



GEOTEMPS INC.

HUMAN RESOURCES FOR NATURAL RESOURCES

EMPLOYEE HANDBOOK

After Hours Health and Safety Emergency Line (800) 388-0727

This number is for the sole purpose of reporting health and safety emergencies. Should you need to call off or have other assignment related concerns please contact your branch based on the procedures provided at time of hire.

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Employee Manual

I. INTRODUCTION

Welcome. Geotemps, Inc. fully appreciates the necessity of a “Safety First” philosophy and promotes safe Client work-site environments for the general and greater good of both Geotemps’ employees in specific, and the industry as a whole. The following Geotemps, Inc. Employee Manual and Safety and Health Program combined with a drug-free workplace Drug and Alcohol Policy reflect the Geotemps, Inc. commitment to promoting a safe working environment for temporary personnel employed under Client supervision and exists in conjunction with Client site safety and drug free guidelines and policies.

As a Geotemps’ employee, this handbook represents the policies and procedures that you will need to abide by during your time with Geotemps. Please carefully read this paperwork, then sign and return the appropriate sections to our office. We also welcome you to provide relevant suggestions based on your own safety experiences or expertise when appropriate.

As a Geotemps’ Client or prospective Client we welcome your review of this document, providing it as representational of our sincere and perpetual interest in our employees’ wellbeing during their assignment with your company, and for a safe workplace environment for all.

Everyone at Geotemps is here to help provide you with a comfortable and secure employment experience. If you have any questions about your assignment, your relationship with Geotemps, the Client we have you assigned to, or anything else, please contact your Geotemps staffing manager without hesitation.

II. BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of Geotemps is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Geotemps will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your Staffing Manager.

III. ABOUT GEOTEMPS

Our Mission

Founded in 1986, Geotemps, Inc. is committed to the successful recruitment and placement of industry personnel within a safe and productive Client workplace and environment.

Our Vision

Leading the way (raising the standard) in hiring quality personnel and changing the perception of temporary personnel in the industry to one of safety, quality and engagement.

Our Values

Our most valued resources are our employees, our clients, and the communities we serve. Geotemps, Inc. is dedicated to providing a safe and healthful environment for employees and clients, promoting a culture of safety, and preserving corporate, client, and public assets and property. Injuries can be prevented.

Geotemps, Inc. corporate management represents a culture of safety reflecting the culmination of three generations of mining professionals, including former American Exploration and Mining Association (formerly Northwest Mining Association) award recipient and President Thomas Lyle Taylor, and former Kennecott Copper Safety Engineer Gordon C. Frisby, whose safety department (1959-1978) was awarded the American Mining Congress Sentinel of Safety Open Pit Mine Award.

We are quite proud of three decades of service – regularly characterized through the support of various industry organizations and associations so vital to the preservation of a necessary mining industry and community. In commemoration of that corporate family history, Geotemps, Inc. is also proud to sponsor the Nevada Mining Association’s Mine Safety and Health Awards, presented annually. These awards are presented to a variety of mines throughout the state of Nevada with the best safety records for that year in both open pit and underground categories, and for individuals in managerial, supervisory, safety professional and non-supervisory categories.

IV. EMPLOYMENT POLICY GUIDELINES

A. NATURE OF EMPLOYMENT

Geotemps, Inc. is your employer of record. This will remain in effect until you are informed otherwise or resign from Geotemps. **Geotemps, Inc. is a Nevada corporation and Nevada is a “right-to-work” state. All Geotemps employees are employed “at-will”.** This Handbook is not a contract of employment. Employment with Geotemps has no specified term or length. Both the employee and Geotemps have the right to terminate one’s employment at any time, with or without cause or advance notice.

The temporary work offer extended to each employee is not valid until all employment paperwork is properly completed and returned to Geotemps and all requirements are fulfilled. The staffing manager you are working with will answer any questions you have concerning your assignment details, wage, paychecks, overtime, deductions and garnishments, etc.

B. ATTENDANCE AND PUNCTUALITY

Geotemps, Inc. expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her site supervisor or staffing manager as soon as practicable but no later than the employee's scheduled start time. Employees who fail to report to work for three (3) consecutive business days without notifying the company of the absence will be considered as having voluntarily resigned because of job abandonment, which is a voluntary termination of employment.

Excessive Absenteeism or Lateness

Excessive unauthorized absenteeism, tardiness, and leaving early are fundamentally detrimental to productivity and may lead to disciplinary action, up to and potentially including termination of employment.

Record of Absence or Lateness

An employee shall, as soon as practicable, request time off in advance of his or her supervisor and staffing manager via Staff Leave Request form. If an employee is absent because of illness for three (3) or more consecutive days, the supervisor may request that written documentation from the employee's doctor be submitted. Employees absent five (5) or more days because of illness may be asked to provide a medical release to resume normal work duties. Geotemps, Inc. will not be responsible for any charges incurred by the employee for providing this documentation.

C. TIME-KEEPING, DIRECT DEPOSIT, DEDUCTIONS & REIMBURSEMENTS

1. Scheduled Pay Dates

Geotemps, Inc. pays bi-weekly on Fridays. An annual schedule of the pay periods and corresponding time sheet due and pay dates will be provided to each employee and is available on the Geotemps website, www.geotemps.com. Please note the following guidelines to be paid in a timely fashion.

2. Time Sheets

The deadline for turning in timesheets is Sunday at 8pm following the end of a pay period. If Geotemps is closed on a payday, payroll will be distributed the business day prior. **Employees are responsible**, not supervisors, for submitting (by email, fax, text photo, mail or hand-delivery) a properly signed (by both employee and an authorized Client representative) time sheet to payroll@geotemps.com and to the assigned branch in accordance with the supplied deadlines.

Timecards are to be a true and accurate account of the hours worked by the employee. If at any time an employee is caught falsifying, or assisting in falsifying their own or anyone else's timecard, anyone involved will be immediately terminated.

3. Direct Deposit

All employees are encouraged to sign-up for direct deposit via banking account or pay card. The first payroll may be issued via live check prior to direct deposit set-up (a bank print-out or voided check is required for set-up). Live checks can be sent to employees' mailing addresses or be picked up at a designated branch between 4pm and 5pm that Friday.

4. Payroll Deductions

Geotemps is required by law to make certain deductions from employee paychecks. Among these deductions are federal, state and local income taxes and employee contributions to Social Security. These deductions are itemized on all paycheck stubs. Payroll deductions are made according to the selected deductions made by the employee and as recorded on the federal W-4 form and on individual state tax forms. If Geotemps issues a stop-payment on a check on the employee's behalf, a \$40.00 fee will be deducted from the gross amount.

Any change in name, address, telephone number, marital status or number of exemptions must be reported to the Payroll Administrator immediately, to ensure proper tax credits. W-2 forms are issued by January 31st of each year and reflect exact deductions. Employees may choose to receive their W-2 form electronically by accessing the Geotemps, Inc. employee portal, logging in, reading, and electronically signing and dating the W-2 Electronic Consent Form.

Wage Assignments (Garnishments)

In the event a court order is issued mandating deductions from an employee's wages, the employee will be notified, and the required deductions will be made from employee's paychecks.

Errors on Paychecks

Every effort is made to avoid errors on employee paychecks. If an error is detected, the employee should notify Payroll immediately at (775) 746-7146 or via email at payroll@geotemps.com. Payroll will take the necessary steps to research the issue and make any necessary corrections within a reasonable time frame and as required.

Final paychecks will be issued under applicable state guidelines.

5. Expense Reimbursements

Geotemps offers brokering of expenses and to our employees on approved assignments. Any approved expenses will be outlined on your Offer of Temporary Employment. Amounts and repayments are at the discretion of Geotemps and must follow the approved expense guidelines.

- a. Receipts are required for all expenses. They are to be numbered, taped to 8½" x 11" paper, and attached to the expense report. The expense report's line numbers should correspond to the same numbered receipt. Since we copy these reports and receipts to send to the Client, please tape the receipts so that all are visible (not folded or stacked one on top of another), and that the receipt date and amount are clearly legible.
- b. Expenses must be submitted within 30 days, preferably within the same month they were incurred. Unless otherwise approved, expenses will be paid out on the same bi-weekly schedule as paydays, if received by the Wednesday of payroll week.
- c. Expenses are handled as you indicate on the Check Distribution Form. Only an updated Check Distribution Form will result in different check handling procedures.
- d. At the end of an assignment, outstanding payroll advances or expenses (ex. safety equipment, or pre-employment screening costs if employee fails or does not complete tests, and/or does not complete first 30 work days of assignment, except where it is by no fault of employee) will be deducted from final expense reports or paychecks. If any additional balances remain, an immediate payment to Geotemps by check, cash, or money order must be made.

