

Introduction & Purpose of the Handbook

Welcome to HealthSkil and People 2.0. We are pleased that you are joining our team of Associates, and we look forward to working with you. This Handbook was prepared to give you important information about HealthSkil and People 2.0, what you can expect as an Associate of our company, and what we will expect of you. It will help avoid misunderstandings and provide answers to questions that may come up during your employment with us. Please review this Handbook carefully and feel free to ask any questions.

Naturally, no Handbook can cover every situation. HealthSkil and People 2.0 allow managers to make the final decisions they think are best within the framework of the policy described in this Handbook. It is our intent to maintain all the policies and benefits described in this Handbook, but we must reserve the right to make changes at any time, with or without advance notice.

About HealthSkil & People 2.0

HealthSkil is an independent company that provides flexible and direct hire staffing solutions for organizations while providing career management services for health care professionals. We are a Pennsylvania owner-operated company based in Allentown, PA. Our clients represent diverse clinical environments, including but not limited to: acute care, long term care, assisted living, behavioral health and ambulatory settings. We screen, select and assign qualified individuals to jobs at various client locations.

HealthSkil offers per diem, long term contract, temp to hire and direct hire staffing services. Being a fully blended staffing organization provides our field associates with lifestyle and career enhancing opportunities. HealthSkil offers jobs with opportunity for growth and promotion and many can lead to full-time employment.

People 2.0 is a national staffing company headquartered in Pennsylvania that operates through a network of quality-oriented, independent staffing companies. HealthSkil is a Licensed Affiliate or agent of People 2.0.

Your Employment Status

You are being employed by P20 Global, Inc. (doing business as "People 2.0"). Your work assignment, schedule, and rate of pay are determined by HealthSkil and People 2.0 jointly. HealthSkil acts as an agent of People 2.0, but your paycheck and W-2 will be issued by People 2.0. Workers' Compensation, Unemployment and other benefits are all provided by People 2.0.

Remember that you are not employed by the client company where you may work. That company will not have record of you as an associate.

Your first 60 days with HealthSkil and People 2.0 are an Introductory Period, during which you have a chance to see how you like HealthSkil, People 2.0 and your job assignments. We have an opportunity to measure your dependability and performance. During the Introductory Period, you can be dismissed for even a minor policy violation. If you should be discharged for unsatisfactory work performance during this period, your Unemployment benefits may be affected.

Nothing in this Handbook or in the HealthSkil/People 2.0 orientation, application, interview, or in any employment form creates an employment contract of any kind. Only the President or Vice President of People 2.0, Inc. is authorized to create an employment contract, and every contract will be in a separate writing, signed by the President. All employment is at will and can be ended by you or by HealthSkil/People 2.0 without advance notice.

Success With HealthSkil & People 2.0

HealthSkil and People 2.0 can be your work partners, helping locate appropriate positions increase your income and advance your career. You will find us anxious to work with you if you fulfill your obligations.

Attendance, productivity and follow-through are the keys to your success in our organization. When you are scheduled to work, both we and our client are counting on you to be there. People who show up for work on time every day get the best positions and are the first to receive raises or special benefits when they are available

Problems or Misunderstandings

If you have a problem, a dispute, complaint or concern, bring it first to your HealthSkil Staffing Coordinator in the HealthSkil office, NOT to a client supervisor at your job site. Usually, the Coordinator will resolve any concern. If you are not satisfied, however, you should ask to speak with a HealthSkil manager. It is every Manager's job to listen and try to solve any work-related problem.

Job Assignments & Attendance

Work Assignments

HealthSkil Associates are hired because their skills and experience are well suited to a specific client position. If, for some reason, you do not like the job to which you are assigned, you must finish the shift, then contact the HealthSkil office as soon as possible to see if another suitable assignment may be available. Leaving your shift with out permission is unacceptable, you may be charged with patient abandonment. Patient abandonment is a very serious charge, which could jeopardize your license or certification status. If you have a work-related problem, don't assume it cannot be solved. Talk with someone in the HealthSkil office as soon as possible.

If you walk off a job before the shift ends, we must assume you have quit your job with People 2.0. Your employment will be terminated and you will not be eligible for other work through our company.

Work Schedule

Work schedules and hours are set to meet the business needs of our clients, so sometimes it is necessary to change schedules or hours. All work schedules and any changes will be communicated through HealthSkil. If a client representative asks you to change your schedule, be sure to confirm the change with HealthSkil so there is no confusion about your schedule or pay.

Overtime

Unless you are an exempt, salaried Associate you will be paid time-and-a-half for all hours you work over 40 in one week. When calculating overtime, only work hours are counted. Vacation time, holidays and sick or training time does not count toward the 40 regular hours needed before overtime begins.

A HealthSkil Coordinator will let you know what to expect regarding overtime in each job assignment. If the availability or requirements of overtime create a problem for you, be sure to discuss them with a Coordinator immediately.

Attendance Rules

You are expected to be at your work place and ready to work at the established starting time and to perform your work assignment until the end of your work shift. If you cannot report to your assignment because of illness or emergency, call your HealthSkil Staffing representative us as soon as possible but no later than two hours before **your regular start time**. One day absent per every two months is allowed. A doctor's excuse is required if you miss more than the allowable amount. Excessive absenteeism is considered to be more than one day every two months. Excessive absenteeism can lead to your dismissal. Unreported (no show no call), unexcused absences could lead to your dismissal. All absences are recorded in your associate file.

