

Welcome to

Your Assignment at

Illume

The logo for Illume, featuring the word "ILLUME" in a white, sans-serif font inside a black rectangular box with a thin white border.

with



TABLE OF CONTENTS

Introduction and Welcome.....	3
Your ESSG Account Manager.....	4
<i>Illume Supervisors</i>	4
Time Keeping	4
Paychecks	4
Overtime	4
Attendance	5
Tardiness and Absence Reporting	5
Safety	5
On-the-job Injuries	6
Medical Emergencies	6
Dress Code.....	6
Lunch/Breaks.....	7
Smoking Policy	7
Computer Usage	7
Parking	7
Phone Calls	7
Hospitality Rules.....	7
Behavior and Standards of Conduct.....	8
Condition of Employment	8
Equal Employment Opportunity Statement	10
Employment Opportunities	11
PTO	11
Holidays.....	12
Request for Time Off	13
Summary	14
Injury Management Program	15

INTRODUCTION

WELCOME to Employer Solutions Staffing Group LLC (ESSG). We are glad you have chosen ESSG as your employer and we hope you will enjoy your assignment at **Illume**.

ABOUT THIS HANDBOOK

This handbook is designed to provide basic information about the working conditions, philosophies and some of the policies affecting you in your assignment at **Illume**.

Obviously, no handbook can anticipate every circumstance or question about policy. As we continue to grow, business conditions and needs may arise that may change some of the policies described in this handbook.

In order to retain the necessary flexibility in the administration of policies and procedures, we reserve the right to change, revise or eliminate any of the policies and/or benefits described in this handbook. The only valid exceptions to these stated policies are those authorized in writing by ESSG.

This handbook is not a contract, expressed or implied, guaranteeing employment for any specific duration.

ESSG and **Illume** are both committed to comply with relevant federal, state and local laws with regard to equal opportunity.

PLEASE KEEP

**THIS HANDBOOK
FOR FUTURE
REFERENCE**

YOUR ACCOUNT MANAGER

All ESSG Associates at **ILLUME** are employees of ESSG and not **ILLUME**.

If you have any questions regarding your employment, contact your ESSG Account Manager. You must contact your ESSG Account Manager should you become unable to report to work. ***In the event of an illness or emergency that causes you not to be able to complete this or any job assignment, immediately notify your ESSG Account Manager. CALL 952.406.2941.*** It is recommended that you notify ESSG within a reasonable amount of time to allow us to adequately obtain a replacement. In the event you are injured while working at **ILLUME**, please report all on-the-job injuries to your ESSG Account Manager, as well as your **ILLUME SUPERVISOR**.

ILLUME SUPERVISORS

Your **ILLUME SUPERVISOR** will explain the details of your job, introduce you to your co-workers, assign your work area and answer questions you may have.

Your **ILLUME SUPERVISOR** will see that you are trained to do your work and will advise you about your hours of work, rules of attendance and workplace practices. Ask questions when you are not certain about what you are to do or how you are to do it. Then perform your duties efficiently, safely and with initiative.

TIME KEEPING

Automated Time System- **ILLUME** uses an automated time and job tracking system. It is **your responsibility** to punch in and out correctly. Missed punches could result in loss of wages due to unrecorded hours worked. Any missed or forgotten punches **MUST** be approved in writing by your **ILLUME SUPERVISOR**.

PAYCHECKS

For your convenience, ESSG offers direct deposit for all ESSG Associates, as well as the option to pick up your paycheck with your ESSG Account Manager. Paychecks are delivered to all ESSG locations no later than 12pm (Noon) (weather permitting) Central Time. In the event you are not present or **ILLUME** is closed for the regularly scheduled check distribution, your check will be returned to the ESSG office for you to pick-up or you may instruct your ESSG Account Manager to mail it to you. If you would like someone else to pick up your paycheck, you must notify ESSG in writing with the name of the person who will be picking up your paycheck. This person will be asked to show a valid photo ID before your paycheck is released to them. If this person **DOES NOT** have a valid ID, your paycheck will not be released to them.

OVERTIME

Your **ILLUME SUPERVISOR** will give you as much advance notice as possible about any

overtime requirement. Overtime is based on each hour over 40 worked in a regular work week (Sunday-Saturday).



ATTENDANCE

ESSG and **ILLUME** need a reliable workforce. When you are on the job and on time each working day, you contribute to the team effort and the continuous workflow. When you are absent or tardy, even for a valid reason, it places an extra burden on other ESSG Associates/**ILLUME TEAM MEMBERS** and could reduce the quality of the finished product or service at **ILLUME**.