Every expense report must be signed/approved by the Client before a check will be issued by Geotemps, Inc. Unapproved expenses, **like alcohol or tobacco purchases**, will not be paid.

Per Diem

Daily per diem is a way for employers to reimburse employees a set amount (in lieu of submitting receipts) for duplicate living expenses (lodging, meals and incidentals) incurred while on a temporary assignment while performing business-related services away from their tax homes (at least fifty (50) miles and lasting more than twelve (12) hours). Per diem is a non-taxable reimbursement for certain assignments lasting less than one (1) year. Employees must still report per diems on an expense report and submit to the Client for approval.

D. EMPLOYEE BENEFITS

1. Insurance Benefits

Geotemps offers a fixed Indemnity medical plan for all employees and their dependents through Essential Staff Care. Employees may also elect dental, vision, term life and/or short-term disability coverage. Coverage begins the first Monday following the employee's first payroll deduction (approximately two (2) weeks after hire). All post-tax premium costs are fully paid by the employee.

Coverage for the Minimum Essential Coverage (MEC) plan, covering preventive services, which meets the ACA individual mandate, is effective the first of the month following 30 days of employment.

Details of these plans are provided in summary plan descriptions provided to each plan participant at enrollment. Geotemps reserves the right to change, amend, cancel or add other plans, coverage, or carriers at any time for any reason without advanced notice to employees.

2. Holidays

The Geotemps branch offices will be closed on the following holidays:

New Year's Day	President's Day
Good Friday	Memorial Day
Independence Day	Labor Day
Veterans Day	Thanksgiving Day
Family Day (day after Thanksgiving)	Christmas Eve (1/2 day)
Christmas Day	New Year's Eve (1/2 day)

Clients determine holiday observance at specific work sites and whether Geotemps employees are paid for those holidays.

3. Paid Leave

Individual state laws regarding paid leave will be followed for those employees working in said states. Please see Appendices – State Specific Policies.

4. Family and Medical Leave Act (FMLA)

Geotemps provides leave according to the Family and Medical Leave Act of 1993 (FMLA), which provides for unpaid, job-protected leave to covered employees in certain circumstances.

Eligibility

To qualify for FMLA leave, you must: (1) have worked for Geotemps for at least 12 months, though it need not be consecutive; (2) worked at least 1,250 hours in the last 12 months; and (3) be employed through a Geotemps branch office (not client work site) that has 50 or more employees within 75 miles. Please contact the Human Resources Department at the Geotemps corporate office to verify your FMLA eligibility and receive a copy of the full policy.

Leave Policy

If eligible, you may take up to 12 or 26 weeks (for covered military service member) of family or medical leave, whichever is applicable, within the relevant 12-month period. While you are on FMLA leave, Geotemps will maintain your group health insurance coverage at the same level and under the same circumstances as when you were actively working. Upon returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations and exceptions provided by law.

State or Local Family and Medical Leave Laws and Other Company Policies

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by such laws, will apply.

5. USERRA (The Uniformed Services Employment and Reemployment Rights Act of 1994)

Geotemps is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Company's policy that no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the Human Resources Department at the corporate office.

Eligibility

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists, National Guard members for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence. Please contact the Human Resources Department at the corporate office for the full policy regarding benefits and reemployment.

V. EMPLOYMENT, DISCIPLINE & TERMINATION

A. HIRING

1. Equal Opportunity Employer

Geotemps is an equal opportunity employer dedicated to a policy of non-discrimination in employment upon any basis, including but not limited to: race, color, gender, national origin, religion, age ancestry, sexual orientation, marital status, military status, medical or physical disability, pregnancy or any other status protected by federal, state, or local law.

Management has the final responsibility for employment or dismissal of all staff. Employees are hired based on professional qualifications, previous experience, technical and manual skills, educational background, and capacity for meeting the duties as described in the job description.

2. Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Geotemps will work with potential client sites to make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require a reasonable accommodation should contact their staffing manager.

3. Pre-Employment Screening

By signing the Policy/Program Acknowledgment, employees acknowledge that they agree to submit to pre-employment, random and post-incident drug screening as outlined in the Drug and Alcohol Policy (included within Handbook) freely and voluntarily.

Employees hereby and herewith release Geotemps, its employees, agents, Client companies, and contractors from any and all liability whatsoever arising from this request for a sample and decision made concerning the application or continuation of employment based upon the results of the screening. Employees also authorize Geotemps to release the results of any and all tests or training to the Client authorizing the assignment.

Background Investigation

Geotemps may legally conduct a background investigation on each person who is offered a position, including potential rehires. This background investigation may consist of a criminal investigation, and/or employment and education background. We reserve the right to deny or terminate employment based on the results of the investigation.

To ensure the safety and integrity of our workplace, Geotemps may elect not to employ individuals with the following:

- Violent criminal offenses of any degree; including but not limited to battery, sexual assault, or any charge involving threatening or violent activities.
- Offenses which are directly applicable to the position in question or will cause a conflict with required duties: i.e. individuals convicted of embezzlement are not eligible to be hired for an accounting position, etc.

The decision to employ or not employ a certain person based on a criminal conviction will be handled on a case by case basis per 2012 EEOC guidance. The nature of the crime as it relates to the tasks and duties of the position, length of time since conviction and the frequency of the convictions will be considered.

Note: Clients frequently maintain different criminal employment standards from Geotemps, which may result in situations where an employee is not eligible to work for a particular Client but is eligible for general employment with Geotemps. The more stringent standard will always be used in determining if a placement may be made.

Drug Testing

All employees must submit to pre-employment drug screening and random drug screening as dictated by the Client. The purpose of this analysis is to determine or rule out the presence of non-prescribed or prohibited controlled substances.

Effective January 1, 2020 Nevada AB 132 restricts employers from refusing to hire job candidates who test positive for marijuana, except for those positions that are deemed safety-sensitive. A safety-sensitive position is any job that includes tasks or duties that the Company, in good faith, believes could affect the safety and health of the employee performing the task or others including, but not limited to, any of the following:

- a. the handling, packaging, processing, storage, disposal or transport of hazardous materials;
- b. the operation of a motor vehicle, equipment, machinery, or power tools;

- c. repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage;
- d. the extraction, compression, processing, manufacturing, handling, packaging, storage, disposal, treatment or transport of potentially volatile, flammable, combustible materials, elements, chemicals or any other highly regulated component;
- e. preparing or handling food.

In the event of an accident or injury, employees must submit to a post-incident drug/alcohol test within twelve (12) hours of the accident/injury as directed by Geotemps. If an employee refuses testing, they may be subject to immediate termination.

Employees agree to reimburse Geotemps via payroll deduction or direct payment for all expenses incurred relating to employment testing and training including but not limited to drug tests, background screening, pre-employment medical evaluations and MSHA/OSHA training in the event any or all the following occur:

- Employee fails or unsuccessfully completes any or all tests, exams, or training as explained above.
- Employee does not complete the first 30 work days of their assignment, except in the event the assignment is canceled or shortened by Geotemps or Geotemps' Client through no fault of employee.

4. Immigration Law Compliance

Geotemps is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete Form I-9 if ninety (90) days have passed since their last assignment.

B. UNACCEPTABLE ACTIVITIES AND DISCIPLINARY ACTIONS

It is the commitment of Geotemps, Inc. to ensure that employees work in an environment free from negative, aggressive, and inappropriate behaviors, and that the environment is aimed at providing high quality services in an atmosphere of respect, collaboration, openness, safety and equality. All employees have the right to be treated with dignity and respect. Every employee is expected to act professionally, maturely, honestly and responsibly. Employees with any questions concerning any work or safety rule, or any of the unacceptable activities listed are encouraged to see their supervisor for an explanation. Unacceptable behavior which may lead to disciplinary action up to and including termination includes, but is not limited to, the following:

- Violation of any company rule; or any action that is detrimental to the Client's or Geotemps', operations;
- Negligence or carelessness which endangers the life or safety of another person;
- Being intoxicated or under the influence of a controlled and/or substance drug(s) while at work; use, possession and/or sale of a controlled and/or illegal substance drug(s) in any quantity while on company premises, except medications prescribed by a physician which do not impair work performance;

- Unauthorized possession of dangerous or illegal firearms, weapons and/or explosives on company property or while on duty;
- Engaging in criminal conduct or acts of violence, and/or making threats of violence toward anyone on the Client's work site or while representing Geotemps, Inc.;
- Fighting, or horseplay or provoking a fight on company property, or negligent damage of property;
- Insubordination or refusing to obey instructions properly issued by an employee's supervisor pertaining to the employee's work or refusal to complete a specific assignment;
- Threatening, intimidating or coercing fellow employees on or off the premises – at any time, for any purpose;
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of company property, or the property of fellow employees, Clients, vendors or visitors in any manner;
- Theft of company property or the property of fellow employees; unauthorized possession or removal of any company property, including but not limited to, documents from the premises without prior permission from management, unauthorized use of company equipment or property for personal reasons and/or using company equipment for profit;
- Dishonesty, willful falsification, alteration or misrepresentation on one's application for employment or other work records;
- Lying about sick or personal leave including falsifying reason for leave of absence or other data requested by Geotemps;
- Violating the non-disclosure agreement, giving confidential or proprietary Client or Geotemps, Inc. information to competitors, other organizations, or to unauthorized Geotemps employees; breach of confidentiality of personnel information;
- Indecent behavior on company or Client property.