On-Call Services

Our office hours are 7:30 am to 5:00 pm. On-Call coordinators are available between 5:00 pm and 7:30 am for your convenience. If you cannot report or are experiencing difficulty reporting to your shift on time, it is your responsibility to alert our on-call staff immediately. They will alert the facility as to your absence or estimated arrival time. If you arrive at a facility and they do not have you on their schedule, do not leave. Ask for permission to contact the HealthSkil office or on-call staff to discuss the situation. Simply by dialing our normal office phone number, 800-456-7545 you will be connected with a HealthSkil representative 24 hours a day, 7 days a week.

End of Assignment

If your HealthSkil job assignment ends for any reason, you must contact our office within three days to receive a new assignment. If no work is available at that time, you must contact the HealthSkil office at least once each week thereafter to confirm your availability. You can contact your HealthSkil representative at the telephone number on the back cover of this Handbook or visit us in person during office hours.

If you fail to contact HealthSkil for work, we will assume that you have quit voluntarily, that you have found other work and/or do not want another HealthSkil assignment. Your employment with People 2.0/HealthSkil will automatically terminate and you may lose Unemployment Compensation benefits under state law.

Quitting Your Job

If you should ever decide to quit your job and terminate your employment with HealthSkil/People 2.0, we will want to know why. Your feedback can help us make this a better place to work.

HealthSkil and People 2.0 maintain a policy that requires you to complete a simple exit interview. This interview will take ten minutes or less, but we will ask you to meet with a HealthSkil representative on or after your last payday. You will receive your final check immediately after the exit interview.

Pay & Benefits

Pay Rate & Pay Days

Pay rates vary by job assignment. That means every job can pay a different wage. If you change assignments or work in more than one at a time, you can NOT assume that your pay rate will be the same for both. Make sure you know the wage for every job you work.

The work week is Sunday (12:01AM) through Saturday (12:00 midnight). Payday is the following Thursday. Unless you are on a job with a special pay cycle, your check will be released after 10am Thursday (except when a holiday falls to or on Thursday – then we pay on Friday). Each Thursday you will be paid for time you worked during the previous week.

Direct Deposit

Your paycheck can be deposited to your checking or savings account automatically. Direct deposit is available to all Associates who properly complete the necessary authorization form. The authorization form requires that you attach a voided check on the account in which your pay will be deposited. Read the authorization form for additional information on direct deposit.

Timecards & Records

If we do not get an accurate record of your weekly work hours, your paycheck is likely to be wrong. If you are asked to complete a weekly time ticket, punch a timeclock, scan an ID card or sign a log book daily, you must do so on time to be sure you are properly paid. In every job, be sure you know your responsibility for timekeeping and how records of your work time are being kept.

General Time Card Guidelines:

1. **Do not mix weeks on time slips**. Our pay cycle is Sunday thru Saturday and the shift date is the day you START your shift. **Example**-Saturday 11P-7A is a Saturday shift **not** a Sunday shift.

2. **Do not mix facilities on time slips**-if this happens your scheduler must make separate time slips for each facility, fax them to the facility for verifying signatures and have them faxed back to us **before** payment can be made. This can be very time consuming and can hold up your paycheck for as much as a week.

3. **Properly date and sign time slips**-pay period is from Sunday to Saturday so the date in the “**week ending Saturday**” spot is the **last** day you put on that time slip. And remember to get each shift signed by an authorized nursing supervisor on the floor.

4. **Time slips should be faxed to us by noon on Monday**. You do not need to mail in the white copy, keep it for your records

Payroll Errors

Unfortunately, a mistake that affects an Associate paycheck can sometimes occur. If you work regularly and follow all timekeeping procedures, the chance of a payroll error is very slim. If there should be some mistake in your check, however, we will correct it and make sure you are properly paid. You only need to discuss the facts with a HealthSkil Coordinator or Payroll Clerk to solve the problem quickly. Once we have correct information, we can usually issue a new check in a timely manner.

Insurance and Benefits

HealthSkil and People 2.0 offer certain insurance plans as a benefit to all Associates (no one is denied coverage). This handbook outlines the types of insurance available, but it does not include plan details or specifics. It is important to understand those details: what each plan covers, what is excluded, what you must do to obtain insurance and how coverage is maintained during and after your employment. All that information, along with insurance premium costs, is included in separate enrollment and information materials you have been or will be provided at the time you are hired. Ask the Staffing Coordinator in the HealthSkil office for details for below.

Health Insurance – HealthSkil/People 2.0 offers low cost, limited medical insurance for your benefit. This plan covers doctor's office visits and a substantial portion of the cost of medical tests, prescription drugs, surgery and hospitalization. If you wish, limited medical insurance can cover your spouse and/or children as well.

The health plan offered by HealthSkil/People 2.0 provides valuable benefits at a reasonable cost, but it is not a “major medical” plan. For coverage details and costs, please refer to separate benefit guides and enrollment materials. If you elect insurance coverage, it can take effect as soon as three weeks from the day you are hired. Premiums will be deducted from your paycheck.

