

Travel Division Employee Handbook



A Donald L. Mooney Enterprises Company

Revised January 2026

Table of Contents

Message from the Founder/CEO 3
Purpose of this Handbook 4
Code of Ethics and Business Conduct 4
Employment Policies 6
At-Will Employment 6
Equal Employment Opportunity/Affirmative Action 6
Americans with Disabilities Act 7
Proof of Citizenship or Ability to Work as Required by Law 7
Diversity and Sensitivity 7
Unlawful Discrimination or Harassment 7
Sexual Harassment 8
Retaliation is Prohibited 8
Whistleblower Policy 9
Workplace Safety and Violence Prevention Policy 9
Clinical Incidents & Sentinel Events 10
Complaint Procedure for Employee-Patient Encounters, Harassment, or Volatile Situations 11
Position Types, Schedules, Hours of Work, Payroll Information and Personnel Policies 12
Reporting Time Worked 12
Attendance and Punctuality 12
Absences 13
Travel/Contract Assignments 13
Payroll 14
HealthCare Professional Benefits 14
Other Important NES Policies & HealthCare Professional Responsibilities 16
Safety/Office Security Manual 16
General Safety/Office Guidelines 17
Infectious Disease Plan 18
Workers' Compensation 18
Drug, Alcohol and Tobacco Policy 18
Weapon-Free Workplace 19
Social Media 19
Cell Phone and Photo Use 20

Dress Code and Hand Hygiene....20
Conditions of Employment....21
Client Complaint and Do Not Return (DNR) Policy....21
Disciplinary Action Policy....22
Rehire Policy....23
Joint Commission Practices....23
NES Handbook Acknowledgement Form....24

Message from the Founder/CEO

Success is what we strive to gear everyone for when employed at DME. My Wish is that everyone is successful and has a great experience with the Company. We wanted to have a comprehensive yet simple handbook. You will see the words “common sense” used throughout the handbook. No employee handbook can cover all situations so always use good common sense.

Lastly, we are about people and relationships. Treat others as you would like to be treated. Use the “golden rule.” We can all win if we treat our teammates, colleagues, patients and clients with respect, dignity, kindness, honesty and care.

Remember, “it’s always a great day a DME!”

Donald L. Mooney
Founder/CEO

The Company reserves the right to modify the provisions of this handbook at any time.

Purpose of this Handbook

We believe that each employee contributes directly to NURSES Etc STAFFING's (NES) growth and success, and we hope you take pride in being a member of our team. The handbook is designed to serve as a general guide to help you become acquainted with NES' practices, standards, policies, and expectations as a Healthcare Professional. The Company reserves the right to amend, modify, withdraw, or implement policies at any time. Receipt of this handbook in no manner constitutes a contract or guarantee of employment. After reading all sections of the Handbook that follow, sign, and return the included Handbook Acknowledgment Form to NES.

Code of Ethics and Business Conduct

Company Vision

"The Premier Workforce Solutions Provider"

Core Focus

"Making a Difference in People's Lives Every Day!"

Core Values

- Respect-Treating others the way you would want to be treated, at all times and in all situations.
- Accountability – The obligation or willingness to accept responsibility for one's actions
- Commitment – The state or quality of being dedicated to a cause, activity, etc.
- Hard Work – A great deal of effort or endurance.
- Open to Ideas – Someone who is willing to consider new ideas or ideas that are different from their own.
- Genuine Honesty - The quality or fact of being honest; uprightness and fairness. truthfulness, sincerity, or frankness. Freedom from deceit or fraud.
- TAMENOS – A sacred precinct. We attack the problem and not the person.

Mission

Provide human capital resources and customize workforce solutions. We provide these services to commercial businesses, the government, and Department of Defense. DME is a leader in the staffing industry, establishing a business model that leverages customer service and long-lasting business relationships.

Act with Integrity and Honesty

NES expects all employees to act with integrity and honesty in all matters related to Company business. Employees may not obtain or use any property or services of the Company/facility, fellow employees, patients, customers, visitors or vendors in a manner other than that authorized by Company policy or by federal, state or local laws.

Employee Behavior

Employees must perform their assigned duties to the best of their ability and in the best interest of fellow employees, customers, patients, visitors and vendors. Employees must not take action that creates a risk, harm or damage to themselves, another person, Company/facility property, or others.

Employees must adhere to and fully comply with all Company policies and procedures, which can be found in the Code or obtained by request to the Human Resources Department.

Employees must be conscious of the fact that they can be agents of the Company/facility, and as such, their actions may be attributed to the Company/facility under certain circumstances even while off duty. Therefore, they should avoid situations that place the Company/facility at risk or call their professionalism into question.

HIPPA Privacy Rule

HealthCare Professionals must understand that as an employee of NES and a worker at the facility in which they are placed, it is the responsibility of the NES employee to protect the confidentiality of patients' medical information. Failure to maintain patient confidentiality may lead to disciplinary actions, up to and including termination. By signing the handbook acknowledgement, employees have read and understand the above policy and will comply.

Conflicts of Interest

HealthCare Professionals must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, HealthCare Professionals may be faced with situations where the business actions taken on behalf of NES may conflict with our own personal or family interests. HealthCare Professionals owe a duty to NES to advance its legitimate interests when the opportunity to do so arises. HealthCare Professionals must never use NES property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with NES.

Here are some other ways in which conflicts of interest could arise:

1. Being employed (you or a close family member) by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while you are employed with NES.
2. Hiring or supervising family members or closely related persons.
3. Serving as a board member for an outside commercial company or organization.
4. Owning or having a substantial interest in a competitor, supplier or contractor.
5. Having a personal interest, financial interest or potential gain in any NES transaction.
6. Placing company business with a firm owned or controlled by a NES employee or his or her family.
7. Accepting gifts, discounts, favors or services, of substantial value, from a customer/potential customer, competitor or supplier, unless equally available to all NES employees.

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict-of-interest question should seek advice from management. Before engaging in any

activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their managers or the HR Department.

Gifts, Gratuities and Business Courtesies

NES is committed to competing solely on a merit of our products and services. HealthCare Professionals should avoid any actions that create a perception that favorable treatment of outside entities by NES was sought, received, or given in exchange for personal business courtesies of substantial value. Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom NES does or may do business. HealthCare Professionals will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation or polices of NES or customers, or would cause embarrassment or reflect negatively on NES' reputation.

