



# Canadian Contract Employee Handbook

Version 2.9 (10/15/2020)

# Introduction

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## The Apex Systems Mission Statement:

It is Apex's goal to become the premier technical systems and life and physical science resource for corporate America by providing a service that is superior in its quality, speed, cost, and reliability. Apex will aggressively expand into new markets across the nation, upholding the highest of ethical standards as it provides job-seeking individuals with an honest and professional career resource. Apex will actively seek opportunities to improve programs, policies and processes for our people, our environment and the communities around us. This commitment is deeply ingrained in the Apex core values and these responsibilities will be demonstrated through actions and policies.

## Apex Values Statement

Our values are central to everything we do and are at the heart and soul of Apex. They are what we believe in and who we are, and we are passionately committed to them.

- **Will to win – attitude, drive, energy, hustle, commitment, ownership**
- **Do the right thing – character, integrity, respect for all**
- **Make others better – teamwork, self-improvement, selfless, leadership, coachable**
- **Professionalism – sharp, knowledgeable, competent, and respectful**

## Core Purpose

Our Core Purpose is to experience the rush of connecting people with opportunity and providing customers with their most valuable resource.

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# Selection and Hiring

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## Employee Referrals

Know someone like yourself that is interested in hearing about our varied job opportunities? Apex offers competitive referral bonuses for each skilled professional whom you refer to us and who is subsequently placed at a client site. The referral must work a minimum of 200 hours. Ask your Recruiter for details on this excellent incentive.

## Employment of Relatives

Apex does employ relatives of existing employees, except when there is a direct reporting relationship. "Relatives" for this purpose include an employee's spouse, natural or adopted children, parents, brothers and sisters, step-children, grandparents, step-parents, mothers- and fathers-in-law, sons and daughters-in-law, brothers- and sisters-in-law, nieces and nephews, aunts and uncles, and first cousins.

## Reference and Background Checks

Hiring someone to join the Company's team is an important decision. To help ensure the security of our employees, customers, and property, the Company reserves the right to conduct background checks on all applicants and on current employees in certain designated positions and under certain circumstances. The Company may conduct background checks consistent with applicable law, including checking an applicant's criminal or credit history, to assist it in evaluating an applicant or employee's suitability for employment, promotion, reassignment, or retention. The purpose of performing criminal history checks is to determine and/or confirm the qualifications and suitability of a job candidate for the particular position for which the candidate is being considered. This practice will help ensure the safety of the public as well as a safe working environment at the Company. When conducting background checks and making employment-related decisions on the basis of information obtained during a background check, the Company will comply with applicable federal, provincial and local laws. While a verbal offer may initiate the background check process, all final official offers of employment are made in writing and are contingent upon the successful completion of the background check.

Applicants are expected to provide references from their former employers, as well as educational reference information that can be used to verify academic accomplishments and records.

Any applicant or employee who provides misleading, erroneous or willfully deceptive information to Apex on an employment form or resume or in a selection interview is immediately eliminated from further consideration for employment with Apex or, if already employed, is subject to disciplinary action including immediate termination of employment.

## Contract Employment Agreement

All employees will be required to sign a contract employment agreement as a condition of employment. The terms of this agreement are standard for contract employees and our branch employees are not authorized to negotiate or make any changes to the agreement.

# Employee Classifications

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The following terms are defined for purposes of this Handbook. Some of these terms may be used or defined differently in other places (for example, in Apex's benefit plans).

- **Salaried vs. Hourly.** Salaried employees are those whose base compensation is paid as a fixed weekly amount (which generally does not vary, for example, with precise hours worked), rather than an hourly rate. Hourly employees are those whose base compensation is determined by multiplying an hourly rate times the number of hours worked.
- **Full-time vs. Part-time.** Full-time employees include all exempt employees and those non-exempt employees whose regular work schedule is at least 30 hours per week. Part-time employees are non-exempt hourly employees whose regular work schedule is less than 30 hours per week. Part-time employees are generally not eligible for benefits.

## “Non-Exempt” and “Exempt” Employees

At the time of hire, all employees are classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay under applicable law. These employees are referred to as “non-exempt” in this handbook. This means that they are not exempt from (and therefore should receive) overtime pay.

Exempt employees are persons whose duties, responsibilities, or professional qualifications allow them to be “exempt” from overtime pay under applicable laws. If you have any questions regarding your status, please contact your supervisor or the human resources department.

# Personnel Files

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## **Your Personnel File**

Maintaining your personnel file with up-to-date information is important to you and company management. It is your responsibility to notify human resources in the event of a name, address, tax exemption change, etc. It is also your responsibility to insure that the proper forms are completed to facilitate any changes.

## **External Requests for Employee Information/Employment Verification**

THE WORK NUMBER® is a service of TALX Corporation that provides contract employees with an automated process to handle employment verifications. It allows our contract employees to have their employment and salary verified within a matter of minutes. This fast, secure service is used for mortgage applications, reference checks, loan applications and apartment leases; anything that requires proof of employment. It is quick, accurate, and best of all its easy. Requested information is printed directly from their website at [www.theworknumber.com](http://www.theworknumber.com) or voiced and/or faxed to verifiers who would access the system at 1-800-996-7566.

# Apex Policies

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## Equal Employment Opportunity

The Company is an equal opportunity employer. We do not discriminate or allow discrimination on the basis of race, color, religion, ancestry, national origin, sex, age, marital or veteran status or disability or any other classification protected by applicable law. All personnel actions, including hiring, benefits, transfers, compensation, layoffs, return from layoffs, and educational, recreational, and social programs are and must be administered in a non-discriminatory manner.

Acts of discrimination, including illegal harassment, will not be tolerated. We will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship on the Company.

We require that all employees lend their support to achieving our objectives of equal opportunity employment and zero tolerance for any type of illegal harassment or discrimination. Any violation of this Equal Employment Opportunity Policy, including its prohibitions on harassment, will be dealt with severely. Any employee, including any manager or supervisor, who engages in such violation will be subject to appropriate disciplinary action up to and including discharge.