Accidental Death Benefit – When you choose coverage under People 2.0's limited medical plan, you will automatically receive a \$10,000 accidental death benefit. If you elect to cover your spouse or children in the medical plan, accidental death benefits will be extended to them as well.

Dental Insurance – When you elect coverage in the People 2.0 limited medical plan, you can add dental insurance at your option and expense at low, group rates. Coverage for your spouse and/or children is also available.

Life and Disability Insurance – Both life and short-term disability insurance are available when you elect coverage in the People 2.0 limited medical plan. Both are at your option and expense, at low, group rates. Coverage for your spouse and/or children is also available.

Safety Policy

The SAFETY of Field Associates is the most important concern at HealthSkil and People 2.0. We intend to deal only with clients who maintain a safe workplace, and we expect to employ people who take safety seriously. We intend to comply with every safety rule and do everything possible to reduce the chances of an accident. We expect you to do the same.

As part of its commitment to SAFETY, People 2.0 and HealthSkil have a formal Safety Program. It starts with the careful selection of clients and Associates, and includes control of worksite hazards, investigation of incidents and a Return to Work program. The Safety Program also includes training, a Safety Committee, job preparation and standard safety rules.

At HealthSkil, every manager, every Associate and every client has a responsibility for safety. In fact, safety is a *condition of employment*. As a Field Associate, you are expected to know and follow all safety rules, use available safety equipment, report any unsafe condition, and work in a safe and responsible manner.

If you are injured while violating a safety policy, benefits otherwise due under Workers' Compensation can be substantially reduced.

Prior Injuries & Physical Limitations

People 2.0 and HealthSkil do not want to put any Associate in a job that could cause harm or aggravate a prior injury. If you have been injured before, or if certain work could cause you harm, be sure to let an HealthSkil manager know in advance. If you are physically limited in some way, if certain tasks are hard for you, or if you need any special accommodation to perform a job function, it is your duty to let us know in advance so that we can protect your safety.

General Safety Rules

All Field Associates are required to obey the safety rules set by People 2.0, HealthSkil, our clients and certain government agencies. If you do not know the rules for your job, ask! If an accident occurs while you are in violation of safety rules, your Workers' Compensation benefits may be reduced. Wherever you work, remember these basic rules or guidelines:

- Don't do any work you feel is unsafe or could cause injury.
- Don't do any work that is not part of the job duties HealthSkil described to you without the advance knowledge and approval of HealthSkil.
- Follow the safety rules of the company where you work and the safety instructions of your Supervisor.
- Do not operate any vehicle, equipment or power tool without knowledge and permission from HealthSkil and the proper training.
- Use all safety and personal protection equipment you are provided.
- Report all unsafe conditions and immediately report any accident or injury.

Prohibited Work

In any job HealthSkil may offer you, the type of work and the specific job duties have been defined and agreed with the client. Basic responsibilities will be explained before you begin work. You should never do work for a client that is different from the job we described. If you are asked to do other work, decline and report the request to HealthSkil office immediately.

On the job, no HealthSkil Field Associate is allowed to:

- Operate a vehicle, forklift, machine or power tool without training and special permission
- Work more than three (3) feet above the ground or on a roof
- Work on a ladder or scaffold without specific permission and an advance inspection by a HealthSkil manager
- Work in holes that go more than three (3) feet below the ground, or in any confined space
- Handle, move or work with hazardous chemicals or materials

Field Associates can be terminated for doing unauthorized work.

Clothing & Personal Protective Equipment (PPE)

- Personal protective equipment (PPE) provides a vital barrier between your body and many hazards in your workplace. Appropriate PPE may include: gloves, gown, apron, goggles, faceshield, resuscitation bags, a mouthpiece or other ventilation devices. Under normal work conditions, protective equipment is required, provided and must be used for your protection. They type of protective equipment appropriate for a given task depends on the degree of exposure you anticipate. Also note the Appearance Standards for Dress Code Guidelines.

OSHA Hazard Communication

You have a right to know about any safety hazards in your workplace. In addition to medical waste, there are other hazardous substances on the job such as cleaning solvents, anesthetics and radioactive materials. Each facility has a written HazCom Program which provides a range of information and training. When you orient to the facility, you will become familiar with their program and its location. It will tell you:

- Which hazards are in your work area
- How to identify and read "Material Safety Data Sheets" (MSDSs) that describe any hazardous materials and what to do if you are exposed to them,
- What you should do if a label is missing or torn
- What happens with substances are mixed

- How to identify and properly handle any hazardous substances
- What first aid to give in an emergency.

If you ever have a question about a chemical or substance at your job, be sure to ask your on-job Supervisor for more information.

Work Conduct

Fighting, disorderly conduct and practical jokes or “horseplay” are not allowed at any work site. HealthSkil Associates are not allowed to run or throw things in the workplace. Since serious accidents can result from this behavior, you may be dismissed for breaking these rules.

Field Associates should help keep the workplace neat and clean for safety reasons. Loose things on the floor must be picked up and spills are to be cleaned from the floor immediately. Work areas must be kept free of obstructions.

No person will be allowed to work if he/she is impaired due to fatigue, illness, medication, drugs, alcohol or other causes. If a manager or supervisor feels your condition may make it unsafe for you or other workers on the job, you will not be allowed to work.

