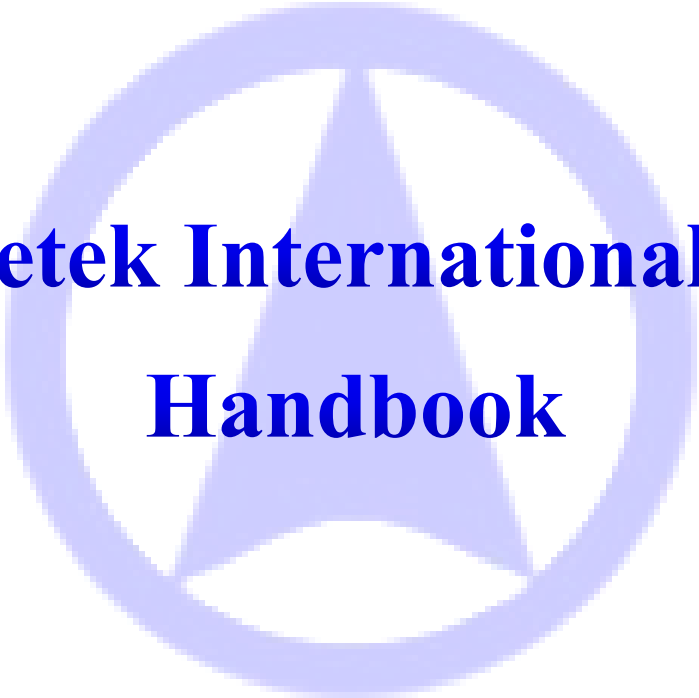




Spiretek International Inc.

Handbook

10782 FM 1960 RD WEST Houston, TX 77070 (281) 970-5019

Offering the most cost-effective solution from end to end

Acknowledgment of Receipt of Employee Handbook

The Employee Handbook contains important information about the Company, and I understand that I should consult with my on-site coordinator regarding any questions not answered in the handbook. I have entered into my employment relationship with SpireTek voluntarily, and understand that there is no specified length of employment. Accordingly, either SpireTek or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to SpireTek's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my on-site coordinator any questions I might have concerned the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook and any revisions made to it. I further agree that if I remain with SpireTek following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of SpireTek's Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the Company's representative listed below on the date specified. I understand that this form will be retained in my personnel file.

Probationary Period

All newly hired employees will be subject to a **90-day probationary period**.

The purpose of this period is to allow SpireTek to evaluate the employee's performance, attendance, conduct, and overall suitability for the position. During the probationary period, employment remains **at-will**, and either the employee or SpireTek may terminate employment at any time, with or without cause or notice.

Successful completion of the probationary period does not guarantee continued employment but confirms that the employee has met the basic expectations for the role.

Signature of Employee

Date

Attendance Policy

SpireTek expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and leaving at the scheduled time as essential functions of their jobs, i.e., good attendance habits form an integral part of every employee's job description.

Notice of Absence or Tardiness

Under some circumstances, absence or tardiness on your part may be excused, but only if you give proper notice of such a problem before the start of your shift. SpireTek needs advance notice of attendance problems so that other arrangements can be made to cover your absence, if necessary. "Proper notice" means that you call SpireTek at a designated number for such calls prior to the start of your shift and personally notify your supervisor and your onsite coordinator, unless a verifiable emergency makes it impossible for you to do so. It is not sufficient to call in and leave a message with a coworker or someone else who is not in a supervisory position. All onsite coordinators and managers have been advised to make themselves available to take calls such as these, so there should be no reason to worry that you will not be able to reach an appropriate person to advise of your attendance problem. If an onsite coordinator is not reachable, please leave a detailed message with your name and number so they can get back with you. Another alternative is to call the main office during business hours and leave a message. If you fail to give proper notice of attendance problems in advance, as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.

If you are absent without notice for two to three days in a row, you will be considered as having abandoned your job, and SpireTek will process your work separation as a voluntary resignation on your part.

Signature of Employee

Date

Dress Code Policy

The primary goal in establishing the dress code policy is to clearly state the expectation that we should dress appropriately for a work environment. All personnel assigned to work within the Office, Manufacturing, Warehouse, and Distribution areas are expected to abide by these guidelines. The guidelines were developed to address a number of issues, including security, safety to employee safety, professionalism, potential damage to the product, visiting customer observation and comment, and sensitivity to the generally acceptable standards of fellow employees.

