



Associate Handbook

For Exclusive use of Temporary Employees Managed by



A People 2.0 Affiliate

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Contents

Introduction	1
Purpose of the Handbook	1
About PPP-LLC and People 2.0	1
Your Employment Status	1
Problems or Misunderstandings	1
Job Assignments & Attendance	2
Work Schedule	2
Overtime	2
Attendance Rules	2
End of Assignment	2
Quitting Your Job	2
Pay & Benefits	3
Pay Rate & Pay Days	3
Direct Deposit	3
Timecards & Records	3
Insurance and Benefits	3
Safety & Accidents	4
Safety Policy	4
General Safety Rules	4
Prohibited Work	4
OSHA Hazard Communication	4
Lifting	4
If You Are Injured	5
Returning to Work	5
Fraud Policy	5
Fraud Reward Program	5
General Policies and On-Job Rules	6
Equal Employment Opportunity	6
Accommodating Disabled Individuals	6
Drugs & Alcohol	6
Family & Medical Leave Act	6
Harassment	6
Appearance Standards	7
Solicitation	7
Special Job Site Rules	7
Working For A Client	7
Confidentiality Policy	8
Phone & Email	8
Grounds for Dismissal	9

Introduction

Welcome to People 2.0. We are pleased that you are joining our team of Associates, and we look forward to working with you. Please review this Handbook carefully and feel free to ask any questions.

Purpose of the Handbook

This Handbook was prepared to give you important information about People 2.0 and Parks Professional Placements, LLC ("PPP-LLC"), what you can expect as an Associate of People 2.0, 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.

Naturally, no Handbook can cover every situation. We 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 PPP-LLC & People 2.0

PPP-LLC is an independent, owner-operated company based in Louisiana. PPP-LLC is our affiliate in this area and will be acting as People 2.0's representative in regard to your employment and job assignments. PPP-LLC is a licensed agent of People 2.0 and represents People 2.0 to clients nationally. PPP-LLC also serves as an agent for People 2.0 in certain personnel matters.

People 2.0 is a privately held, national staffing company headquartered in Pennsylvania with over 50 branches throughout the U.S.

Your Employment Status

You are being employed by People 2.0 Global, Inc. (doing business as "People 2.0") to work in job assignments at local client locations. PPP-LLC has contracted with People 2.0 to act on its behalf and will help coordinate your schedule and our communication with you. PPP-LLC will notify you of available work assignments for which we believe you are qualified. You will be paid based on the client job position to which you are assigned. Your paycheck and W-2 will be issued by People 2.0, and workers' compensation, unemployment and other benefits are provided by People 2.0. Please remember that you are employed by People 2.0, not by PPP-LLC directly, or by the company to which you are assigned to work.

Your first 60 days of employment are an Introductory Period, during which you have a chance to see how you like People 2.0, PPP-LLC and your job assignment. We have an opportunity to measure your reliability and job 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 eligibility for unemployment benefits may be affected (as state law allows).

Nothing in this Handbook or in the new employee orientation, application, interview, or in any employment form creates an employment contract of any kind. Only an Officer of People 2.0 Global, Inc. is authorized to create an employment contract, and any such contract will be in a separate writing, signed by the President. Nothing in this Handbook or elsewhere is to be considered a guaranty of employment or work. Your employment is based solely on available work assignments from our clients for which you are qualified. All employment is strictly at will and can be ended by you or by People 2.0 without advance notice.

Problems or Misunderstandings

If there is anything about your position, your relationship with People 2.0, PPP-LLC, or one of our clients that creates a problem, we want to know about it and work to find a satisfactory solution. You should bring any work-related question or problem to a PPP-LLC manager, NOT to a client representative at your job site.

If you have a problem, a dispute, complaint or concern, bring it first to PPP-LLC. If you cannot reach resolution with PPP-LLC, however, you are to contact the H.R. department at People 2.0 directly. A PPP-LLC representative will provide you the phone number and address in Pennsylvania.