## Anti-Discrimination and Anti-Harassment Policy

All Company employees deserve to be treated with dignity and respect. The Company is therefore committed to providing a work environment free from harassment, intimidation and coercion based on or related to sex, age, race, color, religion, national origin, disability, medical condition, citizenship status, genetic information, marital status, sexual orientation and identity, pregnancy, political beliefs, service in the United States Armed Forces, veteran status, and/or any other protected characteristic. Such behavior is inconsistent with our philosophy of mutual respect for all employees and will not be tolerated.

All employees, regardless of their position, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action up to and including termination will be taken against any employee who violates this policy. In addition, the Company will take appropriate actions in response to prohibited conduct of non-employees, including clients, vendors, and other visitors to the workplace.

### ***Unlawful Harassment***

Certain types of harassment are prohibited by federal and state laws. Harassment is defined as verbal or physical conduct designed to threaten, intimidate or coerce. Examples of prohibited harassment under this policy are:

- Comments about a person's sex, age, race, color, religion, national origin, disability, medical condition, citizenship status, genetic information, marital status, sexual orientation and identity, political beliefs and/or any other legally protected characteristic. These include, but are not limited to, epithets, slurs, insults, name-calling, mocking, taunts, and negative stereotyping; and,

- Distributing, displaying or discussing written or verbal material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual, or group because of sex, age, race, color, religion, national origin, disability, medical condition, citizenship status, genetic information, marital status, sexual orientation and identity, political beliefs, and/or any other legally protected characteristic.
- This policy is intended to comply with the prohibitions stated in the various federal, state and local laws; however the Company's policies may prohibit forms of harassment that do not necessarily rise to the level of being unlawful.

### ***Unlawful Sexual Harassment***

For purposes of this policy, sexual harassment is defined as any type of sexually oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive or coercive. The following are examples of conduct that is prohibited and may constitute sexual harassment:

- Unwelcome sexual jokes, language, epithets, advances or propositions;
- Written or oral abuse of a sexual nature, including the use of sexually degrading or vulgar words to describe an individual;
- The display of sexually suggestive objects, pictures, posters or cartoons;
- Unwelcome comments about an individual's body;
- Questions regarding an individual's sexual conduct;
- Unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures; and,
- Demanding sexual favors in exchange for favorable reviews, assignments, promotions, or continued employment, or promises of the same.

### ***Non-Retaliation***

No employee will be disciplined or otherwise retaliated against for complaining in good faith about discrimination or harassment or for participating in an investigation. It is strictly prohibited for any employee to take any adverse action or retaliation against another employee who has exercised a legal right, opposed or participated in investigating an unlawful or unethical practice, or otherwise engaged in any legally protected activity.

Employees who feel they are being retaliated against in violation of this policy should report this conduct immediately to their manager or Human Resources. Managers who receive reports should contact Human Resources. If the Company concludes that an employee has engaged in retaliatory behavior, the Company will take disciplinary action against the employee up to and including termination.

## **Complaint Procedure**

If you believe you are the victim of unlawful discrimination or harassment, or witness what you believe to be unlawful discrimination or harassment, you should use the following procedure:

If you believe you are being harassed or subjected to discrimination, or believe you have witnessed such behavior, and you are comfortable speaking to the offending employee, you are encouraged to speak to that individual about their conduct and explain that you do not like it. The offensive conduct may have been thoughtless or based on a mistaken belief that it was welcome.

If you believe you have been subjected to discrimination, harassed, or bullied, or believe you have witnessed such behavior and you are uncomfortable approaching the offender, or have done so without success, or simply want the Company to know, you should report such facts immediately to your supervisor so that the Company can take swift and appropriate action.

Any supervisor who receives a complaint from an employee under this policy must report the complaint to Human Resources (1-866-790-2739) as soon as practicable so that the Company can take swift and appropriate action to address the complaint.

If for any reason you are uncomfortable approaching your supervisor (for example, if your supervisor is the person you feel is engaging in illegal harassment or discrimination), or you feel the matter is not being adequately addressed, you should bring the matter to the attention of Human Resources (1-866-790-2739) as soon as possible.

Do not ignore the problem. It is important to inform the Company immediately if you experience or observe unlawful discrimination or harassment. Nothing can be done to remedy a problem if the Company does not know it exists. If a complaint is made, the Company will conduct an investigation and take appropriate action. Confidentiality will be maintained to the extent possible without jeopardizing a full investigation.

Employees should also use this procedure in regard to any work-related harassment or discrimination by non-employees (third parties). The Company cannot always control the conduct of all non-employees, but will attempt to address any such situations that arise, consistent with the intent of this policy.

## **Apex Hotline**

Apex Systems, Inc. is committed to providing the best possible work environment for all of our employees. At the foundation of that commitment is providing our employees the ability to freely communicate with their company about any issue of interest or concern to them. The Apex Hotline has been established solely for our employees and for their benefit. Calls to the Hotline will be provided the highest urgency and our objective is to utilize what we learn to improve the work experience of all employees.

Employees may use the hotline at any time. Employees may choose to first attempt to resolve their concerns through normal channels of communication with their Apex supervisor or point of contact. When – in the employee's opinion – resolution is not appropriate, employees are encouraged to contact the hotline by calling 1-866-790-APEX. During regular working hours (8:00 am and 5:00 PM CST) employees will be offered the choice of speaking directly with a Human Resource representative or



leaving an anonymous voice mail. After hours or during weekends or holidays, employees are invited to leave a detailed voice mail, and a Human Resources representative will return the call if requested by the employee - during the next business day. Apex's ability to involve the employee in the resolution of their issue, or communicate the resolution will depend on the employee's willingness to be identified.

## **Workplace Violence**

Apex is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to company and personal property.