Employment Policies

At-Will Employment

The State of Texas is an "at-will" employment state, which means, except as otherwise provided by law and absent any express contractual provisions to the contrary, employers and employees are free to end the employment relationship at any time for any reason. This employee handbook does not alter that at-will relationship, nor does it constitute a contract for employment between the Company, its subsidiaries, and its employees. Employees of the Company, either employee or the Company are at all times employed at-will; in other words, either the employee or the Company may terminate the relationship at any time with or without notice, and without reason or cause. Your employment is for an indefinite period, and you cannot be guaranteed continued employment or any set number of hours of work. No alterations to the nature of the at-will employment arrangement can be made except by the CEO in writing bearing the CEO's signature.

Equal Employment Opportunity/Affirmative Action

NES is an equal employment opportunity employer. Qualified applicants will be considered for vacancies without regard to race, color, religion, sex, national origin/citizenship/ancestry, age, disability, covered veteran status, marital status, sexual orientation, gender identity, genetic information, or any other protected class status.

Equal employment opportunity applies to all programs administered by NES, including all employment decisions, such as those affecting hiring, promotion, demotion, or transfer; compensation and benefits; and reduction in force and termination as required by law.

NES assigns a high priority to the implementation of its equal employment opportunity policy and to assure compliance with all laws prohibiting discrimination in employment programs. Employees of NES are encouraged to contact the NES Travel Division Director or a Human Resources Representative regarding any questions or concerns about these matters.

Americans with Disabilities Act

NES does not discriminate against individuals with disabilities. The Company is committed to providing employees with the appropriate resources to aide and support them while at the work site. If you are an individual with a disability and you require a reasonable accommodation to perform the essential functions of your job, contact the NES Human Resources Department. The Human Resources Department will work with you to determine how best to accommodate your disability.

Proof of Eligibility to Work as Required by Law

NES is committed to employing only individuals who are authorized to work in the United States. On or about your first day of work, but within three (3) days of your start date, you will be required to complete the Federal Form I-9 and provide documents establishing your identity and eligibility for employment in the United States of America. If needed, you will be required to provide an Authorized Representative to verify the documents. Failure to produce the necessary proof according to the applicable laws will result in the postponement of employment.

Diversity and Sensitivity

NES appreciates the diversity of our employees, HealthCare Professionals, Clients, and other business associates and expects that our HealthCare Professionals will do the same. This includes consideration of others feelings and sensitivity to their ethnicity, veteran status, age, religious beliefs, and any categories covered by Title VII of the Civil Rights Act of 1964, or any other law protecting against discrimination.

Unlawful Discrimination or Harassment

NES is committed to maintaining a respectful workplace that includes a working environment free from all forms of unlawful discrimination and conduct that could be considered harassing, intimidating, coercive, bullying, or disruptive based on a protected characteristic. This policy specifically prohibits discrimination or harassment based on gender, race, color, religion, national origin, age, disability, genetic information, military service, veteran status, marital status or any other protected by law. This policy also prohibits retaliation against HealthCare Professionals who engage in protected activity (i.e., opposition to prohibited discrimination, or making a complaint of discrimination or harassment) or any other protected characteristic. For purposes of this policy, NES' policy against discrimination and harassment applies to all work-related settings and activities, whether inside or outside the workplace, and includes client facilities/locations, business trips, and business-related social events. It prohibits harassment or discrimination by HealthCare Professionals and by non-NES partners (e.g., contractors, clients, client's employees, vendors, etc.). Furthermore, this policy prohibits the use of all types of forms of Company or client equipment to engage in any form of discrimination or harassment. NES reserves the right to identify and interpret actions that may be deemed in violation of this policy and take appropriate disciplinary action. NES will take appropriate and immediate action in response to complaints or knowledge of violations.

Sexual Harassment

The Company's policy against sexual harassment includes a prohibition against unwanted sexual advances, or requests for sexual favors, or other physical or verbal conduct of a sexual nature. Submission or rejection of such conduct that is used as a basis for employment decisions, any language that is intimidating, humiliating, or offensive in the workplace, or other verbal harassment, could help to create a hostile work environment. While it is not possible to list all circumstances that would violate the Company's policy against sexual harassment, the following are some examples: unwelcome sexual advances (either verbal or physical), whether they involve physical touching or not; request for sexual favors in exchange of actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or coerced sexual acts.

Depending on the circumstances, the following conduct may also violate the Company's policy against sexual harassment:

- Use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life
- Sexually oriented comments about an individual's body or comments about an individual's sexual activity,
  deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, cartoons
- Unwelcome leering, whistling, touching, deliberate brushing against the body in a suggestive manner.
- Sexual gestures, suggestive or insulting comments

Retaliation is Prohibited

NES expressly forbids retaliation against anyone who has reported harassment or discrimination or who has cooperated in the investigation of harassment complaints.

No hardship, loss, benefit, or penalty may be imposed on an employee in response to the employee:

- Filing a bona fide compliant of discrimination or harassment
- Appearing as a witness in the investigation of a compliant
- Serving as an investigator of a compliant

All reports will be taken seriously and kept in confidence and limited to those HealthCare Professionals who are directly affected, or those who have witnessed any behavior (verbal or physical), or incident related to the report. If you feel that you have been the subject of retaliation, you must contact the NES Human Resource Department immediately at (210) 566-9995.

Whistleblower Policy

NES encourages you to report improper activities in the workplace and will protect you from retaliation for making any such report in good faith. Your concerns will be handled confidentially

and without retribution or reprisal by NES. You have the right to report, without suffering retaliation, any activity that you reasonably believe violates any state or federal law.; violates or amounts to noncompliance with state or federal rule or regulation; violates the Company's fiduciary responsibilities; or violates patients 'rights or safety in a clinical setting.

It is your duty to comply with all applicable laws. You may refuse to participate in an activity that would result in the violations of any state or federal statues or violations or noncompliance with any state or federal rule or regulations. If you suspect a violation, you are required to report the situation(s) to the NES Human Resource Department. You may also report information regarding possible unlawful activity to the appropriate government or law enforcement agency. HealthCare Professionals who believe they have been retaliated against for whistleblowing may file a complaint with the Human Resource or with the appropriate reporting agency.