Operating Equipment

Do not operate any vehicle, machinery, equipment or power tool until you have been properly trained in its use. If you do not have permission from HealthSkil, you cannot operate a vehicle or machine, power equipment or power tools at all.

Lifting

Some jobs may require heavy lifting. Associates in those jobs should know proper lifting techniques. If you have not received instruction in lifting technique, let a HealthSkil manager know and you will be scheduled for a free training session.

You can avoid a back injury if you:

- Use proper techniques for lifting and transferring patients
- Always follow the lifting and hoist protocols required by the facility
- Bend at the hips and knees
- Lift with your leg muscles, not your back or arm muscles
- Avoid any twisting motion
- Use protective lifting devices to help with transfers that are difficult
- Ask for help!

Always get help if you have to lift more than 50 pounds.

If You Are Injured

If you are injured on the job in any way, however minor, you must report the incident to the HealthSkil office as soon as possible. Except in a true emergency, you should not leave the worksite without reporting an injury.

People 2.0 carries Workers’ Compensation insurance to protect and benefit any Associate who may be hurt on the job. We also have a Managed Care arrangement with nearby medical facilities to make sure any injured Associate can get needed treatment. A list of Preferred Providers is on the back of this Handbook.

To get free medical attention for an on-job injury, and any Workers’ Compensation benefits that may apply, there are certain steps you must take. Reporting an injury promptly is the first and most important step. Once you do that, we can guide you to the next steps.

If you are injured on the job, report the incident to the HealthSkil office immediately, even if the injury is minor. **Note:** Reporting an incident to a client supervisor on the job is not enough. You will be directed to a People 2.0 Preferred Provider for treatment. Be sure to name P20 HR (“People 2.0”) as your employer.

Except in a life-threatening emergency (or if you need specialized treatment not otherwise available), the State of Pennsylvania requires that you be treated by a Preferred Provider. There, you will be required to take a drug test. If you fail or refuse that test, you could forfeit eligibility for Workers’ Comp. benefits. If drugs or alcohol caused the accident, benefits and free medical care can be denied.

After you have been treated, a Doctor will determine what work you can do: regular work, light work, or no work at all. The Doctor's report will determine whether you need time off or not.

As soon as you are able, you must contact the HealthSkil office to complete an Injury Report. The report will let our headquarters and our insurer know exactly what happened, how and where you were hurt, and how we can avoid a similar accident in the future.

If You Get Hurt On the Job

Report the accident to the HealthSkil office *immediately*. Call (800-456-7545)

After 5pm and prior to 8am, call the Workers Comp Hotline at 888 339-3539

For Medical Treatment, See

Willow Grove/Fairless Hills – Lower Bucks/Montgomery Counties

Concentra Medical Center
2010 Levick Street
Philadelphia, PA
215 537-4755

Worknet Occupational Medicine
1800 Byberry Road, Suite 705
Huntington Valley, PA
215 947-5005

Worknet Occupational Medicine
100 Oxford Valley Road, Ste 400
Langhorne, PA
215 943-9000

Emergencies Only

Allegheny Hospital Occupational Health Broad & Vine Street, #200 Philadelphia, PA 215 762-7000

Lehigh Valley – Lehigh, Northampton, Nazareth Counties

HealthWorks (HMO)
1243 South Cedar Crest Blvd
Allentown, PA
610 402-9200

HealthWorks Bethlehem
2649 Schoenersville Rd.
Bethlehem, PA
484 884-2249

HealthWorks Bethlehem
Rt. 33 & Freemansburg Ave.
Bethlehem, PA
610 866-9675

Concentra Medical Center
233 College Ave
Lancaster, PA
717 291-8075

Concentra Medical Center
4201 Pottsville Pike
Reading, PA
610 921-5811

Macungie Medical Group
3261 Rt. 100
Macungie, PA
610 966-4646

Emergencies Only

Lehigh Valley Hospital Cedar Crest & I-78, Allentown, PA

Landsdale/Quakertown – Montgomery/Bucks Counties

St. Lukes/Occumed Resources
1021 Park Avenue
Quakertown, PA
215 529-6360

Upper Bucks Ortho Associates
711 Lawn Avenue
Sellersville, PA
215 257-3700

Montgomery Hospital
1301 Powell Street
Norristown, PA
610 270-2555

Emergencies Only

Allegheny / Bucks County Hospital 225 Newtown Road, Warminster, PA

Returning to Work

Whether you are released for light or limited work, or for regular duty, HealthSkil will take all measures to find a suitable job for you the next day. Unless the Doctor says you are unable, you must report for work on your next scheduled day after any injury. If the Doctor says you cannot work at all, you must provide written notice from the Doctor and call a HealthSkil manager the next day to discuss your situation.

Fraud Policy

Workers' Compensation is designed to limit the loss of an Associate who is injured in the course of their work. Benefits are available when an injury is work-related, accidental, and medically verified.

If an injury was not caused by an on-job accident at all, if an accident never really happened, if there were no real injuries, or injuries are falsely exaggerated, filing a claim for Workers' Compensation benefits is fraud. Secretly working another job while collecting Workers' Compensation payments is illegal and it is fraud. People 2.0 and HealthSkil has "zero tolerance" for phony or fraudulent claims. We will immediately terminate any Associate involved in Workers' Comp. fraud, and we will criminally prosecute to the full extent of the law.

