

JOBNET AMERICA POLICIES

CRIMINAL BACKGROUND CHECK POLICY

As a provider of health care services, JobNet America recognizes the need to take steps to protect the well being of our clients and the general public. Accordingly, JobNet America will comply with all federal, state, and local laws pertaining to contractor criminal background investigations and will work proactively with its clients to secure patient safety.

To ensure the company meets its legal and moral obligations, the following criminal background investigations program and policy have been implemented and are effective immediately. Read the contents of this policy carefully as you will be held responsible for understanding and complying with it. Compliance with this policy is mandatory.

1. Objectives
 - a. To meet federal, state, and local laws regarding criminal background investigations and to meet client policies and procedures.
 - b. To reduce the incidence of criminal activity in the workplace.
 - c. To ensure that all contractors understand their rights and responsibilities as they relate to the compliance with and enforced by this policy.
2. Covered Contractors
 - a. The criminal background investigation policy applies to all contractors of JobNet America who provide temporary services.
3. Scope of Inquiries
 - a. JobNet America's Equal Employment Opportunity policy will be followed with respect to the acquisition and use of all criminal history information. The type and scope of the criminal background check will vary according to law and client requirements. Possible inquiries may include, but are not limited to conviction, probation, and deferred adjudication records. Generally, arrest records will not be reviewed or used as the basis of employment unless required or allowed by law.

4. Notification

JobNet America conducts a criminal background check prior to placing you on our payroll, per our client's request. Some states, local municipalities and clients do require a criminal background check as a condition of employment. Therefore, when required by law or service contract or agreement, JobNet America will require its employees to submit to an appropriate criminal background investigation. JobNet America will inform each contractor of the need to complete a criminal background check. The contractor will be requested to furnish the necessary information and will be required to sign any consent forms that would allow the appropriate agencies or service bureaus to obtain and release any criminal history records.

5. Cost
 - a. Should you, as our new hire be terminated from your position, or should our client end your assignment or should you end your position voluntarily within 30 days of placement, you will be responsible for ALL pre-screen costs.

Approved_____
 - b. Should your TB results be questionable and should you be required to take a chest X-ray as part of the TB pre-screen process, you will be responsible for all X-ray costs, and costs associated with same, **in full**.

Approved_____
6. Ineligibility for Employment
 - a. In accordance with applicable law and the individual employment policies of our clients, temporary employees and candidates with a history of certain criminal offenses may be ineligible for employment with JobNet America, based on our client's policies.
 - b. When appropriate, the following factors will be given consideration.
 1. The nature and severity of the act(s)
 2. The frequency of the act(s)
 3. The job-relatedness of the violation(s)
 4. The nature of the job
 5. The time elapsed since the conviction(s)
 6. Evidence of rehabilitation
 7. The individuals' job qualifications
 8. Other relevant factors

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- a. Temporary candidates will be given the opportunity to explain any inaccuracies in their criminal background check if it contains information that would make them ineligible for employment.
9. Consequences of Non-Compliance
 - a. Contractors who falsify their criminal history information or fail to comply with the policy will be subject to disciplinary actions including termination.

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Acknowledgement and Consent

- a. I have read and understand the policies of JobNet America as explained herein. I also acknowledge that specific law and clients of JobNet America may require criminal background checks and that I will be expected to comply with these requirements in order to be eligible for assignments in such facilities. I give my consent for JobNet America to conduct a criminal background investigation on my behalf and to share the results with client facilities where may be assigned. I authorize the appropriate individuals, companies, institutions, or agencies to release information regarding my criminal history to JobNet America

_____ Initial acceptance

SUBSTANCE ABUSE POLICY

JobNet America accepts its responsibility to all of its contractors to provide a safe workplace. JobNet America also recognizes its responsibility to its clients and to the public to ensure that their safety and trust in our organization is protected. In accordance with this, and in compliance with the Federal Drug Free Work Place Act of 1988, JobNet America is committed to maintaining a drug free work place.

