



US Consultant Handbook

About This Handbook

We prepared this Handbook, including any applicable state supplement, to assist you in finding answers to many of the most frequently asked questions regarding personnel policies, compensation, and benefits. Of course, feel free to ask your Recruiter any questions regarding your employment.

The contents of this Handbook are guidelines only and supersede any prior Handbook. The Company has the right, with or without notice, in an individual case or generally, to change and/or modify its interpretation of any of its guidelines, policies, practices, working conditions, or benefits at any time, unless otherwise restricted by applicable law. Nothing in this Handbook should be construed as a promise of specific treatment in any specific situation upon which any employee should rely. Additionally, some matters covered by this Handbook summarize other policies and benefits, are also described in separate official documents, including reference policies and such official documents and policies are always controlling over any statement made in this Handbook or by any supervisor or manager.

NEITHER THIS HANDBOOK NOR ANY OTHER COMPANY GUIDELINES, POLICIES, OR PRACTICES CREATES AN EXPRESS OR IMPLIED EMPLOYMENT CONTRACT, BARGAIN, OR AGREEMENT OR CONFERS ANY CONTRACTUAL RIGHTS WHATSOEVER. EMPLOYMENT WITH THE COMPANY IS AT-WILL, AND EITHER THE EMPLOYEE OR THE COMPANY MAY TERMINATE EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, REASON OR NOTICE. NO REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO PROVIDE ANY EMPLOYEE, INDIVIDUALLY OR ON A COLLECTIVE BASIS, WITH AN EMPLOYMENT CONTRACT OR SPECIAL ARRANGEMENT CONCERNING THE TERMS OR CONDITIONS OF EMPLOYMENT UNLESS THE CONTRACT OR AGREEMENT IS IN WRITING AND SIGNED BY THE CEO OF THE COMPANY.

This notice applies to all employees regardless of date of hire.

Welcome!

Congratulations – we’re glad you have joined Advanced Group! Whether you’ve just begun an assignment with Advanced Group (“us,” “we” or the “Company”), or if you’ve been working with us for a while, we’re delighted that you’ve chosen to join our organization. Advanced Group has a reputation for excellence in service, expertise in our field, and talented people. We sincerely hope you’ll take pride in being an important part of Advanced Group's success.

Please review the policies contained in this handbook, your guide to your employment relationship at Advanced Group. The handbook is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described within. If you have any questions or concerns regarding the meaning or application of any policy or if you need additional information, please contact your Recruiter.

Welcome to Advanced Group!

A handwritten signature in black ink, appearing to read 'Leo Sheridan', with a stylized, looping flourish extending from the end.

Leo Sheridan
Founder and CEO, Advanced Group

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Foreword

This handbook applies to the employees (as described below) of the following Advanced Group businesses (in alphabetical order):

Advanced Clinical LLC
Catena Solutions LLC

Your employment relationship is solely with the business that employs you and that is identified on your pay stub and is referred to in this handbook as “Company.” These obligations belong to your employer and are not joint and several with any of the other companies of the Advanced Group.

This handbook is applicable to an employee of Company (i) who is employed as a member of the Company’s contingent workforce, (ii) who is identified as an “External Employee” in the Company’s human resource information system, and (iii) whose compensation is regularly processed through the Company’s payroll system under an External Employee pay group. This handbook governs employees who meet this definition and for the purposes of this handbook are individually referred to as “Consultant”.

If a Consultant’s classification as an External Employee is unclear, their classification shall be subject to the sole judgment and discretion of the Advanced Group’s People & Culture Department, and any and all disputes with respect to such classification shall be finally and conclusively determined by the Advanced Group’s Chief Executive Officer or their designee. This classification is not meant to supersede any classification or definition contained in any Advanced Group benefit plan.

As part of your employment with Company, you will be assigned to Company or Company’s clients on a temporary basis. Regardless of such assignment you will be employed solely by the Company and not by Company’s client or a third-party workplace. For the avoidance of doubt, your employer is the employer set forth in your pay stub.

In addition to the policies of Company and the terms of this Handbook, you also are required to comply with all rules, policies and procedures of Company’s client to which you are assigned. In the event of a conflict between the terms of this Handbook or other Company policies and the client policies, please contact People & Culture.

As a condition of employment, the Consultant will be required to acknowledge and sign the Company’s arbitration policy and procedure, which will be presented to the Consultant as a stand-alone agreement for review and execution. Consultants may opt out of the arbitration agreement by following the procedure described in the policy.

Nothing in this Handbook is intended to interfere with a Consultant’s rights under any applicable federal or state laws, including the right to engage in protected concerted activities under the National Labor Relations Act such as communications about wages, hours and terms and conditions of employment. To the extent anything in this Handbook conflicts with any applicable federal, state or local law, the terms of that law will control.

Employment at Will

A Consultant is considered employed by the Company when they begin an assignment and for the duration of the assignment. Employment at the Company is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the CEO of the Company and the employee.

This means that either you or the Company may terminate the employment relationship at any time, for any reason, with or without notice, unless another arrangement is made in writing and signed by the Company's Chief Executive Officer or the Chief People Officer. No other representative of the Company has the authority to take any action, either expressly or implied or by conduct, which in any way modifies the at-will nature of the employment relationship.

Nothing in this handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this document is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes Consultant communications regarding wages, hours, or other terms or conditions of employment. Consultants protected by the Act have the right to engage in or refrain from such activities.

Advanced Group Businesses

The Advanced Group is comprised of 4 distinct brands, referred to as businesses. It's important for every employee to have a baseline understanding of each of the businesses that fall within the Advanced Group.



Our family of brands helps our clients and our talent to grow and achieve their professional goals, offering contingent and permanent staffing solutions, talent acquisition and management, consulting, outsourcing, and professional services. We are dedicated to advancing careers and companies.

[Advanced Group](#) leverages over 35 years of expertise in talent acquisition, staffing, and outsourcing solutions to operate the Advanced Group family of brands. Led by Leo Sheridan, Founder and CEO, the Advanced Group provides corporate services such as People & Culture, Finance & Accounting, IT, and Legal to each of our brands, supporting the success of their clients and talent.



[Advanced Clinical](#) supports the life sciences industry with three core services that are customized to fit our life sciences client outsourcing strategies:

- Full-service CRO capabilities
- Functional Services Provider (FSP) strategies
- On-demand staffing solutions (contract, contract-to-hire, and direct-hire)

Advanced Clinical was founded in 1994 with a very simple goal: to provide staffing and consultative support for Chicagoland pharmaceutical companies. Our senior-level consultants successfully enhanced our clients' resources for clinical research projects, and before long, a national, 120-year-old, \$30B pharmaceutical company requested our services for innovative outsourcing solutions in data management. This event was the genesis of our first CRO service offering.

Our evolution continued, and today we have global representation around the world. Advanced Clinical provides full-service CRO, FSP, Strategic Resourcing, and Quality/Validation services. Our employees average 10 years of experience in the life sciences industry and are efficient at utilizing state-of-the-art tools and intelligence.



[Catena Solutions](#) is dedicated to the Food & Beverage industry with 30+ years of expertise supporting local, national, and global CPG brands.

We provide a tailored approach, advising and executing client initiatives in the areas of Change & People, Technology Strategy & Implementation, Project & Program Management, Insights & Analytics, Strategic Growth & Innovation, Marketing & Creative Services, Revenue Growth Management, Supply Chain Operations, Order to Cash, and Food Safety & Quality.

At Catena, we leverage our Food and Beverage industry expertise to drive growth, optimize operations, and navigate industry challenges. We achieve this by working side-by-side with our clients, seeing initiatives through to their desired state, and assigning experienced consultants who integrate seamlessly into our clients' operations to meet them where they are in their journey.



[Advanced RPO](#) is a full-service Recruitment Process Outsourcing solutions provider. We empower our clients to break through mediocre hiring to "win bigger" with better talent. Advanced RPO becomes immersed in each client's culture, becoming an extension of their HR teams to create synergistic, responsive recruitment models that impact business results.

Effective hiring entails more than just filling positions faster and cheaper. It's about thriving in today's fast-paced, talent-driven economy. Advanced RPO strengthens their clients' competitive positioning by helping them create superior, more productive workforces.



Mission, Purpose, Vision and Values

Mission

To make a difference, every day, for our clients, our candidates, each other, and our communities.

Purpose

We work to make a difference and contribute to a better future for all the lives we touch.

Vision

To be the most respected firm in our industries.

Values

Great companies are built on a foundation of trusted relationships. At Advanced Group, this is what makes us unique and successful. Our values shape our culture. They guide the way we do business, they inspire us to draw strength from each other, and they enable us to deliver outstanding value.

Our core values are **REAL!**

- Ensure deep **Respect** for people
- Promote a consistent culture of **Excellence**
- Be **Accountable**
- Demonstrate **Leadership** in all that we do

Respect

We treat our customers, our communities, and each other with respect by recognizing the value in their contributions and importance of diversity.

We appreciate each other and treat everyone with compassion and understanding.

Excellence

We are passionate about people, process, and service excellence. We serve our customers through dedication, innovation, and continuous improvement.

For us, Excellence is not only a value; it is a discipline and a means for making the world a better place.

Accountability

We deliver our very best in all we do, holding ourselves and each other accountable for exceptional results.

We meet our commitments to our customers, our community, and each other.

Leadership

We build open and honest relationships with communication.

We challenge ourselves to be the best we can be, while inspiring others to reach their full potential.

Code of Conduct

The Company's Code of Conduct sets forth the basic standards of behavior to guide all Consultants, who must conduct themselves in accordance with these principles and standards. The key to the Company's success is creating trust and respect for each other and our clients. Consultants should always adhere to the highest of ethical business practices.

Our ethical conduct includes, but is not limited to, the following:

- Act with respect; welcoming and supporting people from all backgrounds
- Maintain honesty and integrity, avoiding conflicts of interest in personal and professional relationships
- Comply with all applicable foreign, federal, state, and local government rules and regulations
- Act in good faith, responsibly, with care and diligence without misrepresenting facts
- Provide others with information that is accurate, complete, objective, and relevant
- Promote ethical behavior as a responsible partner among peers in the work environment and the community
- Respect the confidentiality of information acquired in the course of one's work unless required to disclose by law or pursuant to court order or lawfully subpoena. Any such court orders or subpoenas should be forwarded to and handled by management
- Refrain from using confidential information acquired in the course of one's work for personal gain
- Be accountable for adhering to this Code

Violations of this Code of Conduct may result in disciplinary action, up to and including immediate termination of employment.