Employees are not expected to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, employees are specifically discouraged from engaging in any physical confrontation with a violent or potentially violent individual. However, employees are expected and encouraged to exercise reasonable judgment in identifying potentially dangerous situations. Experts in the mental health profession state that, prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviours or signs:

- over-resentment, anger and hostility
- extreme agitation
- making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur
- sudden and significant decline in work performance
- irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior
- reacting to questions with an antagonistic or overtly negative attitude
- discussing weapons and their use, and/or brandishing weapons in the workplace
- overacting or reacting harshly to changes in Firm policies and procedures
- personality conflicts with co-workers
- obsession or preoccupation with a co-worker or Supervisor
- attempts to sabotage the work or equipment of a co-worker
- blaming others for mistakes and circumstances
- demonstrating a propensity to behave and react irrationally

Threats of violence or any other acts of aggression or violence made toward or by any Apex employee WILL NOT BE TOLERATED. For purposes of this policy, a threat of violence includes any verbal or

physical harassment or abuse, any attempt at intimidating or instilling fear for safety in others, menacing physical gestures, flashing weapons, stalking or any other hostile, aggressive, injurious and/or destructive action undertaking for the purpose of physical domination or violent intimidation.

All potentially dangerous situations, including threats to safety by co-workers, must be reported immediately to your immediate supervisor or to any other member of management with whom you feel comfortable, and then to the Human Resources Department. **In an emergency, employees should call 911 immediately.** Reports of threats may be confidentially maintained to the extent it would not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. Apex prohibits threats or acts of retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If an investigation confirms that a threat of a violent act or violence itself has occurred, Apex will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger to you or others in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

If you have any questions about this policy, please speak with the Human Resources Department.

## **Accommodation**

Apex will comply with laws that forbid discrimination in employment against qualified individuals with disabilities. To this end, Apex will do the following:

1. Provide notice that Apex ensures reasonable accommodation to qualified individuals with disabilities by including a statement to this effect on Apex's employment application, Employee Handbook and corporate policies and procedures handbook.
2. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the employment and/or promotion process and in all terms, conditions and privileges of employment.
3. Make reasonable accommodation for applicants and employees with disabilities, except where such accommodation would create an undue hardship on Apex or other employees or create a risk to the disabled employee or co-workers.
4. Any request for reasonable accommodation should be discussed with the supervisor or manager of the position being filled and any employee who have a need to know for an appropriate management purpose. The decision to accommodate or not accommodate hinges on the word "reasonable". Whether a request is reasonable should be considered in light of:
  - a. The nature and cost of the accommodation needed;
  - b. The overall financial resources of the facility and overall organization; and

- c. The impact of the accommodation on the operation of the facility, including the impact on the ability of others to perform their duties.
5. The Benefits Team will then inform the applicant or existing employee of Apex's decision and ensure that all approved accommodations are implemented.
6. Any candidate who gives false or misleading information on their application will not be considered further for the position.

## Time Entry

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### Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various benefits as described in this handbook.

### Payroll and Timecards

Unless otherwise notified by Apex, contract employees shall report to Apex all hours worked each week by entering those hours into Apex's Web-based time entry system (the "System"). Hours worked must be entered into the System by **Sunday evening at 11:59 PM (ET)**. The failure to enter hours onto the System before **Sunday evening at 11:59 PM (ET)** may result in a delay of wage computation. Any problems with accessing or entering time onto the System must immediately be reported to Apex through its online support ticket system at <https://myapex.apexsystems.com>. Wages are considered to be "in dispute" until it is verified that the hours reported to Apex by contract employee are approved by Apex's client. Apex agrees to notify contract employee of its requirements for verifying such client's approval. From time to time, the requirements for verifying client approval may be modified or changed by Apex, or its client, and, in such instances, affected contract employees are required to comply with such changes or modifications upon notification from Apex. Failure to comply with the provisions of this section is a violation of Apex policy.

To ensure accurate and timely pay, please follow the guidelines below for reporting hours worked.

#### Time Entry

- Contract employees shall report to Apex all hours worked each week by entering those hours into Apex's web-based time entry system, MyApex.
- **Hours worked must be entered into MyApex by 11:59 PM ET each Sunday.** Failure to enter hours may result in a delay of wage computation.
- If problems are encountered with MyApex, please notify Apex by submitting a support ticket via the "Support Ticket" link on the MyApex homepage. Your branch representative can then assist you with getting your hours entered and thus paid.
- Be sure to enter any accrued expenses into MyApex. (See below Contractor Travel and Expense Reimbursement Guidelines section for further details.)
- It is a violation of the Company's policy for anyone to instruct or encourage another employee to work "off the clock," to incorrectly report hours worked, or to alter another employee's time records. If any employee is directed or encouraged to incorrectly report hours worked, or to

- alter another employee's time records, he or she should report the incident immediately to a supervisor or Human Resources.
- For overtime pay calculation purposes, the workday begins at 12:00 AM and ends at 11:59 PM. The workweek begins at 12:00 AM Sunday and ends at 11:59 PM the following Saturday.

#### **Timecards**

- All timecards must be approved by your client manager. Standard approval deadline is 3:00 PM (local) each Monday.
- Timecards may be received via hand delivery, email, or fax.
- Wages are considered to be "in dispute" until it is verified that the hours reported are approved by the client.
- Receipts are requested for all reported expenses. (See below Contractor Travel and Expense Reimbursement Guidelines for further details.)

## Travel and Expense

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### ***Contractor Travel and Expense Reimbursement Guidelines***

#### **Contractor Travel Request Form**

Each reservation regardless of complexity will require a Contractor Travel Request form. This form needs to be completed in its entirety. A copy of this form can be obtained by contacting your local Apex representative.

All travelers must have a valid form of identification.

#### **Booking Process**

Travel request are to be submitted in accordance with the instructions on the form.