To ensure that the company meets its legal and ethical requirements, the following Substance Abuse policy has been implemented and is effective immediate. Read the contents of this policy, as you will be held responsible for complying with it. This policy explains your rights and responsibilities as they relate to JobNet America's Drug Free Workplace and Drug and Alcohol Testing programs. Compliance is a required condition of employment.

1. Covered Contractors

These policies apply to contractors and prospective contractors of JobNet America who provide or will provide temporary services to the organization's clientele.

2. Policy

JobNet America prohibits the use, possession, transfer, diversion, or sale of alcohol and/or illegal or prescription drugs obtained illegally while working, or on any premises owned or operated by the company and its clients. It also prohibits reporting for work on behalf of JobNet America under the influence of alcohol and/or illegal drugs.

"Illegal Drugs" means illicit drugs and controlled substances, and includes prescription medications, which contain a controlled substance and are used for purposes for which they were not prescribed or intended.

3. Consequences of Non-Compliance

Contractors who are found to be in violation of this policy will be subject to disciplinary action including possible termination.

4. Drug/Alcohol Testing

a. Pre-Employment Drug Testing

Many of our clients require pre-employment drug testing of all temporary contractors placed on assignments at their facilities. Therefore, when stipulated by contract of agreement, and/or in accordance with state law, JobNet America will require its employees to comply with the client's policies and procedures in order to be eligible for work assignments with that client. Furthermore, the company reserves the right to explain its pre-employment drug testing program at any time and without notice.

b. Reasonable Suspicion Testing

A contractor may be requested to undergo a drug/alcohol test if there is reasonable suspicion that the employee is under the influence, has violated the policy statement contained in this substance abuse policy, has caused himself/herself or another person to sustain a personal injury, or has caused a work-related accident.

c. Notification

Before requesting or requiring a contractor to submit to drug/alcohol testing, the company will provide the contractor with a copy of this Drug and Alcohol Testing Policy and an opportunity to read and sign the policy.

d. Right to Refuse to Undergo Drug and/or Alcohol testing

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Any contractor has the right to refuse drug/alcohol testing. Refusal may subject the contractor to termination or other disciplinary action in conformity with the company policy.

- e. *Rights in Case of a Positive Test*
Confirmatory Test – if the initial result on a drug test is positive, the sample tested will be subject to a second confirmatory test. No contractor will be terminated, disciplined, discriminated against solely on the basis of an initial positive test result unless it is within our clients' policy where the employee has been placed.

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Medical Review (MRO) – if the confirmatory test is also positive, the applicant or employee will be notified of the test results by a MRO and will be allowed to submit information to explain the positive test result.

The MRO will either confirm the positive result or determine that the test result is negative.

Secondary Confirmatory Test – if the contractor is not satisfied with the positive test result he/she may, at his own expense, request a second confirmatory retest of the original sample, conducted either by the original testing laboratory or by another licensed laboratory.

- f. *Consequences of a Positive Test Result*
If an applicant has a positive confirmatory test, any conditional job offer will be withdrawn immediately and the applicant will be ineligible for contract with JobNet America until they successfully complete a rehabilitation or counseling program. The contractor will be responsible for all costs associated with the counseling, drug and/or rehabilitation program.
- g. *Additional Rights of Applicants/Contractors*
An applicant /contractor who is requested or required to submit to drug/alcohol testing will be provided with a copy of the test results upon request.
- h. *Confidentiality*
The fact that a contractor has been requested or required to take a drug/alcohol test, the result of the test, and information acquired in the alcohol/illegal drug testing process shall be treated in a manner consistent with the company's treatment of their private and confidential information concerning contractors. Voluntary disclosure by a contractor of the excessive use of alcohol an/or illegal drugs before being confronted test, or otherwise involved in drug and/or alcohol related discipline or proceedings will also be treated in a manner consistent with the company's treatment of other private and confidential information concerning contractors.

5. Acknowledgement

I have read and understand the policies of JobNet America herein and acknowledge that specific clients of JobNet America may require pre-employment drug testing and that I will be expected to comply with these requirements in order to be eligible for assignments with such facilities. Furthermore, I understand that I may be subject to other types of drug/alcohol testing as outlined in this policy.