Occurrences of any of the following activities, as well as violations of any Geotemps rules or policies, maybe subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive, and, notwithstanding this list, all employees remain an employee "at-will".

Unsatisfactory or careless work; failure to meet set production or quality standards; mistakes due to carelessness or failure to get necessary instructions;

Any act of harassment, sexual, racial, ageist, homophobic, disability related, or other; telling sexist or racial-type jokes; making racial or ethnic slurs; photographing co-worker(s) without consent;

Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of one's supervisor; stopping work before time specified for such purposes;

- Sleeping on the job, loitering, or loafing during working hours including unnecessary, non-work-related internet usage;
- Excessive use of company telephone for personal calls and/or excessive time spent on personal cell phones;
- Smoking in restricted areas or at non-designated times, as specified by company rules;
- Creating or contributing to unsanitary conditions;
- Failure to report an absence or late arrival; excessive absence or lateness;

- Obscene or abusive language toward any supervisor, employee or Client; indifference or rudeness towards a Client or fellow employee; any disorderly/antagonistic conduct on company premises; excessive yelling, repeated emotional outbursts, or berating others
- Failure to maintain a neat and clean appearance in terms of the Dress Code established by the company; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.

VI. GENERAL POLICY & PROCEDURES

A. POLICY AGAINST HARASSMENT

Geotemps is committed to providing a work environment that is free of harassment. In keeping with this commitment, Geotemps maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy applies to all employer agents and employees, including supervisors and non-supervisory employees. This policy also applies to representatives and employees of Clients of Geotemps. Furthermore, it prohibits harassment in any form, including verbal, physical, and visual harassment.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Employees who violate this policy are subject to discipline, up to and including termination.

Consistent with pre-employment notifications of policy, any participation in a verified incident involving threatening behavior by a Geotemps employee towards another Geotemps employee, non-Geotemps employee or former employee(s) may result in immediate termination of employment. Any verified avoidance or intentional non-compliance with MSHA, OSHA, Client site-safety or Geotemps safety regulations by any Geotemps employee may result in immediate termination of employment.

Every employee who believes he or she has been harassed by a co-worker, supervisor, agent of Geotemps or representative or employee of a Client of Geotemps should promptly report the facts of the incident and the names of the individuals involved to Geotemps' branch or corporate staff. All complaints will be investigated, and appropriate action taken.

Employees reporting harassment will not be subject to discrimination, harassment, or retaliation for filing a complaint, assisting or participating in an investigation, opposing any unlawful act or discriminatory practice, or exercising any of their rights under federal or state laws and regulations.

B. APPEARANCE & HYGIENE

Geotemps strives to encourage a client workplace environment that is well functioning and free from unnecessary distractions. As part of that effort, Geotemps requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. To that end, Geotemps staffing managers may help enforce client guidelines for workplace-appropriate attire and grooming for their areas.

Any employee who does not meet the attire or grooming standards set by his or her department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required for certain positions and will be provided to employees by the Client.

Geotemps recognizes the importance of individually held religious beliefs to persons within its workforce. Geotemps will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult considering safety issues for employees. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Human Resources Department at the corporate office.

C. CONFIDENTIAL INFORMATION

During the course of employment there may be disclosed certain Geotemps and/or Client company (referred jointly as "Company") trade secrets consisting but not limited to: technical information including methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs and research projects, and business information including customer lists, pricing data, sources of supply, financial data and marketing, production, or merchandising systems or plans.

Employees shall not, during their employment, or at any time after termination of their employment with Company, disclose or divulge to others, including future employers, any trade secrets, confidential information, or any other proprietary data of the Company. Due to the competitive nature of the mining industry, photography of systems and production may be banned from Client sites if the subject falls under the scope of proprietary information.

Upon termination of employment, all documents and property of the Company will be returned, including but not necessarily limited to: drawings, blueprints, reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to the Company's business, or in any way obtained during employment.

The Company may notify any future or prospective employer or third party of the existence of this policy, and shall be entitled to full injunctive relief, and any other legal remedies available for any breach.

D. SOCIAL MEDIA

The Company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. Employees must ensure that social media activity does not interfere with their work and must demonstrate respect for the dignity of the company, its owners, its vendors, its suppliers and its employees. For example, employees should not divulge confidential information such as trade secrets, Client lists, photographs, or information restricted from the disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender. Employees who post offensive, abusive, threatening, or illegal content (ex. drug-related paraphernalia) on social media may be subject to reasonable suspicion drug testing, termination and/or criminal prosecution.

Because several Client companies are publicly held, writing about projected growth, profits, future production, marketing plans or stock price may violate Securities and Exchange Commission (SEC) rules or other applicable laws.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way *limit employees'* rights under any applicable federal, state, or local laws, including rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

APPENDICES – STATE SPECIFIC POLICIES

APPENDIX A – ARIZONA PAID SICK TIME

The Fair Wages and Healthy Family Act (“Act”), entitles Geotemps’ employees (full-time, part-time, and temporary) to earned paid sick time and to accrue a minimum of one (1) hour of earned paid sick time (at the same hourly rate) for every 30 hours worked, subject to the following limitations:

- Employees may only accrue or use 40 hours of earned paid sick time per calendar year. Accrual balances will be carried forward at the end of a calendar year to the next.
- Employees must wait 90 calendar days before they can use earned paid sick time, however paid sick time will accrue immediately upon hire.
- Accrued, but unused earned paid sick time will not be paid out at end of assignment. However, if an employee is rehired within nine (9) months of separation, any previously-accrued earned paid sick time that was not used, will be reinstated and accrual of earned paid sick time will begin as of the new assignment start date.

You may access your pay stub via the Geotemps online employee portal to view the amount of earned paid sick time received, used to date, and the remaining amount available. An exempt employee, salaried or fee basis, is presumed to have worked 40 hours per work week, ten (10) hours per day, unless they normally work a shorter work week, in which case, they accrue paid sick time based on their normal work week.

Earned paid sick time may be used for the following purposes:

1. Medical care or mental or physical illness, injury, or health condition; or
2. A public health emergency; and
3. Absence due to domestic violence, sexual violence, abuse, or stalking.

Employees may use earned paid sick time for themselves or for family members. See Arizona Revised Statutes § 23-373 for more information.

When foreseeable, an employee must make a good faith effort to provide notice of the need to use earned paid sick time in advance by 1) submitting an Leave Request in writing or by electronic means to the Geotemps Tucson branch tucsonstaff@geotemps.com and 2) notifying the site supervisor in writing or by electronic means as well. When possible, the request to use earned paid sick time must include the expected duration of the absence. If an employee uses earned paid sick time on three (3) or more consecutive work days, supporting documentation signed by a health care professional must be provided to the Geotemps Staffing Manager upon return. In the case of domestic violence, sexual violence, abuse, or stalking, reasonable documentation must be presented, such as a police report, protective order, or signed statement.

Employees’ Rights

Employers are prohibited from discriminating against or subjecting any person to retaliation for: (1) asserting any claim or right under the Act, including requesting or using earned paid sick time; (2) assisting any person in doing so; or (3) informing any person of their rights under the Act. Each employee has the right to file a complaint with the Arizona Industrial Commission’s Labor Department alleging that an employer has violated the Act. Certain time limits apply. A civil action may also be filed as provided in the Act. Violations of the Act may result in penalties.

Employees who believe that their employer is violating Arizona’s minimum wage laws may file a complaint with the Labor Department of the Industrial Commission of Arizona or file a civil lawsuit.

