forms of narcotics, hallucinogens, depressants, stimulants, or other drugs (including medical marijuana) whose possession or transfer is prohibited by law. Additionally, all employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, using or being under the influence of alcohol or any illegal drugs while at work. The use of illegal drugs or alcohol outside the workplace that affects your ability to work is also prohibited. The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. If you are taking prescribed medications that may affect your attentiveness, cause drowsiness, or otherwise impair your abilities, please notify your supervisor or Human Resources of this fact so modifications to job duties can be made if appropriate. Any employee violating the above Policy may be subject to dismissal/termination for the first offense. Your adherence to this Policy is a condition of employment. Employees who attend a Company-sponsored function in which alcohol is served are expected to use good judgment and moderation so as to avoid becoming intoxicated.

In compliance with the Drug-Free Workplace Act of 1988, an employee convicted of a criminal drug statute for a violation occurring in the workplace must inform the Company of any such conviction (including pleas of “guilty” and “nolo contendere”) within five (5) working days of the conviction’s occurrence. Failure to inform the Company of such a conviction subjects the employee to disciplinary action up to and including dismissal/termination for the first offense. This provision in no way limits the right of the Company to discipline any employee pursuant to any other Company Policy or practice.

If you have a drug or alcohol problem that has not resulted in and is not the immediate subject of disciplinary action, you may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if you agree to abstain from use of the problem substance, you abide by all Company policies, rules, and prohibitions relating to conduct in the workplace, and if granting the leave will not cause the Company undue hardship. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Human Resources Generalist to receive assistance or referrals to appropriate resources in the community.

WEB LOGS (BLOGGING), SOCIAL NETWORKING & PERSONAL WEB SITES – NON MICHAEL PAGE INTERNATIONAL DOMAINS

Michael Page International regards web logs and social networking sites such as Twitter and Facebook as primarily a form of communication and relationship among individuals. When the Company wishes to communicate publicly as a company – whether to the market place or the general public – it has well established means to do so. Only those officially designated by Michael Page International have the authorization to speak on behalf of the Company.

If you choose to identify yourself as a Michael Page International employee (or ex-employee) or to discuss matters related to Michael Page International’s technology or business on your website, blog or social networking site as a personal project and a medium of personal expression you should observe the following:

- Inform your readers that the views expressed are yours alone and that they do not reflect the views of the Michael Page International by posting a disclaimer in a prominent place (e.g., “The views expressed are mine alone and do not necessarily reflect the views of my employer.”)
- If you post any comment that promotes or endorses Company services in any way on any personal website, web blog, or social networking website, the law requires that you disclose that you are employed by the Company. Again, we require the use of a disclaimer in that circumstance.
- On the footer of each page or in a prominent position on Social Networking sites publish “Not a Michael Page International approved site” and provide a link to the official site(s).
- Protect the Company’s confidential, proprietary, and trade secret information, and that of its clients, partners and vendors. You have an obligation to maintain the confidentiality of this information under the Confidential Information and Non-Disclosure Agreement you signed when you were hired, as well as under Company Policy. Such information includes, but is not limited to, product, financial, marketing, performance and other business information. If you are unsure whether it is appropriate to post certain information, please check with senior management or Human Resources.
- Do not disparage Company products or services. To do so would violate your duty of loyalty as a Company employee.

- Respect your audience and your coworkers. If you have disagreements or problems with the Company, your fellow employees, or our clients, partners or vendors, we request that you not engage in personal attacks but instead respectfully disagree with them. Obviously, you must not make untrue, derogatory, defamatory, obscene, profane, libelous, threatening, harassing or abusive comments about Michael Page International, its clients, employees, contractors, agents, partners, suppliers, affiliates or others. Also prohibited are comments about your fellow employees that are derogatory with respect to race, religion, sex (including breastfeeding and medical conditions relating to breastfeeding), gender (including gender identity and gender expression), sexual orientation, color, disability, or any other legally protected characteristic, or that are sexually suggestive, humiliating or demeaning. Such statements may not only expose you to liability, but violate the Company's Harassment Policy.
- Be aware of and follow copyright and fair use laws. For your protection as well as the Company's, you must comply with all laws governing copyright and fair use of copyrighted material owned by others. This means, for example, that you may not publish copyrighted material without the permission of the copyright owner, whether that is the Company or a third party. Do not use Company trademarks on your site or reproduce Company material without first obtaining permission.

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

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

RESPONSIBILITY FOR MAINTENANCE OF POLICY

Responsibility for maintenance & implementation of this Policy is that of the Information Technology Department. Any questions regarding the application of this Policy should be directed to that office.