Job Assignments & Attendance

Work Schedule

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

Overtime

Many positions managed by PPP-LLC are exempt from overtime under federal or state law. In these positions, your salary will be the same for each pay period, regardless of the hours you actually work. If you are not exempt from overtime under law, you will be paid time-and-a-half for all hours you work over 40 in one week. When calculating overtime, only hours actually worked are counted. Vacation time, holidays and sick and most training time does not count toward the 40 regular hours needed before overtime begins, except as otherwise required by state law. You must receive authorization to work overtime prior to beginning any overtime work.

A PPP-LLC 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 Staffing Coordinator immediately.

Attendance

If you are going to be late or absent for any reason, you must personally notify the PPP-LLC office at least four (4) hours in advance. It is not enough to notify only someone at the company where you are working.

Absences – Two or more absences in one month is considered cause for disciplinary action, unless you have a note from a doctor or there is a legal basis for your absences.

Tardiness – Two or more late attendance in any one month is considered cause for disciplinary action, unless you have a note from a doctor or there is a legal basis for your tardiness. Leaving work early is included in the definition of tardiness.

No Call/No Show – Missing two or more consecutive scheduled work days and failing to notify PPP-LLC of your absence is the same as quitting your job (“no call/no show”). If there is a no call/no show, People 2.0 will treat it as a voluntary quit on your part, and as a result, you will no longer be employed by People 2.0. Your eligibility for unemployment benefits will be affected.

End of Assignment

IMPORTANT: If your job assignment ends for any reason, you must contact our office within twenty-four (24) hours to receive a new assignment. If no work is available at that time, you must contact PPP-LLC during office hours at least once each week thereafter to confirm your availability. You can contact your branch at the telephone number on the back cover of this Handbook or visit us in person during office hours.

If you fail to contact PPP-LLC for work as required above, we will assume that you have quit voluntarily, that you have found other work and/or do not want another work assignment. As a result, your employment with People 2.0 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 People 2.0, we will want to know why. Your feedback can help us make this a better place to work. People 2.0 maintains a policy that requires you to complete a simple Exit Interview. This interview will take only a few minutes, but we will ask you to come into the office or option for phone interview on or after your last payday for this purpose. You will receive your final check immediately after the Exit Interview.

Pay & Benefits

Pay Rate & Pay Days

Because pay rates vary by assignment, every job can pay a different rate. If you change assignments or work in more than one assignment during any pay period, do not assume that your pay rate will be the same for both. Please make sure you know the wage for every job you work.

The work week is Monday (12:01AM) through Sunday (12:00 midnight). Payday is the following Friday. Thus, each Friday you will be paid for time you worked during the previous week. Unless you are on a job with a special pay cycle, your bank or paycard account will be credited with your net earnings by 8:00AM Friday. Paper checks, when required, are released after noon Friday (except when a holiday falls on Friday – then we pay on Thursday).

Timecards & Records

We offer several options to report your time. web based online submittal, paper timesheets, physical time clocks (where available). PPP-LLC will instruct you on the timecard submittal, deadlines and approval.. If we do not get an accurate record of your weekly work hours, your paycheck is likely to be wrong. In every job, be sure you know your responsibility for timekeeping and how records of your work time are being kept.

Direct Deposit

People 2.0 prefers to deposit your paycheck to your checking or savings account automatically unless you require a paper check for some special reason. If you prefer not to have payroll deposited in your bank account, we can issue you an ATM payroll debit card (“paycard”). You will be asked to authorize direct deposit or a paycard account, except as prohibited by law. Be sure to read payroll authorization forms carefully and ask the Staffing Coordinator any questions you may have.

Paycard Questions or Problems

If you experience any difficulty using a People 2.0 paycard, please confirm the date your card is to be active and review the instructions provided with the card first before taking any other action. If you need further assistance, call the toll-free Customer Service number on the paycard. Online, internet support should also be available.

Insurance and Benefits

People 2.0 offers certain insurance plans as a benefit to all Associates. No one is denied coverage. In most areas, the following types of insurance are offered:

- Health Insurance
- Accidental Death Benefit
- Dental and Vision Plans
- Short and Long-Term Disability
- Term Life Insurance

This handbook does not include details or specifics on insured benefit plans. It is important to understand those details, such as: 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 of that information, along with insurance premium costs, is included in separate enrollment materials you have been or will be provided at the time you are hired.