General Assumptions:

- The primary responsibility for adhering to these guidelines rests with each employee.
- Use common sense. We generally recognize inappropriate attire when we see it. As a rule of thumb, if you are not sure if it is appropriate for the workplace, it probably is not.
- When you are meeting a client or attending a meeting that requires "traditional" or formal Business Dress or Business Casual attire, please dress accordingly.
- All clothing must be clean and cannot contain rips, tatters, holes, or depiction of vulgar, sexually suggestive, or inappropriate content.
- If your manner of dress visibly displays toes, heels, chest hair, midriffs, or undergarments, you are inappropriately dressed for this facility.

Guidelines:

Listed below are guidelines regarding unacceptable items. All other clothing will be considered normal and appropriate as long as it meets the safety and job performance-related requirements of your job. Your supervisor will provide additional information as appropriate for your specific area or job assignment.

- **Pants and Shorts:**
Unacceptable - spandex, Lycra, and other form-fitting pants/shorts, shorts with less than a 6" inseam, and pants/shorts that are low cut or saggy and expose undergarments or midriffs, and shorts with less than 6" inseams. Pants that are too long pose a tripping hazard for you or others around you, or pants/shorts that are so loose-fitting or baggy that they could be used to contain and/or obscure company property.
- **Shirts:**
Unacceptable - shirts with inappropriate content, nylon warm-ups, muscle shirts, tank tops, tube tops, singlets, tops with open backs and/or bare shoulders, low-cut tops, short blouses or shirts that expose midriffs, and all sleeveless shirts.
- **Skirts/Dresses:**
Unacceptable - miniskirts or dresses with bare shoulders or spaghetti straps.

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- **Footwear:**

Unacceptable - slippers, flip-flops, shower shoes, single toe strap shoes, aqua socks, open-toed shoes, open-heel shoes or mules, spikes or high-heels. Note: Cubicles and offices that are adjacent to the production floor are also considered as being on the floor. Anyone who has business on the Manufacturing, Warehouse and Distribution floors is required to abide by these rules at all times while on the floor. In some areas or jobs, safety shoes are required. See your supervisor for more information on safety shoe requirements.

- **Jewelry:**

Unacceptable - hanging jewelry is unacceptable if you are working on the warehouse or manufacturing floor; if you work on the assembly lines, rings are not advisable as they may scratch the product. Any loose-fitting bracelets, watches, or wrist-wear are not advisable as they may get caught and cause injury to your wrist. If you have to wear your wedding ring, please wear a ring tape (provided at the tool-crib) to cover the ring. Additional guidelines on jewelry may also apply to areas within manufacturing.

- **Others:**

Scarf and hair - no scarf can be worn; all workers (men and women) who wear their hair shoulder length or longer need to pull and neatly tie their hair back.

ESD protective gear – where required, smocks and all other ESD protective gear must be worn properly at all times and must pass ESD test. Smocks with zippers must be zipped up to at least one inch from the top; smocks with buttons must be all buttoned up.

The above list is not intended to be all-inclusive but to provide guidance for a specific item. Our goal is to provide guidelines that will allow us to maintain a safe and proper work environment. If you have any questions, see your supervisor.

Managers and supervisors are responsible for applying these guidelines in their areas. If a manager or supervisor believes an employee is not dressed in appropriate attire, the employee will be advised. Repeated incidents will result in corrective action and/or the employee being asked to correct the situation while “off the clock.” Management may adjust this dress code to reasonably and safely meet dress code requirements for their local facility needs.

Should any employee feel that any particular guideline should not apply to them for any reason, they should inform their manager or supervisor, who will direct them to Human Resources to discuss the matter.

Signature of Employee

Date

Electronic Devices Policy

Purpose

The use of a personal cell phone, electronic devices, and the use of a personal audio player with earphones while at work in the production lines and warehouse may present a safety hazard, a distraction to the user and/or co-workers, and/or an interruption of production operations. This policy is meant to ensure that cell phone use while at work is safe, business-related, and does not disrupt business operations, and the use of a personal audio player that requires earphones is strictly prohibited.

Restriction on Use of Cell Phones While at Work in Production and Warehouse Areas

Only personnel who have been issued the company's cell phones, or who have been specifically authorized to use his/her personal cell phones for business purposes, are authorized to use cell phones while at work in the production and warehouse areas. All other employees are strictly prohibited from using personal cell phones while working in the production and warehouse areas. The usage of cell phones includes using a host of functions and/or services that are currently or in the future become available through cellular providers, including sending calls, receiving calls, talking, text messaging, Internet connection, e-mails, digital photography, audio recording, and MP3 music playing. Whether enumerated or not, employees not otherwise authorized are strictly prohibited from using any of these services while at work.