DIVERSITY POLICY

Michael Page International recognizes the significant value of diversity in the workplace for all businesses – our own and our clients’. We are committed to increasing the recognition of our brand amongst a more diverse audience, to encourage the development of an increasingly diverse candidate database. We strive to ensure that we offer our clients the most qualified candidates on the basis of their relevant aptitudes, skills and abilities and those candidates are drawn from diverse backgrounds.

From an internal perspective, Michael Page International is truly dedicated to providing an environment in which employees’ different perspectives are valued and their talents fully employed. To continue to be recognized as a world class business and employer of choice, it is of key importance that we are as diverse as the customers and cultures we serve.

Michael Page International recognizes the critical importance of diversity in the workplace and strives to ensure that we submit a diverse range of candidates to our clients. We are committed to increasing the recognition of our brand amongst a more diverse audience, and hence the development of an increasingly diverse database from which to select candidates for our clients. We aim to achieve this through a number of key strategies, including, but not limited to:

- The use of more diverse media
- The use of creative, non-stereotypical advertising campaigns
- The raising of our diversity profile, for example through sponsorship & brand awareness campaigns
- The development of relationships with organizations supporting diversity

OFFICE POLICIES

1. AT WILL POLICY

In the United States, the doctrine of “employment at will” or “at-will employment” refers to a non-contractual employment relationship between an employer and an employee, where either party can terminate the relationship without notice, at any time, and for any reason not prohibited by law. Michael Page International is an “at-will” employer and operates under the provision that employees have the right to resign their position at any time, with or without notice and with or without cause. We, the employer, have the same right to terminate the employment relationship at any time, with or without notice and with or without cause. The Company retains such discretion to take other actions as well, such as

transfer, reassignment or disciplinary action. In addition, because the employment relationship is at will, the Company may change its employment policies from time to time in its discretion. The only Policy not subject to change is the at-will employment relationship, which can be changed only in a written agreement signed by an individual employee and the Company's CEO.

2. OPEN DOOR POLICY

Michael Page International promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, Human Resources is available for consultation and guidance. Michael Page International is interested in all of our employees' success and happiness with us. We, therefore, welcome the opportunity to help employees whenever feasible.

PUNCTUALITY

Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. An employee must notify his/her supervisor and Michael Page recruiter as far in advance as possible, but not later than one hour before his/her scheduled starting time if he/she expects to be late or absent.

TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state law require the Company to keep an accurate record of time worked in order to calculate employee pay and benefits.

Non-exempt employees are required to record their work hours daily at the time they begin and end their work. For example, an employee who begins work at 8:30 a.m. must enter that time on the time sheet immediately. Employees also must log out before they leave their desks for lunch or leave the office. Time is to be recorded by 15 minute intervals.

Failure to comply with the Company's timekeeping rules may lead to disciplinary action, including immediate dismissal.

1. OVERTIME PROCEDURE

Overtime work is an inevitable fact of life in the business world. The nature of overtime is that it sometimes is needed with little or no advance notice. Accordingly, employees must be flexible in being available for overtime assignments.

2. OVERTIME PAY

The Company pays overtime compensation to non-exempt employees in accordance with state and federal wage and hour requirements. Unless an alternative workweek schedule has been adopted, overtime is paid as follows: (1) One and one-half times the employee's regular rate of pay for hours worked over 8 in a day, over 40 in a workweek, and up to 8 hours on the seventh consecutive day of work in the workweek; and (2) twice the employee's regular rate of pay for hours worked over 12 in a day and over 8 on the seventh consecutive day of work in a workweek.

For purposes of computing overtime, the Company's workweek runs from Monday at 12:01 a.m. through Sunday at midnight, and the workday runs from 12:01 a.m. through midnight. Only hours actually worked are considered in calculating overtime. Paid time off such as vacation, sick leave and holidays, does not count toward hours worked, nor are lunch periods considered hours worked. In accordance with California law, daily overtime hours do not count toward the 40-hour weekly overtime threshold.

3. OVERTIME AUTHORIZATION

All overtime must be approved by an employee's supervisor before the overtime is worked. Failure to comply with this Policy will lead to disciplinary action.

4. COMPENSATORY TIME OFF

The Company does not provide compensatory time off to employees who work beyond their normal work hours. Non-exempt employees will receive overtime pay when they work overtime, and are not permitted to take time off in lieu of receiving overtime pay.

PAYROLL POLICIES

Unless otherwise notified by the Payroll Department, you will be paid each Friday for the previous week's work.

PERSONAL/EMPLOYMENT DATA

All employees must promptly notify Michael Page International's Human Resources Department of any changes in personal or employment data, including but not limited to:

- Position/job description
- Shift schedule
- Assignment end date
- Availability for next assignment
- Work-site location
- Manager/supervisor
- W4 form
- Hourly rate
- Phone number/email address/ mailing address
- Name
- Emergency contact

The Company will maintain the confidentiality of such information in accordance with its legal obligations.