Paid Holidays – People 2.0 recognizes the six major national holidays: New Years Day (Jan. 1), Memorial Day, July 4, Labor Day, Thanksgiving and Christmas Day. If you have completed 1,050 work hours without interruption (which means without missing more than five (5) consecutive days of work (not counting legally authorized or required leave), and you work the days you are scheduled to work immediately before and after the holiday, you will automatically be paid for these holidays. In addition, if you meet the minimum work hours described above, and if you are required to work on one of these holidays, you will be paid time-and-a-half for all hours worked during the actual 24-hour holiday.

Vacations – For each year that you are employed by People 2.0 during which you worked at least 1,500 hours, you will earn one week of paid vacation. Your vacation pay will equal your average weekly earnings during the year in which the vacation was earned (total earnings divided by 52 weeks). If you take vacation in increments of less than one week, your vacation pay will be the weekly amount divided by the number of days in your normal work schedule at the time vacation is taken.

Vacation time is planned time off and should not be used for unplanned sick or personal days. In order to take vacation time, you must provide PPP-LLC with proper advance notice of any vacation time you wish to take. You must submit a Vacation Request at least ten days in advance of the first day of your planned vacation. So long as a proper Vacation Request is provided ten days or more in advance, your request will be approved. Short notice requests may be denied if they create a hardship for PPP-LLC or your worksite client.

Safety & Accidents

Safety Policy

The SAFETY of our Associates is an important concern of People 2.0 and PPP-LLC. We expect all Associates to take safety seriously. We 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 PPP-LLC 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 Associates are required to obey the safety rules set by People 2.0, PPP-LLC, their worksite clients and government agencies. If an accident occurs while you are in violation of safety rules or policies, your Workers' Compensation benefits may be reduced. Wherever you work, remember these basic rules or guidelines:

- Never do any work you feel is unsafe or could cause injury. Do not perform tasks that involve physical exertion unless you have been trained to perform them and are familiar with the risks associated with them.
- Do not operate any power equipment without permission and the proper advance training.
- No person will be allowed to work if he/she is impaired due to fatigue, illness, medication, drugs, alcohol or other causes. Use of drugs or alcohol while on the job is strictly prohibited.
- Every Associate is to help keep the workplace neat, orderly and free of obstructions. Close file cabinets when you are finished in them. Do not string power cords or any cable across a walkway.
- All unsafe conditions and any accident or injury must be reported to the PPP-LLC office *immediately*.

Prohibited Work

In any job PPP-LLC may offer you, the type of work and the specific job duties have been defined and agreed with the customer. Basic responsibilities will be explained before you begin work. You should never do work for a customer that is different from the job we described.

OSHA Hazard Communication

You have a right to know about any safety hazards in your workplace. A PPP-LLC or client representative will explain:

- Any chemical or material substances that are known hazards at your job site and which you may be exposed to;
- The "Material Safety Data Sheets" that describe any hazardous materials and what to do if you are exposed to them,
- How to identify and properly handle any hazardous substances.

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.

Lifting

Some jobs may require lifting of heavy supplies, cartons, equipment or materials. Associates in those jobs should know proper lifting techniques. If you have not received instruction in lifting technique, let a PPP-LLC manager know and you will be scheduled for a free training session.

Proper lifting means bending at the knees and grasping the load firmly while you keep your back as straight as possible and avoid twisting. You should lift by straightening your legs. Be sure to ask for help if you think an object may be too heavy or too awkward to lift alone. 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 PPP-LLC office immediately. Even if the injury is minor. **Note:** Reporting an incident to a client supervisor on the job is not enough. 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 can be found on the Broadspire website below.

To be eligible for 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.

Except in a life-threatening emergency (or if you need specialized treatment not otherwise available), the states of **Texas and Mississippi** requires that you be treated by a Preferred Provider.