ESSG Associates are expected to be at their workstations ready to begin work at their assigned starting time. You should return promptly from lunch and break periods. You are also expected to remain on the job during working hours. If you wish to leave the premises for any reason (other than lunch), you must receive permission from your **ILLUME SUPERVISOR**. Your attendance record is part of your total work record, and could affect your future with ESSG and **ILLUME**.



TARDINESS AND ABSENCE REPORTING

Regular and timely attendance is essential to performing your job.

If you find it necessary to be absent from work due to illness or other emergency, you must first call your ESSG Account Manager. If you reach your ESSG Account Managers voice mail, leave your name, SS #, the reason why you will not be reporting for work and a telephone number where you can be reached. CALL 952.406.2941.

Absenteeism and tardiness are the most common reasons for removal from assignments at Illume. Make it a priority to be on time and at work every day that you are assigned.



SAFETY

Safety is everyone's responsibility. We all benefit when high standards of safety are maintained and observed. You are expected to adhere to all safety standards set forth by **ILLUME**. As a ESSG Associate, you will be given an orientation of general safety policies. Your **ILLUME SUPERVISOR** will also explain any job-specific safety policies. Certain assignments may require the use of additional safety equipment (i.e., caps, gloves, safety glasses, special footwear, ear plugs). As stated above, ESSG Associates will be advised of general safety policies; however, be sure to ask your **ILLUME SUPERVISOR** about safety equipment required in your work area. **ILLUME** also has specific procedures for evacuation, fire and severe weather emergencies. (Contact your ESSG Account Manager or **ILLUME SUPERVISOR** to find out where this information is posted.)



ON-THE-JOB INJURIES & MEDICAL EMERGENCIES

ESSG supports all federal and state OSHA laws and regulations and requires that all injuries -- no matter how slight -- be reported to your ESSG Account Manager and **ILLUME SUPERVISOR** immediately.

In the event of an injury that requires immediate medical attention, ESSG or **ILLUME** will make arrangements for you to be transported to receive medical attention. All medical paperwork is to be submitted to your ESSG Account Manager, who will then forward it to the ESSG corporate office. ESSG reserves the right to have you examined by a physician. If you are unable to return to your assignment after an injury, you are expected to keep in regular contact with your ESSG Account Manager.

If an on-the-job injury should occur, you must contact your Illume Supervisor and file a first-report-of-injury AND contact your ESSG Account Manager. This must be done in order for your medical bills to be covered. IF YOU DO NOT FILE A FIRST-REPORT-OF-INJURY, NO BILLS WILL BE PAID!



DRESS CODE

Your **ILLUME SUPERVISOR** will address any special dress code requirements during your orientation to the company.

If you are working in an office area, proper business attire is required.

Professional slacks, shirts, sweaters, dresses or skirts are appropriate.

If you are working in the factory area, business casual is required.

Jeans, short sleeve T-shirts, & sweatshirts are appropriate. No open toed shoes are permitted on the factory floor. Long hair must be tied back.

For Your Information:

1. Offensive, provocative or profane words/pictures on clothing are strictly prohibited.
2. No tank tops, "short shorts" or overly revealing clothing is allowed.
3. Persons working with or near moving machinery must wear shirts with sleeves rolled above the elbow.



LUNCH/BREAKS

Lunch breaks at **ILLUME** are thirty (30) minutes with two ten (10) minute breaks per shift. If you need accommodations for personal needs or religious practices, it is **YOUR** responsibility to use your regularly scheduled lunch or break time for these special needs.



SMOKING POLICY

Contact your **ILLUME SUPERVISOR** for the best area closest to your department. Make sure that all cigarette butts are disposed of in the proper containers – not on the ground. ESSG and **ILLUME** comply with all applicable state and local laws regarding smoking.



COMPUTER USAGE

The unauthorized possession, use, or removal of property belonging to co-workers, ESSG or and **ILLUME**, will be grounds for dismissal. This includes use of the Internet, installing programs, or downloading information on computers, as well as use of such equipment as photocopiers, fax machines, etc.



PARKING

Parking is provided. Please note ESSG Associates are not permitted to park their vehicles in areas marked for visitors, reserved for disabled individuals or in fire zones.

Lock your car when using the parking lot. Neither ESSG nor **ILLUME** is responsible for damage or loss of your property while you are on the premises.