Industrial Commission of Arizona, Labor Department
800 W. Washington Street
Phoenix, AZ 85007

APPENDIX B – NEVADA PAID LEAVE

Effective January 1, 2020, SB312 entitles Geotemps' employees to earned paid time off (PTO) and accrue a minimum of 0.01923 hours of earned PTO (at the same hourly rate) for every one (1) hour worked, subject to the following limitations:

- A temporary employee is defined as one who works less than 90 days. Paid time off (PTO) will not apply to those employees working less than 90 days on assignment.
- Employees may only accrue or use 40 hours of earned paid time off (PTO) per calendar year. Accrual balances will be carried forward at the end of a calendar year to the next.
- Employees must wait 90 calendar days before they can use paid leave, however PTO will accrue after January 1, 2020 or immediately upon hire.
- Accrued, but unused earned paid time off (PTO) will not be paid out at end of assignment. However, if an employee is rehired within 90 days of separation, and the separation from employment was not due to the employee voluntarily leaving his or her employment, any previously-accrued earned paid time off (PTO) that was not used, will be reinstated and accrual of PTO will begin as of the new assignment start date, but the employee will be required to wait 90 calendar days after the start of the new assignment before any PTO is available for withdrawal.

Geotemps' employees may access the online employee portal to view the amount of earned paid time off (PTO) received, used to date, and the remaining amount available. An exempt employee, salaried or fee basis, is presumed to have worked ten (10) hours per day, unless they normally work a shorter work week, in which case, they accrue PTO based on their normal work week.

An employee may use paid leave available for use by that employee without providing a reason for such use. An employee shall, as soon as practicable, give notice to his or her employer to use the paid leave available. When foreseeable, an employee must make a good faith effort to provide notice of the need to use earned paid time off (PTO) in advance by 1) submitting an Earned Paid time off (PTO) Request (attached) in writing or by electronic means to their Geotemps branch office; or 2) notifying the site supervisor in writing or by electronic means as well. When possible, the request to use earned paid time off (PTO) must include the expected duration of the absence. An employer shall not deny an employee the right to use paid leave available for use by that employee in accordance with the conditions of SB312; require an employee to find a replacement worker as a condition of using paid leave available for use by the employee; or retaliate against an employee for using paid leave available for use by that employee.

APPENDIX C – NEVADA PREGNANT WORKER’S FAIRNESS ACT

NEVADA SB 253

Upon request Geotemps will provide reasonable accommodations to female employees and applicants for employment for a condition of the employee or applicant relating to pregnancy, childbirth or a related medical condition, unless the accommodations would impose an undue hardship on Geotemps.

Such reasonable accommodations may include, but are not limited to:

- Modifying equipment or providing different seating
- Revising break schedules, which may include revising the frequency or duration of breaks
- Providing space in an area other than a bathroom that may be used for expressing breast milk
- Providing assistance with manual labor if the manual labor is incidental to the primary work duties of the employee
- Authorizing light duty
- Temporarily transferring the employee to a less strenuous or hazardous position
- Restructuring a position or providing a modified work schedule

If a reasonable accommodation is requested, Geotemps and the employee will engage in a timely, good faith, and interactive process to determine an effective and reasonable accommodation. Geotemps may require a statement from the employee’s physician concerning the specific accommodation recommended by the physician.

Geotemps will not take an adverse employment action against a female employee because the employee requests or uses a reasonable accommodation pursuant to this policy or the Act.

APPENDIX D – NEVADA DOMESTIC VIOLENCE VICTIM LEAVE

Employees of Geotemps who have been employed for 90 days and who are victims of domestic violence (as defined by Nevada law), or employees whose family or household members have been a victim of domestic violence, may take up to 160 hours of unpaid leave within twelve (12) months immediately following the date on which the domestic violence occurred. Leave may be taken consecutively or intermittently.

Leave may be taken for the following reasons:

- Diagnosis, care or treatment of a health condition related to an act of domestic violence
- To participate in court proceedings related to an act of domestic violence
- To obtain counseling or assistance related to an act of domestic violence
- To establish a safety plan, including an action to increase the safety of the employee or his/her family or household member from future acts of domestic violence

No notice is required for the initial leave. After the initial leave, employees must provide at least 48 hours of notice before taking additional leave. Employees may be required to provide documentation that confirms or supports the need for leave (i.e. police report, documentation from a physician, etc.).

Other reasonable accommodations may be made for employees who are victims of domestic violence, or whose family or household member is a victim.

Safety Manual

I. INTRODUCTION

At Geotemps, Inc., our most valued resources are our employees, our Clients, and the communities we serve. Geotemps, Inc. is dedicated to providing a safe and healthful environment for employees and Clients, promoting a culture of safety, and preserving corporate, Client, and public assets and property. Injuries can be prevented. And, while Geotemps instructs its employees to adhere to all appropriate safety guidelines provided, we also appreciate that good safety is a work in progress – therefore, this handbook will experience updates and revisions as necessary.

All employees are instructed to follow this program. This program is designed to encourage all employees to promote the safety of their fellow employees and Clients. Please take the time to study and understand these safety policies and procedures. It is the shared responsibility of all involved to make this program work. As you function within your temporary Client assignment you are a valued member of the Geotemps team. We care about our employees' safety.

A. SAFETY FIRST

Geotemps, Inc. is sincerely interested in employees' safety. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use personal protective equipment and safety devices provided by Geotemps and its Clients.

Geotemps, Inc.'s employees are not only governed by this safety policy, but also by that of the Client to whom they are assigned, as well as any applicable Mine Safety Health Administration (MSHA) or Occupational Safety Health Administration (OSHA) safety training provided. It is expected that employees will be given safety guidelines by their Client supervisor and will be held to those standards as well – employees will be held to the stricter policy.

B. SAFETY CARDS

Geotemps, Inc. will provide employees with a "safety card" at the time of hire. This card should be kept on one's person while on the Client site. It is a good item to keep in a wallet at all other times. In addition to having the numbers for calling-off, it has places to note who and how to communicate if there is an on-site safety concern or incident.

Completing a safety card should be done before the end of the employee's first shift. If an employee has not been trained on the on-site incident reporting rules, **it is his/her responsibility to ask.** Employees should also ensure know how to communicate with others in the event there is no cell service, noting if there is a radio, land line, or other methods of communication from one work site to another.

II. SAFETY & HEALTH REQUIREMENTS

A. UNSAFE ACTIONS

All employees will comply with the provisions of MSHA and/or OSHA. Therefore, any employee who knowingly commits an unsafe act or creates an unsafe condition, disregards the safety policies, or is a repeated safety or health offender, may have their assignment ended or be terminated from all future Geotemps, Inc. work. Grounds for immediate termination include, but are not limited to:

- Drinking alcohol and/or substance abuse prior to or during working hours;
- Fighting;
- Theft;
- Willful damage to property;
- Refusal or neglect to wear required personal protective equipment (“PPE”) or safety gear designated by Geotemps, Inc. and/or the Client;
- Removing and/or making inoperative safety guards on tools and equipment;
- Removing barriers and/or guardrails and not replacing them;
- Failure to follow recognized industry safe practices;
- Engaging in horseplay;
- Failure to notify Geotemps, Inc. and/or the Client of a hazardous situation, injury or near miss.

Employees will adhere to the following safety and accident related activities:

- Report all injuries as soon as safely possible to site-supervisor and Geotemps, Inc.;
- Employees should notify site-supervisor and Geotemps, Inc. if they become ill while on the job;
- Employees must inform site-supervisor and Geotemps, Inc. if they have a disability or physical handicap which will prevent or interfere with their ability to do the job with or without reasonable accommodation;
- Never move an injured or ill person, unless to prevent further immediate injury.

B. ACCIDENT AND INCIDENT REPORTING

It is important that employees report all accidents and incidents (however slight) that result in injury, illness, or damage, to the site-supervisor and Geotemps, Inc. as soon as safely able. It is Geotemps, Inc. responsibility to investigate each incident. It is the employee’s responsibility to report and cooperate with all facets of an investigation.

1. Post-Incident Procedures

The following must be completed for **ALL** accidents, incidents and near misses:

- Client report of incident form, supplied by the site-supervisor;
- Geotemps, Inc. Report of Incident form and witness reports supplied by the branch staffing manager;
- Any necessary Workers’ Compensation reports or paperwork appropriate to the geographic location of the accident;
- A post-incident drug and alcohol screen (breath, blood or saliva at company discretion) may also be required of the injured worker.