- Flight options will be provided based on the criteria provided on the Contractor Travel Request form.
- To ensure quality options are provided travelers are encouraged to be as specific as possible.
- Options are emailed for review and approval. It is the goal of the travel department to acknowledge all requests within 48 hours.
- Same day travel requests received by 3:00 PM (EST ) will be processed by close of business.
- Booking confirmations are sent for review prior to final ticketing. It is essential that this information is reviewed for accuracy.
- Ticketed itineraries will follow 24-48 hours after the booking confirmation if there are no changes.
- The Travel department must be notified of any changes to a Contractor's travel plans. Failure to notify the Travel department may result in "no-show" fees or lost airfare value.

## **Transportation**

The most economical and reasonable form of available transportation should be used to satisfactorily accomplish Apex and/or its Client's business. Specific requests will be honored when they are deemed the most cost effective option.

### ***Commercial Airline or Rail Travel***

- All airline and rail reservations will be made through Apex's Travel Department. The department has been directed to obtain the lowest airfare available for all domestic and international flights.
- All travel should be planned sufficiently in advance to allow time to secure travel arrangements at the most favorable cost to Apex and/or the Client.
- Choice of airline and time of travel must be a cost consideration rather than a personal preference.
- Coach or tourist rates for airline or train are approved methods of transportation. First-class or business class travel is not authorized.
- If your flight is canceled or missed due to delays, it is the airlines responsibility to offer alternate travel arrangements.

### ***Excess and Lost Baggage***

- It is the airline's responsibility to retrieve and compensate for lost baggage. Apex Systems will not reimburse travelers for personal items lost while traveling on business.
- Due to new airline regulations surrounding checked baggage, Apex Systems will cover the cost of one checked bag for domestic travel and a second checked bag for international travel.

### ***Car Rental***

- All car rental reservations will be made through Apex's Travel Department.
- Car rental will be authorized only when it represents the most economical method of travel.
- Preferred vendors will be utilized and the least expensive rate will apply.
- A Compact size car is the authorized rental car class. If three (3) or more travelers are traveling together a larger car size is authorized.
- Apex will provide insurance coverage to all travelers within the U.S.
- Apex will not reimburse for additional insurance coverage.
- Optional equipment (such as GPS devices), refueling services, and car upgrades are to be declined as these are not reimbursable expenses.

- Car rentals are directly billed to Apex Systems.

#### ***Rental Car Accidents***

- Rental cars are to be driven by only the traveler due to insurance liability reasons.
- If an accident occurs and damage is sustained to the rental car, and/or to third party property or individuals, the Contractor is required to adhere to:
  - Immediately report the accident to the police.
  - Report the accident to the car rental agency.
  - Report the accident to the travel department.
  - Failure to report accidents or property damage can result in the claim being denied.

#### ***Personal Vehicle***

- When driving represents the most economical and convenient means of travel, the Contractor may use their own vehicles for business travel with mileage to be reimbursed at the approved standard IRS or CRA mileage rate (as applicable) or as determined by the client.

#### ***Gas, Parking & Tolls***

- Gas, taxis, parking and tolls require original receipts.
- Gas will not be reimbursed when submitting an expense for personal vehicle mileage.

#### ***Lodging***

- Travelers will utilize reasonably priced accommodations through Apex's travel department.
- Apex's or the Client's hotel index will be utilized as a pricing guideline.
- Hotel reservations are guaranteed for late arrival.
- Apex Systems will pre-pay room and tax.
- Travelers will be required to present a credit card at check-in to cover incidental charges such as phone calls, movies, etc.
- Travelers will be responsible for "no-show" fees; if they do not notify the Travel department of changes to their travel plans in a timely manner.

#### ***Meals***

- The daily allowance for meal expenses is dictated by the Client.



- Original receipts are required for all meals.

### ***Expense Submission Procedure***

To obtain reimbursement for travel expenses the contractor employee shall adhere to the following guidelines:

- Original receipts are required for all reported expenses except for mileage, per diem and pager pay.
- **Contractors are required to submit receipts weekly to Apex for processing. If a receipt is not received within thirty (30) days of the date the expense incurred, Apex will not be held liable for reimbursement to the contractor.**
- A client specific or Apex expense report must accompany all receipts.
- Receipts must be submitted in date order.
- Receipts must be clear and legible.
- Apex requires complete receipts. A complete receipt includes: date and time expense occurred, vendor, amount of expense and itemized detail of expense.
- For expenses incurred in a currency other than USD, the contractor is responsible for conversions to USD (or CAD for Canadian employees) on the expense report based on the currency exchange rates of the day the expense was incurred.
- Credit card or bank statements are not acceptable as receipts and will not be reimbursed.
- For metered parking, please list out on the expense report the cross streets of where the meter is located.

### ***Non-Reimbursable Expenses***

The following is a partial list of expenses considered to be ineligible for reimbursement. This list is not all inclusive and subject to change at the discretion of Apex Systems.

- Traffic/parking tickets, fines, and towing expenses
- Personal entertainment expenses
- Maintenance or repair of personal property
- Personal credit card fees
- Theft or loss of personal property

- Airline, car, or other travel insurance
- Dry cleaning (unless approved by Client)
- No-show fees (airline and hotel)
- Upgrades of any kind (rental car, airline, hotel)
- Optional equipment (rental car GPS or refueling services)
- “EZPass” daily fee when using a rental car
- Unauthorized travel expenses

***Falsification of Expenses***

Submitting fraudulent receipts or falsifying an expense report will result in disciplinary action up to and including termination.

***Termination***

In the event that a Contractor’s employment has been terminated, the Contractor will immediately make all necessary steps to end all travel related responsibilities. To include but not limited to the returning of a rental car, hotel check-out (finalizing all incidental charges to personal credit card) and returning to city of origin.

***Conduct***

All Contractors will conduct themselves in the highest professional manner at all times - modeling exemplary behavior while remaining professional, respectful, courteous and honest.