People 2.0 has a reward program designed to encourage Associates to report anyone they may know who is committing fraud. If a fraud tip is verified and an investigation enables People 2.0 to file charges or dismiss a claim, the reporting Associate will receive **\$1,000**. A cash award is presented even if there is not a criminal conviction.

To report FRAUD, please telephone the People 2.0 Risk Manager at (610) 429-4111. Your CONFIDENTIALITY IS ABSOLUTELY GUARANTEED!

General Policies and On-Job Rules

Equal Employment Opportunity

Equal Employment Opportunity is both a policy and a practice of every People 2.0 and HealthSkil office. In accordance with all applicable federal, state and local laws, People 2.0 and HealthSkil provides employment opportunities to applicants and Associates regardless of age, race, creed, color, religion, national origin, sex, disability, veteran status, marital status or any other protected status.

The People 2.0/ HealthSkil Equal Opportunity policy applies to all areas of employment, including, hiring, training, assignment, promotion, compensation, benefits, discipline and termination. In addition, People 2.0 nor HealthSkil does not discriminate against any Associate in a client job assignment and will not honor discriminatory requests from clients. Any Associate who may violate this policy will be subject to discipline, up to and including possible termination.

Drugs & Alcohol

Substance abuse has a negative impact on an Associate's work and personal life, and it affects our ability to provide quality service to clients. It can cause poor work performance, decrease productivity and create safety hazards. That's why People 2.0 and HealthSkil are committed to a Drug-Free Workplace. All applicants must pass a drug test to qualify for employment, regardless of job assignment.

The use, possession, solicitation for, distribution, purchase or sale of any illegal substance or alcohol on company or client premises, or while performing any People 2.0 job duty is strictly prohibited. Reporting for work or performing any job duty under the influence of alcohol or any illegal substance likewise, is prohibited.

Except for company sponsored or sanctioned events at which alcohol is served, company rules regarding illegal drug activity include times when an Associate is representing People 2.0, HealthSkil or one of their clients, or is involved in a work-related or company sponsored event, even if it is at a non-work location or outside of normal work hours. People 2.0 will not knowingly employ an individual actively involved in any illegal activity on or off the job.

Abuse or misuse of prescription and over-the-counter drugs is also prohibited. Associates using drugs for a medical condition must inform a HealthSkil supervisor if the drug could affect physical or mental abilities, or have side effects which affect job performance. Associates may bring to work and take prescription drugs at work only if the drug has been prescribed by a doctor and is being taken in accordance with that doctor's instructions.

To enforce its drug and alcohol policy, and in addition to any pre-employment testing, People 2.0 and HealthSkil reserve the right to require any Associate to submit to drug or alcohol testing at any time, without notice, as permitted by law. A drug test is also required immediately after every on-the-job accident and any time there is reason to suspect an Associate may be under the influence of drugs or alcohol. Some job assignments may require a special, added drug test.

Before any drug screen is conducted, the applicant or Associate will be provided a list of the specific drugs or substances for which the test is conducted. Applicants and Associates must notify the individual administering the test in advance if any prescription or over-the-counter drug has been taken that may affect test results.

The action People 2.0 takes against applicants and Associates who violate drug and alcohol policies, including testing positive for drugs or refusing to be tested, is uniform (the same) for all individuals. No job offer will be extended to such applicants and, if any job offer was previously made, it will be withdrawn. If employed, such Associates will immediately be removed from any job assignment and dismissed.

Associates who believe a positive drug or alcohol test is in error are given an opportunity to have the same specimen re-tested by an independent, certified laboratory at their own expense. If the laboratory test is negative, the cost of the re-test will be reimbursed and the Associate will be reinstated with no disciplinary record.

People 2.0 and HealthSkil encourage those who use drugs, or use alcohol to excess, to seek professional help. The company maintains a list of substance abuse treatment providers that will be provided to any Associate on request.

Harassment

People 2.0 and HealthSkil believe in a friendly workplace that is not hostile or offensive, where all Associates are treated fairly and with respect. Harassment, threats, intimidation or discrimination of any kind, including verbal or visual, will not be tolerated for any reason. Any Associate who violates this policy will be subject to serious discipline, including possible termination.

It is important to understand that, among other things, harassment includes:

Verbal Harassment, such as making a joke or comment about a certain age or ethnic group, race, sex, nationality, disability, religion, sexual preference, or using vulgar or profane words or slurs.

Physical Harassment, such as assault, touching, blocking or physically interfering with a person's movement or work.

Visual Harassment, such as derogatory images, posters, cartoons or drawings.

Sexual Harassment, including unwelcome sexual advances or requests for sexual favors, verbal, visual or physical conduct of a sexual nature, such as name calling, obscene jokes, suggestive comments, gestures or sounds, or graphic remarks about a person's anatomy.

Intimidation – Creating an intimidating, hostile or offensive work environment through conduct like that described above.

If you feel you have been subjected to harassment, threats, intimidation or discrimination by a co-worker, a supervisor or manager, a client associate or any other person connected with your job, you should report the incident to a People 2.0 or a HealthSkil manager immediately. If the complaint involves the manager, or if you feel uncomfortable discussing the matter with him or her, report the matter to his or her superior or to People 2.0's Risk Manager at (610) 429-4111.