Workplace Safety and Violence Prevention Policy

It is the policy of NES to prohibit any acts or threats of violence (verbal or physical) by any employee, former employee, patient, or individual in or about the Company's facilities while on duty, on or off the Company's premises, including remote worksites, at any time. Such actions will not be tolerated, and may lead to disciplinary action, up to immediate termination of employment. All threats of violence to corporate employees while on duty will be investigated. Threats of violence will include threats that are physical or verbal, or threats via text, email, mobile and work phone.

Employees have a duty to warn both their facility supervisor and the NES Travel Division Director if they are aware of or suspect any potential situation, incident, or ongoing workplace behavior involving other employees, former employees, patients, or individuals that may be physically threatening or violent in nature and endanger the safety of employees or other individuals on the premises of the Company/facility/remote worksite.

Reporting an incident of workplace violence or unsafe conditions does not reflect on the employee's ability to handle their job duties effectively. Maintaining vigilance and caring for the patient is the duty of the HealthCare Professional, although dealing with violent behavior from patients or receiving injuries is not. Employees should not fear reprisal for reporting instances of workplace violence.

All communication with the press, radio or television about a violent workplace incident or hostile threat related to NES, its subsidiaries, or employees will be addressed only by the CEO, or other duly authorized representative(s) selected by the CEO. Employees are prohibited from discussing any violent workplace incident or hostile threat involving NES business with any press, radio, television or other electronic or social media without the express authorization of the CEO.

NES is committed to the safety of every employee, if you have any concerns regarding your safety, contact your facility supervisor, the NES Travel Division Director, and the NES Human

Resources Department. For clarification of this policy, contact the NES Human Resources Department.

Performance Evaluations

NES regularly requests feedback on their Clinical HealthCare Professionals from clients. Performance evaluations are performed within the first 90 days of hire date, and annually. NES considers requests for assignment extensions and continued Per Diem scheduling as positive client feedback and a positive Performance Evaluation. Client remarks and comments will be evaluated by NES and if deficiencies are noted, training and remediation may be made available to the Clinical HealthCare Professional. Trends of negative feedback will be discussed with the Travel Division Director.

Clinical Incidents & Sentinel Events

Clinical staff must recognize the importance of following effective procedures and are encouraged to speak up if something has compromised or might compromise patient safety and quality.

A Clinical Incident is any event or series of events that resulted in or had the potential to result in an adverse patient outcome. Examples of a clinical incident include but are not limited to omission of treatment, deviation from policy, medication errors, improper equipment usage, complications from a blood transfusion, patient fall, inaccurate clinical assessment, patient, or physician complaint. Employees should notify NURSES Etc STAFFING of any clinical incidents that occur while on assignment, regardless of an adverse outcome within that working shift.

A sentinel event is an unexpected occurrence involving serious physical or psychological injury or death or the risk thereof. These events must be reported to the Travel Division Director within 24 hours of the occurrence. The hospital will conduct a Root Cause Analysis for all sentinel events, to identify the causes of the error. The Travel Division Director will work closely with any staff involved in an error, including supporting them through the difficult time, facilitate communication between the clinical staff and the customer about the event, and based on the root cause analysis, plan for improvement activities.

Competency

NES hires Clinical HealthCare Professionals based on their skills, education, training, and experience relevant to the position or assignment for which they are hired. Unless otherwise noted, NES expects Clinical HealthCare Professionals to have at least 12 months of experience within the last 24 months in the unit/department /specialty where they will be working for NES clients. NES requires Clinical HealthCare Professionals to self-assess their competency in an area using a Skills Checklist specific to their specialty/ training and pass competency exams with a minimum score of 70%, unless stated otherwise per client requirements. Please note all Acute Hospital settings will require a minimum score of 80%. NES Clinical HealthCare Professionals must satisfy all requirements for competency and any additional client requirements.

Health Records

To be placed in clinical settings NES and its clients require certain health records from Clinical

HealthCare Professionals. Records include but are not limited to, shot. Vaccination records, titers, TB/PPD screening, health statements, respiratory fit test, and drug screen results. Clinical HealthCare Professionals are expected to provide the requested health record information in a timely and compliant manner in order to expedite the onboarding process.

Annual Requirements

NES will require the following to be updated on an annual basis from active clinical partners. Good faith efforts must be made to comply with requests for updated or expiring credentials to remain an active HealthCare Professional for NES. Annual requirements are based on NES requirements and may be client specific.

- Skills Checklist
- Core Mandatory Exams

Expiring Documentation

HealthCare Professionals with expiring items/ credentials must provide updated, unexpired documents to continue working their assigned shifts with no interruptions. Clinical HealthCare Professionals may not be allowed back to an assignment or assigned shifts until renewed items/ credentials are provided to NES. NES Compliance will notify Clinical HealthCare Professionals in advance of expiration dates in order to allow Clinical HealthCare Professionals time to make the arrangements to renew expiring credentials. Examples of expiring items that must be promptly updated are, but not limited to: licensure/certification/registration, life support training (BLS, ACLS, PALS, NRP, AWHONN, etc.), Certain vaccinations any previously listed annual requirements or additional requirements by NES client's.

Continuing Education

Licensed, certified, or registered clinical HealthCare Professionals are encouraged and expected to maintain the required continuing education to keep their skills up to date and credentials in good standing.

Complaint Procedure for Employee-Patient Encounters, Harassment, or Volatile Situations

HealthCare Professionals are required to immediately report concerns or incidents of alleged or actual harassment, discrimination, or incidents of violence to the NES Human Resource Department. The Company cannot address a problem if it does not know a problem exists. It is important for employees to come forward and report any discriminatory, harassing, violent or retaliatory behavior by coworkers, patients, or onsite supervisors. The Company prohibits taking negative action against any NES employee for reporting a possible deviation from this policy, law, or regulation, or for cooperating in an investigation.

1. When a violation of the Workplace Safety and Violence Prevention Policy occurs, contact following individuals immediately:
    a. Your facility supervisor

b. NES Travel Division Director: 737-787-2835
c. NES Human Resources Department: 210-566-9995

2. After making contact with each of the above individuals, you must follow up with the HR Department with an email documenting the incident within 24 hours of the occurrence.