# Employee Conduct

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## Standards of Conduct

Apex firmly believes that, while performing your daily job duties, interacting with clients, attending company-sponsored events, traveling for business purposes or even communicating via email, your conduct is a reflection of not only yourself, but of Apex. Therefore, it is important to understand that we hold ourselves to the highest standard of conduct at Apex and require the same from our employees. By accepting employment with Apex, you are accepting Apex's standard of conduct as described below.

Apex believes that the guiding principles of respect, integrity, responsibility, professionalism and commitment to quality are paramount in our day-to-day operations. As such, Apex expects all of its employees to exhibit these principles when at work and at work-related functions and events, or anytime they are representing Apex. Apex employees are expected to conduct themselves in a manner that will maintain and strengthen Apex's reputation with its customers, vendors, fellow employees, and the business community. Apex employees should strive to establish themselves as leaders both inside our organization and within the staffing industry. Apex employees should never undertake any action that will jeopardize the respectability or effectiveness of Apex or its employees. In fact, Apex will not tolerate actions that are deemed unprofessional, unethical, immoral, illegal, or offensive.

The Apex standard of conduct serves as a floor, not a ceiling, of Apex's expectations for your behavior. Employees should be aware that conduct which adversely affects or is otherwise detrimental to the interests of Apex, other employees, or customers, may result in disciplinary action up to, and including, termination. Further, Apex reserves the right to determine, in its sole discretion, whether employee conduct violates this policy.

The following examples are of inappropriate conduct that will result in disciplinary action but is not intended to be an exhaustive list:

- violation of the Ethics Policy
- willful insubordination or disobedience
- willfully damaging company property or injuring another person
- theft or dishonesty of any kind, including falsification of company records, time cards, productivity statistics and resumes
- threatened or actual physical violence
- drunkenness (interpreted as physical impairment) on company property or while conducting business
- possession, sale or use of illegal drugs while on company property or while conducting company business
- engaging in workplace harassment or discrimination against company employees, contractors, or customers
- entering into a contract or modifying a contract without authorization
- viewing pornographic materials while on company property or through the use of company computers
- excessively conducting personal business during work hours
- low activity levels or unsatisfactory quality of work
- use of profane or abusive language

- violation of security or compliance procedures

It is important to remember that the foregoing list is not intended to be a complete list of behaviors that violate Apex's Standard of Conduct. If you have questions, please talk to your supervisor or another member of Apex's management team.

## **Ethics Policy**

Apex adheres to the highest standards of business ethics in dealing with Apex's employees, clients, vendors, and the general public. Apex conducts its business affairs with honesty, integrity and in compliance with governmental rules and regulations.

This Code of Ethics ("Code") applies to Apex and its respective directors, officers and employees and provides a set of expectations to guide Apex's behavior. This Code focuses on areas of ethical risk, provides guidance to all employees to help them recognize and deal with ethical issues, presents mechanisms for reporting unethical conduct, and helps to foster a culture of honesty and accountability.

Violations of this Code may subject the violator to disciplinary action, including where appropriate, termination of employment.

The Legal Department will report significant violations to the Board of Directors and recommend appropriate action.

### ***Employees, Directors and Officers***

All employees, directors and officers of Apex are expected to perform their duties in compliance with this Code and conduct themselves honestly and ethically at all times. Everyone is treated, and expected to treat others, with fairness, respect and dignity. Apex offers equal opportunities for employment to all individuals and does not tolerate intimidation, harassment or discrimination based on race, sex, age, color, religion, ancestry, national origin, marital status, sexual orientation, disability, or any other classification protected under applicable laws.

### ***Compliance with Laws and Regulations***

All employees, directors and officers are expected to comply with all applicable laws, rules and regulations.

### ***Confidential Information***

All employees, directors and officers must respect and maintain the confidentiality of information entrusted to them by Apex or its customers except when disclosure is authorized or legally mandated. As well, employees, directors and officers must adhere to the Apex Confidential Information Policy.

### ***Conflict of Interest***

At Apex, private interests may in no way interfere with or appear to interfere with the interests of Apex as a whole. Employees, directors and officers should avoid situations in which their actions or interests make it difficult to perform company work objectively and effectively.

Employees, directors and officers may not compete with the company or disadvantage Apex by taking for personal gain corporate opportunities or engage in any action that creates actual or apparent conflicts of interest with Apex. Any employee involved in a conflict of interest or a transaction or relationship that reasonably could be expected to give rise to a conflict must report the matter promptly to his or her supervising manager and/or the Legal Department. Any officer or director in such situations must report it to the Legal Department.

#### ***Gifts and Gratuities***

Exchanging gifts, entertainment and other reasonable favors is a common and appropriate practice in business interactions. Apex does not, however, accept, offer or authorize exchanges that are not a reasonable part of a business relationship. As well, all exchanges must be in compliance with the Apex Gifts & Gratuities Policy.

#### ***Competitive Practices***

Apex competes vigorously, but fairly, in compliance with all applicable antitrust and competition laws. Apex's business interactions are designed to promote a competitive economy and fair and vigorous competition.

#### ***Financial Integrity***

Apex is committed to recording all business transactions accurately and truthfully in accordance with generally accepted accounting principles. Appropriate internal controls are maintained to prevent or detect fraud and to ensure that accounting/financial records and supporting data describes transactions without omission, concealment or falsification.

#### ***Protection of Assets***

All employees, officers and directors should protect Apex's assets and ensure their efficient use. The Company's assets should be used only for legitimate business purposes as theft, carelessness and waste directly impacts the company's profitability.

#### ***Duty to Seek Guidance and Report***

Anyone with questions about compliance with this Code or legal requirements should seek guidance from the Legal Department.

Any employee, director and officer that observes any conduct or business practice which may violate this Code or legal requirements has an obligation to report the matter promptly to the attention of the management of Apex or to the Legal Department. Reports will be held in confidence to the extent practical based on the specific facts and circumstances of the report.

Management and directors shall promptly provide information on significant violations of the Code or legal requirements to the Legal Department.