PHONE CALLS

It is the policy of **ILLUME** to limit phone calls to **EMERGENCIES ONLY** during your shift. Abuse of this policy may be grounds for termination.

Please turn off all cell phones during your regularly scheduled shift. In the event you transmit or receive calls during your scheduled shift, you will be given a warning. Use your cell phone only during your scheduled break/lunch times.



HOSPITALITY RULES

ILLUME periodically has customers touring the manufacturing floor. It is your responsibility to keep the facilities as clean as possible. It is imperative that you be responsible for **YOUR** own workstation, restroom usage and break room usage.

Workstations: Please clean your workstation before you leave for the day, so the next employee can start their shift in a clean environment.

Restrooms: **Please keep the bathroom as clean as possible.**
Do not flush anything down the toilets unless it is a paper product. In the event you are practicing cleansing procedures, it is your responsibility to clean up after yourself.

Parking Lot: Do not leave glass or pop bottles, or any other type of litter in the parking lot.

Break rooms:

- ✓ The refrigerators are for storage of your **food.**
- ✓ Do not put ***open containers*** in the refrigerator.
- ✓ Do not eat other people's food.
- ✓ Please clean tables after using.

❖ **Respect your coworkers and work areas.**

❖ **Every area should be left the way you would like to find it!**



BEHAVIOR and STANDARDS OF CONDUCT

ESSG and ***ILLUME*** have instituted certain rules and regulations to safeguard the interest of all its associates. Refer to your Policies and Procedures Statement. A copy of this statement was shown to you during your orientation. Agreement to abide by these policies and procedures is a condition of your employment with ESSG. Your failure to comply with any of these policies will result in disciplinary action up to, and including, discharge. If you have any questions or concerns about any aspect of your work as an associate, contact your ESSG Account Manager.



CONDITIONS OF EMPLOYMENT

Failure to comply or infractions of these conditions of employment may result in discipline, up to and including, termination of employment.

Attendance /Punctuality

- Absent without a valid reason
- Late for work/leaving early
- Failure to work and/or abuse of overtime

ILLUME Policy/Practice

- Carelessness in protecting company information.

Company Property

Improper use and care of physical assets, e.g., equipment, facilities, copiers

Safety

- Violating safety practices
- Carelessness
- Safety shoes/glasses
- Misuse of equipment
- Failure to follow procedures

Liquor and Drugs

- The illegal or improper use, distribution, sale, dispensation or possession of any drug on **ILLUME** property or during work time is prohibited.

Solicitation

- Sale of items on company time is prohibited
- No distribution of materials, flyers

Firearms/Explosives

- Not allowed on Company property

Personal Conduct

- Attitude
- Difficult to work with others
- Negative
- Bad influence on others

Insubordination

- Failure to follow management directions

Dishonesty

- Stealing
- Lying
- Falsifying company records (e.g., timecards, expense accounts, records)

Employee Abuse

- Mistreatment of others
- Verbal/Physical abuseon or off the job
- Sexual or other harassment

Improper Behavior

- Unprofessional conduct
- Derogatory comments
- Harassment

Quality Workmanship/Quality Results

- Failure to follow procedures

- Failure to document results when required

Productivity

- Failure to make proper use of work time
- Failure to stay on task as assigned



ANTI-HARASSMENT POLICY

It is ESSG's policy that all employees should be able to enjoy a work environment free from all forms of discrimination, including harassment. As such, ESSG and Employer Solutions Group (ESSG) are committed to vigorously enforcing their Antiharassment Policy. This policy applies to all employees of the organization (without regard to position) and individuals not directly connected to ESSG (e.g., an outside vendor, consultant, customer or guest). Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act (MHRA) prohibit employment discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation or veteran status. Harassment is considered a form of discrimination and is specifically included among the prohibitions under Title VII of the Civil Rights Act of 1964. In addition, retaliation or reprisal taken against anyone who has expressed concern about harassment or discrimination against the individual raising the concern is illegal.

The Equal Employment Opportunity Commission (EEOC) and the Minnesota Department of Human Rights have defined sexual harassment as "unwelcome sexual advances, requests for sexual favors, sexual comments, or other verbal or physical acts of a sexual or sex-based nature including, but not limited to drawings, pictures, jokes, and/or teasing where (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment."