Position Types, Schedules, Hours of Work, Payroll Information and Personnel Policies

HealthCare Professionals are classified as non-exempt (hourly), are paid at least the federal minimum wage for the actual number of hours they work and are eligible to receive overtime pay.

Reporting Time Worked

HealthCare Professionals will follow the Company's defined work week, assigned client operational schedule (including holidays) and work all hours and time for which they are scheduled. Timesheets (manual or electronic) must be submitted at the end of each week with the Client's approval using the established timekeeping system in place at the client facility, or directly to NES if no electronic timekeeping exists. You are expected to accurately report all hours worked, submit timely and seek client/facility approval for any overtime hours. Generally, overtime is defined as hours worked over 40 hours during the established workweek. Non-exempt HealthCare Professionals will receive overtime pay for hours worked over 40 hours in a single work week, unless the state law in which the HCP works states otherwise. All overtime must be approved by client either prior to shift or at the end of the shift. Holidays and other absences from work will not be considered as hours worked when calculating overtime/pay.

Non-exempt HealthCare Professionals are expressly prohibited from performing any work "off-the-clock." You must immediately notify the NES Human Resources Department if anyone requests that you work off-the-clock. HealthCare Professionals are allowed an unpaid meal period of a minimum of 30 minutes as scheduled by your immediate supervisor at the client facility.

Attendance and Punctuality

Excellent customer service is critical to NES' success. Accurate scheduling and scheduling adherence is essential to ensure the appropriate levels of staffing are available to meet our customer's needs. The Company's employees have the responsibility to be available to meet our customer's needs and adhere to their schedules. Adherence to one's schedule ensures that our customers have full coverage, thus providing an appropriate level of service to our customers and for our fellow employees.

- It is the employee's responsibility to contact NURSES Etc for further assignment after completion of each assignment. Failure to meet these expectations will be considered a voluntary resignation.

Absences

Employees are responsible for following the call-in procedures provided by their designated facility.

- Employees must communicate all absences via call or text; employees may NOT use email to communicate an absence.
- Employees must receive acknowledgment from their NES Travel Contact for the absence/tardy to be excused. Leaving a message on voicemail is not an acceptable method of notifying the department of an absence.
- Employees must communicate directly to their NES Travel Contact and may not have a third party call in for them, unless the employee cannot call in for themselves due to special or unique circumstances (*e.g.*, hospitalization, car accident, serious health condition, etc.).
- Arriving more than fifteen (15) minutes late to the scheduled shift without notifying their NES Travel Contact could be considered a No Call/No Show, and may lead to disciplinary action, up to and including termination.
- Failure to report to a scheduled shift is considered a No Call/No Show, and failure to call in at least two (2) hours before the start of the shift will also be regarded as a No Call/No Show.
- A No Call/No Show may be grounds for immediate termination.
- Employees failing to call in and report to work for two (2) consecutively scheduled shifts may be considered job abandonment. Job abandonment will be deemed a voluntary resignation.
- If a shift is missed due to a doctor's appointment, or an illness related call in, you will need to provide a note from your doctor to NES for your personnel file. If you have an emergency that requires you to miss a shift, please notify their NES Travel Contact immediately so that we can document your absence.
- The Counseling and or Termination Form should be used to formally document and track all discussions relating to attendance issues. Once completed, forms are maintained in the employee's personnel file.

Your signature of the handbook acknowledgement indicates that you have read and understand the requirements when you miss a scheduled shift.

Travel/Contract Assignments

- Call-off Procedure – HealthCare Professionals on contract/travel assignments who will be absent or cancelling a shift, notify your immediate supervisor at the client facility where you are assigned as soon as possible, prior to your shift, then notify NES. Be advised that depending on contractual agreements between NES and its clients excessive unscheduled absences on your part may result in a hardship penalty for which you would be financially responsible. To avoid these potential hardship penalties if you cancel a shift, it is your responsibility to inform your immediate supervisor at the client's facility when you are available later in the same week to try and make up the shift that you missed.
- Days off occurring during your contract must be submitted and approved by client in advance of your start date. To call-off, you may call NES at (737)–787–2835.
- Contract/Travel Shift Guarantees (where applicable) – HealthCare Professionals on

contract/travel assignments will receive a Confirmation of Assignment letter that outlines client specific shift guarantees and details if offered by client. To call off, you may call NES at (737)–787–2835 for HealthCare Professional scheduling. Notify NES immediately if a client cancels your shift and please note reason when communicating it to NES. Shift cancellations by you and the client are monitored by NES.

Floating

As clients' needs shift due to low census or other reasons, HealthCare Professionals may be required to transfer to other units beyond their original shift assignment. Floating to another unit is only permitted if HealthCare Professional is qualified and skilled and the unit floated to is considered a lateral or step down from their current shift assignment. All HealthCare Professionals working in environments where they may float to a different unit must have a skills checklist and competency on file for the unit. Clinical HealthCare Professionals may decline requests to float if they are uncomfortable or unqualified and must contact notify NES Travel Division Director immediately 737-787-2835. However, if the assignment is required in advance or the ability to float to another unit where a clinical HealthCare Professional is skilled, HealthCare Professionals are required to float to assigned unit to support facility needs. Should HealthCare Professional decline to float to skilled unit and shift is either cancel or refusal to continue working shift HealthCare Professional will only be compensated for actual hours worked and approved by facility.

Payroll

HealthCare Professionals are paid according to the terms defined in their offer of employment. If a payday falls on a weekend or holiday, funds are distributed the workday preceding that date. NES offers only direct deposit for payment of employee wages. NES will deduct any elected deductions authorized by you in writing, such as insurance premiums where (eligible) or other benefit/employment related items. NES will deduct any overpayment of wages over a reasonable period of time, if needed. NES will not make unauthorized pay deductions. If you believe an improper deduction was made from your pay, report it to the NES Accounting Department or Human Resources Department at (210) 566-9995.

- If the employee quits, retires, resigns, or otherwise leaves employment voluntarily, final settlement of wages will be made on the next regular payday following the effective date of resignation. If the employee is laid off, discharged, fired, or otherwise involuntarily separated from employment, the final pay will be provided within six calendar days, to include any deductions for income tax, social security (FICA), Medicare, and court ordered garnishment of wages.