BREAKS AND MEAL PERIODS

Non-exempt employees are provided with a ten-minute paid rest period for every 3-1/2 to four hours they work, taken in approximately that middle of that period. Full time employees are entitled to two ten-minute break periods, in approximately the middle of the morning and the afternoon. Breaks should be arranged with your supervisor to accommodate the work flow. Employees who choose to smoke during their breaks are not entitled to additional break time. Employees who find that the work is preventing them from taking a rest break they desire to take must notify their supervisor so that arrangements can be made. Unless the employee provides this notification, the Company will assume the employee is taking or voluntarily foregoing the rest breaks to which the employee is entitled.

Non-exempt employees who work more than a five-hour shift also are provided with a mandatory one-half hour unpaid meal period each workday, in approximately the middle of the day. Employees will be relieved on all duties during the meal period, Taking a half-hour duty-free meal period is mandatory, except that employees who work six hours or less may voluntarily forego the meal period. Non-exempt employees must record the time they leave for and return from the meal period on their time sheets. Employees who fail to comply with this Policy will be subject to disciplinary action.

Employees may not forego breaks or lunch periods in order to leave work earlier. Please tell reception or team Administrators when you are leaving for lunch so that calls can be handled accordingly.

ACCOMMODATION FOR NURSING MOTHERS

Nursing mothers who wish to express breast milk while at work may request accommodations in the form of a private area and additional break time, if necessary. Eligible employees will be provided a private area (other than a restroom) for expressing breast milk. Employees can use their regular rest breaks for this purpose. Employees who need a different time or additional time should make arrangements with their supervisor. Regular rest break time used for expressing breast milk will be paid, but where additional time off is provided as special accommodation, that time may be unpaid.

DRESS CODE

Michael Page International has established a global reputation for a high degree of professionalism, and this starts with the impression left by our employees. As such, all employees, including consultants and support staff, are expected to wear formal business attire Monday through Friday. In all cases use your judgment about dress – if you would wear it to the beach, don't wear it to the office. Remember you are at work and are expected to look neat and professional at all times.

The Dress Code policy may be subject to certain exceptions related to an employee's religion and/or disability. If you want to request a reasonable accommodation, please contact Human Resources.

ABSENTEEISM

Excessive absenteeism or an inappropriate pattern of absences, even if related to illness, can be cause for dismissal. Absences during an approved leave or for other legally protected purposes are not considered for disciplinary purposes. The Company's Policy is to treat each case of illness fairly, based upon the facts of the situation (which may include such considerations as length of service and type of responsibility). The Company has both the right and the obligation to have your work performed. Repeated absences not related to real illness are grounds for prompt dismissal. Repeated tardiness will be handled in the same manner.

CONFIDENTIALITY

The contractual relationship between the Company and its employees is substantially founded on trust. Should you cause any breach of this trust, such as unauthorized

disclosure of confidential information, you may be liable to disciplinary action, such as termination, or possibly civil or criminal proceedings.

Employees should be aware that the obligation to maintain confidentiality of the Company's information extends beyond termination of employment and may be enforceable under state law. All documents and electronic data in the possession of an employee (whether or not those documents or electronic information are in the office) must be left in the possession of Michael Page International and must not be shared with anyone. Do not assume that information is no longer confidential or no longer owned by Michael Page International simply because you are no longer an employee. If you do, legal action may be taken against you. Confidential information includes correspondence, databases, lists, manuals, letters, notes, notebooks, reports, flow-charts, programs, proposals, documents concerning Company's customers/clients and prospective customers/clients, documents concerning processes used by Company, information from any Michael Page International candidate database (including, but not limited to, Profile 7) or other database that any employee developed regarding customers/clients while in the employ of Michael Page International, including contact lists maintained on LinkedIn® or other similar websites.

GUIDELINES

- Do not discuss any Michael Page International business in public places or any place where unauthorized persons may overhear it.
- Conference and interview rooms must be cleared of any confidential material after each meeting or interview.
- Any confidential material relating to candidates such as resumes, client information, employee names, addresses and phone numbers, financial data, etc., must be disposed of in the shredding bin. None of the above should be taken out of the office under any circumstances.
- No employee's home telephone number or any personal information should be given out to people over the telephone.
- Support staff in their contact with other companies must be careful to divulge only that information which a vendor needs to fulfill their obligation to Michael Page International.
- There will be no unauthorized printing of Client or Candidate information off the system.