Employees must keep their personal cell phones in their respective lockers, and may only use the cell phones during break times and in designated break room areas or outside the company's building. In the event of a personal emergency, please ask your family members to call your immediate supervisor or the designated company's and temporary staffing personnel at the contact numbers below:

Restriction on Use of Personal Music Players While at Work

All employees are strictly prohibited from listening to music or other audio recordings using personal music players such as iPods, MP3 Players, or any kind of electronic listening devices that require earphones while at work.

Discipline

Violation of this policy will subject an employee to disciplinary action up to and including immediate termination.

Signature of Employee

Date

Prevention of Involuntary Labor

1. Policy Statement

SpireTek International, Inc. strictly prohibits the use of forced, bonded, indentured, or involuntary prison labor in any form. All work must be voluntary, and employees are free to leave their employment upon reasonable notice, consistent with applicable law and company policy. This policy applies to all SpireTek operations, subsidiaries, contractors, suppliers, and labor agencies operating within the United States.

SpireTek complies with the U.S. Fair Labor Standards Act (FLSA), the Trafficking Victims Protection Act (TVPA), the Texas Penal Code §20A.02 (Trafficking of Persons), and the International Labour Organization (ILO) Convention on Forced Labor.

2. Prohibited Practices

- The following actions are strictly prohibited under this policy:
- Requiring employees to surrender passports, work permits, or personal identification.
- Using physical or psychological coercion, threats, or deception to compel work.
- Imposing unreasonable restrictions on freedom of movement within company facilities or dormitories.
- Limiting restroom access, restricting access to drinking water, or imposing unpaid or denied breaks.
- Withholding wages, imposing debt bondage, or requiring deposits as a condition of employment.
- Retaining employees through recruitment fees or penalties for resignation.
- Restricting access to dormitories, food, or basic necessities as a means of control. All overtime hours shall be voluntary, and employees shall not be forced, coerced, or intimidated into working overtime except in emergency or critical operational circumstances permitted by law.

3. Prevention and Monitoring Measures

- All recruitment shall be conducted through authorized channels only, without charging workers recruitment fees.
- HR and Compliance teams will regularly audit labor agencies and facilities to ensure compliance with this policy.

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- Employment contracts must clearly state terms of work, pay, hours, and termination rights in a language understood by the employee.
- Workers must have free and secure access to their personal documents at all times.
- Supervisors are responsible for ensuring employees have access to restroom facilities, drinking water, and rest areas during shifts.

4. Reporting and Response

Any employee, contractor, or visitor who suspects or observes practices inconsistent with this policy must report immediately to:

- Human Resources or Compliance Office; or
- Anonymous Ethics/Hotline channel (if available).

Reports will be investigated promptly, confidentially, and without retaliation. Confirmed violations will result in disciplinary action, up to and including termination and legal referral.

5. Acknowledgment

All employees and suppliers must acknowledge this policy as part of their onboarding and annual compliance training.

Signature of Employee

Date

Minimum Age & Child Labor Policy

SpireTek International, Inc. is committed to complying with all federal and state child labor laws, as well as the labor standards required under the Apple Supplier Code of Conduct. SpireTek strictly prohibits the employment of anyone who does not meet the legal minimum age requirements for work in the United States.

1. Minimum Age Requirement

The Company will not employ any individual under the age of **16** for non-hazardous work, or under the age of **18** for any position classified as hazardous, as defined by the U.S. Department of Labor under the Fair Labor Standards Act (FLSA). If state law requires a higher minimum age, the higher standard applies.

2. Verification of Age

Prior to employment, all applicants must provide valid documentation proving their age and identity. SpireTek will verify all documentation to ensure compliance with applicable child labor regulations.

3. Prohibition of Child Labor

SpireTek strictly prohibits:

- the employment of individuals who do not meet the minimum legal working age;
- any form of exploitative, forced, or unsafe labor involving minors;
- assigning minors to hazardous duties or environments.

4. Reporting and Compliance

Any concerns or suspected violations of this policy must be reported immediately to Human Resources or the Compliance Office. Violations will result in corrective action, up to and including termination of employment, and may be reported to regulatory authorities.