The Antiharassment Policy prohibits harassment and/or retaliation by any individual employed by, doing business with or for, or visiting ESSG. Employees who believe they have been the subject of harassment and/or retaliation or an employee who may have been witness to harassment and/or retaliation must report the incident immediately. Information and/or allegations must be reported to a manager of ESSG and/or ESSG (**by telephoning 866.496.7573 or 952.835.1288**). Only those who have an immediate need to know, including the alleged target of harassment or retaliation, the alleged harassers or retaliators, and any witnesses may find out the identity of the complainant. All individuals contacted in the course of an investigation will be advised that all persons involved in a charge are entitled to respect and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint, or who has provided information in connection with a complaint, is a separate violation of ESSG's policy. All information will be disclosed only on a need-to-know basis to allow ESSG to investigate and resolve the incident. ESSG and ESSG recognize the serious nature of harassment and therefore will endeavor to protect the employee who may have been subjected to harassment, any witnesses and the party against whom allegations have been filed to every possible extent.

Harassment is unlawful and has a negative impact on employees. Violation of the Antiharassment Policy will not be tolerated by ESSG and may result in discipline up to and including termination. Offensive acts or conduct have no legitimate business purpose; accordingly, any employee, regardless of his/her position within ESSG, who it is determined has engaged in such conduct will be made to bear the full responsibility for such unlawful conduct.

With respect to sexual harassment, the following is prohibited:

1. Unwelcome sexual advances, request for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
2. Offensive comments, jokes, innuendoes and other sexually-oriented statements.

If Harassment Occurs:

1. When possible, confront the harasser and tell him/her to stop. Sometimes a simple confrontation will end the situation.
2. If confrontation is unsuccessful, immediately contact your ESSG supervisor to report the harassment.
3. An investigation will be conducted and appropriate action taken, including disciplinary measures. We will investigate, in confidence; all reported incidents of harassment and retaliation.



OPPORTUNITIES WITH ILLUME

ESSG Associates currently on assignment at **ILLUME** are eligible to apply for **externally posted openings only!** To qualify, you must be on your current assignment for at least 90 days and meet the qualifications for the position. Please check with your ESSG Account Manager to confirm your assignment status **BEFORE** applying for any opportunities.



PERSONAL TIME OFF

ESSG associates working at **ILLUME** are eligible to earn Personal Time Off (PTO) hours upon date of hire. Each year up to 40 hours maximum of PTO can be earned at the rate of 0.0192 PTO hour per hour worked.

- Hours not used during each anniversary year are **FORFEITED**.
- All terminated employees will be paid out their accrued PTO hours.



HOLIDAYS

ESSG and **ILLUME** observe the following holidays:

- * **New Year's Day**
- * **Memorial Day**
- * **Independence Day (4th of July)**
- * **Labor Day**
- * **Thanksgiving Day**
- * **Christmas Day**

In the event that one of these holidays falls on a weekend, ESSG and **ILLUME** will observe the holiday on the Friday preceding or Monday following the actual holiday, depending on the circumstances.

After you have been employed with ESSG working at **ILLUME** for three months, you will be eligible for Holiday pay. Holiday pay is paid at the employee's regular hourly rate for a basic eight (8) hour day.

In order to receive holiday pay, it is necessary to be at work your last scheduled workday prior to and your first scheduled workday following the holiday. An approved paid day off is considered a day worked for the purpose of holiday pay eligibility. It is your responsibility to contact your ESSG supervisor for approval and eligibility for paid holidays.



Request for Time off

Absence Information

Employee

Name: _____

Employee

Number: _____ Department: _____

Manager: _____

Type of Absence Requested:

Sick

Vacation

Funeral Leave

Time Off
Without
Pay

Military

Jury Duty

Maternity/Paternity

Other

Dates of Absence:

From: _____ To: _____

Reason for Absence:

You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.

Employee Signature

Date

Manager Approval

Approved

Not Approved

Comments:

<i>Illume Manager Signature</i>	<i>Date</i>
ESSG Account Manager Signature	Date



SUMMARY

This associate handbook is intended to facilitate communication between you, ESSG and ***ILLUME***. It is not to be considered an employment contract obligating you, ESSG or ***ILLUME*** to any indefinite employment relationship.

Reading the entire handbook at least one time will give you a good idea of its general content. Then, you will be able to use it easily as a quick reference manual. Revisions and updates are made to this information from time to time and will be communicated to you. It is your responsibility to stay informed of all updates to this handbook.