There will be no retaliation for reporting violations where the reports are made in good faith.

## Corporate Social Responsibility Policy

### Company Statement

It is Apex's goal to become the premier technical systems and life and physical science resource for corporate America by providing a service that is superior in its quality, speed, cost, and reliability. Apex will aggressively expand into new markets across the nation, upholding the highest of ethical standards as it provides job-seeking individuals with an honest and professional career resource. Apex will actively seek opportunities to improve programs, policies and processes for our people, our environment and the communities around us. This commitment is deeply ingrained in the Apex core values and these responsibilities will be demonstrated through actions and policies.

### Policy

Apex Social and Ethical Responsibility will be managed and monitored through a CSR Committee comprised of top executives and Principals in the business. These company leaders will identify, monitor and manage to our commitments through assessments and where necessary, corrective action plans and follow up reviews. Our mission statement and policies set a framework for ethical conduct, human relations, environmental sustainability, and transparency. This policy applies to any actions taken by or on behalf of Apex Systems. Corrective action plans can take from 6 to 24 months and a follow up audit will be required at the completion of the corrective action plan.

CSR Committee members:

COO

Chief Services Officer

CMO

SVP, Human Resources

Manager of IT Contractor Initiatives and Philanthropy

Practice Director –Strategic Partnerships and Sourcing

Industry Director – Technology Accounts

Director, National Accounts

Associate Director, Compliance

General population Principal

### People

Apex is a committed equal opportunity employer and will abide by all fair labor practices.

Apex believes that innovation is powered by diversity and inclusion. While Apex has progressed in our diversity initiatives over the past few years, we will continue to build on that foundation and focus particularly on inclusion at all levels as well as more diversity in leadership roles.



Apex will work with our clients to ensure that our employees are working in safe and healthy work environments.

#### Environment

Apex recognizes the need to protect the environment in the communities where we live and work. Keeping our environment clean and unpolluted is a benefit to all. Apex will follow best practices when disposing garbage and recycling wherever possible. Apex will look for innovative opportunities to continue to protect and improve the environment using environmentally friendly technologies

#### Community

Apex will encourage its employees to volunteer and will organize programs to allow opportunities to volunteer in the local communities including partnerships with philanthropic organizations that align with the Apex mission and values. In addition, Apex will seek to provide a trustworthy career resource to transitioning military personnel and military spouses.

Please refer to the following policies for details; Apex Core Values, Underage Labor Policy, Forced/Involuntary Labor Policy, Freedom of Association and Collective Bargaining Policy, Standard of Conduct Policy, Anti-Harassment and Discrimination Policy, Code of Ethics Policy, Green Initiatives Policy or contact the Human Resources Department.

## **Anti-Corruption Policy**

### ***Purpose and Scope***

Our Code of Business Conduct and Ethics (the “Code”) establishes that ASGN and its subsidiaries (collectively, the “Company”) is committed to conducting its business in accordance with applicable laws and the highest ethical standards. The purpose of this Anti-Corruption Policy (the “Policy”) is to ensure that all Company employees understand the general requirements of international laws relating to anti-bribery and anti-corruption, such as the U.S. Foreign Corrupt Practices Act (“FCPA”) and the U.K. Bribery Act (“UKBA”). All employees of the Company, including officers and directors, must comply with this Policy.

### ***Policy***

In addition to compliance with the Anti-Kickback Act (described in the Code), the Company complies with all applicable anti-corruption laws, including the FCPA, the UKBA, and the local laws in every country in which we do business.

The FCPA and the UKBA prohibit giving anything of value to a “foreign official,” for the purpose of influencing the decisions of those officials. In short, they prohibit bribery of foreign officials in any country. The UKBA also prohibits private sector (commercial) bribery.

“Foreign official” is defined broadly to include

- Any officer or employee of any government entity, department or agency
- Any employee of a government-owned school, hospital or other public entity



- Any employee of state-owned or state-controlled commercial enterprises
- Any political party, party official, or candidate for political office
- Any person acting in an official capacity on behalf of a government entity

It is important to keep in mind that even persons who are not deemed to be “officials” under local laws may still be considered “foreign officials” under the FCPA and UKBA.

The FCPA also mandates that companies establish and maintain accurate books and records and sufficient internal controls. The Company’s policy on record-keeping, and methods for reporting concerns about accounting or auditing matters, are fully described in the Code.

All employees must report questionable transactions that may violate this Policy, such as any request for an improper payment (including facilitation payments), any indication that a person might be making corrupt payments, any information or knowledge of any hidden fund or asset, any false or artificial entry in the Company’s books and records, or any payment that circumvents the Company’s internal financial processes.

A violation of anti-corruption laws can lead to severe civil and criminal penalties and is cause for disciplinary action (up to and including termination of employment).

### ***Reporting***

Employees must report potential violations to their Division General Counsel, the Chief Legal Officer, or using one of the methods below:

- Call one of the toll-free anonymous hotlines:
  - English-speaking USA and Canada: 833-620-0070
  - Spanish-speaking USA and Canada: 800-216-1288
  - French-speaking Canada: 855-725-0002
  - All other countries: 800-603-2869 (must dial country access code first [click here](#) for access codes and dialing instructions)
- Send an email to [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (must include company name with report)
- Provide a report anonymously at [www.lighthouse-services.com/asgn](http://www.lighthouse-services.com/asgn)
- Fax a report to (215) 689-3885 (must include company name with report)
- Write the Audit Committee of the Board of Directors:

Chairperson of the Audit Committee of the Board of Directors  
c/o ASGN  
26745 Malibu Hills Rd.  
Calabasas, California 91301

## **Reporting and Anti-Retaliation Policy**

### ***We Encourage A Speak Up Culture***

Choosing to speak up about workplace concerns helps build a healthy, ethical, and compliant company and is part of our culture. To promote that culture, the Company encourages employees to speak up and raise questions and concerns promptly about any situation that may violate our Code of Business Conduct and Ethics (the “Code”)

(<http://apexconnex.apexsystemsinc.com/ApexPolicies/Code%20of%20Ethics%20Policy-OA.pdf>) , our core values or our policies. At the Company, our people are our most valuable asset. It benefits all of us if we raise our concerns so that the Company may consider them carefully and address them properly.