5. Annual Review

This policy will be reviewed annually to ensure compliance with federal, state, and Apple labor requirements.

Signature of Employee

Date

Anti-Harassment and Anti-Discrimination Policy

SpireTek confirms its commitment to equal employment opportunities and a workplace that is free from unlawful bias and/or discrimination. SpireTek is committed to maintaining a work environment free from unlawful discrimination by supervisors, co-workers, or others. Discrimination is strictly prohibited on the basis of race, color, creed, sex, affection or sexual orientation, religion, national origin, ancestry, age, marital status, disability, political affiliation, union membership, or any other category protected by federal, state, or local law. Thus, all employees are expected to conduct themselves so as to maintain a work environment free of discrimination. Discrimination by an employee constitutes misconduct which is not tolerated by SpireTek and for which an employee shall be subject to discipline up to and including termination of employment.

Harassment/Discrimination

Harassment/discrimination is behavior that is unwanted, unreasonable and offensive to the recipient, which creates an intimidating, hostile or humiliating work environment for that person. There are various types of harassment which can occur at work; they can be based on:

- Race, ethnic origin, nationality or skin color
- Gender and/or sexual orientation
- Religious or political convictions
- Membership or no-membership of a trade union
- Disabilities, illness, sensory impairments or learning difficulties
- Age

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either an explicit or implicit term or condition of employment.
- Submission to or rejection of such conduct is used as a basis for an employment decision affecting an employee; or
- Such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment, comments, jokes, or degrading language or behavior that is sexual in nature;
- Unwelcome sexual advances and requests for sexual favors

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Management And Staff Responsibility

All managers have a key responsibility in establishing and maintaining a workplace free from personal discrimination/harassment and must:

- Model appropriate standards of behavior
- Intervene quickly and appropriately when they become aware of inappropriate behavior
- Act fairly to resolve issues and enforce workplace behavioral standards, making sure relevant parties are heard
- Help staff resolve complaints informally

Resolution of Complaints

SpireTek strongly encourages any employee, who believes they have been discriminated against, bullied, sexually harassed, to take appropriate action by providing a written or verbal report to his/her supervisor, manager or human resources.

The report should include details of the incident and names of individual(s) involved and any witnesses. All incidents of harassment that are reported will be thoroughly investigated promptly and are kept confidential as possible.

Appropriate disciplinary action will be taken to eliminate inappropriate behavior and the company will take appropriate corrective action. Any individual found to have engaged in harassment or discrimination will be subject to discipline up to and including discharge.

In addition, retaliation against the individual who in good faith makes a claim of discrimination or harassment or who participates in an investigation will not be tolerated even when the harassment has been determined to be unfounded. The company prohibits any form of retaliation against you for making a report of discrimination or harassment or participating in the investigation of a complaint of discrimination or harassment. If you believe you have been subject to retaliation, you can use any of the resources described above to report your concern.

Signature of Employee

Date

Progressive Disciplinary Policy

SpireTek maintains a progressive disciplinary system designed to address policy violations, performance issues, misconduct, and other workplace concerns in a consistent and fair manner. This policy applies to all employees and is separate from discipline described in any specific policy (such as Sexual Harassment, Anti-Discrimination, or No-Call-No-Show).

Progressive discipline may include the following steps, depending on the severity and frequency of the violation:

1. **Verbal Warning**

A verbal discussion outlining the concern and expectations moving forward.

2. **Written Warning**

A formal written notice documenting the violation and the required corrective actions.

3. **Final Written Warning or Suspension**

A final notice or temporary suspension may be issued if the violation continues or is more serious in nature.

4. **Termination of Employment**

Employment may be terminated for repeated violations or for serious incidents.

SpireTek reserves the right to determine the appropriate disciplinary level based on the nature, context, and severity of the violation. Serious misconduct may result in immediate termination without prior warnings when appropriate and permitted by law.

This general Progressive Disciplinary Policy is intended to support corrective action and provide employees with the opportunity to improve performance and conduct.

Signature of Employee

Date

Freedom of Association Statement

In conformance with all applicable federal, state, and local laws, SpireTek International, Inc. respects and upholds the right of all employees to freely associate. Employees have the right to form or join labor unions or employee organizations of their own choosing, to bargain collectively, to engage in peaceful assembly, or to refrain from such activities without pressure or interference.