Additional workplace misconduct may subject an individual to disciplinary action, up to and including termination, which in the Company's sole discretion includes, but is not limited to:

- Obtaining employment on the basis of false or misleading information;
- Stealing, removing or defacing Company, client or co-workers' property;
- Violation of this Handbook or any Company policy;
- Insubordination to a lawful management directive;
- Gambling on Company property, including Company IT equipment;
- Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee;
- Unsatisfactory job performance; or
- Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. The Company reserves the right to impose discipline up to and including immediate termination, whenever management deems it appropriate to do so.

Anti-Retaliation Provisions: Be assured that no retaliation will be taken or tolerated against any employee who exercises their rights under our Consultant Handbook. Please review the EthicsPoint Policy for the procedure to follow to report claims of discrimination, retaliation, violations to our Code of Conduct, and other violations.

Experience Excellence

Talent Communities

We want the relationship with the Company to last beyond your first assignment. Stay connected with industry information and new job opportunities through our various community channels. Get started by joining our Talent Community and/or follow us on LinkedIn.

Communities for Advanced Clinical:

[Talent Community](#)

[LinkedIn](#)

Communities for Catena Solutions:

[LinkedIn](#)

Connect on Social Media

Connect with us on Facebook, LinkedIn, Twitter, Pinterest, YouTube, and Google+ for helpful career advice, job search tips and pointers, and company news. Be sure to follow us today!

Updating Your LinkedIn Profile

We know many people like to update their LinkedIn status and list their current position. Since most clients do not wish for their Consultant to list the client name on their LinkedIn pages, please use the following to display your current employment status:

«Consultant_Title» for [Advanced Clinical, Catena Solutions]

«Month» «Year» to present

Preparing for Your Assignment

Job readiness helps you make the most of your assignment and can help you feel more at home from the start. Here are some helpful hints for preparing for your assignment.

Feel free to research the company - If you are interested in learning more about the organization you will be assigned to, you can access tools such as the Internet, the library, and of course, your contact at Advanced.

Getting to and from work - When you are learning about an assignment you will be notified of the location of your assignment. If you are unfamiliar with the general area of the location where you are assigned, you may want to review directions, train and/or bus schedules to help ensure you report to work on time on your first day. Reference www.maps.google.com for exact directions.

New Assignment Checklist

Your Recruiter will provide you the following information when you start your new assignment:

- The company's name
- The location, hours, and estimated length of assignment
- The specific tasks you will be doing or job description for the role
- The name of the person to whom you report
- The dress code
- Any other details that will help you on your assignment

If you have questions about this information or would like some additional guidance, be sure to obtain additional information from your Recruiter.

Labor Law Postings

Advanced Group's Intranet Poster Program with GovDocs is an online tool that delivers the most current labor law postings. GovDocs automatically adds or updates postings whenever changes occur so you can access the most current federal, state, county, and city postings. Access [the interactive map here](#) and select the state you are working in to view the applicable labor law postings.

Dress for Your Day

So, you're ready to start your new assignment. Are you dressed for your day?

If applicable, you will be informed of each client's specific dress code when assignment details are discussed with you. Please note that some assignments may require Business Professional attire, however, the following Dress for Your Day guidelines apply universally, no matter where you will be working.

Consultants with individual needs associated with religious or cultural observance or disability should consult with their Recruiter to discuss possible accommodations prior to the start of your assignment.

The Dress for Your Day policy gives you the flexibility to dress in a way that adheres to your schedule and meetings for the day. Dress for Your Day means you can dress more relaxed when your day does not involve in-person or virtual meetings with clients, vendors, company executives, or the like, while always upholding the expectation to wear clothing appropriate for the workplace. Relaxed dress includes business casual and casual dress, including jeans.

The Dress for Your Day policy is applicable to those working both in an office environment and remotely.

If you have client meetings or important internal meetings, then business professional or business casual attire is required depending on the setting.

Religious or cultural attire (including but not limited to sari, hijab, turban, kippah, or other head wraps) is included in all categories of appropriate attire.

Appropriate Business Professional attire may include:

- Long-sleeved dress shirt, sweaters, sports coat, and dress trousers
- Pantsuits, businesslike dresses, or coordinated dressy separates
- Please note, visible body piercings or visible tattoos may need to be covered or removed if deemed inappropriate for the customer environment (unless there is a religious or cultural exception)

Appropriate Business Casual attire may include:

- Polo collar shirt, Oxford shirt, blouses, blazers
- Jeans (free of rips, tears and fraying), khakis or corduroys

Appropriate Casual attire may include:

- Company logo wear, sweaters, cardigans, dressy (non-casual) t-shirts
- Jeans (free of rips, tears and fraying), khakis or corduroys

Inappropriate attire that is not acceptable at any time (including summer months) includes:

- Heavily worn shoes, casual flip flops or slippers
- Clothing with potentially offensive graphics or words
- Clothing that is ripped or distressed
- Athletic clothing including sweatpants, sweatshirts, exercise-wear, casual t-shirts
- Shorts, rompers, tank tops

Remember, your sound judgment is the best initial measure of proper attire. If you have any doubt about a particular item of clothing, please check with your Recruiter in advance. Consultants with individual needs associated with religious observance or disability should consult with their Recruiter to discuss possible accommodations. Also note that while Dress for your Day is supported, Business Professional attire is always acceptable, and your engagement may require Business Professional attire for certain meetings or events.

We all share the responsibility to set the right example. If you have any questions regarding our dress code or appropriate attire for any meeting or event, please speak with your Recruiter.

Personal Belongings

The Company is not responsible for personal belongings left at an Advanced Group office or client site. We recommend that personal belongings brought to a client site be kept to a minimum.

If a Consultant's personal belongings are brought to our attention:

- We will obtain any belongings left at a client site post-assignment and will attempt to make arrangements for pick-up.
- We will make two attempts within the first week after picking up the items from the client to connect with the Consultant to arrange a pick-up time. The third and final attempt will state that we will give one additional week for pick-up before destroying the items.

Referrals

Now that you know about all of our Advanced Group companies, you might be thinking of someone you know who is also searching for the next step in their career. After all, EVERYONE knows SOMEONE who is looking for a new opportunity. We can help you help your network, friends and family. Not only will you feel great for sending them to Advanced, we'll reward you through our Referral rewards program.

Referring people is easy. If your contact has authorized you to share their name and contact information with us, please let your Recruiter know, or submit your referrals through our referral websites:

[Refer a friend to Advanced Clinical](#)

[Refer a friend to Catena Solutions](#)

Please discuss the Referral rewards program directly with your Recruiter.

Rewards

The Company offers a variety of rewards programs based on factors such as employment/assignment length, client recognition, etc. You will receive access to the Everything You Need to Know page once you are on assignment with the details on the rewards available to you. Ask your Recruiter or Operations Coordinator for more details.

Gift cards, or other cash-equivalent gifts are considered taxable income to an employee and will be included in the employee's payroll and Form W2 for tax reporting purposes.

Please note that you are not an employee of the client to which you are assigned and, accordingly, are not entitled to any benefits or compensation from the client nor are you entitled to participate in any benefit plans or other bonus plans provided by the client to its employees. If a client provides you with recognition in the form of a gift, gift card, or other cash-equivalent gifts, please contact your Recruiter so that we can work with the client on an acceptable bonus program. If you are offered any cash or non-cash gift by a client and are not sure if it is acceptable, discuss it with your Recruiter.

Pay Procedures and Timekeeping

Our goal is to have the easiest, fastest and most effective payroll process in our industry. You can enter your work hours through our candidate portal at your convenience. You will be notified by your recruiter if your time will be tracked outside of our portal, via a client's time entry system. Regardless of the time entry system, you are required to accurately track and record all time worked.

A few helpful hints:

Please read the instructions located on the candidate portal; if you have any questions about the time entry process, contact the Advanced Group payroll department at payroll@advancedgroup.com or (888) 631-9966.

- Timesheets must be submitted for approval by 12:00 a.m. (midnight) CST each Sunday.
- Any timesheet submitted after 12:00 p.m. CST Monday will be considered delinquent and will result in progressive discipline outlined in the Timecard Entry Policy below.
- Timesheets will be reviewed and approved no later than 10:00 a.m. CST Tuesday.
- Timesheets for the current week are available Monday morning.
- Calculate your hours worked in quarter hour increments. Round up or down to the nearest quarter hour for your starting and ending time(s), unless your timesheet allows entering the exact minute of starting and ending time(s). For example, when rounding is appropriate:
 - 8:06am should be written as 8:00am
 - 3:27pm should be written as 3:30pm
 - 5:07pm should be written as 5:00pm
 - 6:43am should be written as 6:45am
- At the end of the week, please "Review" your hours one last time, make any corrections that need to be made, and then "SUBMIT".

- Once your hours have been approved, your approving supervisor will receive a final confirmation “Time Card Reviewed” email.
- You will be paid on a weekly basis for hours worked.
- If you discover an error in your time or payroll records, report the matter promptly to your Recruiter so that we can investigate and, if appropriate, promptly correct the matter.

You must not perform any work before your regular start time or perform any work after your regular end time unless you are engaged in work assigned and pre-approved by the client.

Advanced Group prohibits non-exempt Consultants from working without recording their time worked. No client, supervisor or manager may pressure or encourage you to work without pay or without accurately recording overtime. If you feel pressured to work without pay or without accurately recording overtime, you should immediately report your concerns to your Recruiter.

Advanced will issue a Form W-2 by January 31st of the next year for your tax records. If you move during the year, please notify us of your change of address by contacting your Recruiter. If you need to change your W-4 or update your employment records with new information, please contact your Recruiter.

Timecard Entry Policy

Consultants are required to submit timecards and applicable business expenses on a weekly basis to ensure prompt payment and to provide excellent customer service to our clients.

During onboarding, you will be provided access to and instructions on the timecard and expense process and associated tool for submission. The final deadline is each Sunday at 12:00 a.m. (midnight) CST for the hours worked the week prior – Monday through Sunday. Any timesheet submitted after 12:00 p.m. CST each Monday will be considered delinquent and will result in progressive discipline outlined below. If you experience any technical difficulties while entering your time, please reach out to your Recruiter immediately.

*Please note you are required to submit a timecard even if you have zero hours to report.