### ***Follow the Company’s Commitment to our Code and the Law***

The Company is deeply committed to promoting a culture of ethical conduct and compliance with:

- Our Code and our policies;
- The laws, rules, and regulations that govern our business operations; and
- Best practices in accounting, auditing, and financial reporting matters.

We expect all of our employees, officers, directors, and agents to follow this commitment in all aspects of their work.

### ***Raise Good Faith Questions and Concerns About Conduct which may Violate our Code***

Consistent with our commitment to ethics, compliance, and the law, we welcome your good-faith questions and concerns about any conduct you believe may violate our Code, especially conduct that may be illegal, fraudulent, unethical, or retaliatory. For purposes of this policy, and because our Code captures standards of ethics and compliance at a broad level, references to our “Code” should be read to encompass all of our obligations to perform our jobs in a manner that is consistent with the Company’s policies and procedures, as well as applicable laws.

We promote an environment that fosters honest, good faith communications about matters of conduct related to our business activities, whether that conduct occurs within the Company or otherwise involves one of the Company’s contractors, suppliers, consultants, or clients, or involves any other party with a business relationship with the Company.

### ***What Can Be Reported***

Examples of activity that should be immediately reported to the Company include, but are not limited to:

- Fraud;
- Bribery;
- Gratuity, gifts, favors, entertainment, loans, or anything of monetary value given to government employees;
- Association with outside companies in a manner that creates a conflict of interest in the performance of job functions;
- Failure to report a significant overpayment(s) of any contract with the government;
- Presentaton or creation of false claims for government payment;
- Other violations of the Code.

### ***The Company Does Not Tolerate Retaliation***

Coming forward with questions or concerns may sometimes feel like a difficult decision, but we are committed to fostering an environment that does not deter individuals from speaking up when they observe conduct that may violate our Code. For that reason, the Company will not tolerate retaliation of any kind because an employee, in good faith, raised a question or concern about a violation or suspected violation of our Code, our policies, or the laws and regulations under which we do business, or because the employee participates in or cooperates with an investigation of such concerns. Retaliation is any conduct that would reasonably dissuade an employee from raising, reporting, or communicating about good faith concerns through our internal reporting channels or with any governmental authority, or from participating in or cooperating with an investigation or legal proceeding raising such concerns. Retaliation may occur through conduct or written communication and may take many forms, including actual or implied threats, verbal or nonverbal behaviors, changes to the terms or conditions of employment, coercion, bullying, intimidation, or deliberate exclusionary behaviors.

The following are examples of potential retaliation the Company prohibits:

- Adverse employment action affecting an employee's salary or compensation;
- Demotion, suspension, or termination of employment;
- Taking away opportunities for advancement;
- Excluding an employee from important meetings;

- Threatening an employee who has made a report; and
- Directing an employee who has made a report not to report to outside regulators.

It is the Company's policy to adhere to all applicable laws protecting our employees against unlawful retaliation or discrimination as a result of their raising good faith questions or concerns. If you are ever aware of an instance or threat of retaliation, please immediately report it. Nothing in this policy prevents the Company from taking appropriate disciplinary or other legitimate employment action consistent with its usual disciplinary practices and the law. In addition, this policy prohibits and does not protect employees who knowingly and intentionally raise false concerns or reports.

### ***How to Raise Questions and Concerns***

Employees can submit their good faith questions or concerns about conduct they believe may violate our Code, our policies, or the laws and regulations under which we do business to:

- Their supervisor or manager
- Any member of the senior management team
- Human Resources
- The Chief Legal Officer / General Counsel
- The Company's anonymous toll-free Hotline (877-696-8268)

When an employee raises a concern, the Company will maintain confidentiality to the extent possible, consistent with applicable legal requirements and the need to conduct an adequate investigation or review. When raising concerns, we ask that employees provide as much detailed information as possible, including the background and history of the concern, names, dates and places where possible, and the reasons why the situation is cause for concern. This is especially important for concerns raised anonymously, so that the Company may conduct an appropriate review and, if necessary, begin an investigation. Please note as well that the Company does not prohibit anyone from electing to report concerns, make lawful disclosures, or communicate with any governmental authority about conduct believed to violate laws or regulations.

### ***What the Company Will Do***

The Company is committed to reviewing all reported concerns, conducting proper, fair, and thorough investigations tailored to the circumstances, and taking appropriate remedial and concluding steps as warranted. All actions taken by the Company in response to a concern will necessarily depend on the nature and severity of the concern. This may include initial inquiries and fact-gathering to decide whether an investigation is appropriate and, if so, the form and scope of the investigation. Note that an investigation into concerns raised is not an indication that they have either been confirmed or rejected. The Company complies with the law in conducting investigations and recognizes the importance of employee cooperation and truthfulness in facilitating an effective investigation.

### ***Adherence to This Policy***

Employees who believe that they have been subjected to any conduct that violates this policy may register a complaint using the procedures outlined above. Any employee who unlawfully discriminates or retaliates against another employee as a result of his or her protected actions as described in this policy may be subject to corrective action, up to and including termination.

### ***Conclusion***

Apex is committed to maintaining the highest ethical standard in all business related endeavors and expects and requires an equal commitment from each of its employees, directors and officers.

### **Dress Code / Personal Appearance**

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with clients or visitors in person. Apex firmly believes that a neat, tasteful appearance contributes to the positive impression you make on our clients. A good clean appearance bolsters your own poise and self-confidence and greatly enhances our company image. As such, you are expected to be suitably attired and groomed during working hours or when representing Apex. Dress codes at client sites will be set by the client and Apex expects its contract employees to comply.