RULES FOR CONDUCT

Gross misconduct is grounds for immediate dismissal, and may be grounds for criminal actions. In the event of any act of gross misconduct, the Company may terminate your employment without warning, without notice and without making any further payment

beyond the amount of any compensation due to the date of such termination. Gross misconduct includes, but not limited to:

- Unauthorized possession of Company property, or of the property of a fellow employee;
- Willful destruction of Company property or the property of a fellow employee;
- Deliberate misuse of, or unauthorized use of Company supplies, material, machines, or tooling;
- Threatening or attempting bodily injury to another on Company premises;
- Falsifying Company records, concealing mistakes or obtaining one's supervisor's signature under false or fraudulent circumstances;
- Loitering, loafing, lounging, or sleeping during scheduled working hours;
- Receiving or making excessive personal telephone calls;
- Allowing an unauthorized person on Company premises;
- Disobedience or insubordination;
- The use of abusive, threatening, or obscene language;
- Repeatedly exceeding the authorized number or length of break periods;
- Repeated unapproved absenteeism or tardiness;
- Submitting false or duplicate receipts for reimbursement for expenses;
- Failing to meet Company work standards in terms of quantity and quality;
- Interfering with another employee's efforts to meet Company work standards;
- Violation of sanitary or safety rules;
- Intoxication during working hours, including bringing intoxicating beverages, marijuana, or other hallucinogenic drugs on Company property, the consuming of the same on Company property, or any other violation of the Company's Substance Abuse Policy;
- Tampering with or mishandling any mechanical equipment;
- Unauthorized disclosure of confidential information;
- The commission of any act of sexual or discriminatory harassment or any other act having the potential to expose Michael Page International to civil or criminal penalties;
- The willful or habitual disobedience or neglect of any of the reasonable orders or directions or policies of the management of Michael Page or of one's duties.

EMPLOYER INFORMATION AND PROPERTY

The protection of Michael Page International business information, property and all other Company assets are vital to the interests and success of Michael Page International. No Company related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the

ordinary course of performing duties on behalf of Michael Page International) may, therefore, be removed from the Company's premises. In addition, when an employee leaves Michael Page International, the employee must return all Company-related information and property that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this Policy is a serious offense and will result in appropriate disciplinary action, up to and including discharge.

REFERRAL BONUS

Michael Page International is always looking for qualified employees and appreciates recommendations made by existing employees. An existing employee who makes a referral that results in a placement may be eligible for a bonus (subject to certain guidelines). Contact Michael Page International's Human Resources Department for more information.

TERMINATION POLICY

It is company Policy to ensure that employee terminations are handled in a professional manner by all involved with minimal disruption to ongoing work functions. Terminated employees are entitled to receive all earned pay. Employees whose employment terminates for any reason (whether voluntarily or involuntarily), however, will receive pay for all accrued and unused vacation days upon termination. Managers must complete the employee departure form found on our company intranet as soon as they are made aware of the termination.

1. VOLUNTARY RESIGNATION

Voluntary termination of employment occurs when an employee informs his or her supervisor of employee's resignation, or an employee is absent from work for three consecutive workdays and fails to contact his or her supervisor (job abandonment). Please provide written notification of your resignation to your line manager and Human Resources. The supervisor must ensure all company property is returned (i.e., keys, ID cards, parking passes, etc.).

2. INVOLUNTARY TERMINATION

An involuntary termination of employment is a management-initiated dismissal. Discharge may be for any reason, i.e., misconduct, tardiness, absenteeism, unsatisfactory performance, etc. In some cases progressive discipline may be used, prior to termination,

to correct a performance problem. However, certain types of employee misconduct are so severe that one incident of misconduct will result in immediate dismissal without prior use of progressive discipline. Prior to an involuntary termination, consideration will be given to an employee's service and past contributions to the company. Notwithstanding the foregoing, Michael Page International reserves its right to terminate an employee at any time, with or without cause.

3. EMPLOYMENT CONVERSION

During your employment with Michael Page International, you may be solicited by our client for permanent-status employment. In the event this happens, please notify the Michael Page International consultant you work with in order to ensure a smooth transition.

4. END OF TEMPORARY ASSIGNMENT

Michael Page International cannot guarantee the length or duration of any assignment. Be aware that temporary assignments may end at any time, for any reason. Once your assignment ends, you are eligible to be considered for another assignment, unless you have been notified otherwise in writing. All company and client property issued to you during your employment must be returned to Michael Page International within 24 hours of the end of your assignment. Michael Page International advises against you keeping any personal property at the client's worksite. Michael Page International is not responsible for recovery of an employee's personal property in the event your assignment ends.

EMERGENCY POLICY

All employees must provide emergency contact information for persons to be contacted in the event of a personal emergency. Emergency contact information is confidential and will not be made available to nonessential staff. Emergency contact information may not be used for any purposes other than its original intention. All employees are required to supply emergency contact information—it is each employee's personal decision as to whom he or she chooses to have as the emergency contact. In an effort to keep information current should an emergency arise, employees are asked to verify emergency contact information at least annually.