Failure to adhere to the policy will result in disciplinary action, up to and including termination of your assignment. The escalation path below will be followed for all occurrences of late timesheets in a rolling 12-month timeframe:

- 1st Late Timesheet – Email reminder from our Operations Team
- 2nd Late Timesheet – Email reminder from our Operations Team
- 3rd Late Timesheet – Final email reminder from our Operations Team or your Recruiter
- 4th Late Timesheet – Performance Coaching Session with Recruiter, escalation to your client supervisor

- 5th Late Timesheet – Second and final Performance Coaching Session with Recruiter, including a reminder that any subsequent late timesheets will be grounds for termination
- 6th Late Timesheet – Termination from Assignment

Meal and Rest Breaks

Meal and rest breaks are provided in accordance with applicable state law. Despite your working arrangement, whether you are remote or on-site, you are encouraged to take a meal break. If you are unable to take a meal break, please report the missed or shortened meal period immediately to your Recruiter and note this appropriately on your timesheet if applicable. Break and lunch periods vary from client to client. Therefore, please take only your scheduled time for lunch and breaks. The length of these periods depends on your shift and applicable state law. Your client supervisor will coordinate your lunch and break(s) schedule with you. You are only paid for hours that are worked; you are not paid for lunch. If you have any questions or concerns about meal breaks, please contact your Recruiter immediately.

Lactation Breaks

Advanced Group will provide a reasonable amount of break time to accommodate the need for Consultants to express breast milk for a child. Consultants are encouraged to utilize their provided break periods for lactation breaks, but should consult with their Recruiter to ensure their schedule meets their nursing needs, as needed. Non-exempt Consultants should clock out for any time taken that does not run concurrently with normally scheduled rest periods and such time will be unpaid. If a client does not have a designated lactation room, Advanced Group will make a reasonable effort to provide you with the use of another room or other suitable location in close proximity to your work area for expressing milk in private. Restrooms are not considered a suitable location for expressing breast milk under this policy. You should notify your supervisor if you are requesting time to express breast milk under this policy.

Deductions from Pay of Exempt Employees

Exempt employees receive a salary that is intended to compensate for all hours worked for the Company. This salary is established at the time of hire and adjusted from time to time at the Company's discretion in accordance with Company policy.

There are, however, certain instances in which salary deductions may be taken, as expressly permitted by law. This policy describes the types of deductions that are permitted, and those which are prohibited, and establishes the procedure you must follow in the event you discover a deduction from your salary that you believe was improperly taken. If, at any time, you have any questions concerning this policy, please contact your Recruiter.

As a general rule, employees will not be paid for any workweek in which they perform no work at all; however, employees may take available paid time off in lieu of work to continue to receive compensation for such periods of time.

Under federal and state law, exempt salaried employees' salaries are subject to certain deductions. For example, absent contrary state law requirements, exempt salaried employees' salaries are subject to reduction for the following reasons:

- Full day absences for personal reasons;
- Full day absences for sickness or disability;
- Full day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave absences (either full or partial day absences);
- To offset amounts received as payment for jury and witness fees or military pay; or
- The first or last week of employment in the event of less than a full week worked.

Exempt salaried employees' salaries are also subject to reduction for their portion of health, dental, or life insurance premiums; state, federal, or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any workweek in which exempt salaried employees perform any work, their salary is not subject to reduction for any of the following reasons:

- Partial day absences for personal reasons, sickness, or disability that are not covered through FMLA;
- Absence due to the Company's decision to close a facility on a scheduled work day;
- Absences for jury duty, attendance as a witness, or military leave in any week in which any work is performed; or
- Any other deductions prohibited by state or federal law.

However, subject to applicable state and local laws, it is not an improper deduction to reduce exempt salaried employees' accrued vacation, personal, or other forms of paid time off banks for full or partial day absences for personal reasons, sickness, or disability.

Exempt employees who believe that an improper deduction has been taken from their pay must immediately report the deduction to their Recruiter. The report will be promptly investigated and if it is found that an improper deduction has been made, the Company will reimburse the employee for the improper deduction. In addition, the Company will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Company's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy may result in disciplinary action, up to and including discharge.

Attendance Policy

Commitment to regular, on-time attendance is a critical component of your success on the job.

- All Consultants should be at their designated work areas and ready to begin working at their designated starting time. Please return promptly from lunches and breaks.
- If you are going to be late for work, need to leave early, or need to take an extended lunch break, you must notify your Recruiter as much in advance as possible. If your Recruiter is not available when you call, please leave a detailed voicemail. If you are unable to reach your Recruiter via phone, you may also text message or email your Recruiter.
- If you are sick and are unable to be at work, barring any extraordinary circumstances, you must contact your Recruiter at least one hour before your start time. If you are not able to contact the Recruiter, leave a voicemail and follow up with an email including your name, client name,

supervisor, reason for absence, time you are not available and your phone number you can be reached.

- Excused absences require the approval of your Recruiter. Please keep planned absences to a minimum and provide at least 72 hours' notice for any foreseeable time away from work (or as much notice as is practicable if unforeseeable reasons are involved). You may be required to provide documentation to your Recruiter to support an absence. You are also responsible for following up with your Recruiter on the day of your absence. Please do not contact your client supervisor directly; as your employer, we manage attendance-related issues and related communications.
- The Company reserves the right to require proof if you are absent for 3 days or longer:
 - A doctor's certificate to substantiate and illness;
 - Documentation to substantiate a court appearance.
- Consistent with applicable law, the following are grounds for disciplinary action, up to and including immediate termination of employment:
 - Excessive absenteeism
 - Excessive tardiness
 - Unapproved extended lunches/breaks
 - Failure to notify the Company of any absence or tardiness
- Barring any extraordinary circumstances that preclude you from timely contacting the Company, if three days of unexcused absence occur and you have not contacted your Recruiter you will be deemed to have abandoned your job and your employment will be terminated.

Benefits

We are pleased to offer eligible Consultants our industry-leading benefits for your commitment to Advanced and our clients. Please note that the benefits, including the medical and 401k plan benefits referenced below are governed by formal plan documents, and administered to eligible Consultants in accordance with those documents. These benefits may be modified or terminated with or without notice in the Company's sole discretion, in accordance with applicable law. If you have any questions about benefits, please send an email to benefits@advancedgroup.com.

Health Plans

- Medical benefits options are available for single and family coverage. There are in-network and out-of-network options.
- Enrollment materials will be sent directly to your email after you start working with the Company. If you have questions about this material or if you have not received the information you are seeking, please contact benefits@advancedgroup.com.
- Consultant must enroll in or decline the benefit plans within 30 days of their first assignment/contract or during annual open enrollment. The only time you can enroll in the plan is during the open enrollment period, within 30 days of the start of your first assignment or a qualifying life event.
- Consultant may elect a medical plan but will not be eligible to participate in the plan unless they meet the full-time requirement (regularly scheduled to work 30 hours weekly and 120 hours per month).

Please consult the plan documents for further details, eligibility requirements, premium rates or other conditions of these benefit programs as they may be subject to change from time to time to comply with the law and/or newly adopted benefit programs.

If you have any questions concerning your benefits, please contact benefits@advancedgroup.com.

Please Note: If you do not timely enroll in the Company's group health plan or other benefits following your hire or during open enrollment, subject to applicable plan terms as set forth in the formal plan documents, you may not be eligible to enroll until the next open enrollment or as a result of a qualifying life event.

401k

The Company offers participation in a 401k plan. Eligibility requirements, enrollment information, and timeframes for participation can be found in your onboarding documents. As other benefits, the 401k plan is governed by formal plan documents, and is subject to modification or discontinuation at the Company's sole discretion, in accordance with applicable law.

Information on the plan, available funds, company match and enrollment instructions will be supplied during open enrollment by the plan provider.

If you have any questions about the 401k plan, please contact benefits@advancedgroup.com.

Ending an Assignment & Unemployment

As you are approaching the end of an assignment, here are a few things you should prepare for:

- Update your resume and send an updated copy to your Recruiter.
- Your feedback is important to us! The Company will contact you to gather your feedback about your assignment.
- If you would like to be considered for future work assignments, notify your Recruiter of your next date of availability. If available and in good standing, your Recruiter will continue to look for qualified assignments.
- If you file for unemployment benefits, you must call and notify your Recruiter of your availability **every week** for reassignment or you may be denied your benefits. If you fail to comply with this provision, the Company may assume you are not interested in being considered for client assignments.
- Please also note that the State may require additional documents/action from you to qualify for unemployment benefits each week besides checking in with your Recruiter each week and it is your responsibility to make yourself aware of these requirements.
 - The [US Department of Labor's Insurance Programs](#) provides unemployment benefits to eligible workers who become unemployed through no fault of their own and meet certain other eligibility requirements. Each state administers a separate unemployment insurance program, but all states follow the same guidelines established by federal law. If you need employment documentation, your tax and paystub documents are available in your [Greenshades](#) Account. Employment verification can be obtained by contacting Experian at 404-382-5400, option 2. Please read full instructions in the **Employment Verification** section of this document.

- We will attempt to place you in positions that meet your compensation requests as discussed in the initial interview; however, depending on ongoing client/position needs, some assignments may have higher or lower rates of pay.
- If you find another assignment or position, please notify your Recruiter that you are no longer available for work.

Separation of Employment/Return of Company Property

Separation of employment can occur for several different reasons:

- **Resignation/Termination:** Employment at the Company is at-will. This means that both the Consultant and the Company are free to terminate the employment relationship at their discretion at any time, for any reason, with or without notice. If you resign your employment with the Company, the Company requests a minimum of 10 working days' notice prior to the last day to be worked (for any reason). A written resignation should be submitted to your Recruiter, including the intended termination date and the reason for leaving.
- **Job abandonment:** Barring exceptional circumstances, Consultants who fail to report to work or contact their Recruiter for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. Consultants who are separated due to job abandonment are ineligible for rehire.

The separating Consultant (regardless of the reason(s) for the end of employment) must return all Company or Company's client property, including (but not limited to) Company-issued cell phones, keys, computers, and identification cards, no later than the Consultant's last day of work or immediately upon request, whichever occurs sooner. Consultant will be held personally responsible for Company property Consultant fails to return. Boxes for equipment should be kept for return shipment. If necessary, a carrier service can be arranged to pick up and ship equipment.

Health insurance terminates the last day of the month of employment, unless a Consultant requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

Leave Policies

Paid Sick Leave

The Company follows the sick time laws governed by each city/state.