HealthCare Professional Benefits

Holidays

HealthCare Professionals are subject to the holiday and holiday pay schedules established and observed by the client facility where they are providing services.

Health Insurance

Benefits are offered to qualified employees under the Affordable Care Act guidelines. For qualifications and coverage information please consult with the NES Benefits Administrator. Please visit www.Healthcare.gov regarding detailed Marketplace Insurance Information to help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost.

Life Insurance

Qualified HealthCare Professionals are eligible for 100% paid Life/AD&D insurance coverage ($10,0000). For qualifications and participation requirements please contact the Benefits Administrator for NES at (210) 566-9995.

401(K)

Participation in Company 401(K) retirement available to qualified employees. For qualifications and participation requirements please contact the Benefits Administrator for NES at (210) 566-9995.

Family Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) provides eligible employees up to 12 weeks of unpaid, job-protected leave during a rolling 12-month period for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- 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, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Eligibility Requirements:

- Employees must have been employed by the Company for at least one year; and
- Employees must have worked at least 1,250 hours over the previous 12 months.

General Provisions of the Family Medical Leave Act:

- Leaves of absence for FMLA are limited to 12 weeks (90 days) in a rolling 12-month period of time.
- At the end of the 12-week period, if the employee is unable to return to work in an unrestricted manner, then it will be determined if a reasonable accommodation can be made. This might include an alternative work schedule or additional time off.
- All extensions beyond outlined leave policies must be coordinated with your immediate supervisor, the NES Travel Division Director, and approved by either the CEO or President of the Company.
- NES employees on an approved leave of absence may not engage in employment outside the Company. Violation of this provision will result in termination of

employment with the facility for job abandonment. Failure to return to work after the leave expires will be considered job abandonment and the employee will be terminated from employment.

- Any employee covered by NES insurance plans who is currently paying for any insurance coverage must continue to make such insurance payments during any leave of absence under this policy. Failure to make such payments may result in termination of the employee's coverage. The Company also may request the employee reimburse the cost of payments made to maintain health insurance.
- If applicable, FMLA will run concurrently with worker's compensation coverage.

Protections: Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Other Important NES Policies & HealthCare Professional Responsibilities

Safety/Office Security Manual

The Donald L. Mooney dba NURSES Etc STAFFING corporate office, located in San Antonio, TX, is open Monday through Friday from the hours of 8:30am – 5:30pm. Our local telephone number is 210-566-9995. Outside of normal business hours and in the event of an emergency please contact us at the same number listed above. NES on call staff will be available to assist you.

You are expected to obey safety rules of NES and its Clients and to exercise caution in all work activities. NES will offer basic safety information to you; however, clients will train on their facility specific safety protocols and worksite hazards. It is your duty to report any unsafe conditions to your supervisor and NES. If you feel that you are being placed in an unsafe environment or position, please contact NES at 737-787-2835.

In the event of an emergency, natural disaster, or other uncontrollable event, NES will continue to provide service to you through our network from a location where phones and computers are functional. In the event of a disaster situation, NES will contact all healthcare professionals to obtain additional availability for deployment to client facilities as needed. A copy of our Emergency Management Plan is available upon request.

Depending on their position, HealthCare Professional may be at potential risk for exposure to bloodborne pathogens and other potentially infectious material (OPIM) and must be informed of protocols for fire, safety, building evacuations, where to find Safety Data Sheets and Exposure Control Plans and more that are specific to a client's facility.

When you are driving while on Company business, do not use cell phone or other electronic devices unless equipped with a "hands-free" or speaker feature, Drivers are not allowed to talk, text, view email or pics, or use smartphone apps while driving., even if the driver is at a stoplight

or stuck in traffic. Smartphone apps or GPS navigation may be used as the long as the phone is affixed to their vehicle. Employees who are performing work- related duties while driving and are in an accident must report the accident as soon as possible to the NES Travel Division Director. All accidents will be investigated, and employees involved will be required to undergo a breath alcohol test and drug screen.

General Safety/Office Guidelines

All NES employees are expected to operate with a focus on their own safety as well as the safety of others. We strive to furnish and maintain a safe working environment. The following are some basic, common sense, but not all-inclusive safety guidelines.

- Employees must use available equipment, proper lifting techniques, and get help when lifting or handling heavy objects.
- All employees should contribute by keeping their desks, equipment, and work areas neat, clean, and free from debris, clutter, or trash. Keep desk drawers and laterals closed when not in use.
- Exits must be visible and remain unobstructed at all times.
- Know the location of fire extinguishers in your area and become familiar with the fire safety and emergency exit plan.
- Personal Protection Equipment (PPE) must be used when situations or operations require them.
- Immediately report all accidents or injuries, no matter how slight, to your supervisor and your Travel Division Director.
- Immediately report any and all safety hazards, unsafe acts and conditions to your supervisor at the facility and your Travel Division Director. If your facility supervisor does not address the hazardous condition, please report to your Travel Division Director.
- Employees who travel due to work related business must abide by all traffic, speed, and safety laws and regulations at all times.
- Employees who drive while performing work duties or assignments are not allowed to conduct business by cell phone unless the device allows for “hands free”capability as allowed by law. Employees are expected to know the laws and regulations pertaining to mobile phone use while driving a vehicle. Texting while driving is prohibited.
- You MUST report any unsafe working condition to our office IMMEDIATELY.
- If injured on the job, you MUST notify our office immediately at 210.566.9995. An injury report form must be completed within the first 24 hours of injury. Failure to report your injury immediately may affect your eligibility for benefits.
- Violation of Company or facility safety policies, regulations, rules, and procedures may result in progressive disciplinary action as stated in this handbook, up to and including termination.

Infectious Disease Plan

Due to the nature of healthcare, workers may be exposed to infectious diseases through their coworkers, patients, or other infected individuals. If you feel you have been exposed to an infectious disease, please follow your facility protocol.

Workers' Compensation

Federal regulation requires that NURSES Etc STAFFING (NES) employees have adequate worker's compensation insurance coverage in the state in which they work. Please know that NES has worker's compensation coverage for all employees of the Company, which is provided at no additional cost or charge to you.