Earthquake Procedure

1. If you are in the office at the time of an earthquake please proceed immediately to the agreed upon destination, the northeast corner of Union Square.
2. If you are out of the office at the time of an earthquake you are to contact your ED, Director, or Manager within one hour of the earthquake happening.

Fire or Emergency Evacuation Procedures

1. In case of fire or emergency, please remain calm.
2. Listen for and follow the instructions of the building emergency personnel. The building emergency personnel will notify tenants of all emergencies and the required actions to take.
3. If you must evacuate the building, do not use the elevators. Proceed to stairwell.
4. For those employees interviewing candidates, please guide your candidate to the exit points as well.
5. Tips: Do not waste time attempting to take personal or work items if the order is given to evacuate. Do not run down the stairwell. You will unnecessarily harm yourself or others.

USE OF CELL PHONE AND HANDHELD TEXTING DEVICE

Because the Company's first priority is the safety of its employees as well as others, you may not use your cell phone or other device in a manner that impairs the operation of your vehicle. Texting while driving is strictly prohibited. Anyone utilizing a cell phone in the course of conducting the Company's business while driving a motor vehicle must use a hands-free device that complies with California law.

WORKPLACE SAFETY

1. SAFETY

The Company is committed to providing a safe workplace. You are encouraged to raise your ideas, concerns, or suggestions for improved safety at the Company with your supervisor or the Human Resources Department. If you wish, you may make reports or raise concerns about workplace safety issues anonymously. All reports can be made without fear of reprisal.

Every employee must immediately report any unsafe condition to the appropriate supervisor. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their Human Resources Department or their supervisor. Such reports are necessary to comply with applicable law and to initiate workers' compensation benefits procedures.

The Company has established an Injury and Illness Prevention Plan, which is managed by the Human Resources Department.

2. VIOLENCE-FREE WORKPLACE

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

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

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

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

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

3. NON-FRATERNIZATION POLICY

The Company is committed to fostering a professional work environment where all employees are treated fairly and impartially by their managers. Intimate personal relationships between supervisors and subordinates may result in workplace problems, such as a lack of objectivity in supervising and evaluating employees, the perception of favoritism by other employees (whether justified or not), and the potential for sexual harassment claims if a relationship ends. The Company therefore prohibits supervisors and managers from dating, engaging in amorous relationships with, or participating in sexual relations with employees who report to them, either directly or indirectly. It also prohibits spouses, domestic partners and immediate family members from working in positions where they directly or indirectly report to or are reported to by their spouses, domestic partners and family members. Employees who violate this Policy will be subject to discipline, up to and including termination of employment.

Employees in a direct or indirect supervisory relationship who begin dating or amorous relationships with one another, who enter a domestic partnership, or who become married or related to one another during their employment, may request a transfer to comply with this Policy. While the Company will attempt to accommodate such requests, it reserves the sole right to deny such requests based on its business needs.

For purposes of this Policy, “immediate family” includes significant others (such as unmarried couples who live together), spouse, domestic partner, parent, child, step-parent and step-child relationships, in-law relationships, grandparents, aunts, uncles and cousins (including analogous relationships with the parents and children of an employee’s significant other). This Policy covers all family-like relationships, regardless of blood or legal relationship.

Questions about the application of this Policy should be directed to the Human Resources Department.

SMOKING

In accordance with California law and the Company's commitment to providing a safe and healthful work environment, smoking is prohibited in the Company offices.

SOLICITATION/DISTRIBUTION

Persons not employed by the Company may not solicit or distribute literature in the workplace at any time for any purpose.

The Company recognizes that employees have interests in events and organizations outside the Company. However, employees may not solicit concerning these activities during working time or distribute literature concerning these activities during working time or in work areas. (Working time does not include lunch periods, breaks, or time before or after work. Work areas do not include the lunch room.)

In addition, the posting of written notices on Company bulletin boards is restricted. If you have a message of interest to the Company or its employees, please submit it to the Human Resources Department for approval and posting.

STATE-MANDATED DISABILITY AND LEAVE BENEFITS

1. PAID FAMILY LEAVE BENEFITS

Employees who suffer a wage loss in order to care for an ill family member or for the birth or adoption of a new child may qualify for “Paid Family Leave” benefits from the State of California. The state’s Paid Family Leave (PFL) program provides partial wage replacement benefits during an absence for these purposes. The PFL program does not provide additional leave, job protection or reinstatement rights beyond those provided by our policies or by applicable state or federal law. You apply directly to the state for PFL benefits, and application forms are available from our Human Resources Department. You must apply separately for a leave of absence under our Family/Medical Leave or Personal Leave policies.