Employees and their representatives shall be able to openly communicate and share ideas, concerns, or suggestions with management regarding working conditions and workplace practices without fear of discrimination, reprisal, intimidation, or harassment. SpireTek is committed to maintaining a work environment that supports freedom of choice and lawful participation in organizational activities.

Signature of Employee

Date

Drug and Alcohol Policy

SpireTek is committed to providing a workplace free of alcohol misuse and illegal drug use. Our commitment to a safe workplace is jeopardized when any SpireTek employee abuses drugs or alcohol on the job, comes to work under the influence of such substances, or possesses, distributes, or sells illegal substances in the workplace.

Therefore, SpireTek has established the following policy:

It is a violation of company policy for any employee to possess, sell, trade, or offer for sale any narcotics, drugs, alcohol, or other controlled substances on the job, on the premises of SpireTek, or at any of its clients. Any illegal substances that are discovered in the possession of the employees will immediately be turned over to the appropriate law enforcement agencies and may result in criminal prosecution as well as disciplinary action, including but not limited to termination of employment.

Employees who are under the influence of illegal drugs or alcohol, or who possess or consume alcohol on the job, have the potential to interfere with their own as well as their co-workers' safe and efficient job performance. Accordingly, any employee who reports to work under the influence of drugs and/or alcohol will be subject to disciplinary action, including but not limited to taking a test. SpireTek may impose disciplinary action up to and including termination of employment.

This policy applies to the abuse by any employee of legally prescribed drug as well as drugs without prescription. If an employee is prescribed a drug for medical reasons, he or she is required to document the fact with the Medical Review Officer by supplying an appropriate doctor's note, at the time, if any, when a drug and alcohol test is required.

To the extent permitted by law, employees convicted of sale or possession of illegal substances may be terminated regardless of whether or not their misconduct occurs on or off the premises of SpireTek or its client.

SpireTek further reserves the right to decline payment or workers' compensation benefits to any employee who tests positive for drugs or alcohol in connection with any work-related injury.

Drug and Alcohol Testing

Pursuant to applicable state and federal law, SpireTek requires testing under the following circumstances:

Pre-Employment Drug Testing: After a conditional offer of employment is made, SpireTek may require a candidate for employment to submit to a drug and alcohol screen. Any conditional offer of employment made by SpireTek shall be subject to and contingent upon successful completion of a drug and alcohol screen, where applicable.

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Post Accident Drug Testing: SpireTek will require employees injured on the job to submit to a drug and alcohol test to confirm that the accident or injury was not caused by the use of alcohol or illegal controlled substances. In the event that the drug and/or alcohol test is positive, SpireTek will deny any worker's compensation claim filed by the injured employee to the extent permitted by state law and also may impose other disciplinary action up to and including termination.

Reasonable Suspicion Drug Testing: SpireTek may require employee to submit to a drug and/or alcohol test when the company received information or observed behavior that would cause a reasonable person to believe that the employee is demonstrating signs of impairment due to the use of alcohol or illegal drugs.

Confidentiality

SpireTek will endeavor to protect employee's privacy by maintaining the confidentiality with respect to action taken pursuant to the policy. Information relating to investigations, possible employee violation, and medical tests will be communicated only to those persons with a need to know. To the extent that SpireTek must discuss any issue under the policy with employees, those employees shall be instructed to keep confidential any information so discussed. Any notes, reports or other records generate and all information gathered under this policy will be treated as confidential with disclosure limited to those need to know.

Refusal to Submit to a Drug/Alcohol Test

As permitted by law, any applicant who refuses to submit to a drug/alcohol test under this policy may be denied employment and/or assignment to specific clients of SpireTek that require such testing. Any employee who refuses to submit to a drug and/or alcohol test under this policy may be subject to disciplinary action up to and including termination of employment. SpireTek may deny employee's claims for worker's compensation benefits, unemployment, or other medical benefits.

Substances

In its drug and alcohol screen, SpireTek will test for the presence of the following substances: Cannabinoids, Cocaine, Opiates, Benzodiazepines, Amphetamines, Barbiturates, Phencyclidine, Methaqualone, and Propoxyphene. In addition, other drugs and/or substances could affect the outcome of a drug test conducted in accordance with this policy. Prescribed medication could affect the results of the drug test. Over-the-counter medication will not affect the drug test.

Employee Assistance Programs and Local Rehabilitation Programs

In an effort to provide employees with resources available to assist with rehabilitation, please contact SpireTek at 281-970-5019 to determine if a local employee assistance and drug rehabilitation program(s) is available.