First-Aid and Medical Treatment

If an employee has a work-related injury or illness that requires professional medical assistance, they must notify the site-supervisor **and** Geotemps, Inc. prior to receiving this assistance. If notice is not received it may disqualify the worker for Workers’ Compensation benefits.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If an employee sustains an injury requiring treatment other than first aid, they must inform the site-supervisor and Geotemps, Inc. as soon as possible and complete the above-noted post-incident paperwork immediately.

Emergency Medical Treatment

If a worker sustains a severe injury requiring emergency treatment, the site-supervisor and Geotemps, Inc. must be notified as soon as safely possible and the above-noted post-incident paperwork must be completed as soon as safely possible.

2. Workers' Compensation

Workers' compensation laws provide benefits to employees for lost wages and medical bills resulting from a work-related injury or illness. The timing and issuance of Workers' Compensation benefits is dependent on the incident being reported and approved. Qualification for benefits is determined by the insurance company, not Geotemps, Inc. Payment of wages may be subject to periods of inability to work prior to qualification and individual state laws vary on reporting timelines and an employee's failure to report incidents within statutory timelines may result in claim denial. Benefits are paid at a percentage of the employee's working wage or salary. If your claim is denied, you will be personally responsible for any and all medical costs incurred as a result of the injury.

Employee responsibilities include:

- Making and keeping appointments.
- Following all doctors' instructions on and off the job.
- Maintaining good communication with the site supervisor and the Geotemps' Staffing Manager.
- Fully cooperating with all instructions and requests given.

Geotemps is dedicated to obtaining medical attention and reaching resolution for ANY work-related injury. It is important to be aware, however, that reporting non-work-related injuries is considered fraud; a felony charge. If an employee has an incident outside of work and is not fully fit to perform all the duties of his/her job this should be addressed with the site-supervisor and Geotemps Staffing Manager prior to reporting to the scheduled shift.

C. SAFETY RIGHTS & RESPONSIBILITIES

Employees have several important rights concerning safety which are protected by federal, state and local laws. Along with these rights come important responsibilities for safety. It is only by each employee becoming familiar with the hazards of their job and doing what is necessary to ensure their safety that Geotemps can achieve the safe working conditions deserved by all its employees.

1. Worker Safety Rights

- The right to a safe workplace, free from recognized hazards.
- The right to request information on safety and health hazards in the workplace, precautions that may be taken and procedures to be followed if an employee is injured or exposed to toxic substances.
- The right to know about the hazards associated with the chemicals you work with and the safety procedures to follow to protect yourself from those hazards.
- The right to question any instruction which requires an employee to disobey a safety rule, which puts them or someone else in unnecessary danger of serious injury or requires them to perform a task which the employee has not been previously trained to safely perform.
- The right to freedom from retaliation for demanding one's safety rights.

2. Worker Safety Responsibilities

- Report all injuries and illnesses to the site-supervisor and Geotemps, Inc. no matter how minor.
- Always follow the safety rules for every task performed.
- Choose the proper way to perform a task, avoiding short cuts no matter how harmless they appear.
- Use all required PPE such as hard hats, safety glasses, safety shoes and hearing protection.
- Report any hazards seen. All employees must adhere to a strict “observe and report” policy under EVERY circumstance. This policy applies to ALL positions (including security positions) unless otherwise specified in writing.
- Help co-workers recognize unsafe actions or conditions they may cause.
- Be present to one’s duties and avoid task distractions.
- Be 100% fit for duty for every shift reported.
- Ask about the safety rules if there are any uncertainties.

D. EMPLOYEE SAFETY RULES

It is unrealistic to list or include all safety rules for all possible assignments and tasks. However, the following rules have been prepared to help the employee avoid hazards, which may cause injury while doing some of the more common tasks asked to perform. Employee’s should study and follow the rules provided in this handbook and ask their supervisor for additional rules and training when asked to do a task with which they are not familiar, or this booklet does not cover. Please note: failure to follow safety rules and/or safe practices may result in disciplinary action, up to and potentially including termination.

The Client/Site Safety Manager should provide site specific task training for carrying out the duties of the position, while recognizing and managing fatigue and distractions.

- The Client/Site Safety Manager may provide training to workers operating specialized motor vehicles or equipment.
- The Client/Site Safety Manager should emphasize to workers the need to follow safe operating practices and equipment manufacture operating manual recommendations.

1. General Safety Rules

- Read and follow safety notices and other posted or disseminated information.
- Observe and follow all safety instructions, signs, and operation procedures.
- Help fellow employees when they ask for assistance or when assistance is needed for their safety.
- Never participate in “horseplay”. Injuries resulting from horseplay may not be covered by Workers’ Compensation.
- Clean up non-hazardous spills immediately.
- Report hazardous spills or potentially hazardous spills to the Site Safety Manager immediately.
- Wear disposable, waterproof gloves when expected to come into direct hand contact with body fluids due to accident or injury. Gloves used for this purpose shall be put in a plastic bag or lined trash can, secured, and disposed of daily. Hands should always be thoroughly washed after gloves are removed, even if the gloves appear to be intact.
- Report all unsafe conditions, hazards, or equipment immediately. Make sure other people are warned of the problem so that they may avoid it.
- Wear personal protective equipment as required to reduce injury potential. Use gloves, safety glasses, back support belts, steel toed boots, hard hats, etc., as necessary.
- Never stand on chairs, furniture, or anything other than an approved ladder or step stool.

- Never use intoxicating beverages or controlled substances before or during work. Prescription medication should only be used at work with your doctor's approval. Any medication(s) with warnings that list or suggest side effects that impair or impact the ability to safely perform your duties must be reported to your site-supervisor and your Geotemps branch Staffing Manager. Do note: Geotemps Inc. Corporate policy includes both random and reasonable suspicion drug screening.
- Maintain constant worksite and environmental awareness, including but not limited to: stability of work surface and footing, ventilation, lighting, weather changes, severity of hot or cold working conditions.

2. Fire Safety

- Report all fire hazards to your site-supervisor immediately.
- Firefighting equipment shall be used only for firefighting purposes.
- Smoke in designated outside areas only.
- Do not block off access to firefighting equipment.
- Keep doors, aisles, fire escapes and stairways completely unobstructed.
- In the case of a fire; your first consideration must be the safety of all persons, before attention is directed to the protection of property.
- In the event of a fire; or other hazard, which warrants evacuation of the workplace; follow the Client's procedures for Emergency Evacuation and assemble in designated area.
- Immediately change any clothes if they become soaked with oil, gasoline, paint thinner or any other flammable liquid.
- Know how to report a fire and how to turn on a fire alarm.
- Know the location of all fire extinguishers, and how to use them.
- Know the fire exits to be used in an emergency.

3. Fire Prevention

- Dispose of trash in the appropriate containers, keeping all work areas clean and free of combustible debris.
- Do not allow trash, discarded or scrap materials to accumulate.
- Fire extinguishers are strategically placed throughout the facility.
- Portable fire extinguishers or other suitable means of extinguishments (fire barrels with buckets or hand hose lines with nozzle) will be provided for all structures under construction.
- Portable fire extinguishers will be made immediately available during welding, cutting, brazing, soldering, or other hot work operations, which involve open flames.
- Portable fire extinguishers are intended for use on small or early-stage fires only.
- Do not attempt to use a fire extinguisher unless you have received training.
- Do not use damaged electrical cords, e.g. those with missing ground pins, pulled stress relief, torn/cut/worn insulation, bare wires visible, etc.
- DO NOT BLOCK electrical distribution panels, fire extinguishers or fire protection systems.
- DO NOT BLOCK aisles, passageways, exit doors or exit routes.
- Smoking is prohibited within 50 feet of flammable liquid storage and wood framed structures during construction. Violators are subject to citations and fines by local regulatory agency officials.
- Do not use flame or spark producing tools within 50 feet of flammable or combustible liquids.
- Flammable and combustible liquids, in quantities greater than one (1) gallon shall be stored in and dispensed from approved safety cans. (Metal, self-closing nozzle, spark arrested and pop off provisioned two (2) to five (5) gallon cans.)
- Flammable and combustible liquid containers used for above ground storage and dispensing of five (5) gallon quantities or more shall be:

1. Clearly marked (Hazard Communication Program) (Flammable, Combustible, Gasoline, Diesel).
 2. Stored not less than 20 feet from any building or flammable gas storage.
 3. Stored in areas free of weeds, trash or combustible debris.
 4. Stored at least 50 feet from sources of open flames.
 5. Provided with warning signage to prevent smoking or the use of open flames within 50 feet.
 6. Diked or provided with spill diversion to secondary containment.
 7. Provided with bonding to prevent static spark during dispensing operations.
 8. Provided with a 20 B fire extinguisher, not less than 25 feet nor more than 75 feet from the tank.
- Barricades or other means of routing vehicle traffic will be utilized to prevent accidental contact or impact with flammable and combustible liquid storage containers, pumps, lines, etc.