Except in a life-threatening emergency, **the State of Louisiana** requires that you be treated by a doctor or provider of your choice. If the injury **IS NOT** life threatening or urgent in nature, then you may use your discretion to see your primary doctor or go to a clinic/doctor of your choice. If you do not have a doctor of preference, please request a list of medical providers from PPP-LLC or see below website locator. Be sure to name "People 2.0" as your employer when providing information to the medical provider.

You will be required to take a drug test. If you fail or refuse a drug test, and if drugs or alcohol were a cause of the accident, you could forfeit workers' compensation benefits.

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 come to the PPP-LLC 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.

If You Get Hurt On The Job

Report the accident to the PPP-LLC office immediately:

Call 504 444-7302

For Medical Treatment Texas, Mississippi, See

For a listing of the closest medical facility in our network access the website: www.choosebroadspire.com

Quick Links – Find a Preferred Provider

Enter your zip code – choose First Treatment for Worker Comp Injuries



EMERGENCIES ONLY

Any Hospital

If You Suspect

- Fraud
- Theft
- Drug Use
- Illegal Activity
- Unsafe Conditions
- Contract Violations
- Improper Behavior

Call People 2.0 HQ anonymously at 888-270-3579. (Leave a recorded message anytime)

Returning to Work

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

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 PPP-LLC office. In accordance with all applicable federal, state and local laws, People 2.0 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 Equal Opportunity policy applies to all areas of employment, including, hiring, training, assignment, promotion, compensation, benefits, discipline and termination. In addition, neither People 2.0 nor PPP-LLC will discriminate against any Associate in a client job assignment or honor discriminatory requests from clients.

Any Associate who violates an Equal Opportunity policy will be subject to discipline, up to and including possible termination.

Accommodating Disabled Individuals

As part of PPP-LLC's desire to maintain a diverse workforce, we are fully committed to compliance with the Americans with Disabilities Act (ADA) and with all other federal, state, and local laws providing for nondiscrimination in employment against qualified individuals with disabilities.

In compliance with the ADA, and applicable state and local laws preventing discrimination against individuals with a disability, PPP-LLC offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but who can still perform the essential functions of the job.

PPP-LLC will endeavor to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities, whenever it is possible to do so without undue hardship on the Company. Employees with qualified disabilities should make requests for accommodations to their supervisor.

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 PPP-LLC work to maintain a Drug-Free Workplace. To qualify for employment, regardless of job assignment, all applicants must agree to submit to drug testing.

The use, possession, solicitation for, distribution, purchase or sale of any illegal substance or alcohol on the premises of PPP-LLC, People 2.0, or its clients, 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 is likewise prohibited.

Company rules regarding alcohol use and illegal drug activity include times when an Associate is representing People 2.0, PPP-LLC 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 PPP-LLC Coordinator 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, is being taken in accordance with that doctor's instructions, and to enforce its drug and alcohol policy, and in addition to any pre-employment testing, People 2.0 reserves 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 reasonable suspicion that an Associate may be under the influence of drugs or alcohol. Some job assignments may require an additional drug test required by a client or particular job assignment.

Before any drug screen is conducted, the applicant or Associate will be provided a list of the specific drug 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. A refusal to be tested in accordance with this policy shall be considered a positive test.

No job offer will be extended to applicants who test positive and, if any job offer was previously made, it will be withdrawn. If employed, such Associates will be removed from any job assignment immediately and will be dismissed.

Associates who believe a positive drug or alcohol test is in error are given an opportunity to have the same specimen, or a specimen taken at the same time, 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 encourages 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.

Family and Medical Leave Act

The Family Medical Leave Act provides that eligible employees are eligible to take **12 weeks of leave within a twelve-month period** for the birth or adoption of a child, or to care for a serious health condition of either the employee or an immediate family member. Family and medical leave may be taken “intermittently” or on a “reduced schedule” basis under certain circumstances.

An eligible employee is one who has been employed for at least 12-months, has at least 1,250 hours of service during the 12 month period immediately preceding the date of the requested leave, and who expresses an intent to return to work after the leave.