INJURY MANAGEMENT PROGRAM

Injured Worker's Responsibilities

Employees are required to report all job-related injuries to your Manager or Human Resources immediately after the occurrence. *The Manager along with the Employee will conduct an accident investigation.* Human Resources or the Manager may provide first aid treatment. If your injury needs to be seen by a medical provider:

- 1. A medical referral form must be picked up from the Human Resources or the Manager to take along to the medical provider before each medical visit (except for emergencies).**
- 2. The completed medical referral form must be returned immediately to the Human Resources after the medical provider's visit along with the date and time of next appointment.**
3. Any change in attending medical providers must be approved by the Insurance Carrier or coordinated with the Human Resources.

If your job assignment aggravates an already existing physical condition, notify your immediate Manager and Human Resources. A review of your job assignment will be made.

As your employer, we are concerned about your full recovery. Reasonable and necessary medical care will be paid for any compensable work injury. Medically authorized time away from work will be reimbursed in accordance with the State of Minnesota workers' compensation laws. Wherever possible light duty restrictions imposed as a result of your injury will be accommodated.

RESPONSIBILITIES OF THE INJURED WORKER:

Minnesota Rule Sec. 5221.0430, Subp. 1 requires that you choose one primary health care provider. Subpart 2 places limitations on your right to change primary health care providers. Discuss with your employer any change in health care provider.

Attend all scheduled appointments. While on physical limitations, visits should be a minimum of once every two weeks. Failure to have current medical support for disability may result in termination of benefits. Schedule your next appointment immediately after your doctor visit, before you leave the clinic if possible.

Obtain a Report of Workability from your physician at every appointment, a minimum of once every two

weeks. M.R. 5221.0420 requires that your physician cooperate with return to work planning and that you be released to return to work at the earliest appropriate time.

Immediately following your appointment, provide a copy of the report to the designated employer representative. You should deliver this in person so that changes in work restrictions may be addressed and any questions answered.

Follow all physical restrictions at home and at work.

Report to work and perform physically suitable tasks as assigned. These may or may not be in your regular department. The work may or may not be on your usual shift.

Maintain regular, weekly, communication with your employer if you are unable to return to work. Contact your employer a minimum of after every visit with your primary health care provider. Keep the claims representative advised of your status.

Notify your employer immediately of any new injuries or conditions that impact your physical condition.

If it is necessary to miss scheduled work due to a work injury, you must be seen by your primary health care provider the same day in order to receive compensation for the time away from work. The physician must complete a Report of Workability.

I have read my responsibilities and agree to abide by these guidelines.

Signed: _____

Printed Name: _____



Acknowledgement of Receipt Antiharassment Policy

I certify that I have received a copy of Employer Solutions Staffing Group's Antiharassment Policy. I understand that it is my responsibility to read this policy and ask my supervisor, a member of management or to telephone Employer Solutions Group (ESSG) at **952.835.1288/1.866.496.7573** with any questions I may have about this policy. I agree to comply with ESSG's policy on Antiharassment and understand failure to comply is grounds for disciplinary action, up to and including termination.

I also agree that if at any time during my employment I am involved in any employment dispute or I am subjected to any type of discrimination, including discrimination because of race, sex, age, religion, color, national origin, disability, marital, sexual orientation or veteran status, or if I am subjected to any type of harassment including sexual harassment, I will immediately contact my supervisor, manager, director or ESSG's Human Resource Department at **952.835.1288/1.866.496.7573** in order to obtain assistance in the resolution of such matters.

Employee Name (Please Print)

Employee's Signature:

_____ Date: _____



ACKNOWLEDGMENT

RECEIPT OF EMPLOYEE HANDBOOK AND EMPLOYMENT-AT-WILL STATEMENT

This is to acknowledge that I have read the Employer Solutions Staffing Group LLC Temporary Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of my employment with the company. I understand and agree that it is my responsibility to abide by the rules, policies and standards set forth in the Handbook.

I also acknowledge that my employment with ESSG is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the company. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no manager or employee has the authority to enter into an employment agreement, express or implied, providing for employment other than at-will.

I also acknowledge that, except for the policy of at-will employment, ESSG reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing and must be signed by the CEO of the company. No oral statements or representations can change the provisions of this Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the company may be modified at the sole discretion of the company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be established by any other statement, conduct, policy or practice.

I understand the foregoing agreement concerning my at-will employment status and the company's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and ESSG concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings and representations concerning my employment with the company.

If I have questions regarding the content or interpretation of this Handbook, I will bring them to the attention of ESSG.

DATE _____

EMPLOYEE
NAME _____

PLEASE PRINT

EMPLOYEE
SIGNATURE _____

ESSG
REPRESENTATIVE _____