People 2.0 will promptly investigate every harassment complaint and take the appropriate corrective action. All investigations will be handled as confidentially as possible, and no Associate will be punished in any way for bringing any good faith complaint to the company's attention.

Any People 2.0/HealthSkil associate, supervisor or manager who is found to have engaged in harassment, or retaliation against another individual who complained of harassment, will be subject to serious discipline, including possible termination.

Appearance Standards

As a HealthSkil Field Associate, you represent our company. We expect every Associate to be neat, clean and dressed properly for their work environment. Please follow the following Dress Code Guideline:

- Wear clean white shoes (no open toes)
- Wear white socks or stockings
- Wear clean uniform/scrubs
- Wear white if facility requires
- If wearing white, wear color coordinated under garments
- Pull long hair back
- Keep makeup to a minimum
- Wear your HealthSkil nametag (this is a state requirement and offenders may be fined \$200.00)
- No body/face piercing such as nose, lip eyebrow
- No artificial nails allowed due to infection control issues
- No large or dangling earrings to avoid injury

Most client companies have their own dress code or standard. HealthSkil will advise you of the standards for your assignment, and you will be expected to maintain them. It is important to understand specific policies when the dress is "business casual." Business casual can mean different things, but as a HealthSkil Field Associate, you are not permitted to wear jeans, shorts or T-shirts in any office workplace.

HealthSkil Older Adults Protective Services Act Compliance Policy

HealthSkil is in full compliance with the Older Adults Protective Services Act (Act 169 as amended by Acts 13 & 14) as regulated by the Dept. of Aging in consultation with Dept. of Health and Dept. of Welfare. We follow all the guidelines set forth by this Act for the purposes of hiring and retaining associates who perform work covered by this Act. In addition to the standard criminal background and/or FBI check, we verify each potential associate's license or certificate stature with the nursing board or registry prior to hire.

Associates are required to report any act of resident abuse to the shift charge nurse and their Staffing Representative at HealthSkil. Be advised that as a HealthSkil associate, you are protected under the Older Adults Protective Services Act from reprisal for reporting resident abuse.

We have also adopted the following policy pertaining to associates who have been accused, arrested or charged with any criminal offenses related to the Act post hire:

Any HealthSkil associate accused, arrested or charged with committing any of the criminal offenses specified in the statute will be considered ineligible for placement or assignment until they are exonerated of all charges. HealthSkil has adopted this policy to protect our clients and their patients or residents from financial, physical or mental harm. Any HealthSkil associate accused, arrested or charged with committing any of the criminal offenses outlined under Act 169 is responsible to notify HealthSkil of such charges.

Associates shall report all such charges within 10 days to HealthSkil's corporate office at 1-800-456-7545. Failure to do so could result in termination. Once the associate has provided written proof of vindication from an applicable legal authority, he/she can be considered for assignment.

The act provides access to services necessary to protect the health, safety and welfare of the older adults (60 and over) who lack the ability to protect themselves and are at imminent risk of abuse, neglect, exploitation or abandonment. PDA, via the AAAs, assists older Pennsylvanians who are unable to perform or obtain services that are necessary to maintain physical or mental health, for whom there is no responsible caretaker and who is at imminent risk of danger to their person or property.

All acts of abuse reported to HealthSkil will be documented in the associate file. All acts of abuse will be investigated and reported in cooperation with client facility. Upon substantiation of the accusation of abuse the associate will be disciplined up to and including termination of employment.

Solicitation

Solicitation is against the rules in every HealthSkil assignment. You may not solicit any People 2.0 or HealthSkil associate, or client Associate while on HealthSkil property or our client's property.

No solicitation is allowed during your work shift or the work shift of the person being solicited. This includes lunch breaks or other breaks taken on the job site or on People 2.0/ HealthSkil client property. For purposes of this work rule, "solicitation" specifically includes passing out fliers, letters, petitions or other documents for signatures.

Special Job Site Rules

Every client has rules or policies that apply in their workplace. A HealthSkil representative will review client policies with you in advance, but it is your job to remember them and comply with them. Client rules might include a special clothing or equipment requirement, restrictions on jewelry, lunch or rest breaks and telephone use. Cell phone or portable stereo use may be prohibited. As a HealthSkil Field Associate, you are required to know and follow the policies in effect at your job site.

Confidential Information

Most People 2.0 Associates come into contact with confidential and proprietary (company-exclusive) information. As a condition of continued employment, all Associates must agree to protect company and confidential information. Information obtained while working for People 2.0, in association with HealthSkil or in any client assignment is confidential and may not be disclosed to any other party, even another People 2.0 Associate.

Among many other things, confidential information includes information on products, release dates, prices or rates, inventories, customers and customer locations, security systems, personnel, contracts, business and personnel files and records. HealthSkil customers, contact names, work sites, shift times, wage rates, bill rates, personnel counts and other business information is all strictly confidential. Disclosure of confidential information is a policy violation that will result in disciplinary action, including possible dismissal.

HIPAA Compliance Statement

The HIPAA Privacy Rule ensures that personal medical information that is shared with doctors, hospitals and others who provide and pay for healthcare is protected.

