

Application Disclosure Statement

I hereby declare that all statements contained in this application are true and correct and understand that false or inaccurate information in the application will be the basis for termination.

I hereby authorize Santa Cruz Staffing to investigate my background inclusive of criminal records and verify this information upon offered employment.

I understand that if employed, my employment will not be for any fixed period of time and may be terminated by the company at any time.

I also authorize Santa Cruz Staffing to release the information contained herein and its findings and work history of my employment to other firms or persons upon request.

I also understand and agree that I may be expected to work on a wide variety of job assignments and agree to consider assignments for which I am qualified as they become available.

I also understand my failure to report to Santa Cruz Staffing for work will indicate I have quit.

I also agree to submit to a drug screen upon request or as specified in the Santa Cruz Staffing substance abuse policy.

Substance Abuse Policy

It is the purpose of Santa Cruz Staffing to help provide a drug free environment for our clients and our employees. With this goal and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of Santa Cruz Staffing:

Santa Cruz Staffing explicitly prohibits:

- The use, possession, solicitation for or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on company or customer premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs or alcohol off the company or customer premises that affects the employee's work performance, his or her own or other's safety at the workplace, or the employer's reputation.
- Santa Cruz Staffing may drug test using Substance Abuse & Mental Health Services Administration (S.A.M.H.S.A.) (www.samhsa.gov) standards by three methods
 - Pre-Employment: As may be required by client.
 - Randomly: A random selection of some employees for testing will be done unannounced.
 - For Cause: When it is the company's belief that a drug problem exists (such as evidence of drugs, accidents, injuries in the workplace fights or other behavioral symptoms of drug abuse, negative performance patterns, excessive absenteeism or tardiness) for-cause testing will be utilized.

Employees of Santa Cruz Staffing who refuse to submit to drug testing, test positive or admit to substance abuse will be subject to termination.

The results of all drug testing will be treated confidentially, and for no purpose other than for Santa Cruz Staffing to make employment related decisions.

Drug Screen Authorization & Consent

I hereby authorize and give full permission to have Santa Cruz Staffing and/or their medical company physician send a specimen of my urine and/or blood to a laboratory for screening test using Substance Abuse & Mental Health Services Administration (S.A.M.H.S.A.) (www.samhsa.gov) standards for the presence of illegal drugs, alcohol, or prescription medication taken without a prescription.

I will hold all parties concerned harmless, meaning I will not sue nor hold responsible for any alleged harm to me or interfering with my obtaining a job or continuing employment due to not submitting to the tests or as a result of the report of the tests. This includes, but not limited to, possible clerical or laboratory error.

This policy and authorization has been explained to me in a language I understand and told if I have any questions they will be answered about the test. I understand this is a legal document, which is binding because Santa Cruz Staffing is sending me for the examinations and paying for it.

I understand this staffing company will require a drug screen test whenever an on-the- job accident or injury is reported, in accordance with the staffing company policy and this authorization and consent. My refusal to submit to drug testing will be grounds for termination.

General Safety Rules Statement

Santa Cruz Staffing has developed the following safety rules patterned after the Federal OSHA requirements:

- Report an injury to your employer/supervisor immediately.
- Report any observed unsafe condition to your employer/supervisor.
- The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work.
- Appropriate clothing and footwear must be worn on the job at all times.
- Never remove or by-pass safety devices and obey safety signs and tags.
- Learn where fire extinguishers and first aid kits are located.
- Use caution when walking on wet floors or uneven surfaces using handrails when provided.
- Practice "cord management." Wires and cords should be placed away from walkways.
- Never stand on a table, desk, boxes, or a chair when reaching for items.
- Use proper travel paths such as sidewalks that are clear and safe.
- Use carts or get help when lifting and carrying heavy loads. Use proper lifting techniques and never lift more than 35 lbs.
- At your computer, use wrist rests, foot stools and document holders when necessary.
- Adjust position and height of your computer monitor, chair, keyboard and mouse to avoid strain and fatigue.
- Never work in a lower drawer with a top drawer open. Close drawers when unattended.
- Place the heaviest items on shelves between knee and chest height. This reduces strain on the back and upper extremities when lifting.
- Obey all traffic regulations when operating vehicles on public highways.
- When operating or riding in company vehicles or using your personal vehicle for business purposes, the vehicle's seatbelt shall be worn.
- Always perform your assigned task in a safe and proper manner; do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is a leading cause of employee injury.