_____ Initial acceptance

JOBNET AMERICA CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement is made and effective the _____ by and between **JobNet America and/or its Existing and Prospective Employees.**

Employee's Obligations.

- A. Existing and Prospective Employee agrees that the Confidential Information is to be considered confidential and proprietary to JobNet America and/or its Clientele and shall be held in confidence, and Existing or Prospective Employee shall not use the Confidential Information other than for the purposes of its business with JobNet America and/or its Clientele, and shall disclose it only to its officers, directors, or employees with a specific need to know. Existing and/or Prospective Employee will not disclose, publish or otherwise reveal any of the Confidential Information received from JobNet America and/or its Clientele to any other party whatsoever except with the specific prior written authorization of JobNet America OR its Clientele.

Violation of this policy may result in legal action, with cause.

_____ Initial acceptance

Agreed to all the above and previous policies described within JobNet Application package

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This ____ day of _____, 2015

Employee Signature: _____

Date: _____

Witness Signature: _____

Date: _____

DRUG, DISEASE AND VACCINATION TESTING

OSHA and some clients require all employees working on their premises through JobNet America to have a TB test, Hepatitis B Vaccine, Results of sufficient titer for MMR and vermicelli or documentation that MMR and varicella vaccinations have been administered, Results of drug test which has screened for presence of amphetamine, cocaine, marihuana, opiates, PCP, barbiturates, benzodiazepines, methadone, methaqualone and propoxyphene.

If applicable, these tests will be taken at a medical facility contracted with JobNet America, at a location of your choice, and a copy of your Negative test results must be given to your JobNet representative, as well as your direct supervisor at our Client Site in order to authorize you to start work.

- 1. If you decline to have these TB, Hepatitis series, and other tests noted above, if requested, indicate this at the bottom of this letter, sign, and date.

I understand the OSHA, Client and JobNet America guidelines and will take the tests noted above if requested. I am willing to assume a cost for same, which may vary, based on the specific tests taken, and results.

Employee Signature: _____ Date: _____ (accept)

I understand the OSHA guidelines and **DECLINE** the tests as noted in Paragraph One above.

Employee Signature: _____ Date: _____ (decline)

Timecard and Employment Terms:

On each timecard you will acknowledge this policy. Please agree to our terms and conditions by signing below where indicated.

"I hereby certify that the hours shown were worked by me during the week designated above, and were certified by an authorized representative of the JobNet Works LLC/JobNet America's Customer. I understand that I am to show up at the JobNet Works LLC/JobNet America Office on the first workday after completing my assignment to discuss another assignment face-to-face, and if I do not do so, JobNet Works Inc./JobNet America may assume my lack of showing up, overrides any and all verbal communications concerning my availability, and therefore may assume I am not available for work. I must also call JobNet America once weekly to maintain "availability" status. I am also to give a one week notice before leaving an assignment. Not following these policies could affect my unemployment benefits and rehire status.

Agreed to: Employee's Signature _____ Date: _____

JOBNET AMERICA Employee Acknowledgment of Workers' Compensation Network

I have received information that tells me how to get healthcare under my employer's workers' compensation insurance.

If I am hurt on the job and live in a service area described in this information, I understand that:

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1. I must choose a treating doctor from the list of doctors in the network. Or, I may ask my HMO primary care physician to agree to serve as my treating doctor. If I select my HMO primary care physician as my treating doctor, I will call First Comp Insurance Company to notify them of my choice.
2. I must go to my treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go anywhere.
3. The insurance carrier will pay the treating doctor and other network providers.

JOBNET AMERICA Employee Acknowledgment of Workers' Compensation Network

4. I might have to pay the bill if I get health care from someone other than a network doctor without network approval.
5. Making a false or fraudulent workers' compensation claim is a crime that may result in fines and or imprisonment.

Signature Date

Printed Name

I live at: _____
Street Address

City, State, Zip Code

Name of Employer: _____

Name of Network:

Network service areas are subject to change.
Call 1 888 500 3344 if you need a network treating provider. Database is online at www.firstcomp.com listing all appropriate medical providers within network.

Please indicate whether this is the:

- Initial Employee Notification
- Injury Notification (Date of Injury: _____)