The care and treatment of patients is a personal and private matter. Every associate has a legal and ethical responsibility to safeguard the privacy of all patients, and to protect the confidentiality of all medical and non-medical information. This is consistent with our mission.

As a HealthSkil/People 2.0 associate, you are expected to comply with the following standards:

- Only use a patient's name in conversations that are within the scope of your duties and responsibilities.
- When discussions are held during the course of work, you will use discretion to assure that such conversations cannot be overheard by others who are not involved in the patient's care (never at lunch, during break, in elevators, or outside the hospital setting).
- Never access, remove, copy, or release confidential medical or non-medical information about another person without proper authorization to do so.
- Do not allow any person whatsoever to examine or make copies of any patient reports or other documents unless authorized to do so.
- Do not disclose to any other person password(s) issued to you.

Violation of this policy could result in corrective action up to and including discharge. Unauthorized disclosure of information contained in a patient's medical record is a breach of Federal and State Criminal Law.

HealthSkil Training Policy

All Direct Care Field Associates will receive in-service training and testing at time of Conditional Hire and Annually.

Conditional Hire: Training is provided with the use of training booklets as well as verbal instruction and videos. Quizzes must be returned and a passing grade obtained in order to be scheduled. Health care professionals must pass a medication test with an 80% or greater grade.

After the first shift is completed, additional training booklets will be sent to the associate. The quizzes must be returned within 21 days to maintain an active schedule.

Annual: Approximately every six months the associate will receive training booklets. The return of the quizzes within the 21-day period will assure an active schedule.

HealthSkil training is required by State and Federal regulations and is necessary to maintain an active status for employment.

Health Standards Requirement Policy:

Physician certification of absence of communicable disease and ability to perform duties:

Documentation of a physical, which has been conducted within one year, is required upon hire and/or when associate has been inactive over one year.

As a condition of employment, a current physical must be maintained otherwise employment (shifts scheduled) may be suspended or terminated. For this purpose the current status will be every two years from the initial hire or rehire physical date.

Reimbursement will occur for the subsequent physical as follows:

- Associate must be active at the time physical will expire
- Associate must complete 1000 hours of service within the two-year employment period prior to the current physical expiration date.
- Associate may opt to have the physical conducted by their physician; reimbursement will be made at a cost of no greater than that of a panel physician for HealthSkil. A receipt of cost must be provided. If you have health insurance, the cost of your co-pay will be reimbursed.
- Associate may elect to have physical obtained by a panel physician of HealthSkil. Associate may be required to pay for the physical at the time the services are rendered and will be reimbursed if all the above conditions are met. If HealthSkil has a prior agreement with the physician, the physical may be billed to HealthSkil if above conditions are met and the panel physician agrees.
- Completed physical and receipt must be received in-order for reimbursement

PPD:

Documentation of a negative PPD skin test within one year of hire is required for those associates being staffed within the acute care environment. Documentation of a one time only 2-step plus most recent annual PPD is required for associates working within the long-term care environment. As a condition of employment, annual PPDs are required. Associates may qualify for reimbursement.

Those associates that present with false positive TB results will be required to provide documentation of a disease free x-ray upon hire and every two years thereafter.

Immunizations: (information required upon hire for those associates to be staffed in acute care)

For those born in 1957 or later, documentation of two doses of measles vaccine (preferably MMR) received on or after the first birthday OR laboratory evidence of immunity. For those born before 1957, a rubella antibody test for immunity must be provided if there is a negative history of the disease.

Documentation is required of the evidence of one dose of rubella (German measles) vaccine (or MMR) on or after the first birthday; or laboratory evidence of immunity to rubella.

Varicella antibody required for history negative persons.

Hepatitis B:

Documentation of three (3) doses of hepatitis vaccine or documentation of a positive surface antibody titer for Hepatitis B or documentation of Hepatitis B vaccine declination.

Information required to be given to all Health Care Workers:

Information about Hepatitis B Virus and the Hepatitis Vaccine

Hepatitis B Virus:

Hepatitis B virus poses a great risk to healthcare workers since it is readily transmitted. Hepatitis B, Hepatitis C and HIV are transmitted by viruses that are found in body fluids (blood, semen, and vaginal secretions). Transmission can occur through sexual intercourse, from sharing needles and from pregnant mother to child before or during birth. Transmission at the workplace may occur from skin punctured with contaminated sharps, broken skin or mucous membrane splashed by blood or body fluid.

Hepatitis or inflammation of the liver, is often caused by the Hepatitis B Virus (HBV). HBV can severely damage your liver and lead to cirrhosis of the liver and even death. HBV is a blood-borne pathogen. Research shows that safety precautions (such as handling all blood and body fluids as though infectious, proper disposal of sharps and using sharps safety devices) have decreased the numbers of exposures to blood-borne pathogens.

Symptoms of HBV:

- Jaundice, fatigue, abdominal pain, loss of appetite, occasional nausea or vomiting.
- Flu-like symptoms may be so severe you could require hospitalization.
- You may have no symptoms at all.

If you contract HBV:

- Your blood, saliva, and other body fluids may become infectious.
- You may spread the virus to family members, sexual partners and unborn infants.

Most people with HBV recover and clear the infection. A small percent become carriers- chronically infected and contagious. Each year more than 5000 people die from chronic liver disease and liver cancer, as many as 200 of those are healthcare workers.