In case of injury or accident while on the job, you must contact the Travel Division Director immediately, or within 24 hours of the injury or accident. Please follow the facility incident investigation process. As a staffing company, we cannot investigate the incidents, injuries, or near misses at a client's location. However, you must report the incident to your Travel Division Director within 24 hours of the injury or accident.

- If the injury is serious, severe, or life threatening, please report to the closest hospital, ER, or medical facility for immediate treatment, or call 911. Please let your NES Travel Division Director know where you are and the status of your condition.
- If the injury in not serious or severe in nature, you must contact the NES Travel Division Director for information on the company designated medical care facility that you will need to visit.

We ask that you have as much information as possible regarding the injury or accident available for your supervisor when you call to report the incident. Employees are asked to specify and include: date, time, part of the body affected, what happened, where it happened at work, cause of the injury or accident, nature of the injury, witnesses, the facility they received treatment, facility address, doctor or medical professional who treated the injury, doctor or medical professional address, medical billing or invoice (if any), and any missed time from work. If the injury occurs after hours or if treatment is received after hours, you are still required to contact your NES Travel Division Director at the earliest convenience. You may call the corporate office anytime, including afterhours, to report your work-related injury.

Employees are required to use Personal Protection Equipment (PPE) when performing their work duties. Such equipment may include gloves, masks, glasses, gowns, respirators, boots, non-skid shoes, and hard hats. We strongly encourage all employees to follow company policy in the use of PPE equipment and gear while working on the job.

Substance Abuse Policy

1.0 PURPOSE

NES is committed to maintaining a safe and productive work environment. The abuse of alcohol and drugs, including prescription drugs, can impair employees' performance and jeopardize the safety of employees and other persons. The purpose of this policy is to help ensure that the work environment remains free of alcohol and drug abuse.

2.0 PROHIBITION

The illegal manufacture, distribution, possession, sale, or use of alcohol or drugs is prohibited on NES property or at NES work locations. Employees shall not use drugs or consume alcohol (or be under the influence of drugs or alcohol) while on duty. Employees shall not use illegal drugs, on or off duty. Violations of this policy may result in termination of employment.

The normal use of over-the-counter medications and the legal use of prescription drugs, as ordered by a licensed physician, are not prohibited by this policy. Employees using over-the-counter medications or prescription drugs, which may affect their ability to safely perform their job duties, should notify their supervisor.

3.0 POST-ACCIDENT TESTING

Employees involved in work-related accidents causing bodily injury or significant property damage shall be required to submit to a screening for alcohol and/or drugs. This policy also applies to any employee who potentially contributed to the accident or injury in any way.
If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and including discharge from employment with NES. In such a case, the employee will be given the opportunity to explain the circumstances prior to any final employment action becoming effective.

4.0 REASONABLE SUSPICION TESTING

When there is reasonable suspicion that alcohol or drugs have been brought into the workplace, a thorough investigation will be conducted.
When there is reasonable suspicion that employees are under the influence of alcohol or drugs, they are relieved of duties, taken to a medical facility, and screened for alcohol and drugs. Employment is suspended (with pay) until test results are received. The refusal of employees to submit to screening is treated as insubordination and may result in termination of employment.

5.0 RANDOM OR ACROSS-THE-BOARD TESTING

NES may, in its sole discretion, decide to screen employees for the use of alcohol or drugs in violation of this policy with a determination of reasonable suspicion that the employee is under the influence of alcohol or drugs. NES may select employees at random for alcohol or drug screening. NES may also conduct across-the-board alcohol or drug screening by designating certain job categories and screening all employees in the designated job categories. NES will take steps to ensure that any random or across-the-board alcohol or drug screening is conducted in a non-discriminatory manner.

6.0 EMPLOYEE SEARCHES – ONLY RELATED TO NES LOCATIONS

All desks, storage areas, lockers on NES property, and vehicles owned, financed, or leased by NES or used by NES to transport employees, goods, and/or products are subject to search at any time without the employee's knowledge, presence, or permission.
NES employees are subject to searches of their body and their personal possession(s) brought into NES work areas and lockers and their vehicle(s) brought onto NES property when, in

the sole opinion of NES Management, illegal activity, such as theft or drug use, is occurring or has occurred. By reporting for work and by bringing their personal possessions and/or vehicle(s) to NES, NES employees will have consented to a search by NES representatives of their body, personal possession(s), and/or vehicle(s).

With the exception of employees' personal vehicles, employees are prohibited from locking or otherwise securing any such desk, storage area, locker, or vehicle with any lock or locking device not supplied or approved by NES. If an employee uses his or her own lock on any such item, the employee must provide his or her supervisor a copy of the key or combination to the lock so that NES may open the lock at any time that it deems such action necessary. Employees who refuse to consent to a search under the provisions of this policy are subject to discipline, up to and including termination from employment.

7.0 DISCIPLINARY ACTION

Any employee who is found manufacturing, distributing, possessing, dispensing, or selling drugs, including prescription drugs, in violation of this policy or who tests positive for alcohol or drugs will be discharged.

Any employee who, within five (5) days of conviction, fails to notify the NES of any conviction under criminal drug statutes for a workplace offense will be discharged.

8.0 DEFINITIONS

The following definitions apply to terms used in this policy:

- "Drug" means any controlled substance or dangerous drug, including inhalants, as defined by state and federal laws and regulations.
- "Reasonable suspicion" means a suspicion that would be held by an ordinary and prudent person in the same circumstances as the individual who obtains information or evidence that a violation of this policy has occurred.
- "Under the influence" means having a level of alcohol or drugs in the body to the extent that it impairs employee performance or jeopardizes the safety of employees or other persons.
- "Test positive for drugs" means that a controlled substance has been detected by laboratory test in excess of the tolerances established by applicable state or federal law.
- "Test positive for alcohol" means that alcohol has been detected above the acceptable tolerance established by the applicable state law.

9.0 CONFIDENTIALITY

All of NES's employees will maintain complete confidentiality with regard to the results of any medical tests.

10.0 EMPLOYEE ASSISTANCE AND EDUCATION

The abuse of drugs, alcohol, and inhalants is recognized as a problem that affects the individual employee and NES and creates a need for assistance in obtaining information on available drug counseling, rehabilitation, and treatment programs. A list of available local treatment programs may be obtained from the Human Resources Department. Employees' requests for assistance will be kept in confidence and shared only on a need-to-know basis.