4. Hand Tools, Machines & Equipment Safety Rules

- All tools used on the job will be inspected prior to use. Tools with damaged or missing components, damaged electrical cords, or missing ground pins (single insulated only) will be removed from service until repaired.
- Guards over moving or cutting components will not be removed or tied back. No exceptions.
- Employees will not operate powder-actuated tools (Hilti, Ramset, etc.) unless they have had training and training has been properly documented.
- Compressed air will not be used for cleaning unless air pressure has been regulated to a minimum of 30 PSI.
- Compressed air will not be used to clean one's self.
- Blow nozzles for compressed air will be equipped with dead end relief (vented tip).
- All guards around chains, belts and pulleys and other moving parts will be in place prior to starting equipment.
- Air compressors used for pneumatic tools (nail guns, etc.) will be regulated to a pressure not to exceed the tool manufacturer's recommendations.
- Eye protection will be worn by both those performing any cutting, grinding, chipping or other operations that may produce flying debris as well as those in the immediate area.

5. Ladder Safety Rules

- Ladders used by employees will be inspected prior to use. Ladders with damaged components will be taken out of service.
- Ladders include both free standing traditional ladders as well as affixed ladders like those found on equipment, storage vessels, etc.
- Employees will not stand on the top or top step of a stepladder at any time.
- Never have more than one person on a ladder at a time.
- Metal ladders will not be used while working on or near electrical components.
- Portable ladders will be placed in such a way that the side rails extend a minimum of 36 inches above the landing point.
- When ascending or descending a ladder, always maintain three (3) points of contact. E.g. two (2) feet and one hand.
- Avoid carrying items whenever possible while ascending or descending a ladder.
- Ladders used for access to a higher level will be secured to the landing point.
- Employees will not descend a ladder facing away from it.
- The area around the landing point and the bottom of a ladder will be clear of obstructions, trash and debris.

6. Electrical Safety Rules

- All tools, equipment and systems (except for double insulated tools, and temporary lighting systems that do not incorporate metal lamp holders) must always be grounded. Grounds on tools, cords, and equipment must be inspected prior to each use. Cords missing a ground pin shall not be used!
- At no time will the Client require the employee to make unauthorized modifications to power panels or circuits.
- Frayed, cut or damaged extension cords or tool cords will not be used.
- Electrical boxes with outlets attached to the end of an extension cord will not be used in exterior locations.
- Electrical switches and receptacle boxes with broken or missing covers must not be used. Report them to your supervisor as soon as you observe them.
- String-type temporary lighting circuits must have a guard over all bulbs.
- Special precautions must be taken when working around, above or below power transmission lines.
- Metal ladders must not be used when working near or on energized electrical equipment.
- When Ground Fault Circuit Interrupters (GFCI's) are provided on electrical circuits, they must be functionally tested prior to use. Tampering with GFCI's is strictly prohibited.
- Temporary power in construction areas require GFCI protection on all 110/220-volt circuits.
- Cracked or worn boot soles should be replaced immediately to avoid potential shock, arcing or electrocution.

7. Personal Protective Equipment ("PPE")

Geotemps, Inc. is dedicated to helping provide a safe and healthy assignment workplace. All employees are expected to do their part to achieve this goal. One way employees can do their part is by using proper PPE (for example: hard hats, steel toed shoes, gloves, safety harnesses, ear plugs, etc.).

Client and employees are independently responsible for assessing the workplace to determine if hazards are present, or likely to be present, which necessitate use of PPE. If such hazards are present, or likely to be present, the employer shall:

- a. Select and have employees use PPE that will protect the affected (or potentially affected) employee.
- b. Communicate the selection decisions to each affected employee.
- c. Select PPE that properly fits each affected employee.
- d. Enforce the use of task specific PPE.

The Client will certify (document) that the hazard assessment has been performed:

- Identify the workplace evaluated, the person certifying, the date(s) of the assessment(s) and identify the document as a certification of hazard assessment.

PPE Training

The Client shall also provide training to each employee who is required to use PPE. It is recommended that verification and written certification including name(s) of employee(s) trained, date(s) of training and identification of PPE records be kept by the Client/site Safety Manager.

- When PPE is necessary.
- Which PPE is necessary.
- How to properly don, doff, adjust and wear PPE.
- The limitations of specific PPE.
- The proper care, maintenance, useful life and disposal of specific PPE.

Each affected employee shall demonstrate an understanding of the training and ability to use PPE properly before being assigned the work that requires the PPE. Employees must be retrained when

they no longer exhibit an understanding of the initial training and/or changes in the types of PPE render previous training obsolete. Geotemps strongly discourages the use of employee owned PPE being used at a Client's facility.

Employees must inspect one's PPE each and every time it is used, replacing worn, damaged, expired or outdated PPE; defective or damaged PPE shall not be used. Check with the Geotemps staffing manager in the event of job classification and/or task questions or concerns.

Protective Headwear

Where there is the exposure of overhead danger from falling objects or from electric shock or burns, protective headwear must be worn. Protective headwear is an approved hard hat that meets the requirements of the Mine Safety Health Administration (MSHA) or Occupational Safety Health Administration (OSHA). Worksite, job hazards and environment dictate the appropriate type of protective headwear.

Employees are responsible for using their hard hats while working. Also, employees must notify their supervisor about a damaged or lost hard hat immediately.

Protective Eyewear

When there is an exposure to the eyes from flying objects, glare or liquids, protective eyewear (safety glasses with side shields, goggles, etc.) is required. Protective eyewear is an approved safety eye protector or safety goggle, which meets the standards of the American National Standards Institute (ANSI Z87.1-1968). Worksite, job hazards and environment dictate the appropriate type of protective eyewear; it is important to check with the site supervisor to assure compliance.

Respiratory Protection

When there is the potential of exposure to airborne nuisance, dust or particles appropriate respiratory protection is required. It is important to identify with the Client/site Safety Manager which is the appropriate PPE for the area. Respirators and dusk masks are not necessarily interchangeable. Filtering face-piece (dust mask): a negative pressure particulate respirator with a filter as an integral part of the face-piece or with the entire face-piece composed of the filtering medium.

- Employees may be required to submit to a respirator fit test prior to start of some assignments. Fit tests that require no facial hair during the test require no facial hair for ongoing use.
- Employees may be required to submit to a pulmonary function test prior to the start and in an ongoing fashion for some assignments.

Protective Gloves

When there is potential injury to the hands, protective gloves are required. It is important to choose the appropriate glove for the task. Some glove-worthy activities include:

- Construction type work gloves are required for, but not limited to, employees that have an opportunity of cutting, pinching, hitting, or burning their hands.
- Chemical resistive gloves are required for, but not limited to, employees that have an opportunity of spilling hazardous chemicals or corrosive material onto their hands.
- Non-conductive gloves should be used for some electrical work.

Back Supports

When employees are exposed to heavy or repetitive lifting, back support devices should be requested and worn. A back support does NOT mean that an employee can lift more weight than without one. They are designed to simply support proper lifting technique.

8. Material Handling Safety Rules

- When lifting, lift properly. Keep back straight, stand close to the load, and use leg muscles to do the lifting. Keeping the load close to the body. Never twist upper body while carrying a load.
- When lifting heavy objects, utilize a two-wheeled dolly, or ask for assistance from another a co-worker.
- Inspect the object to lift for sharp corners, nails, black widow spiders, or other things that may cause injury. Use gloves when handling rough or sharp materials.

Five Simple Steps for Safe Lifting

- a. **Plan Ahead** - Use assistive devices such as dollies or hoists if necessary and ask for help if needed.
- b. **Position** - Stand close to the object, feet shoulder width apart, and ensure that you have firm footing.
- c. **Lifting** - Bend at the knees, keeping your back in an upright position, get close to the object, and grasp it with a firm grip.
- d. **Raising the Object** - Slowly straighten your legs keeping the object close to your body, until you reach an upright position.
- e. **Lifting Obstacles** - When turning, turn with your feet and not with your back. Always ask for help if the object is too heavy or large.

9. Slip, Trip and Fall Prevention

- Always wear appropriate footwear for your working conditions. Ensure traction is not compromised.
- Immediately clean up spills of wet or dry materials.
- Post a caution sign in areas where immediate mitigation of slip hazards is impossible.
- Remove ice from walkways or provide adequate traction with sand or gravel.
- Avoid placing hoses or cords across walkways. Post a caution sign if no alternative is available.
- Visually inspect walkways for slip or trip hazards. Pay attention to your surroundings. Remedy hazards immediately.