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For Texas Workers Only

This policy has been promulgated in accordance with Texas Workers' Compensation Commission Rules. In addition to the types of drugs and alcohol testing referenced in this policy. Texas employees may be subject to random drug and alcohol testing if required by SpireTek's client. An employee who fails a random drug test, or who refuses to take a random drug test, will be removed from the client assignment and may be terminated from employment.

I have received, read and fully understand the SpireTek Drug and Alcohol Policy and Procedures. I understand that I may be required to submit to a drug and alcohol test in accordance with SpireTek Policy. I also understand that some of Spiretek clients to which I might be assigned require drug testing as a precondition to working at that client's facility. I hereby consent to permit the collection of blood, urine, or other samples to conduct the necessary tests to determine the results. Further, I give my consent for the results and other medical information to be released to an authorized representative of SpireTek and/or SpireTek clients. I understand that if I refuse to submit to a drug and alcohol test, that I may not be hired by SpireTek.

Signature of Employee

Date

Drug and/or Alcohol Testing Consent Form

Employee Agreement And Consent To Drug and/or Alcohol Testing

I understand that the employer (SpireTek International Inc.) will require a drug/alcohol screen test at the clinic before I receive any medical treatment due to the on-the-job accident or injury that I am involved in. I understand and agree that I am subject to immediate release from my duty once the drug test proves to be positive. the employer and its workmen's comp carrier will not be responsible for any of the medical service fees related to this on-the-job accident or injury, except the drug/alcohol testing fee itself.

Employee Printed Name

Date of Injury

Signature of Employee

Date

Benefits

Paid Holidays: SpireTek employees are eligible to be paid for and of these holidays: New Year's Day, Thanksgiving Day, and Christmas Day. To qualify for each paid holiday, you must work the complete 1200 hours during the 12-month period before the holiday. You must also work both the working day before and the working day after the holiday.

Vacation Pay: You're eligible to receive 3 days/24hours of vacation pay; once per year; after the completed of 1200 hours worked. If you do not have to take time off for your vacation pay, it will be automatically cashed out at the end of the year. Vacation must be requested one week prior with proper vacation request form and signed approval.

Please note: If you do not work for SpireTek for a period of 90 calendar days, all hours previously accrued towards vacation pay will be forfeited. All accumulated hours end on December 31; no hours will be carried over. No exceptions.

Direct Deposit: You don't need to wait for your paycheck to arrive on Fridays, wait in line to deposit it, and wait again for it to clear. Direct Deposit, SpireTek's standard method of payment, offers you convenient, reliable, safe, and easy access to your paycheck. This checkless payroll system automatically deposits your earnings into your checking and/or savings account at the bank or credit union of your choice. You'll receive an Earning Statement itemizing all deductions and telling you the exact amount that was deposited into your account. Plus, your financial institution will provide a record of the deposits made to your account. SpireTek provides you with Direct Deposit at no charge. To enroll, complete the Direct Deposit Authorization Form, which is available from your on-site coordinator. Completing and signing this form gives SpireTek the authority to deposit your pay into your account. Staple a voided check to the form for verification of all financial institution information. Return both the form and the voided check to you on site. All information is considered confidential and is used by our payroll department only.

Signature of Employee

Date

Summary

As a temporary employee of SpireTek, I understand my continued employment is conditional upon, but not limited to, the following criteria:

- I will call my SpireTek office or onsite personnel at least two hours prior to my start time if I am going to miss work or report late for any reason. I understand SpireTek has twenty-four hours a day answering system where I may leave a detailed message.
- I will perform my job to the best of my ability and not intentionally harm the relationship between SpireTek and its clients. It is my responsibility to learn, understand, and accept all SpireTek client company policies and procedures. Any violation of these written or verbal policies and procedures may result in the termination of my assignment with Client Company and/or my employment with SpireTek.
- Report any injuries or incident to SpireTek or your supervisor immediately and under no circumstances later than the end of the shift on which the injury or incident occurs. If the onsite coordinator is not available, leave a detail message to the onsite coordinator phone within 24 hours of the incident.
- Horse Play and inappropriate behavior is prohibited at all times. Report any observed unsafe condition to the onsite coordinator or your supervisor. Obey safety signs and tags, be alert and, do not take any shortcuts. Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.
- Maintain a general condition of good housekeeping in all work areas at all times. Food, drinks, candy and gum are not permitted at the work areas. Such items are to only be consumed during breaks and lunch in designated eating areas only.
- Employees, who are under the influence of illegal drugs or alcohol, or who possess or consume alcohol on the job, have the potential for interfering with their own as well as their co-worker's safe and efficient job performance. Accordingly, any employee who reports to work under the influence of drug and/or alcohol will be subject to disciplinary action, including but not limited to take a test. SpireTek may impose disciplinary action up to and including termination of employment. Random drug test will be done on a monthly basis.
- Employees must keep their cell phones in their respective lockers or turned off, and can only use the cell phones during break times and in designated break room areas or outside the company's building. (The same goes for any music or other electronic devices.) In the event of personal emergency, please ask your family members to call your immediate supervisor or your onsite coordinator.
- I understand and agree not to discuss my pay rate with other individuals that I work with. If there is any question or concern, I will address my concerns only with my onsite coordinator.