A safe and effective vaccine is now available. The Hepatitis vaccine can help to protect you from contracting HBV.

Hepatitis Vaccine:

The Occupational Safety and Health Administration (OSHA) is the federal agency that guarantees your rights to a safe and healthful workplace. Associates who have contact with blood or other infectious materials have specific rights under OSHA's blood-borne pathogen standard, issued in 1991. You are protected by the Needle Stick Safety and Prevention Act effective April of 2001. If your job puts you at risk for exposure to HBV, your employer will make the vaccine available to you. The hepatitis vaccine is a safe and effective way to protect you. You must complete the series of three shots given over a six-month period to be protected.

- HBV vaccine is made from yeast
- The complete series of HBV vaccinations is 85-97 percent effective at protecting you from getting the disease or becoming a carrier.
- Discuss with your physician your need for a booster

What you can do to protect yourself:

- Always use standard precautions: use personal protective equipment
- Respect sharps
- Get immunized against hepatitis B-you must make the choice to be vaccinated and complete the 3-injection series
- Immediately report exposures
- Comply with post-exposure follow-up

Working For A Client

Some clients offer People 2.0 associates long-term employment after they have worked in association with HealthSkil for a certain time (usually 90 days). No client promises to hire everyone who completes that time, and no Associate is guaranteed a job with any client company.

If a client wishes to hire one of our Associates, it must be arranged and/or approved by HealthSkil and People 2.0. If you are interested in a job with a client, ask an HealthSkil manager for details.

Important: You may not work directly for an HealthSkil client on your own or apply for a job with a client while you are working for People 2.0 or HealthSkil. If you want to work for a client, you must either do so through HealthSkil, or quit your job with People 2.0 first. Violation of this policy will result in disciplinary action, including possible dismissal.

Grounds for Dismissal

There are certain activities and behaviors People 2.0 and HealthSkil considers so serious, they are grounds for immediate dismissal. Some of the most important of these are mentioned under "Drugs and Alcohol" and "Harassment" above, and in the "Job Assignments and Attendance" section earlier. Review those sections for specifics and be aware that the following are also grounds for dismissal:

- Dishonesty – False statements or misrepresentations during the application process; producing false ID or documents.
- Violence and Weapons – Any act or threat of violence toward another person, fighting or provoking a fight while on company or client premises; possession of a weapon or explosives.
- Criminal Behavior – Engaging in any criminal conduct, including betting or gambling while on company or client property.
- Immoral Conduct or indecency on company or client property.
- Destroying Property – Causing damage or destruction of company or client property, or property of other Associates.
- Endangering Others – Any willful action which endangers the life or safety of another person.
- Theft of company or client property, or the property of other Associates; unauthorized use or possession of any company or client property, including documents and computer disks.
- Falsifying Time – Falsely reporting work hours or altering any Associate time records; reporting time not actually worked.
- Interfering/Sleeping – Interfering with another Associate or restricting work output. Sleeping on the job or during paid time.
- Breach of Confidentiality – Giving confidential, proprietary or private information to competitors or any unauthorized person.
- Walking Off – Walking off the job or leaving work before the shift end without authorization (except if ill or injured)

Associate Receipt of Handbook

This receipt certifies that I have received a copy of the People 2.0 Associate Handbook. I understand that the Handbook is NOT A CONTRACT OF EMPLOYMENT, that my employment is "at will," and that People 2.0 has a right to change, create or delete its policies and benefits at any time, with or without advance notice.

I understand that I am an associate of People 2.0. Only People 2.0 (with HealthSkil as its agent) or I can terminate my employment. When a job assignment ends, I will report to the HealthSkil office to request a new assignment. I understand that failure to report at the end of an assignment, or failure to accept a new assignment, indicates that I have voluntarily quit and will not be eligible for unemployment benefits.

I understand that I will be expected to report for and complete any job assignment or shift I accept. If I am unable to report for work for some unexpected reason I will contact the HealthSkil office as soon as possible. If I do not report for or complete a shift or assignment or give proper notice to HealthSkil, People 2.0 should assume that I have voluntarily quit and will not be eligible for unemployment benefits.

I have reviewed and agree to abide by the General Safety Rules established by People 2.0. I agree that, if I am injured on the job, I will inform my worksite supervisor and the HealthSkil office immediately. I understand that People 2.0 will deal promptly with any legitimate Workers' Compensation claims, coordinate any needed medical treatment and pay medical expenses, etc. I also understand that the company will aggressively fight and prosecute any fraudulent claim.

I have been informed of the specific Workers' Compensation rules that apply locally and understand that I am personally responsible for the cost of any unauthorized medical treatment or services provided outside the Preferred Provider network, except as permitted by state rules.

I have read the company's Drug and Alcohol policy and I have signed consent to drug testing. I understand that any violation of substance abuse policies will result in my dismissal and termination of employment.

I am aware that it is my responsibility to read, understand and know all of the company's employment policies. I have had an opportunity to ask questions about the Handbook, and any questions I had have been answered in language I understand. By accepting a job offer, I am agreeing to abide by People 2.0 work and employment policies. If I fail to comply with company policies and procedures, I understand that my employment may be jeopardized or terminated.

Associate Signature

Date

Associate Print Name

Date

HealthSkil Representative /Interviewer

Date