All California employees contribute to a pool of funds which has been set aside to pay for Paid Family Leave Benefits. The funds are collected every payroll period by an increase in the State Disability Insurance (SDI) rate. Paid Family Leave is funded entirely by employee contributions. The program is administered by the State, not by the Company.

2. CALIFORNIA STATE DISABILITY INSURANCE BENEFITS

Employees on medical disability leave for eight or more consecutive calendar days may be eligible for California State Disability Insurance (SDI) benefits. Employees are responsible for applying these benefits themselves, and can obtain forms from their health care provider.

LEAVES OF ABSENCE

1. PREGNANCY DISABILITY LEAVE, ACCOMMODATIONS AND TRANSFERS

Any employee who is disabled by pregnancy, childbirth or a related medical condition may take an unpaid pregnancy disability leave. Conditions for which leave is available include prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth and recovery from childbirth. Pregnancy disability leave is available for the actual period of disability as certified by the employee's health care provider, up to a maximum of four (4) months per pregnancy.

Pregnancy disability leave may be taken intermittently or on a reduced work schedule, depending on the nature of the employee's pregnancy disability and the recommendation of her health care provider.

In addition, an employee who is affected by pregnancy or a related medical condition is eligible for reasonable accommodation, including transfer to an available position or duties that are less strenuous or hazardous. The employee must provide the Company with a certification from her health care provider stating the nature of the accommodation or transfer requested, that the accommodation or transfer is medically advisable, and the period during which the accommodation/transfer is needed.

2. ORGAN AND BONE MARROW DONOR LEAVE

Pursuant to the Michelle Maykin Memorial Donation Protection Act, employees may take paid leave for up to 30 business days for the purpose of organ donation and up to five days for bone marrow donation. To do so, the employee must provide written verification to Human Resources that he or she is an organ or bone marrow donor and that there is a medical necessity for the organ or bone marrow donation. The leave will not be considered a break in continuous service for purposes of the employee's rights to salary adjustments, sick leave, vacation, annual leave or seniority.

3. MILITARY LEAVE

Employees who are absent from work for duty in the uniformed services will be granted an unpaid military leave and reinstatement rights in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. The Company will continue group health benefits during leaves of up to 30 days, and thereafter the employee may continue coverage at the employee's expense for up to 24 months under the provisions of USERRA. Michael Page International will pay the difference between military pay and regular wages/salary for up to one month. These employees may use accrued vacation

leave but are not required to do so. The maximum cumulative period of military leave during an employee's employment with the Company is five years, subject to certain exemptions. Employees who have annual military obligations are required to schedule their leave with the Human Resources Department as far in advance as possible.

Eligibility for employment reinstatement following a period of service in the uniformed services is in accordance with USERRA. Upon reinstatement, an employee's compensation, benefits, retirement eligibility, and length of service will be calculated as if he/she had been continuously employed during the service leave period. Please contact the Human Resources Department for additional details regarding military leave.

4. LEAVE FOR MILITARY SPOUSES AND DOMESTIC PARTNERS

Eligible employees may take up to 10 days of unpaid leave during the period the employee's spouse or registered domestic partner is home on leave from deployment during a period of military conflict.

Eligibility requirements for this type of leave are as follows:

- The employee must be regularly scheduled for work at least 20 hours per week;
- The employee's spouse or registered domestic partner must (a) be a member of the U.S. Armed Forces, National Guard or military reserves who has been deployed during a period of military conflict (as defined in California Military Code section 395.10), and (b) if a member of the U.S. Armed Forces, must have been deployed to an area designated as a combat theater or combat zone by the President of the United States.

An employee wishing to take this kind of leave must give the Company advance notice of the leave, within two business days of receiving notice that the spouse or domestic partner will be on leave from deployment. The employee must also submit written documentation of the dates that the spouse or domestic partner will be on leave from military deployment.

5. JURY DUTY LEAVE

Employees who are called to serve on a jury, or who are subpoenaed as a witness in a trial, are granted time off without pay. An employee released from jury duty at a reasonably early hour on a regularly scheduled workday is expected to report to work. The employee must inform his/her supervisor immediately upon receiving the jury duty notice or subpoena. The employee must show the notice or subpoena to the supervisor, and must, at the end of jury duty, provide documentation that jury duty has been completed.

6. WEATHER DAYS

While hours or days lost to severe weather conditions need not be made up, an employee's work must be done. If weather conditions are severe enough to significantly impair an employee's access to work, the employee should call the office immediately to arrange for coverage for any of his responsibilities. If severe weather is predicted, arrangements should be made the day prior.

7. VOTING LEAVE

Michael Page International believes that it is the responsibility and duty of employees to exercise the privilege of voting in elections. In accordance with this philosophy and if applicable, the company will grant its employees time off to vote. Employees should attempt to vote before or after work or during lunch to avoid as little disruption to the working environment as possible.