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- The primary goal in establishing the dress code policy is to clearly state the expectation that we should dress appropriately for a work environment. All personnel assigned to work within the Office, Manufacturing, Warehouse and Production areas are expected to abide by these guidelines. The guidelines were developed to address a number of issues including security, safety to employee, professionalism, potential damage to product, visiting customer observation and comment, and sensitivity to the generally acceptable standards of fellow employees. Smocks, heel straps and badge or part of the dress code please check with your onsite coordinator.
- As the employee, I am expected to conduct myself, so as to maintain a work environment free of discrimination and violence. Discrimination by an employee constitutes misconduct, which is not tolerated by SpireTek and for which an employee shall be subject to discipline up to and including termination of employment.
- SpireTek employees are eligible to be paid for and of these holidays: New Year's Day, Thanksgiving Day, and Christmas Day. To qualify for each paid holiday, you must work the complete 1200 hours during the 12 months period before the holiday. You must also work both the working day before and the working day after the holiday. You're eligible to receive 3 day/24hours of vacation pay; once per year; after the completed of 1200 hours worked. You do not have to take time off to receive your vacation pay. It will be automatically cashed out at the end of the year. Vacation must be requested one week prior with proper vacation request form and signed approval
- I understand that any work, I accept through SpireTek or any subsidiary, affiliate or related company is temporary work and may last one day or longer, but these assignments will end. I also understand fully that the range of pay will vary between assignments from the minimum wage on up. With each temporary assignment ends I am required to notify SpireTek within 48 hours of my assignment's completion and availability for work prior to applying for Unemployment Insurance Benefits. Upon learning of my separation for any reason, I must contact SpireTek. Reasons for separation include but are not limited to a satisfactorily completed assignment, termination, lay off, separation due to lack of work, etc. I am required to contact SpireTek a minimum of once a week thereafter to inform SpireTek of my availability for employment. If I do not contact SpireTek that my assignment has been completed, then it will be considered that I have "voluntarily quit" working for SpireTek and my eligibility to collect Unemployment Insurance Benefits may be affected as determined by applicable state law.
- Employees' working hours will not exceed 60 hours per week. Employees will receive at least one day off every seven days.
- I am responsible for the equipment or property issued to me. I will use it/them in the manner intended. Repeated instances of misplacement or damage may lead to disciplinary action, in accordance with company policy.

Signature of Employee

Date

Employment Inquiry Release

In connection with my application for employment, I understand that inquiries pertaining to my background may be made on me, including information as to my personal character, abilities, work habits, mode of living, residency, immigration status, general reputation performance, experience, education, professional licensing, criminal history, driving history and other qualities pertinent to me qualifications for employment, including reasons for termination of past employment.

I understand that information regarding my worker's compensation history is for the purpose of making certain that I am not hired for a position or assigned to a job function that could aggravate a previous injury. I further understand that in compliance with the Americans with Disabilities Act, my worker's compensation history will only be investigated after a conditional offer of employment has been extended to me.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by prospective employer and/or SpireTek to furnish any and all of above-mentioned information. I further release and discharge all liability from all companies, agencies, officials, officers, employees and other persons, who, in good faith, provide to prospective employer and/or SpireTek the above-mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I allow a photocopy or facsimile of this authorization to be valid as original.

Print Full Name: _____

Social Security Number: _____ Date of Birth: _____

Current Address: _____

City/State/ Zip: _____

Driver's License Number: _____ State: _____

**** Date of Birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for any other purposes.**