Housekeeping

- Do not place materials in aisles, stairways, or any designated path of travel.
- Stack material at a safe height so material will not fall if bumped. Insure heavy loads have proper support, and make sure there is no overhanging or irregular stacking of material.
- Place all trash or scrap in places provided. Clean up all non-hazardous spills immediately.
- Report worn or broken flooring, stair treads, handrails, furniture, or other office equipment.
- Use ashtrays for disposing of cigar or cigarette butts. Do not throw butts on the floor.

E. EQUIPMENT OPERATIONS

Some Client work locations are not closed environments. Preventing work-related equipment accidents requires strategies that combine basic operational safety principles and sound safety management practices. Although Geotemps, Inc. cannot control all working conditions, we strive to promote safe behavior by providing general safety information to workers and by supporting our Clients' efforts to set and enforce specific operator safety policies.

The Client/site Safety Manager should set and enforce a comprehensive operator safety policy. The Client/Site Safety Manager should enforce mandatory seat belt use and Geotemps, Inc. employees must not conduct business on a cell phone while operating equipment.

1. Driver Performance

Geotemps, Inc. and our Clients require that workers assigned to operate equipment on the job have a valid driver's license and one that is appropriate for the type of vehicle to be operated/driven. Geotemps, Inc. may check driving records of prospective employees, and perform periodic rechecks after hiring to maintain a safe working environment. Geotemps, Inc. will check and maintain complete and accurate records of workers' operating performance while on assignment.

Note: These are general safety guidelines. The Client/Site Safety Manager should provide you with specific training and safety standards for individual vehicle types.

2. Vehicle and Equipment Safety Rules

Employees should coordinate with the Client/site Safety Manager to review all safety procedures, guidelines and instructions while operating or working near equipment. It is expected that all Geotemps, Inc. employees adhere to the safe operational guidelines provided specific to all light duty, heavy, or industrial equipment encountered.

- Seat belts will be worn on all vehicles and equipment in which they are installed.
- Vehicles will be operated within the requirements of all traffic rules and laws.
- An inspection shall be performed prior to use.
- Forklifts/equipment with an obstructed rearview and/or working in areas with pedestrian traffic will be equipped with an audible back up alarm.
- Employees will not be elevated on the forks of a forklift.
- Riders are not permitted on forklifts or other heavy equipment.
- Only designated, authorized and qualified individuals shall be permitted to operate or service heavy equipment and/or company vehicles.
- At no time shall an employee operate a piece of equipment in an unsafe condition and / or manner; the use of a cell phone is not permitted while operating any vehicle or equipment
- Split rim or multi-piece rims will not be inflated.
- Employees will not crawl beneath equipment for any reason, unless they are trained and authorized to do so.
- Whenever practical, a helper (spotter) will be used while backing vehicles.
- Employees will follow site-specific protocols for communicating that they are starting, moving a vehicle forward or backward.
- Employees must be aware and report operational fatigue.
- Employees must avoid in-vehicle distractions; the use of a cell phone is not permitted while operating any vehicle or equipment

F. HAZARD PREVENTION AND CONTROL

As outlined in this section, Geotemps, Inc. shall undertake to support Client efforts to correct or control potential hazards in a timely manner.

Geotemps, Inc. seeks to assist on-site implementation of methods to eliminate any hazard or potential hazard and will support implementation of procedures for safe work. Geotemps suggests that safe work be accomplished through training, correction of unsafe performance or work environment, and compliance through the disciplinary system.

1. Identified Safety and Health Concerns

All identified potential workplace safety and health hazards should be reported to an on-site-supervisor immediately. Situations that are unsafe or pose a safety or health hazard should be reviewed and reported to an on-site-supervisor for possible corrective action immediately.

2. Machinery Tag Out Program

This policy and procedure refer to the minimum requirements for a Machinery Tag Out Program. Such a program governs lock out and/or tag out procedures to be used to verify that equipment or machines are isolated from all potentially hazardous energy. Under such a program, machinery is to be locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energizing, start up or release of stored energy could cause injury.

Tag Out System Use

When a Tag Out system is in use, employees shall also be trained in the following limitations of tags:

- Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
- When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it. It is never to be bypassed, ignored, or otherwise defeated.
- In order to be effective, tags must be legible and understandable by all authorized employee, affected employee, and all other employee whose work operations are or may be in the area.
- Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the specific workplace.
- Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
- Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

Please refer to Client/site Safety Manager for Clients' *specific Lock Out/Tag Out policies*.

3. Energy Control – Training Program

The Client shall provide training to ensure that the purpose and function of the energy control program are understood by the employee and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employee. The training shall include the following:

- Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
- Each affected employee shall be instructed in the purpose and use of the energy control procedure.
- Any employee whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize equipment which are locked out or tagged out.

4. On-Site Emergency Action Plan

When faced with an emergency on site, please refer to the Client's procedures on how to act. Examples of an emergency are fire, tornado, earthquake, and bomb threat. The procedures should cover the following topics:

- Fire reporting and response
- Robbery
- Tornado or earthquake preparation and emergency
- Bomb threat
- First aid
- Hazardous material spill
- Emergency or non-emergency evacuation

5. Outdoor Hazards

The work site, as well as the layout of the area around it, can contribute to hazardous conditions when working on the grounds or just walking to a job site.

- Uneven surfaces, wet grass, and mud can make for dangerous travel, whether walking or driving. Take precautions when maneuvering vehicles over rough terrain.
- Holes in the ground can cause trips or falls. Make sure they are identified and marked or filled in quickly.
- Certain terrain hazards can cause water to collect. Water can create a drowning hazard; according to OSHA, excavations must be inspected after every rainstorm.

Weather

Some areas of the country are more susceptible to certain types of severe weather than others. Weather hazards to be cautious of include:

- Lightning and thunderstorms,
- Flooding and flash flooding,
- Strong winds, tornadoes, and hurricanes, and
- Snow, freezing rain, sleet, and hail.

Summer Heat- and Sun-related Illnesses

To prevent employees are encouraged to do the following:

- Drink cool water in small amounts frequently--one cup every 20 minutes. Avoid alcohol, coffee, tea, and caffeinated soft drinks, which cause dehydration.
- Wear lightweight, light-colored, long-sleeved (to protect against insect bites), loose-fitting clothing and change clothing if it gets completely saturated. Use sunscreen, insect repellent, and wear a hat when working outdoors.
- Use short, frequent work-rest cycles when it's hot. Alternate work and rest periods with longer rest periods in a cooler area, and schedule heavy work for cooler parts of the day.
- Realize that certain medical conditions, such as heart conditions and diabetes, and some medications can increase the risk of injury from heat exposure.
- Wear high boots, long pants (tucked in boots), long-sleeved shirts (shirts tucked in) if possible when walking in an area known to have snakes, scorpions, etc. or in highly vegetated areas where ticks may be found.

Wildlife

Predict areas that you would expect to have high bear activity (e.g. burns, old camps and dumps, fish spawning areas, berry patches). Carry an accessible spray can of bear repellent containing capsaicin. Make noise to alert a bear to your presence. If you notice a cougar watching you, face the cougar, stand as tall as you can, and try to appear as large as possible – open your jacket. Back away slowly, still facing it. Do not crouch down or turn your back on it and **DO NOT RUN**.

G. MSHA/OSHA INSPECTION GUIDELINES

MSHA and OSHA are both authorized to conduct workplace inspections to determine whether employees are complying with standards issued by the applicable agency for safe and healthful workplaces. Many states have their own occupational safety and health programs and regularly inspect workplaces. Inspections are usually conducted without advance notice and can be conducted for one or more of the following reasons:

- Imminent Danger Situations – any condition where there is reasonable danger that a situation exists that can be expected to immediately cause death or serious harm.

- Catastrophes and Fatal Accidents – investigation of fatalities and accidents resulting in the hospitalization of 3 or more employees. Such catastrophes must be reported to OSHA within 8 hours.
- Employee complaints.
- Programmed Inspections – based on injury rates, previous citation history, and employee exposure to toxic substances or random computerized selection.

Listed below are some general guidelines for a workplace inspection from either agency. Remember that the inspectors represent state or government agencies. You must comply with their requests and not hinder their inspection in any way. Good rules to follow include:

- Always Carry required MSHA or OSHA documentation on you while working. This includes specific training cards such as the Part 48 MSHA training certificate or the OSHA Hazwoper certificate.
- Comply with an OSHA or MSHA inspectors' requests fully.
- Always carry and wear all PPE required by MSHA, OSHA and your site supervisor for your position. If you are found to be out of compliance for required protective gear, you could receive a substantial fine from MSHA and/or OSHA as well as face discipline from the Client and Geotemps.