8. APPEARANCE AS WITNESS

Employees who are subpoenaed to testify as a witness will be given leave to fulfill their civic obligations. Upon receipt of a subpoena to testify, employees should notify the Human Resources Department.

Witness duty leave is unpaid. In addition, employees may use accrued vacation for any unpaid witness duty leave.

9. LEAVE FOR VICTIMS OF SERIOUS CRIME

An employee who is the victim of a crime, or whose immediate family member (including registered domestic partner) is the victim of a crime, may take time off to attend judicial proceedings relating to the crime. Advance notice is required, unless this is not feasible. The Company also requires documentation concerning the judicial proceedings. The time off is unpaid, but employees may elect to use their accrued vacation or sick time for such absences. The Company will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

10. LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE OR SEXUAL ASSAULT

Employees who are victims of domestic violence or sexual assault are eligible for unpaid leave for the following purposes: attending court hearings, seeking medical, legal or

psychological assistance, or for otherwise protecting their own or their child's health, safety, or welfare. Accrued sick leave and vacation may be used for such absences.

Employees who seek to take time off for these reasons must give the Company reasonable notice. However, if an unscheduled or emergency court appearance is required for the health, safety or welfare of the victim or his/her child, the employee need not provide advance notice, but in this situation we require employees to provide evidence from the court or the prosecuting attorney that s/he has appeared in court. The Company will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

Because domestic violence and assault may find its way into the workplace, we encourage any employee who has safety concerns to alert the Company. This will assist us in maintaining a safe workplace. Please see the Company's Workplace Violence Policy for more information.

COMPENSATION AND BENEFITS DURING LEAVE

Unless otherwise specified under this Policy, leaves are generally unpaid. Employees may choose to use accrued paid leave during leave, and in some circumstances must use accrued paid leave, as follows:

- Sick leave must be used during medical leave, military caregiver, or pregnancy disability leave, or family care leave to care for an ill family member.
- Use of sick leave is optional, not required, during periods the employee is receiving any kind of income replacement benefits, such as workers' compensation, state disability or paid family leave benefits.

Using paid leave will not extend the maximum amount of leave available. When paid leave is exhausted, the remaining leave is unpaid. Sick leave will continue to accrue only during the portion of leave during which an employee is receiving sick leave.

The Company maintains group health insurance coverage for up to 4 months during pregnancy disability leave. The employee will continue to be responsible for paying the employee's portion of applicable group health insurance premiums. Premiums for all benefits other than group health benefits must be paid in full by the employee during the period of leave if the employee wishes such benefits to continue. Employees who have exhausted or are ineligible for these benefit entitlements may continue coverage at their

own expense under COBRA. An employee who fails to return from leave may be required to repay insurance premiums paid by the Company during the leave.

BENEFIT POLICIES

This portion of the Employee Handbook contains a very general description of the benefits to which you may be entitled as an employee of the Company. Please keep in mind that the ultimate source of information regarding benefits is the material that will arrive at your home a few weeks after your start date mailed directly from the insurance company.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the Company and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

Michael Page International reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein. Further, the Company reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

1. OPEN ENROLLMENT

At the end of each calendar year, during open enrollment you are free to make changes to your medical and dental elections. During this time only, you are able to make changes regardless of a qualifying event.

2. COORDINATION OF BENEFITS

If you or your dependents have medical or dental coverage through more than one group plan, coordination of benefits rules applies. Our plans work with other group plans so that the amount reimbursed from all plans does not exceed the total eligible expense.

3. ELIGIBILITY

The benefits described are available to employees of Michael Page International after 90 days of employment (coverage always starts on the first of the month). You may insure your spouse or registered domestic partner and your eligible children for medical and dental

insurance. Coverage for you and your dependents becomes effective based on your start date. Please use the following chart to determine your effective date of coverage.

Hire Date:	Effective Date:
January Start Date	May 1st
February Start Date	June 1st
March Start Date	July 1st
April Start Date	August 1st
May Start Date	September 1st
June Start Date	October 1st
July Start Date	November 1st
August Start Date	December 1st
September Start Date	January 1st
October Start Date	February 1st
November Start Date	March 1st
December Start Date	April 1st

4. QUALIFYING EVENT

It is important to choose your insurance coverage carefully because you can change your coverage only if you have a “qualifying event”. If you have a qualifying event and wish to change your election, you must notify Human Resources within 31 days of the event.

Qualifying events include:

- Marriage or divorce;
- Birth or adoption of a child;
- The commencement or termination of a spouse or registered domestic partner’s job;
- The death of your spouse or registered domestic partner or dependent;
- A significant increase or decrease in the cost of your spouse or registered domestic partner’s health insurance coverage;
- A significant reduction or cessation of your spouse or registered domestic partner’s health insurance coverage; or
- A change in your or your spouse or registered domestic partner’s status from full-time to part-time, or vice versa.