- Sick time accrual begins on the first day working in the state that the law is effective.
- Accrued but unused sick time is not paid out to the Consultant at the end of the assignment.
- The accrual amount, accrual cap, accrual roll over, rehire rules, what sick time can be used for and when sick time is available are governed by applicable state and local laws. If you have any questions about paid sick leave, please contact your Recruiter.
- Subject to the requirements of applicable law, paid sick time generally will run concurrently with and must be substituted toward any other Paid Time Off (PTO) provided to Consultant, and may not be used to extend the total annual allotment of PTO (which may be used for any reasons, including personal, vacation and sick leave-related reasons).

State	Working Locations	Available for Use	Accrual	Annual Accrual Cap	Annual Use Cap	Roll Over Cap	Accrual reinstated if rehired in:
AZ	Arizona (state)	Day 90	1 hours for every 30 hours worked	40	40	40	9 months
CA	San Francisco, Emeryville, Oakland, Berkeley	Day 90	1 hour for every 30 hours worked	no cap	no cap	72	12 months
CA	Los Angeles, CA	Day 90	1 hour for every 30 hours worked	no cap	48	72	12 months
CA	San Diego, CA	Day 90	1 hour for every 30 hours worked	no cap	40	80	12 months
CA	Santa Monica, CA	Day 90	1 hour for every 30 hours worked	48	no cap	48	12 months
CA	California (state)	Day 90	1 hour for every 30 hours worked	no cap	40	80	12 months
CO	Colorado (state)	Day 1	1 hour for every 30 hours worked	48	48	48	6 months
CT	Connecticut (state) *Effective Jan 1, 2026	Day 120	1 hour for every 30 hours worked	40	40	40	Forfeited a termination
DC	Washington, DC	Day 90	1 hour for every 37 hours worked	56	56	56	12 months
IL	Chicago, IL	Day 90 (paid leave) Day 30 (paid sick leave)	1 hour for every 35 hours worked	40	no cap	16 80	Forfeited a termination

IL	Illinois (state) Includes Cook County	Day 90	1 hour for every 40 hours worked	40	40	40	12 months
MA	Massachusetts (state)	Day 90	1 hour for every 30 hours worked	40	40	40	12 months
MD	Montgomery County, MD	Day 90	1 hour for every 30 hours worked	56	80	56	9 months
ME	Maine (state)	Day 120	1 hour for every 40 hours worked	40	40	40	12 months
MI	Michigan (state)	Day 90	1 hour for every 30 hours worked	no cap	72	no cap	6 months
MN	Minnesota (state)	Day 1	1 hour for every 30 hours worked	80	no cap	80	180 days
MO	Missouri (state)	Day 1	1 hour for every 30 hours worked	no cap	40	80	9 months
NE	Nebraska (state) *Effective Oct 1, 2025	Day 1	1 hour for every 30 hours worked	40		no cap	12 months
NJ	New Jersey (state)	Day 120	1 hour for every 30 hours worked	40	40	40	6 months
NM	New Mexico (state)	Day 1	1 hour for every 30 hours worked	no cap	64	64	12 months
NY	New York (state)	Day 1	1 hour for every 30 hours worked	56	56	no cap	Forfeited a termination
NY	New York City	Day 1	1 hour for every 30 hours worked	40	40	40	6 months
OR	Oregon (state)	Day 90	1 hours for every 30 hours worked	40	40	40	180 days
PA	Philadelphia, PA	Day 90	1 hour for every 40 hours worked	40	40	40	Forfeited a termination

PA	Allegheny County, PA	Day 90	1 hour for every 35 hours worked	40	40	40	6 months
RI	Rhode Island (state)	Day 90	1 hour for every 35 hours worked	40	40	no cap	5 months
VT	Vermont (state)	Day 365	1 hour for every 52 hours worked	40	40	no cap	12 months
WA	Washington (state)	Day 90	1 hour for every 40 hours worked	no cap	no cap	40	12 months
WA	Seattle, WA	Day 90	1 hour for every 30 hours worked	no cap	no cap	72	12 months

Information in the above chart is subject to changes. If you have any questions, please contact your Recruiter or Operations partner.

Subject to the requirements of applicable law, Consultants eligible for paid sick leave should review the following:

- Consultant may begin taking accrued paid sick leave consistent with applicable law provisions.
- Paid sick time taken cannot exceed the balance available. Available paid sick leave balance can be viewed on your paystub.
- Paid sick time must be taken in a minimum of 2 hours per day and may not exceed the regular scheduled hours in a workday. Sick time must be taken while Consultant is on an assignment and scheduled to work.
- In order to ensure that you are paid for your sick leave, you are required to enter sick leave in your timesheet or provide the sick time request to your Operations partner if you are unable to enter the time into your timesheet, when completing your timesheet for the week that sick leave is taken, but no later than one week after you have returned to work.
- When entering your paid sick leave time in your timesheet, select the rate "Sick Leave" and enter time. If you leave early to take available paid sick time off, time entered should accurately reflect regular time worked, and the increment taken for paid sick leave, consistent with the requirements of this policy.
- Paid sick leave, denoted as "Sick Leave" in your timesheet, will only be available on Consultant's timesheet if and when requirements for paid sick leave are met. If the "Sick Leave" option is missing and you believe you qualify for paid sick leave, please contact your Recruiter or Operations partner.
- If your use of paid sick leave is foreseeable, you must provide reasonable advance notice to your Recruiter. If the need is not reasonably foreseeable, Consultant must notify their Recruiter as soon as practicable.
- If Consultant is absent for more than three consecutive work days for sick leave purposes, we may require medical documentation.
- Consultants who use paid sick leave for purposes other than for sick leave purposes, e.g., to take care of one's own or a family member's illness or injury, or to address a domestic violence

issue, consistent with the paid sick time off requirements of applicable law, may be subject to disciplinary action, up to and including immediate termination.

Bereavement Leave

We understand how painful and difficult it can be to lose a loved one. You are eligible for up to three consecutive days of excused, unpaid leave due to the loss of an immediate family member. For purposes of this policy, immediate family members are defined as a Consultant's spouse or civil union partner, children, parents (or spouse's / partner's parents), siblings, stepparents, grandparents, grandchildren, domestic partners, and legal dependents. Consultants may arrange for unpaid time off to attend the services of individuals other than immediate family members with their Recruiter's approval. If applicable law provides for greater bereavement benefits for any losses, the Company will comply and provide bereavement leave consistent with the requirements of applicable law.

Medical/Personal Leave of Absence

We realize that from time to time, Consultants may need time off for medical or compelling personal reasons, which may not qualify under the Family and Medical Leave Act ("FMLA") policy. If you require a medical or another personal leave of absence, please contact your Recruiter. Leave requests will be evaluated on a case-by-case basis, and may be granted or denied, depending on the relevant circumstances, consistent with applicable law. While we will attempt to reinstate Consultants returning from a medical or personal leave under this policy, please understand that we cannot guarantee that an assignment will be available when you request to return to work. Consultants will be required to substitute any available paid time off toward leave granted under this policy; the remainder of the leave will be unpaid. Consult your Recruiter or see Appendix A for a summary of your rights and obligations under our Family and Medical Leave Act ("FMLA") and Pregnancy Disability Leave ("PDL") policies.

Leave for Victims of Felony Crimes

To the extent required by law, Consultants who are victims of certain, specified felony crimes, or who are immediate family members of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim, may receive unpaid time off from work to attend judicial proceedings related to that crime. To take this leave, you must provide the Company in advance with a copy of the notice of the proceeding. If advance notice is not possible, you must provide the Company with appropriate documentation evidencing your attendance at the judicial proceeding upon returning back to work, to the extent permitted by applicable law.

Leave for Victims of Domestic Violence & Sexual Assault

To the extent required by law, Consultants who are victims of domestic violence or of sexual assault may receive unpaid leave to: 1) obtain services from a domestic violence shelter or rape crisis center; 2) seek medical attention for injuries caused by domestic violence or sexual assault; 3) obtain psychological counseling for the domestic violence or sexual assault; or 4) take action, such as relocation, to protect against future domestic violence or sexual assault. To take this leave, you must provide the Company with advance notice of the leave, to the extent permitted by applicable law. If advance notice is not possible, you must provide the Company with the following certification upon returning back to work: 1) a police report showing that you were a victim of domestic violence or sexual assault; or 2) a court order protecting you from the perpetrator or other evidence from the court or prosecuting attorney that you appeared in court; or 3) documentation from a medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that your absence was due to treatment for injuries

from domestic violence or sexual assault, to the extent permitted by applicable law. You may choose to use any accrued sick time, if available, for such an absence.

Civic Duties

We encourage each of our Consultants to accept their civic responsibilities.

- **Jury Duty:** If you receive a notice for jury duty, please notify your Recruiter immediately. If you are released from jury service before the end of your regular scheduled shift or are not asked to serve on a jury panel, you are expected to call your Recruiter as soon as possible and report to work if requested. You are required to bring a statement indicating the length of jury time upon your return. Time off for jury duty is unpaid for non-exempt Consultants and for exempt Consultants who perform no work during a full week of jury service. Exempt Consultants will receive their full salary for the week while on jury service if they perform any work during the week. Please refer to the state law in which you live for time off allowance and work with your Recruiter so coverage arrangements can be made. Should you have any questions, please contact your Recruiter.
- **Voting:** We want every Consultant to have the opportunity to vote in every election. The Company complies with the voting laws for each state. Generally, there will be sufficient time to vote either before or after your scheduled shift. Please refer to the state law in which you live for time off allowance and work with your Recruiter so coverage arrangements can be made. Should you have any questions, please contact your Recruiter.
- **Military Leave:** Consultants who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces or state militia groups will be granted unpaid leaves of absence for military service, training, or other obligations in compliance with state and federal laws. Consultants are requested to notify their Recruiter as soon as they are aware of the military obligation. The Company does not discriminate in employment or take any adverse employment action against past or present members of the uniformed service, individuals who have applied for membership in the uniformed service or individuals who are obligated to serve in the uniformed service. Questions regarding the military leave, applicable state and federal laws, and continuation of benefits should be directed to your Recruiter. See Appendix A for our FMLA policy for additional rights and benefits for eligible service members and their caregivers or covered family members who are Consultants of Advanced Group.

Commitment to Diversity

At Advanced Group, our commitment to diversity, equity, and inclusion in every part of our organization is crucial to fulfilling our mission and demonstrating our REAL values. A diverse staff allows us to effectively draw on different viewpoints and enhance our efficiency and effectiveness.