Weapon-Free Workplace

NES does not allow any job applicant, employee, contractor, HealthCare Professional, subcontractor, vendor, agent, or representative to possess, use, conceal, carry, or maintain a concealed explosive, weapon, or handgun on client facility premises. The Company also prohibits the carrying of a weapon or concealed handgun on your person or property while you are rendering any services are attending any event of function relating to your employment with NES or conducting any business on behalf of the Company.

If the Company/facility has reasonable suspicion at any time that a concealed explosive, handgun, or weapon has been maintained, carried, or stored in violation of this policy, the Company/facility reserves the right to conduct a reasonable search, to include contacting local law enforcement to conduct the search.

Social Media

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 some basic guidelines for appropriate use of social media. The definition of social media includes all means of communicating or posting information or content of any sort on the Internet, including your own or someone else's web log, or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or chat room, whether associated or affiliated with the Company, as well as any other form of electronic communication. Before creating online content consider the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects Company employees, customers, suppliers, people who work on behalf of the Company or the Company's legitimate business interest may result in disciplinary action up to and including termination.

Violation of this policy will result in immediate disciplinary action, up to and including termination of employment.

Cell Phone and Photo Use

The use of personal cell phones, camera phones or other electronic devices during scheduled work time is highly discouraged. The use of any type of camera phones or other visual or audio recording devices is prohibited at all times. Personal calls, texts or e-mails during schedule work hours is strongly discouraged. Distractions of cell phones use while driving, caring for patients or while documenting place facilities, patients, other HealthCare Professionals and general populations at risk. Please use extreme caution and judgment when using electronic devices.

NES may take photos or videos to be used in and/or for legally promotional materials including but not limited to newsletters, flyers, posters, brochures, advertisements, fundraising letters, annual reports, press kits, submission to journalists, websites, social networking sites and other print and digital communications without payment or any other consideration. NES will have

the right to use material indefinitely unless employee otherwise revokes said authorization in writing.

Dress Code and Hand Hygiene

NES expects employees to maintain high standards of personal grooming, cleanliness and safety that are a credit to them and the Company. A professional appearance must be maintained at all times, and employees are required to adhere to the dress code of the Client facility where they are assigned, including the wearing of uniforms, specifics colors of scrubs and personal protective equipment (PPE) or safety clothing. To that end, NES may determine and enforce guidelines for workplace-appropriate attire and grooming. Any questions about dress code policies or grooming standards should be discussed with the NES Travel Division Director.

Identification badges must be worn while on duty; they must be clearly visible (displayed at the lapel level of the employee's body).

Violations of the dress code policy can range from inappropriate clothing items to offensive perfumes or body odor. If an employee comes to work in inappropriate attire, the employee will be required to go home, change into conforming attire, and return to work. Issues of poor hygiene or body odor will be discussed privately with the employee. If the problem with dress, grooming or hygiene problems persist, immediate supervisors will follow the Company corrective action process. Employees who's sincerely held religious beliefs conflict with the Dress Code should contact the Travel Division Director about requesting a reasonable accommodation.

HealthCare Professionals have a responsibility to maintain hand hygiene by adhering to specific infection control practices and are required to follow all CDC hygiene guidelines for healthcare settings. This includes but is not limited to washing hands with soap and water, antiseptic hand wash, antiseptic hand rub (i.e. alcohol-based hand sanitizer including foam or gel, or surgical antisepsis. Fingernail hygiene is dictated by the client. However, if not specified by the client, the following standards will apply: Fingernails are to be neatly manicured and of reasonable length. They must be short enough to prevent scratching patients when providing care. Nails must be rounded rather than pointed. It is recommended that artificial nail enhancements are not to be worn when having direct contact with patients at high risk (i.e., those in intensive-care units or operating rooms). Nail polish is permitted but must be in good condition with no visible chipping. Anything applied to nails other nail polish is considered an enhancement. This includes but is not limited to: artificial nails, tips, wraps, appliques, acrylics silk or any additional items applied to nail surface. Individual units may institute measures, in addition to those above, to comply with established standards of care in specialty areas.

Conditions of Employment

NES is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the Company or facility are treated in a respectful manner. Though it is not possible to list all forms of behavior that are considered unacceptable in the workplace, the following are examples of behavior that would be considered infractions of NES Work Rules Policy. Such behavior may result in disciplinary action, to include termination of employment.

This list is not intended to be exhaustive or all inclusive:

- Theft or inappropriate removal or possession of property
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Gratuitous sabotage of an employee's work or performance
- Failure to provide customer service
- Failure to act with integrity and honesty
- Unsatisfactory attendance and punctuality
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Sexual or other unlawful harassment, including use of racial slurs, derogatory comments, or insults
- Violation of Company or facility safety policies, regulations, rules, and procedures may result in progressive disciplinary action as stated in this handbook, up to and including termination.
- Possession of dangerous or unauthorized objects in the workplace such as weapons (including handguns and ammunition carried under license unless they are stored in your locked, personally owned vehicle)
- Unauthorized use of telephones, mobile phones, mail system, electronics, Internet, or other employer- owned/facility-owned equipment\
- Unauthorized disclosure of business secrets, or confidential/proprietary information

Client Complaint and Do Not Return (DNR) Policy

NURSES Etc STAFFING (NES) takes client complaints very seriously. Client facilities may report clinical and professional complaints to the Staffing Team. Client facilities may also request to file a Do Not Return (DNR) on any of our employees for professional and clinical complaints. Once a DNR is filed, the employee will no longer be allowed to take shifts at that facility.

- If NES receives a complaint or a DNR request, the employee will be contacted directly by a member of the Travel Division.
    - The employee will be asked to provide a written statement describing the situation in detail.
    - The employee will be required to submit the written statement to the Staffing Team within THREE (3) days of the incident occurrence.
- Any employee who receives a complaint will be subject to disciplinary action, up to and including termination.
    - Receiving three complaints during a six (6) month period will be grounds for immediate termination.
- A DNR is considered a serious offense, and any employee who receives a DNR will be subject to disciplinary action, up to and including termination.
    - Receiving two DNRs during a six (6) month period will be grounds for immediate termination.