Policies & Procedures Statement

- I understand Santa Cruz Staffing takes their responsibility as my employer very seriously, and that they have gone to great lengths to provide a safe work environment. If I am injured on the job, Santa Cruz Staffing will deal promptly with legitimate claims and has workers compensation insurance that will pay medical expenses and wages. I also understand that Santa Cruz Staffing has extensive experience investigating claims and will fight fraudulent claims with all available resources.
- If I sustain an injury on the job, I will inform the client and Santa Cruz Staffing immediately who will coordinate with the client and myself the proper procedures for treatment and reporting of the accident.
- Santa Cruz Staffing has a strict "Substance Abuse Policy," and I have signed a consent form to submit to drug testing. I understand that my failure to comply with this agreement will be grounds for my immediate termination.
- I understand and will comply with Santa Cruz Staffing's safety rules.
- I understand that I am required to take at least a 30-minute meal break after five hours of work. I am required to take one 10-minute break for every four hours I work. I will notify Santa Cruz Staffing if I am unable to take these breaks while working on assignment.
- I am telephone accessible and have reliable transportation.
- I understand that I am an employee of Santa Cruz Staffing and only Santa Cruz Staffing or I can terminate my employment. If I need to end my assignment with Santa Cruz Staffing, I will give them at least one week notice prior to my last day of work.
- I understand that I am expected to complete any job assignment I accept. I understand that if I do not complete or promptly notify of my inability to complete the assignment, or if I do not report for my assignment, then Santa Cruz Staffing may assume that I have voluntarily quit, and I will not be eligible for unemployment benefits.
- If for some unexpected reason, such as an emergency or illness, I cannot make it to work or will be late, I will contact both the client manager and Santa Cruz Staffing as soon as possible.
- I understand Santa Cruz Staffing's requirements for receiving information, documenting hours worked, the method of providing this information, and the time frame for me to provide this information. I understand Santa Cruz Staffing will not recognize or pay for any hours worked by an employee without proper documentation verifying hours worked.

Confidentiality Agreement

It is understood and agreed that the identified discloser of confidential information below may provide certain information that is and must be kept confidential. To ensure the protection of such information, and to preserve any confidentiality necessary under patent and/or trade secret laws, it is agreed that:

1. The confidential information to be disclosed can be described as and includes: invention descriptions (s), technical and business information relating to proprietary ideas and inventions, ideas, patentable ideas, trade secrets, drawings and/or illustrations, patent searches, existing and/or contemplated products and services, research and development production, costs, profit and margin information, finances and financial projections, customers, clients, marketing and current or future business plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.
2. The Recipient agrees not to disclose the confidential information obtained from the discloser to anyone unless required to do so by law.
3. The Recipient acknowledges that Santa Cruz Staffing's client information, contacts and relationships are considered confidential and proprietary.
4. The Recipient agrees to refrain from directly approaching a Santa Cruz Staffing client until one year has passed since the date of introduction to the client.
5. Any addition or modification to this Agreement must be made in writing and signed by parties.
6. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible, and the unenforceable provisions(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

Employee Handbook Acknowledgement

This is to acknowledge that I am aware that I can access the SCS Employee Handbook located on our website, www.santacruzstaffing.com, and understand that it contains important information on many of Santa Cruz Staffing's general personnel policies and on my privileges and obligations as an employee. The policies contained in this Employee Handbook dated October 2015 apply to all employees and supersede and replace all previously communicated policies both in written and verbal form. I acknowledge that I am expected to read, understand, and adhere to these policies and will familiarize myself with the material in the handbook. Additionally, I agree to abide by any new or revised policy. I have been given an opportunity to ask questions about policies I do not understand.

I understand that I am governed by the contents of the handbook and that other than the policy of at-will employment, Santa Cruz Staffing may change, rescind or add to any policies, benefits or practices described in the handbook from time to time in its sole and absolute discretion with or without prior notice. Santa Cruz Staffing will advise employees of material changes within a reasonable time. I also understand that, because Santa Cruz Staffing cannot anticipate every issue that may arise during my employment, if I have any questions regarding any of Santa Cruz Staffing's policies or procedures, I should contact my assigned recruiter or my onsite client supervisor. In addition, I commit to engaging in an ongoing, meaningful dialog with Santa Cruz Staffing regarding all matters of employment, before discussing such matters with agents outside of Santa Cruz Staffing.

I further acknowledge and agree that employment with Santa Cruz Staffing is at-will and may be terminated by either Santa Cruz Staffing or me at any time without cause or notice. Additionally, other terms and conditions of employment such as compensation, benefits, title, duties, and corrective action may be modified at the discretion of Santa Cruz Staffing. This Acknowledgment supersedes all prior or contemporaneous oral or written statements to the contrary. The terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by me and the Director of Santa Cruz Staffing with a statement that it is a modification to this Acknowledgment and at-will employment.

I understand it is my responsibility to read, understand, and comply with the provisions contained in Santa Cruz Staffing Employee Handbook. If I am unable to understand any part of the handbook, I will arrange to have it translated or explained to me. I further understand that if I am unable to arrange such help, I will immediately notify my assigned recruiter who will make arrangements for needed assistance.