Our definition of diversity goes beyond the visible characteristics like race, ethnicity, gender, age, and disability. It also includes diversity of thought, experiences, and perspectives.

We seek talented, creative individuals from a variety of backgrounds and cultures to work with us. It is our priority that our workplace is inclusive, welcomes diverse ideas, and appreciates valuable experiences. We also actively seek to partner with reputable clients who share our values and commitment to diversity, equity, and inclusion.

Equal Employment Opportunity

It is Advanced Group's practice not to discriminate against any Consultant because of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), sexual orientation, marital status, military service and veteran status, disability, protected medical condition as defined by applicable state or local law, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Our management team is dedicated to ensuring the fulfillment of this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

This practice applies to all terms and conditions of employment. If you have a disability (permanent, temporary, or episodic) and would like us to accommodate you in any reasonable way, please inform your Recruiter so that we can meet to discuss the appropriate alternatives available.

Consultants with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their Recruiter. Reports of discrimination should be made in accordance with the Reporting Procedures set forth in the Discrimination, Harassment & Retaliation Prevention policy as well as any procedures set forth in applicable state law. We will not allow any form of retaliation against employees who raise concerns about equal employment opportunities in the workplace.

If you believe you have been subjected to discrimination or harassment of any kind based on any protected status(es), or if you are aware of a violation or have any questions about Equal Employment Opportunity (EEO), you must bring the matter to the attention of your Recruiter. Or, if you do not feel the matter can be comfortably discussed with your Recruiter, you must contact your People & Culture Business Partner and/or any other member of Advanced Group management with whom you feel comfortable discussing the matter.

Additional Resources

Using our complaint process as described below does not prohibit you from obtaining additional information from or filing a complaint with an appropriate government agency. The phone number for the U.S. Equal Employment Opportunity Commission (EEOC) is (800) 669-4000. This toll-free number will put you in contact with your local EEOC office.

If you are employed in Illinois, Rhode Island, Massachusetts, California or New York, the contact information for these states' administrative agencies is as follows, each of which has a short time period for filing a claim (in some cases, as short as 300 days):

In Illinois:	Human Rights Commission 555 W. Monroe St., 7 th Floor Chicago, IL 60601 (312) 814-6200
	535 W. Jefferson St., 1st Floor Springfield, IL 62702

(217) 785-5100

In Rhode Island: Commission on Human Rights and Opportunities
180 Westminster St., 3rd Floor
Providence, RI 02903
(401) 222-2661

In Massachusetts: Commission Against Discrimination (MCAD) Boston Office
One Ashburton Place, Room 601
Boston, MA 02108
(617) 994-6000

In California: Fair Employment Housing Commission
651 Bannan Street, Suite 200
Sacramento, CA 95811(800) 884-1684

In New York: Division of Human Rights
One Fordham Plaza, Fourth Floor
Bronx, NY 10458
1-888-392-3644

In Maine: 51 State House Station
Augusta, ME 04333-0051
(207) 624-6050

In Vermont: Civil Rights Unit, 109 State Street
Montpelier, VT 05609
(802) 828-3657

Pay Transparency Non-Discrimination Provision (Federal Contractors Only)

The Company (referred to as the “contractor” under applicable law) will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the Company, or (c) consistent with the Company’s legal duty to furnish information. 41 CFR 60-1.35(c).

For purposes of this policy, the referenced contractor is the Company.

Reasonable Accommodation & Interactive Dialogue Policy

The Company is committed to complying with applicable federal, state and local laws governing reasonable accommodations of individuals, including but not limited to the Americans with Disabilities Act ("ADA"). To that end, we will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for who the Company has notice may require such an accommodation, without regard to any protected classifications, related to an individual's: (i) disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment; (ii) sincerely held religious beliefs and practices; (iii) needs as a victim of domestic violence, sex offenses or stalking; (iv) needs related to pregnancy, childbirth or related medical conditions; and/or (v) any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Any individual who would like to request an accommodation based on any of the reasons set forth above should contact their Recruiter. Accommodation requests can be made in writing using a form which can be obtained from their Recruiter. If an individual who has requested an accommodation has not received an initial response within five (5) business days, the individual should contact the Chief People Officer.

After receiving a request for an accommodation or learning that an individual may require such an accommodation, the Company will engage in an interactive dialogue with the individual. Even if an individual has not formally requested an accommodation, the Company may initiate an interactive dialogue under certain circumstances, such as when the Company has knowledge that an individual's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event the Company initiates an interactive dialogue with an individual, it should not be construed as the Company's belief an individual requires an accommodation but will serve as an invitation for the individual to share with the Company any information the individual desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, the Company will communicate openly and in good faith with the individual in a timely manner to determine whether and how the Company may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, the Company will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the individual. The Company is not required to provide the specific accommodation sought by an individual, provided the alternatives are reasonable and either meet the specific needs of the individual or specifically address the individual's limitations. As part of the interactive dialogue, the Company reserves the right to request supporting documentation, to the maximum extent permitted by applicable law.

The Company will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding an individual's underlying reason for needing an accommodation.

We will not allow any form of retaliation against individuals who have requested an accommodation, for whom the Company has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process.

Individuals with questions regarding this policy should contact their Recruiter.

Discrimination, Harassment & Retaliation Prevention Policy

The Company does not tolerate and prohibits discrimination or harassment of or against our job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), sexual orientation, marital status, military service and veteran status, disability, protected medical condition as defined by applicable state or local law, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances (referred to as “protected characteristics”). The Company also prohibits retaliation as defined below.

The Company is committed to a workplace free of discrimination, harassment, and retaliation. These behaviors are unacceptable in the workplace and in any work-related settings such as remote work settings, business trips, and Company-sponsored social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor, or other third party. In addition to being a violation of this policy, discrimination, harassment, or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws and ordinances also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted, or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws and ordinances are unlawful.

Discrimination Defined. Discrimination under this policy generally means treating differently or denying or granting a benefit to an individual because of the individual’s actual or perceived protected characteristic.

Harassment Defined. Harassment generally is defined in this policy as unwelcome verbal, visual, or physical conduct that denigrates or shows hostility or aversion towards an individual based on or because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone’s way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws and ordinances. Because it is difficult to define unlawful harassment, employees are expected to always behave in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined. Sexual harassment includes harassment on the basis of sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), and/or sexual orientation. Sexual harassment includes unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature or which is directed at an individual because of

that individuals' sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), and/or sexual orientation when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that violates this policy include:

- unwelcome flirtations, leering, whistling, touching, pinching, assault, brushing up against someone's body, blocking normal movement
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- obscene or vulgar gestures, posters, or comments
- sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies
- propositions, or suggestive or insulting comments of a sexual nature
- derogatory cartoons, posters, and drawings
- sexually-explicit e-mails or voicemails
- uninvited touching of a sexual nature
- unwelcome sexually-related comments
- comments, inquiries, or gossip about one's own or someone else's sex life or sexual activities
- conduct or comments consistently targeted at only one gender, even if the content is not sexual
- teasing or other conduct directed toward a person because of the person's gender

Retaliation Defined. Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation of discrimination, harassment or retaliation. "Adverse conduct" includes but is not limited to: any action that would discourage or keep an individual from reporting discrimination, harassment or retaliation; shunning and avoiding an individual who reports discrimination, harassment or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting discrimination, harassment or retaliation; and denying employment benefits because an applicant or employee reported discrimination, harassment or retaliation or participated in the reporting and investigation of discrimination, harassment or retaliation.

Reporting Procedures. The following steps have been put into place to ensure the work environment at the Company is free of discrimination, harassment and retaliation. If an employee believes someone has violated this policy, the employee should promptly bring the matter to the immediate attention of their Recruiter. If the Recruiter

is the person to whom the complaint is directed, you should contact any higher-level manager in your reporting chain.

Written complaints can be submitted via the EthicsPoint Hotline by calling Navex Global at 1-844-675-7683 or by submitting a report at <http://advancedgroup.ethicspoint.com/>. Use of this hotline is not required, however, please note reports submitted via EthicsPoint may be submitted anonymously. For more information on EthicsPoint, visit our [Policy Library](#).

For anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable. If the employee makes a complaint under this policy and has not received an initial response within five (5) business days, the employee should contact another member of Leadership, the Chief People Officer, or the CEO immediately.

Every supervisor or manager who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, or who otherwise is aware of conduct in violation of this policy must immediately report the issues raised or conduct their People & Culture Business Partner, the Chief People Officer, the CEO or another member of Company leadership with whom the individual is comfortable discussing the matter.

Investigation Procedures. Upon receiving a complaint, the Company will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy that is fair to all parties. To the extent possible, the Company will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances. Employees are required to cooperate in all investigations conducted pursuant to this policy.

During the investigation, the Company generally will interview the complainant and the accused, conduct further interviews as necessary, and review any relevant documents or other information. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

Upon completion of the investigation, the Company will determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. The Company will inform the complainant and the accused of the results of the investigation.

In the event the Company determines that a violation of this policy has occurred, the Company will take steps to ensure a safe work environment for the individuals who experienced the complained-of conduct. The Company will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if the Company determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or immediate termination. Anyone, regardless of position or title, whom the Company determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination. This includes individuals engaging in discrimination, harassment or retaliation, as well as supervisors or managers who fail to report violations of this policy or knowingly allow prohibited conduct to continue. Individuals who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct.

* * * *

Remember, we cannot remedy claimed discrimination, harassment or retaliation unless you bring these claims to the attention of management. Please report any conduct which you believe violates this policy.

Retaliation Prohibited: Employees may raise concerns and make reports of harassment and/or participate in the Company's investigation of alleged harassment without any fear of reprisal or retaliation. Retaliation against any person who has complained about harassment, filed a charge of harassment, or who otherwise participated in an investigation of harassment will not be tolerated. Furthermore, no manager or officer has the authority to require you to tolerate or agree to any conduct that violates this

policy in order to receive any job benefit, including compensation, duties, assignments, promotions, etc. Such activities are unlawful and will result in severe discipline, up to and including discharge. Any concerns of retaliation must be reported immediately to People & Culture or a member of management.

Disciplinary Action: Any employee found to have violated this policy, including the anti-retaliation provision above, will be subject to disciplinary action, up to and including immediate termination of employment. Questions about this policy should be directed to People & Culture.

Human Rights Policy

Respect for human rights is a part of the culture of the Advanced Group. We are committed to respecting human rights of workers throughout our organization, our suppliers, our contractors, and in the local communities in which we operate. We aim to ensure that all workers that might be affected by Advanced Group directly or indirectly can enjoy human rights as described in the United Nations (UN) Guiding Principles on Business and Human Rights.