Involuntary loss of coverage – In addition to a qualifying event, the plan has a special enrollment period for individuals who have not elected coverage because they were covered under another health plan. This enrollment is available when the individual (or a dependent)

involuntarily loses the other coverage. The employee and eligible dependents must have been eligible for coverage under the plan and have had other coverage when previously elected not to be covered under the Plan offered by Michael Page International. In addition, you must have lost the other coverage involuntarily for reasons other than failure to pay your premium.

5. MEDICAL & DENTAL

Michael Page International offers its full time employees health insurance after 3 months of employment. We have selected Aetna as the principal administrator of our medical and dental plans. Aetna is an insurance industry leader, committed to providing Michael Page International employees with access to quality health care. Details regarding the benefits provided under each plan will be provided to you by Human Resources. Please refer to any material you receive directly from your insurance company for the most up-to-date information. Directories and plan details can be found on the provider website: www.aetna.com

6. SAN FRANCISCO HEALTH CARE SECURITY ORDINANCE POLICY

The Company provides all regular full-time employees with medical and dental benefits as set forth above. Subject to the requirements of the San Francisco Health Care Security Ordinance, such coverage is subject to change or reduction at any time without notice within the discretion of the Company.

For any employee who is not defined as a regular full-time employee eligible for the medical and dental insurance described above but who has been employed for 90 calendar days and works more than 8 hours per week within the City of San Francisco and further meets the definition of an eligible employee, The Company shall satisfy its obligations under the San Francisco Health Care Security Ordinance by making the required health care expenditures per hour paid in one of the following three ways, at the discretion of the Company:

1. Payment towards insurance premiums for coverage offered through its current insurance provider; or
2. Payment to the Healthy San Francisco program; or
3. Payment to a health spending account.

In the event that any employee who is eligible for benefits under this Policy wishes to opt out of the Company's coverage, the employee must execute a Voluntary Waiver Form, which can be obtained from Human Resources.

7. SICK TIME

Michael Page International recognizes that employees will need days off from work from time to time to address their medical needs. In San Francisco, all regular full-time, part-time and temporary employees are eligible to accrue paid sick leave 90 calendar days after commencement of employment with the Company. This paid sick leave may be used:

- When the employee is ill or injured or for the purpose of receiving medical care, treatment, or diagnosis; or
- To aid or care for a family member or designated person when that person is ill, injured, or receiving medical care, treatment, or diagnosis.

Sick leave is accrued at a rate of at one hour accrual for every 30 hours worked, including overtime hours, up to a maximum accrual of 72 hours. Accrued sick leave carries over from year-to-year. The Company does not pay employees in lieu of unused sick leave nor will paid sick leave be paid out upon separation from employment.

Sick leave may be used for an employee's personal illness, well-care and sick medical and dental appointments. Sick leave may also be used for illness and well-care in an employee's immediate family (such as spouse or registered domestic partner, children, mother, father). If the employee is on leave under the Family and Medical Leave Act (FMLA), sick leave (as well as personal/vacation leave) must be used initially as part of the FMLA leave.

If you are unable to attend work due to sickness, please contact your Manager as early as possible on that day so that arrangements can be made to cover for your absence. Managers must inform the Human Resources Department when they receive a call that someone will be out sick. If you will be out for two consecutive days, a doctor's note will be required.

COBRA POLICY

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with the company, the employee may be eligible to continue participating in the Company's group health plan for a prescribed period of time. (In certain circumstances, such as an employee's divorce or death, the length of coverage period may be longer for qualified dependents). COBRA coverage is not extended to employees terminated for gross misconduct. If a former employee chooses to continue

group benefits under COBRA, he/she must pay the total applicable premium (which may be more than the premium paid during employment.) Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions or become eligible for Medicare.

**EMPLOYEE HANDBOOK
ACKNOWLEDGMENT AND AGREEMENT**

I acknowledge that I have received a copy of the Michael Page International Temporary Employee Handbook. I understand that the Handbook contains important information on the Company's policies and on my obligations as an employee. I agree to read the entire handbook and to abide by the policies and procedures it describes. If I have any questions about the handbook or other personnel Policy matters, I will consult with the Michael Page International consultant I work with or the Human Resources Department.

I understand and agree that I am employed "at will." Either the Company or I may terminate my employment at any time, with or without cause or notice. I understand that although other personnel policies, procedures, and employee benefits may change from time to time in the Company's discretion, this at-will employment relationship can be changed only by a written agreement signed by the CEO.

Employee's Signature

Date

Employee's Printed Name