An employee desiring to take family and medical leave must give at least 30 days advance notice prior to commencement of leave, if the need for leave is foreseeable. If the need for leave was not foreseeable, and/or 30 days is not possible, the employee must give as much notice as is possible under the circumstances. Employees can request a FMLA form from the PPP-LLC office staff.

A physician’s release to return to work will be required when the leave has been taken due to the serious health condition of the employee. An employee will not be returned to work without the proper documentation from the health care provider.

Harassment

People 2.0 and PPP-LLC 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 an PPP-LLC manager immediately. If the complaint involves the manager, or if you feel uncomfortable discussing the matter with him/her, report the matter to his/her superior or to People 2.0’s Human Resource Manager at [\(610\) 429-4111](tel:6104294111).

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 or PPP-LLC employee, supervisor or manager who is found to have engaged in harassment, or in retaliation against another individual who complained of harassment, will be subject to serious discipline, including possible termination.

Appearance Standards

People 2.0 and PPP-LLC expect every Associate to be neat, clean and dressed properly for their work environment. Sleeveless shirts and halter-tops are not permitted in any position. Most client companies have their own dress code or standard. PPP-LLC 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 our Associate, you are not permitted to wear jeans, shorts or T-shirts in any office workplace.

Solicitation

Solicitation is against the rules in every job assignment. Solicitation is also not permitted on PPP-LLC property or any client property.

No solicitation of People 2.0 or client employees is allowed during your work shift or the work shift of the person being solicited. 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 PPP-LLC 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 restrictions on lunch or rest breaks and telephone use. Cell phones, iPods, tablet use may also be prohibited. As a People 2.0 Associate, you are required to know and follow the policies in effect at your job site.

Threats or Violence in the Workplace

To provide a safe work environment, employees are not permitted to possess weapons and/or other dangerous unauthorized materials such as knives, firearms, and explosives on Company premises - including vehicles used on Company business or personal automobiles parked in Company parking lots.

In addition, we have no tolerance for threats, physical harassment, or other forms of violence in the workplace. All threats and acts of violence are taken seriously. Employees have a duty to report any observations or incidents involving possession of weapons of any kind on Company property, utterance of direct or veiled threats or intimidation of others, or any extreme changes in an employee's behavior or personality. If you feel you are involved in a potentially volatile situation in the workplace or observe a dangerous situation, immediately report it to your supervisor, and if appropriate, to local law enforcement authorities, such as 911 emergency services.

Confidential Information

People 2.0 Associates may receive or have access to confidential and proprietary information of People 2.0, PPP-LLC or one of their clients ("Confidential Information"). 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. Customer names, contact names, work sites, shift times, wage rates, bill rates, personnel counts and other business information is all strictly confidential. As a condition of continued employment, all Associates must agree to protect all Confidential Information. Associates are to treat any information obtained while working for People 2.0, in association with PPP-LLC or in any client assignment as confidential and may not be disclosed to any other party, even another People 2.0 Associate.

Disclosure of Confidential Information is a policy violation that will result in disciplinary action, including possible dismissal.

Working For A Client

Some clients may offer an Associate long-term employment after they have worked in a temporary assignment 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.

The hiring of People 2.0 Associates is governed by a contract with each client. If a client wishes to hire a People 2.0 Associate, it must be arranged and/or approved through PPP-LLC and People 2.0. If you are interested in a job with a client, ask an PPP-LLC manager for details.

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

Use of Phone and Email Systems

Personal use of your cell phone or client phones for any personal calls during work is not permitted unless you have prior approval.

The use of any software and business equipment, including, but not limited to facsimiles, telecopiers, computers, and copy machines for private purposes is strictly prohibited. Improper use of the E-mail system (e.g., spreading offensive jokes or remarks) will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

Grounds for Dismissal

There are certain activities and behaviors People 2.0 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 others are in the “Job Assignments and Attendance” section earlier. Review those sections for specifics and be aware that, although not exclusive, 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.
- Breach of Confidentiality – Giving confidential, proprietary or private information to competitors or any unauthorized person.