We recognize that we can make a positive impact on human rights and we assume the responsibility to prevent, mitigate and address adverse impacts to human rights in our direct operations. We are committed to using our leverage to encourage our business partners to respect human rights. We have implemented policies to address specific human rights concerns, and we will train our employees to recognize these policies and to implement them. For more information about the Advanced Group Human Rights Policy and how you can report potential violations, please view the full policy in the Policy Library.

The Company does not and will not permit its employees, subcontractors, vendors, suppliers, or other entities doing business with the Company to engage in any form of human trafficking and the above activities.

Anti-Bribery Policy

The Company encourages you to patronize any client engaged in legitimate professional or business activities. However, you shall not offer any bribe or similar consideration to any client or company in order to obtain business for the Company. Any payments made or favorable terms conceded, or other advantages given in the conduct of the Company's business shall be in accordance with the Company's policies.

Personal Benefits: You shall not solicit, accept, or retain personal benefits from any client of the Company, or any individual or organization doing or seeking to do business with the Company.

Workplace Safety

Safety on the Job

Your safety and well-being are important to us, so we have developed the following safety rules:

- If you are uncomfortable or concerned about performing any aspect of your job, please notify your Recruiter immediately.
- Immediately report any injuries or accidents, no matter how slight it seems, to your client supervisor, as well as to your Recruiter.
- Report any observed unsafe act or condition to your client supervisor and to your Recruiter immediately.

- Know where fire extinguishers and first aid kits are located.
- If you see someone get hurt and you are not trained in and designated as a “First Aid Provider”, do not move or treat an injured person. Please find someone who is properly trained to handle the situation.
- If your position calls for any type of lifting, lift from your knees to limit undue pressure on your back.
- If you are taking any prescription that may pose a safety threat to you or others in the area(s) where you are assigned to work, do not proceed to assignment. Instead, you must contact your Recruiter immediately. We will discuss alternatives to reasonably accommodate your condition if/as may be appropriate.
- If you are asked or instructed to drive in the course of your assignment (beyond commuting to and from the assignment site), please contact your Recruiter immediately to confirm permission and appropriate arrangements.
- **DO NOT** attempt to move any office equipment.
- **DO** obey all signs and labels. They alert you to any on-the-job hazards.
- **If required to have a badge for your position, DO** wear your badge at all times.
- **DO** report suspicious persons or activity immediately to the client supervisor and to your Recruiter.
- **DO** report incidents of actual or perceived assault and battery immediately to the client supervisor and to your Recruiter.

Drug- and Alcohol-Free Workplace

It is the policy of the Company to maintain a drug- and alcohol-free work environment that is safe and productive for Consultants and others having business with the Company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on Advanced Group or client premises or while performing services for the Company is strictly prohibited. The Company also prohibits reporting to work or performing services while impaired by alcohol or drugs (including cannabis) or consuming alcohol or drugs (including cannabis) while on duty or during work hours.

To ensure compliance with this policy, substance abuse screenings may be conducted in the following situations:

- **Pre-employment:** May be required for placement at some clients. Testing will be on "as needed" and client-specific basis and will adhere to any local laws.
- **For Cause:** Upon reasonable suspicion that the Consultant is under the influence of alcohol or drugs that could affect or has adversely affected the Consultant's safe job performance.
- **Post-Accident:** Any Consultant involved in an accident while on duty for Advanced Group or one of our clients that results in property damage or injury requiring medical treatment will be required to submit to drug screening (and/or alcohol screen in appropriate cases).

Compliance with this policy is a condition of employment. Consultants who test positive or who refuse to submit to substance abuse screening will be subject to termination. Refusal includes refusing to report immediately to the testing location upon request, refusal to sign a medical test authorization form as required by the Company, refusal to provide specimens unless medically incapable of doing so, and/or attempts to falsify or interfere with the testing process, including failure to comply with instructions or

attempting to substitute, dilute, or otherwise change specimens to be tested. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense, including, in the absence of a test, based on other available evidence, including but not limited to observed conduct and symptoms, to the maximum extent permitted by applicable law.

The Company maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist employees recovering from substance and alcohol dependencies, and those who have a medical history that reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation.

Smoke-Free Workplace

Smoking is not allowed in Advanced Group buildings or work areas at any time or when conducting work on behalf of the Advanced Group, including during virtual meetings. “Smoking” includes the use of any tobacco products, electronic smoking devices, vapes, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly. Compliance with this policy is mandatory for all employees and people visiting the Company, with no exceptions. Employees who violate this policy may be subject to disciplinary action. Any disputes involving smoking and any employees with questions should discuss their issues/concerns with their manager, or their People & Culture Business Partner. Employees will not be subject to retaliation for reporting violations of this policy in good faith.

Workplace Violence Prevention

Advanced Group is committed to providing a safe, violence-free workplace for our Consultants. We strictly prohibit Consultants from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any Consultant will not be tolerated and will result in immediate termination of employment of the perpetrator. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All Advanced Group Consultants bear the responsibility of keeping our work environment free from violence or potential violence. Any Consultant who witnesses or is the recipient of violent behavior must immediately inform their Recruiter. All threats will be promptly investigated. No Consultant will be subject to retaliation, intimidation, or discipline as a result of reporting a threat or violent conduct in good faith under this policy.

Any individual engaging in any violent conduct against the Advanced Group, its Consultant, or its property may be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any violent act or threatening behavior may result in disciplinary action up to and including immediate termination of employment.

Advanced Group prohibits the possession of weapons on its property at all times, including our parking lots or in any Advanced Group vehicles. Additionally, while on duty, Consultants may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any Consultant violating this policy is subject to discipline up to and including termination for the first offense.

Inspections

The Company reserves the right to require Consultants on either Company property or on a client's property to agree to the inspection of their person, personal possessions, property, a personal vehicle parked on Company or client property, and work areas, to the maximum extent permitted by applicable law. This includes lockers, vehicles, desks, cabinets, workstations, packages, handbags, briefcases, and other personal possessions or places of concealment, as well as personal mail sent to the Company or to its clients. Searches of Company facilities and property, including Company property in the possession of the employee, may be conducted at any time and do not have to be based upon reason to believe Company policy is being violated. Consultants are expected to cooperate in the conduct of any search or inspection. **Consultants should have no expectation of privacy in any personal items brought into the workplace or in any Company work area or property used by the employee, whether or not locked with an employee or Company lock.**

Commitment to Safety

Protecting the safety of our Consultants and visitors is the most important aspect of running our business. All Consultants have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying their Recruiter immediately when any health or safety issues are present. All Consultants are encouraged to partner with Company management to ensure maximum safety for all.

Although most safety regulations are consistent throughout each department and program, it is the responsibility of Consultants to identify and familiarize themselves with the emergency plan for their working areas.

All accidents, injuries, potential safety hazards, unsafe conditions or work practices, and/or any health- or safety-related issue, whether involving a client, visitor or employee, must be reported immediately to your manager or another member of management, regardless of severity.

In the event of an emergency in an Advanced Group office or on any assignment, call 911 immediately and notify the appropriate emergency personnel on-site.

It is also important to note: If you happen to dial 911 by accident, stay on the line and let emergency services know you dialed it in error.

Working safely is a responsibility shared by all. You must perform your duties in the safest manner possible and adhere to all established safety rules, procedures, and work practices. If you have any questions or concerns about workplace safety on your assignment, please let your Recruiter know immediately.

Workplace Accidents & Workers' Compensation

All Consultants are covered under our Workers' Compensation policy as required by applicable law. This benefit is paid for by the Company. Accidental injuries which occur during working hours or conditions caused by work activities are covered under our Workers' Compensation policy. This insurance provides for the payment of medical expenses and weekly compensation payments during the period of an Consultant's work-related injury or illness.

Consultants must report all work-related injuries or illnesses, no matter how slight, to management as soon as possible. Claim forms must be filed promptly to ensure claims are processed and Company records are prepared properly. Failure to follow Company procedures may affect employees' eligibility to receive Workers' Compensation benefits.

Workers' compensation is solely a monetary benefit and not a leave of absence, unless otherwise provided by applicable law. For information regarding leaves of absence that may be available while receiving these benefits, please refer to the leaves of absence policies and/or contact your Recruiter.

Return to Work after Workplace Injury

The Advanced Group People & Culture team will seek confirmation from your doctor that you are able to safely report back to work. The release must confirm that you are medically able to perform the essential functions of your job assignment (either with or without a reasonable accommodation if you are disabled or pregnant).

Use of Social Media

For purposes of this policy, "social media" activities will include all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's personal website or blog, newsletter, social networking or affinity website, web message board or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication.

At the Advanced Group, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established this policy for appropriate use of social media.

- Be respectful to Advanced Group, other employees, Consultants, customers, partners, vendors, and competitors. Consultants must not use social media to harass, bully, threaten or discriminate. Make sure you are honest and accurate when engaged in social media activities. Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage co-workers, customers, or other individuals affiliated with the Company, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law. Show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory – such as politics and religion.
- Do not forget your primary job. Social media activities should not interfere with your commitments to your work or to our customers.

- Your online presence reflects the Company and Advanced Group. Be aware that your actions captured via images, posts, or comments can reflect that of Advanced Group.
- Do not reference or cite Advanced Group clients, partners or customers without their express consent. In all cases, do not publish any information regarding a client during the engagement. Consultants must not disclose any Confidential Information via social media activities. Do not post financial, confidential, sensitive, or proprietary information about the Company or Advanced Group, clients, employees, applicants, or vendors. For further information, see the Confidentiality policy.
- Avoid responding to inflammatory and/or inaccurate comments posted on public forums concerning the organization, or its business practices. Responding to such comments may lead to a heated exchange that can never be won. Particularly offensive and/or threatening comments should be referred to the People & Culture Department or to Corporate Legal Counsel.
- Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Nothing in this policy is intended to interfere with Consultant's rights under any applicable federal or state laws, including protected concerted activities under the National Labor Relations Act such as Consultant's right to communicate about wages, hours and terms and conditions of employment. To the extent anything in this policy conflicts with any law, the terms of that law will control.

Employment Verification

The Company has contracted with an employment verification service, Experian Verify, to provide employment and income information. Employee data will be provided directly to the lending institution, rental agency, government agency, etc. When you need to provide your employment history for the Company when applying for a mortgage or loan, leasing an apartment, establishing credit, or any other instance where proof of employment is required, provide the requestor with the following information and the requestor will be able to easily and quickly access your employment history, which includes: job title, total time with company, and start date.