The Geotemps, Inc. policy is to demonstrate a “good faith” effort to comply with all MSHA and OSHA standards and any health and safety issues raised in an MSHA or OSHA compliance inspection.

Drug and Alcohol Policy

I. INTRODUCTION

In compliance with the Drug-Free Workplace Act of 1988, Geotemps, Inc. has a longstanding commitment to providing a safe, quality-oriented and productive work environment consistent with the standards of the communities in which we operate. Alcohol and drug abuse pose a threat to the health and safety of Geotemps employees and Clients. For this reason, Geotemps is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

II. WORK RULES

1. Whenever employees are working, are operating any Geotemps or a Client vehicle, are present on Geotemps or its Client's premises, or are conducting Company related work off-site, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia);
 - b. Being under the influence of alcohol or an illegal drug as defined in this policy;
 - c. Possessing or consuming alcohol.
2. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing company/Client business or while in a company/Client facility, is prohibited.
3. Geotemps, Inc. will also not allow any employee to perform their duties while taking prescribed drugs that adversely affects the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce this if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.
5. Geotemps, Inc. employees are also subject to the rules and inspections of any drug and alcohol policy of a Client to which they are assigned.

III. REQUIRED TESTING

A. PRE-EMPLOYMENT

All candidates who accept a position are subject to a post-offer/pre-employment drug screen. At a minimum, this will be a ten (10) panel non-DOT regulated urine analysis. Geotemps, Inc. reserves the right based on Client company requirements and/or regulations governing the assignment to require a more stringent test. Refusal to submit to testing will result in renegeing the offer of temporary employment and potential disqualification of further employment consideration.

Effective January 1, 2020 Nevada AB 132 restricts employers from refusing to hire job candidates who test positive for marijuana, except for those positions that are deemed safety-sensitive. A safety-sensitive position is any job that includes tasks or duties that the Company, in good faith, believes could affect the safety and health of the employee performing the task or others including, but not limited to, any of the following:

- f. the handling, packaging, processing, storage, disposal or transport of hazardous materials;
- g. the operation of a motor vehicle, equipment, machinery, or power tools;
- h. repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage;
- i. the extraction, compression, processing, manufacturing, handling, packaging, storage, disposal, treatment or transport of potentially volatile, flammable, combustible materials, elements, chemicals or any other highly regulated component;
- j. preparing or handling food.

B. REASONABLE SUSPICION

Employees are subject to testing based upon (but not limited to) observations of apparent workplace use, possession or impairment. Under no circumstances will the employee be allowed to drive themselves to a testing facility; a member of supervision/management must escort the employee. The supervisor/manager will make arrangements for the employee to be transported home.

C. POST-ACCIDENT

Employees are subject to testing when they cause, contribute to or are a party to accidents that damage Geotemps or its Client's vehicles, machinery, equipment, property and/or result in an injury to themselves or another employee requiring medical attention.

D. FOLLOW-UP

Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Depending upon the circumstances and the employee's work history/record, Geotemps may offer an employee who violates this policy or tests positive the opportunity to return to work on a last chance basis pursuant to mutually agreeable terms.

IV. COLLECTION AND TESTING PROCEDURES

For Pre-employment testing, employees are responsible for transporting themselves to and from the testing facility in a timely fashion based on the requests of the Geotemps Branch Staff. For random, reasonable suspicion and post incident testing, employees shall be transported to a Geotemps designated facility and directed to provide breath or urine specimens. All Specimens shall be tested by trained technicians using federally approved testing devices capable of producing printed results that identify the employee. However, in a field situation a field test may be administered by a Client identified staff person. Should a field test return a positive result and the employee deny use, the employee must as soon as safely possible submit to a laboratory managed test.

If an employee's breath-alcohol concentration is .04 or more, a second breath specimen shall be tested approximately 20 minutes later. The results of the second test shall be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the Company's discretion. For purposes of this Policy, test results generated by law enforcement or medical providers while employees are on-the-clock and/or in route to or from a shift may be considered by the Company as work rule violations.

All urine analysis specimens will be collected in an unobserved scenario unless they appear to be submitting altered, adulterated, out of temp or substitute specimens. Should reasonable suspicion indicate an altered, adulterated, out of temp or substitute specimen the employee will be given the option to retest in an observed setting and at their own cost. The choice to not retest may result in discipline up to and including termination of assignment and possible disqualification for future employment.

When in a laboratory setting, the laboratory shall screen all specimens and confirm all positive screens. There shall be a chain of custody from the time specimens are collected through testing and storage.

The laboratory shall transmit all positive drug test results to a Medical Review Officer ("MRO") identified by either the laboratory or Geotemps, Inc. as well as Geotemps officials. The MRO shall offer persons with positive results a reasonable opportunity to rebut or explain the results.

V. CONSEQUENCES

- Applicants who refuse to cooperate in a drug test or who test positive may not be hired and may not be allowed to re-apply/re-test in the future.
- Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested yet are believed to be impaired, under no circumstances will the employee be allowed to transport themselves from the site.
- The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.
- Geotemps reserves the right to disallow any future placement of an individual who tests positively for illegal drugs or non-prescribed medications.
- In a post incident situation, employees will be paid for time spent in alcohol/drug testing facilities and then suspended without pay pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting may include a member of management/supervision and corporate Human Resources. Only if the results prove to be negative AND the incident investigation finds no fault with the suspended employee will the employee receive back pay for the times/days of suspension based on the employee's customary schedule.

VI. CONFIDENTIALITY

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the MRO shall be kept confidential to the extent required by law. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed where relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

VII. DEFINITIONS

Company Premises

Includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Geotemps, Inc. and/or Client Companies as well as any site Geotemps, Inc. or its Client Companies are conducting business.

Illegal Drug

A substance whose use or possession is controlled by federal law but is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

Refuse to Cooperate

To obstruct the collection or testing process; to submit an altered, adulterated, out of temp or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

Under the Influence

An alcohol concentration equal to or greater than .04 BAC, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

A confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly over-the-counter) where there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization).

VIII. CONCLUSION

At Geotemps, Inc. we pride ourselves on promoting and where possible maintaining a safe work environment for employees and Clients alike. At no time should any Geotemps employee feel that their safety is compromised. By establishing clear and concise minimum safety standards and expectations as well as a drug free workplace, Geotemps, Inc. strives to protect the considerable investment that we have made in our most valuable resource – our employees.

By accepting a position of employment with Geotemps, Inc., it is expected that you will not only adhere to all provided safety guidelines and the Drug and Alcohol Policy, but that you will enter the workplace demonstrating an attitude of enthusiasm for safety and a body and mind fit for duty. With your help, we will continue our three-decade tradition of excellent service to our Clients, employees, and industry - while promoting a strong and necessary culture of safety.

Footnote

This handbook is not intended to replace on-site Client Safety Programs and policies, nor replace aforementioned MSHA or OSHA Safety Training – it is instead intended to appropriately complement such existing Safety Programs when provided or mandated. Geotemps, Inc., assumes no responsibility or liability for the safety programs, policies or training performed by its Clients, nor does it warrant the efficacy or appropriateness of those safety programs, policies or training. Further, Geotemps, Inc., requests disclosure and copies of any Client safety policies and/or policy and program updates in order to properly maintain safe on-site work environment established by its Clients for the benefit of Client and Geotemps, Inc. personnel.

Policy/Program Acknowledgment

I have received my copy of the Employee Handbook, Safety Manual and Drug & Alcohol Policy (hereinafter referred collectively as “Handbook”).

The Handbook describes important information about Geotemps, Inc., and I understand that I should consult my staffing manager regarding any questions not answered in the Handbook. I have entered my employment relationship with Geotemps, Inc. voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or Geotemps, Inc. can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that, other than the President of Geotemps, Inc. or designated representative of the company, no manager, supervisor, or representative of Geotemps, Inc. has any authority to enter into any agreement for employment other than at-will; only the President of the Company has the authority to make any such agreement and then only in writing signed by the President of Geotemps, Inc.

This Handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Geotemps, Inc. By distributing this Handbook, the Company expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by Geotemps, Inc., and the Company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of Geotemps, Inc. can adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Geotemps, Inc. is employment at-will, which may be terminated at the will of either Geotemps, Inc. or myself. Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Geotemps, Inc. or myself.

I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Name (Printed)

Signature

Date

(Remove and retain this sheet indefinitely in the employee's personnel file)