If you have any questions regarding this policy, it is your responsibility to contact a member of the NES Travel Staffing Team. Your signature of the handbook acknowledgement indicates that you have read and understand the requirements of the Complaint and DNR Policy.

Disciplinary Action Policy

NES follows a progressive disciplinary program. Feedback on HealthCare Professionals is regularly requested from clients and reviewed. Client concerns and complaints will be addressed with HealthCare Professionals, and NES will counsel HealthCare Professionals on recommendations for improvement and trends may be reviewed by NES Leadership. The Company's Progressive Disciplinary Policy is as follows:

- Documented Verbal Warning
- Written Warning
- Final Written Warning (may include suspension)
- Termination

When applicable, disciplinary action may include counseling, verbal, written or final warnings, suspension, and termination of employment for violations of any policies or sections of this handbook. This policy does not limit in any capacity, NES' prerogative to bypass progress discipline as it deems necessary based upon the nature of the offense or policy violation. NES reserves the right to alter, change, revise, or update the employee policies at any time. Any Progressive Disciplinary Policy steps may be bypassed if circumstances warrant at the discretion of NES. Please contact your supervisor or a member of the Human Resources Department for questions about or clarification of this policy.

Situations resulting in immediate dismissal or termination of employment includes but is not limited to any instance of: dishonesty, fraud, falsification of records, theft, harassment, discrimination, violence (actual or implied), willful negligence, recklessness, reporting for duty under the influence of alcohol or any controlled substance, possession of any illegal or controlled substance for any reason, convictions of a felony, possession of weapons, embezzlement, or any other illegal/unlawful activity or behavior defined by federal, state or local laws.

Rehire Policy

NES is open to rehiring for HealthCare Professionals who left the Company in good standing. As with any other hire, former HealthCare Professionals will be subject to compliance review and updating any out of date on-boarding documents before being scheduled for work.

JOINT COMMISSION PRACTICES

The Joint Commission is an independent, not-for-profit organization that accredits and certifies more than 15,000 health care organizations and programs in the United States.

Joint Commission accreditation and certification is recognized nationwide as a symbol of quality that reflects an organization's commitment to meeting certain performance standards. It is an effective quality evaluation and management tool for ensuring a safe care environment which helps continuous improvement process to reduce risk to patient and staffs.

For any Joint Commission questions or concerns, please feel free to contact your NES Travel Division Director at 737-787-2835

Any individual that has a concern about the quality and safety or patient care delivered by NURSES Etc STAFFING healthcare professionals, which has not been addressed by NES management, is encouraged to contact Joint Commission at www.jointcommission.org or by calling the Office of Quality Monitoring at 630-792-5636.

Maintaining Joint Commission Standards

NURSES Etc STAFFING ensures that all personnel provided to customers meet Joint Commission standards. NURSES Etc STAFFING maintains both extensive and comprehensive files on every healthcare provider, displaying appropriate evidence that such standards are met and makes such evidence available to any client hospital upon request.

Credentialing

NURSES Etc STAFFING is committed to remaining in compliance and true to the contractual responsibilities we have accepted when entering into any and all of our staffing agreements. Our compliance will be exhibited by having copies of all necessary licenses, credentials, and certifications in files before a healthcare professional is sent on any assignment. NURSES Etc STAFFING is proactive in monitoring credential expirations. On at least a monthly basis, spreadsheets are reviewed to indicate the credentials that will expire in the next 30 days. The Staffing Coordinators and or the Compliance Coordinator will proactively contact employees so documents can be updated prior to expiration. Employees will **not be allowed to work** with expired credentials.

NES Handbook Acknowledgement Form

This form must be initialed and signed by all HealthCare Professionals. By signing this form, you are acknowledging that you have received, read, understand, and will comply with the policies in the HealthCare Professional Handbook.

Statement of Acknowledgment (please initial each statement)

_____I have received, read, and understand all the policies and information contained in the NES Field Handbook. I acknowledge and agree that the terms and conditions of my employment with the Company are governed, in large part (but not exclusively), by the policies and procedures provided in this handbook, and I agree to abide by these policies and procedures.

_____I understand that by signing this handbook acknowledgement, I agree that any future revisions to this handbook will be my responsibility to review and understand. Any revisions to this handbook will be communicated to employees via the company website or via email. It is my responsibility to contact the HR department for clarification if there are any policies that I do not understand.

_____I understand that it is my responsibility to contact NURSES Etc. for further assignment after completion of each shift, and failure to do so will be considered a voluntary resignation and may result in disqualification for unemployment compensation.

_____I understand that the company reserves the right to modify, delete or add to the information contained in this Handbook, and that I will be notified of any such changes by the Company. I understand that this Handbook supersedes all previously dated handbooks and/or materials.

_____I understand that nothing contained in this Handbook shall be construed as a contract of employment, and that I am employed by the Company "at-will" with either the Company or me having the right to terminate the employment relationship at any time and for any reason, with or without notice.

_____I understand that the Company has a "zero tolerance" policy for harassment, including sexual harassment. I agree that if I witness an act of harassment, or if I am subject to an act of harassment, or if I am subject to an act of harassment, I will immediately report that conduct as required by the Company's policy. I understand and agree that if I do not report harassment, the Company may assume that I have not been subjected to any conduct that I found offensive or unwelcome.

_____I understand that NES has the right to conduct reasonable suspicion drug testing and that my employment would be suspended (with pay) until test results are received. I understand that NES can conduct random or across the board testing at their discretion and post-accident testing.

_____I understand that NES will deduct any overpayment of wages within a reasonable time

period.

_____I understand that as an employee of NES assigned to client facilities, it is my responsibility to protect the confidentiality of the patient's medical information. Failure to maintain patient confidentiality may lead to disciplinary actions or discharge.

_____I understand and agree that NES may make use of all pictures or video taken of me to be used in and/ or for legally promotional materials, and that NES will have the right to use material indefinitely, unless I otherwise revoke said authorization in writing.

_____ I understand that it is my responsibility to report any and all safety hazards, unsafe acts and conditions to my supervisor at the facility and my Travel Division Director, as well as follow safety procedures/protocols according to this handbook and my facilities policies.

Name (Print): _____ Date: _____

Signature: _____