Applying for a loan or new job? Have your verifier complete these steps:

- Visit www.experianverify.com to log in or register as a Verifier
- If registering for the first time, select the "Commercial Verifier" option then continue
- The following information will be required:
 - o Employee SSN
 - o Employee's Full Name
 - o Name of Employer (Advanced Group)
 - o Company Code: 3EAE67C
 - o Signed Authorization (if requesting income)
- Experian Verify Customer Support can be reached at verify.support@experian.com or (404) 382-5400

Do you have a Government or Social Service request? Follow these steps to obtain employment verification:

- Submit all requests by emailing verify@experian.com or faxing (404) 829-1336

- Please include the following information:
 - o Your first and last name
 - o Last four digits of your SSN
 - o A return fax # or mailing address for the requestor

Appendix A

Family Medical Leave Act (FMLA)

Eligibility Requirements

Employees are eligible for FMLA if:

- The employee has been employed for at least one year; and
- The employee has worked at least 1,250 hours within the previous twelve (12) months.

Basic Leave Entitlement

The FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave in a 12-month period to eligible employees for certain family and medical reasons. The 12-month period is determined on a “rolling” 12-month period dating back from the time the employee uses any FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent (but not in-law) who has a serious health condition; and/or
- For the employee’s own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee’s job.

Leave to care for the employee’s child after birth, or placement for adoption or foster care must be taken within one (1) year of the child’s birth or adoption placement.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Military Family Leave

Eligible employees with a spouse, son, daughter, or parent (but not in-law) on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement which permits eligible employees (spouse, son, daughter, parent (but not in-law) or next of kin of a covered service member) to take up to twenty-six (26) weeks of leave to care for a covered service member with a serious injury or illness during a single 12-month period (one time basis only). A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or

therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as “current members of the Armed Forces.” Covered servicemembers also includes a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five-year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as “covered veterans.”

The FMLA definitions of a “serious injury or illness” for current Armed Forces members and covered veterans are distinct from the FMLA definition of “serious health condition” applicable to FMLA leave to care for a covered family member.

Job Benefits and Protection

If applicable, during FMLA leave, the Company must maintain health coverage under any “group health plan” on the same terms as if the employee had continued to work. If paid time off is substituted for unpaid leave, the Company will deduct the employee’s portion of any applicable health plan premium as a regular payroll deduction. If the employee’s leave is unpaid, the employee must make arrangements with our Benefits team (benefits@advancedgroup.com) prior to taking leave to pay their portion of any applicable health insurance premiums each month.

The Company’s obligation to maintain health care coverage ceases if an employee’s premium payment is more than 30 days late. If an employee’s payment is more than 15 days late, the Company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Company for the cost of the premiums the Company paid for maintaining coverage during their unpaid FMLA leave. For purposes of this paragraph, an employee will be considered to have returned to work if the employee returns to work for at least 30 calendar days, or the employee retires at the end of the FMLA leave period or within 30 days thereafter.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

The use of FMLA leave cannot result in the loss of any employment benefits that accrued prior to the start of an employee’s leave.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may use accrued vacation, PTO, personal, and sick time (to the maximum extent permitted by applicable law) while on unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves and the paid time will run concurrently with an employee’s FMLA entitlement.

Upon written request to benefits@advancedgroup.com, the Company will allow employees to use accrued vacation, PTO, personal, and sick time to supplement any applicable paid disability, Workers' Compensation or other monetary benefits. Receipt of disability benefits, Workers' Compensation benefits or other monetary benefits does not extend the maximum amount of leave time to which an employee is eligible under the FMLA.

Employee Responsibilities

Employees must provide thirty (30) days' advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Company's normal call-in procedures.

Employees must provide sufficient information for the Company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may also be required to provide medical certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for ineligibility.

Covered employers must inform employees if leave is designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for the Company to:

- Interfere with, restrain, or deny the exercise of any right provided under the FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Concerns regarding a possible violation with respect to either of these obligations should be reported to the Company's Human Resources Department.

Enforcement

Employees may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement, which provides greater family or medical leave rights.

Appendix B

California Employee Provisions

The following terms apply to employees residing in the State of California only.

Meal Periods

Consultants who work more than 5.0 hours up to 10.0 hours shall be provided with one unpaid off-duty meal period of at least 30 minutes. The first meal period must start by no later than 5.0 hours of work. You may voluntarily waive your meal period if you will not work more than 6.0 hours. The waiver must be in writing, and your supervisor must agree to the waiver. Please contact your Recruiter to coordinate a written waiver. You may revoke the waiver at any time by providing a written request to your Recruiter.

If you work more than 10.0 hours, you will be provided a second unpaid duty-free meal period of 30 minutes. The second meal period should begin no later than 10.0 hours of work. You may voluntarily waive your second meal period if you will not work more than 12.0 hours and have received your first meal period. The waiver must be in writing, and the client must agree to the waiver. Written waivers must be coordinated through your Recruiter. You may revoke the waiver at any time by providing a written request to your Recruiter. If you work more than 12.0 hours, you may not waive your second meal period.

You must accurately record the time you start and end your meal periods. Meal periods are unpaid and do not count as hours worked. For your safety and well-being, meal breaks should be taken in designated areas such as the breakroom and must be taken away from work areas.

Meal periods must be at least 30 consecutive minutes and are duty-free. A duty-free meal period means you are relieved of all work duties and are free to leave the work site. You may use this time as you choose free from the direction and control of Advanced Group and the client. You must be provided with a reasonable opportunity to take uninterrupted 30-minute meal periods, and you may not be impeded or discouraged from taking them. While Advanced Group encourages you not to work during your duty-free meal periods, this is your personal time, and Advanced Group will not direct, control or monitor how it is used.

If due to work demands, you are not relieved of all duty for one or more meal periods, you must immediately report the missed meal period to your Recruiter and supervisor. The supervisor will either make arrangements for you to take a duty-free meal period or will report the missed meal period to Advanced Group. If Advanced Group or the client is responsible for a Consultant being unable to take a meal period in accordance with this policy, the Consultant will be paid one additional hour of pay for that day. If you believe your meal issue has not been reconciled, please reach out to your Recruiter within seven (7) days of the missed break.

Meal period schedules will vary from client to client based on business hours and work schedules. Your supervisor will coordinate your lunch schedule with you. Please take only your scheduled time for lunch. The following chart shows the number of meal periods available based on the hours of work:

Hours of Work	# of Meal Breaks
0-5.0	0
>5.0-10.0	1
>10.0-15.0	2

Rest Periods

Non-exempt Consultants are authorized and permitted to take one 10-minute rest break for each four-hour period of work, or major fraction of a four-hour period. Rest breaks should be taken in the middle of each four-hour work period as much as practicable. Rest breaks may not be combined with meal breaks or used at the beginning or end of the shift. You may not skip rest periods in order to leave earlier.

Rest periods must be at least a net 10 consecutive minutes and are duty free. A duty-free rest period means you are relieved of all work duties and may use the time as you choose free from the direction and control of Advanced Group and the client. While you may leave the premises, you may only do so if you can return to your workstation on time. You must be provided with a reasonable opportunity to take uninterrupted 10-minute rest periods, and you may not be impeded or discouraged from taking them. Rest periods count as hours worked and are paid.

If due to work demands, you are not authorized or permitted to take one or more rest breaks, you must immediately report this to your Recruiter and supervisor. Your supervisor will either make arrangements for you to take your duty-free rest break or will report the missed rest break to Advanced Group. If Advanced Group or the client is responsible for non-exempt Consultant being unable to take a rest period in accordance with this policy, the Consultant will be paid one additional hour of pay for that day. If you believe your rest period issue has not been reconciled, please reach out to your Recruiter within seven (7) days of the missed rest period.

Rest period schedules will vary from client to client based on business hours and work schedules. Your supervisor will coordinate your rest break schedule with you. Please take your breaks only during your scheduled time. The following chart shows the number of rest breaks available based on the hours of work:

Hours of Work	# of Rest Breaks
0-< 3.5	0
3.5-6.0	1
>6.0-10.0	2
>10.0-14.0	3

Overtime

Overtime compensation is paid to all non-exempt Consultants at the following rates:

- One and a half (1½) times the regular rate of pay for all hours worked over eight (8) in a workday.
- One and a half (1½) times the regular rate of pay for the first eight (8) hours worked on the seventh consecutive day worked in a single workweek.

- Two (2) times the regular rate of pay for all hours worked over twelve (12) in a workday.
- Two (2) times the regular rate of pay for all hours worked over eight on the seventh consecutive day worked in a single workweek.
- One and a half (1½) times the regular rate of pay for all hours worked over forty (40) regular hours in a workweek.

School Leave (Suspension)

If it becomes necessary for you as the parent or guardian of a child to attend the child's school to discuss possible suspension, you should alert your Recruiter as soon as possible. Pursuant to California Labor Code Section 230.7, no discriminatory action will be taken against you for taking time off for this purpose.

Time Off for School Activities

If you are a parent, guardian or grandparent with custody of a child in kindergarten or grades 1-12, inclusive, and you wish to take time off to visit the school of your child for a school activity, you may take off up to eight hours each calendar month (up to a maximum of 40 hours each school year), per child, provided you give reasonable notice to the Company of the planned absence. The Company requires documentation from the school noting the date and time of your visit. If both parents of a child work for the Company, only one parent - the first to provide notice - may take the time off, unless the Company approves both parents taking time off simultaneously. You must use existing PTO or personal leave for purpose of the absence.

Leave for Victims of Crime, Domestic Violence & Sexual Assault

To the extent required by law, a Consultant who is the victim of domestic violence, sexual assault or stalking may receive unpaid leave to obtain or attempt to obtain any relief, including a temporary restraining order, restraining order or other injunctive relief, or to help ensure the health, safety or welfare of the victim or the victim's child. In addition, a Consultant who is a crime or abuse victim may take time off to: 1) seek medical attention for injuries caused by crime or abuse; 2) obtain services from a domestic violence shelter, program, rape crisis center or victim services organization or agency as the result of the crime or abuse; 3) obtain psychological counseling or mental health services related to an experience of crime or abuse; or 4) participate in safety planning and take other actions, such as relocation, to protect against future crime and abuse. A Consultant who is the victim of a crime may also take time off to attend judicial proceedings related to the crime.

To take this leave, the Consultant must provide the Company with reasonable advance notice of the leave. If advanced notice is not possible, the Consultant must provide the Company with the following certification within a reasonable time after the absence: 1) a police report showing that the Consultant was a victim; or 2) a court order protecting the Consultant from the perpetrator or other evidence from the court or prosecuting attorney that the Consultant appeared in court; 3) documentation from a licensed medical professional, domestic violence or sexual assault victim advocate, health care provider, or counselor showing that the Consultant's absence was due to treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse; or 4) any other form of documentation that reasonably verified that the crime or abuse occurred, including a written

statement signed by the Consultant or an individual acting on the Consultant's behalf, certifying that the absence is for a purpose authorized under this policy.

To the extent required by law, the Company will provide reasonable accommodations to a Consultant who is a victim of domestic violence, sexual assault or stalking if the Consultant requests an accommodation for the Consultant's safety while at work.

The Consultant may choose to use any accrued paid sick leave, vacation or other paid time off time, if available, for an absence described above.

California Family Rights Act (CFRA)

The CFRA allows eligible employees up to twelve (12) weeks of unpaid, job-protected leave in a twelve (12) month period for certain qualified reasons, outlined below. If both FMLA and CFRA cover a particular circumstance, the leaves will run concurrently. The CFRA and FMLA are generally similar. Key differences between the FMLA and CFRA are explained below. To the extent there are differences between the FMLA and CFRA, the greater protections of CFRA will apply.

Eligibility for CFRA Leave

Consultants are eligible for CFRA leave if they have been employed with the Company for at least twelve (12) months and have worked for the Company at least 1,250 hours in the preceding 12 months. Unlike the FMLA, Consultants who meet these requirements are eligible for CFRA leave regardless of the number of employees working at the Consultant's office or work location.

Qualified Reasons for CFRA Leave

An eligible Consultant is entitled to CFRA leave for any of the following qualified reasons:

- (a) The birth of the Consultant's child and to care for the newborn child;
- (b) The placement of a child with the Consultant for adoption or foster care;
- (c) To care for the Consultant's child, parent, grandparent, grandchild, sibling, spouse or domestic partner with a serious health condition;
- (d) Because of the Consultant's own serious health condition that makes the Consultant unable to perform the functions of their job, except for leave taken for disability due to pregnancy, childbirth or related medical conditions (which is covered by pregnancy disability leave described below); and
- (e) Because of a qualifying exigency related to the covered active duty or call to covered active duty of a Consultant's spouse, domestic partner, child, or parent in the Armed Forces of the United States, as specified in Section 3302.2 of the California Unemployment Insurance Code.

Notice of CFRA Leave

If the need for CFRA leave is foreseeable, you must provide reasonable advance notice. If the need for CFRA leave is not foreseeable, notice must be given as soon as practicable to your People and Culture Business Partner. You may be required to provide a medical certification supporting the need for leave.

Pay During CFRA Leave

CFRA leave is unpaid. You may use any available sick leave or PTO during CFRA leave. You may be eligible

for benefits under California's Paid Family Leave program or State Disability Insurance program during CFRA leave. Such benefits are administered by the state. In addition, you will not accrue benefits, including PTO and holidays during any period of unpaid CFRA leave.

CFRA Impact on the Key Consultant Limitation

The FMLA provides that the Company may deny job restoration to certain Consultants known as "key Consultant," if such denial is necessary to prevent substantial and grievous economic injury to the Company's operations. The key Consultant limitation only applies to FMLA. It does not apply to CFRA.

Both Parents Employed by the Company

If the Company employs both parents of a child, each eligible parent may separately take up to 12 workweeks of CFRA leave to bond with a new child or care for a child with a serious health condition.

Pregnancy Disability Leave (PDL)

Consultants who are disabled by pregnancy, childbirth or related medical condition are eligible to take Pregnancy Disability Leave (PDL). Consultants who are affected by pregnancy or related medical condition are also eligible to transfer to a less strenuous or hazardous position or duties if such transfer is medically advisable.

Notice and Medical Certification

You must provide at least verbal notice to your Recruiter sufficient to make Advanced Group aware that you need PDL or a transfer and the anticipated timing and duration of the leave or transfer. If the need for a leave or transfer is foreseeable, you must provide notification at least 30 days before the PDL or transfer is to begin. If 30 days' advance notice is not possible, notice must be given as soon as practical. You must consult with Advanced Group to make a reasonable effort to schedule any planned medical treatment or supervision so as to minimize disruption to Advanced Group and the client's operations. However, any such scheduling, shall be subject to the approval of your healthcare provider.

As a condition of granting PDL, you must provide Advanced Group with a medical certification from your healthcare provider. The certification should include:

- The date on which you became disabled due to pregnancy or the date of medical advisability for transfer or reasonable accommodation;
- The probable duration of the period(s) of disability or the period(s) for the advisability of the transfer or reasonable accommodation; and
- A statement that, due to the disability, you are unable to work at all or to perform one or more of the essential functions of your position, without undue risk to yourself, the successful completion of your pregnancy, or to other persons or a statement that, due to your pregnancy, the transfer or reasonable accommodation is medically advisable.

Duration

Duration of the leave is determined by the advice of your physician. If you are disabled by pregnancy, you may take up to four (4) months leave due to a pregnancy-related disability. Part-time Consultants are entitled to leave on a pro-rata basis. The four months of leave include any period of time for actual disability caused by your pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care. PDL may be taken intermittently, or on a reduced-hours schedule, as medically necessary.

Temporary Transfers and Accommodations

You may be provided with a reasonable accommodation for pregnancy, childbirth or related medical conditions if you so request and provide your Recruiter and Operations Partner with medical certification from your healthcare provider. You may be provided with a temporary transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties if you request such a transfer and if the request is supported by a proper medical certification and can be reasonably accommodated. The transferred Consultant will receive the pay that accompanies the job, as is the case with any other transfer due to temporary health reasons.

If it is medically advisable for you to take intermittent leave or leave on a reduced work schedule and it is foreseeable based on planned medical treatment because of pregnancy, Advanced Group may require you to transfer temporarily to an available alternative position or assignment. This alternative position or assignment will have the equivalent rate of pay and benefits, you must be qualified for the position or assignment, and it must better accommodate recurring periods of leave than your regular position or assignment. It does not have to have equivalent duties. Transfer to an alternative position may include altering an existing job to accommodate better your need for intermittent leave or a reduced work schedule.

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, Advanced Group will maintain coverage under the plan during your approved PDL on the same terms as if you had continued to work. Advanced Group will continue to pay its portion of health plan premiums for a period up to four months and you must make arrangements to pay your share of health plan premiums while on leave. Contact benefits@advancedgroup.com to make these arrangements. As explained below, if you are also eligible for CFRA leave, Advanced Group will also continue to pay its portion of health plan premiums during the period of CFRA leave.

The full insurance premium payment is due no later than the 10th day of each month. If the full insurance payment is not received by this deadline, you will be offered COBRA coverage.

Advanced Group may recover the premiums it paid on your behalf if you fail to return from PDL, and your failure to return from PDL is for reasons other than: (i) your taking leave protected under the FMLA/CFRA, or (ii) the continuance, recurrence or onset of further pregnancy or childbirth related disability, or other circumstances beyond your control.

Note: Through the last day of the calendar month in which your leave begins, Advanced Group will continue health plan coverage on the same terms as if you had continued to work.

Paid Time Off During Leave

PDL is unpaid; however, you may be eligible for benefits under California's State Disability Insurance Program. You must use any accrued sick time during PDL as a supplement to any disability payments. In addition, you will not accrue benefits, including sick time and holidays during any period of unpaid PDL.

Leave Return

As a condition of your return from PDL or transfer, you must obtain a release to return to work from your healthcare provider stating you are able to resume your original job duties.

Failure to Return After PDL

If you fail to return to work as scheduled after PDL leave and you fail to obtain an extension of the leave, Advanced Group may presume that you do not intend to return to work and have voluntarily terminated your employment. However, Advanced Group will provide accommodative leaves of absence in accordance with applicable federal and state disability leave laws.

Advanced Group is committed to complying with the laws protecting qualified individuals with disabilities. Advanced Group will provide a reasonable accommodation for any known physical or mental disability of a qualified individual with a disability to the extent required by law, provided the requested accommodation does not create an undue hardship and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual. Such accommodation may include a leave of absence which may be longer than the leave required by PDL.

PDL, FMLA, and CFRA

If you are eligible for FMLA, the first 12 weeks of the PDL leave shall be deemed to be FMLA leave, but time taken for PDL will not count against the maximum 12 weeks of leave available under the California Family Rights Act (CFRA). After the PDL ends, an additional period of up to 12 weeks of leave may be available under the CFRA for bonding with the new child within the first 12 months after the birth, or for any other purposes allowed under the CFRA. The combined total of PDL and CFRA leave for eligible Consultants shall not exceed four months plus 12 weeks. Employer-provided health benefits will be continued during the periods of pregnancy disability leave and available CFRA leave, not to exceed four months plus 12 weeks, at the same level and under the same conditions that coverage would have been provided if you had not taken a leave. Thereafter, you may continue your health insurance benefits in accordance with plan terms at your own expense during the remainder of your leave.

Consultant Handbook Acknowledgment & Receipt

I have received my copy of the Consultant Handbook

This Consultant Handbook is an important document intended to help you become acquainted with the Company. This document contains management guidelines only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management, unless otherwise restricted by applicable law.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Consultant Handbook.

I have received and read an electronic copy of the Company's Consultant Handbook. I understand that the Company has the right, with or without notice, in an individual case or generally, to change and/or modify its interpretation of any of its guidelines, policies, practices, working conditions, or benefits at any time, unless otherwise restricted by applicable law.

I understand that neither this Consultant Handbook nor any other Company guidelines, policies, or practices creates an employment contract, bargain, or agreement or confers any contractual rights whatsoever. I understand that my employment is terminable at will, either by myself or the Company, regardless of the length of my employment or the granting of benefits of any kind. I further understand that no representative of the Company other than the Chief People Officer is authorized to provide any employee or employees with an employment contract or special arrangement concerning terms or conditions of employment and that any such agreement must be in writing and signed by the Chief People Officer.

I understand that by confirming below I am indicating that I have read and understand the above statements and that I have received a copy of the Company's Consultant Handbook.

To be placed in the employee's personnel file.

Name (print)

Signature

Date