If an employee dresses inappropriately, he or she will be counseled by a manager. Dress code violations that are reoccurring or exceptionally unprofessional may result in the employee being sent home without pay in order to change into appropriate clothing and return to work. Repeated violations of the dress code may result in disciplinary action up to and including termination of employment.

### **Smoke-Free Workplace**

Apex and client sites allow smoking in designated areas only as permitted by applicable law. Your manager will inform you of the designated areas. Employees that observe other individuals smoking in the workplace have a right to object and should report the violation to their manager or Human Resources. Employees will not be disciplined or retaliated against for reporting smoking that violates this policy.

Employees that violate this policy or who tamper with “no smoking” signs may be subject to disciplinary action up to and including termination.

### **Alcohol Policy**

Apex Systems has a special concern about the use and abuse of alcohol because alcohol can affect an employee's productivity and efficiency; jeopardize the safety of the employee, co-workers, and the public; and harm the reputation of Apex Systems and its employees. Accordingly, Apex Systems strictly enforces the following rules:

- The consumption or possession of alcoholic beverages on Apex property, except for functions approved by a company official, is strictly prohibited.

- The consumption of alcohol by its employees at work-related functions, whether on or off company property, is of great concern to Apex. The company understands that from time to time the moderate consumption of alcoholic beverages may be permitted at work-related functions.
  - Absolutely no alcohol is to be consumed at a company event without EVP and SVP, HR approval as per the Teambuilding Policy.
  - Events must have a clear start and end time and alcohol consumption must be limited to 2 drinks per person, controlled and shut down at the end of the event.
  - If an event involves participative sports, absolutely no alcohol should be consumed until after all of the sporting event is complete. At that point the standard 2 drink per person maximum applies.
  - In those instances, it is essential that employees understand that the consumption of alcohol must always be done in moderation and that Apex strictly forbids employees from operating motor vehicles while under the influence of alcohol. Apex will reimburse an employee the cost of transportation home when an employee believes that his or her operation of a motor vehicle will violate this policy.
- If an employee is involved in a workplace accident related to alcohol consumption or when there is a reasonable suspicion that an employee is intoxicated on-the-job, the employee shall be subject to disciplinary action up to and including termination. Further, Apex may require the employee to submit to appropriate testing, if circumstances warrant.
- Off-the-job use of alcohol that adversely affects an employee's job performance or Apex or jeopardizes the safety or property of employees is prohibited.
- Apex prohibits all employees from operating motor vehicles-company or otherwise-while under the influence of alcohol, or operating any machinery or device that could be dangerous if operated by an individual under the influence of alcohol.
- Employees who consume any amount of alcohol are expected to comply with the policy on Standards of Conduct—in fact, if there were to be any instance when the Standards of Conduct are more applicable than usual, it is during the consumption of alcohol.
- Any violation of this policy can lead to disciplinary action, up to and including termination.

Recognizing that employees with alcohol problems may require professional help, Apex Systems provides an employee assistance program through UnitedHealthcare Global Solutions<sup>SM</sup> for any employee who wants to seek **confidential** counseling. Please contact Human Resources for more information or call UnitedHealthcare Global Solutions<sup>SM</sup> directly, 24 hours a day, at +44.1865.397.074.

## **Drug Free Workplace Policy**

The purpose of this policy is to provide consistent and relevant guidelines for all employees regarding the use of drugs.

The goal of Apex Systems is to provide its employees with a workplace that is free from the abuse of controlled substances\*. Each employee must report to work and operate in suitable mental and physical capacities, performing the assigned job satisfactorily, and behaving appropriately. Therefore, the unauthorized and/or unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is strictly prohibited in all Apex or client facilities, on all Apex or client property, in any Apex Systems or client-owned vehicle, and at any Apex or client sponsored activity. All employees must abide by this prohibition. Any employee who violates this policy will be subject to corrective action, which may include immediate termination for a first offense.

\*“Controlled substances” include, but are not limited to cocaine (including “crack” and other cocaine derivatives) morphine, heroine, amphetamines, and barbiturates and any other drugs listed in the Controlled Drugs and Substances Act (Canada). When used in this policy, the term “drugs” means “controlled substances.” In addition, for purposes of this policy, “controlled substances” shall also include marijuana. The term does not include those controlled substances used pursuant to and in accordance with a valid prescription.

As a supplement to this policy, Apex makes assistance available to any employee experiencing problems resulting from drug or alcohol abuse or dependency. Such employees are encouraged to directly contact the UnitedHealthcare Global Solutions<sup>SM</sup> at +44.1865.397.074, which provides confidential counseling and support services, or to seek guidance from the appropriate Human Resources representative.

Apex will comply with applicable law requiring the accommodation of an employee who is diagnosed as dependent upon alcohol or other controlled substances.

**Confidentiality:** Apex will handle all employee inquiries and referrals in strict confidence. Access to information is controlled and will only be made to Apex employees who have a need to know for an appropriate management purpose, and only with the advance knowledge of the employee.

## Communication

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information; you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work. In addition, you may receive letters from Apex. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information that will keep you up-to-date on the events here at Apex. These letters are informational only, and do not constitute contractual documents.

## Personal Calls

Please keep personal phone calls to a minimum—they must not interfere with your work. You are permitted to make limited local area calls on company telephones for essential personal business during lunch or “break” periods only. Long distance personal calls are not permitted. Do not abuse this privilege. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you.

## Mail

You are not permitted to utilize an Apex address as your personal mailing address.

## Internet Usage

Apex realizes that in some cases, the use of the internet is a legitimate business necessity. Internet usage while working at client sites will be managed and applied in accordance with the client’s policy and standards. In addition, Apex has established restrictions that must be adhered to at all times. These restrictions include, but are not limited to the following:

In all cases it is inappropriate and illegal to access and/or download pornographic materials with either company or client computer resources. Violations will result in immediate termination. It is inappropriate to use social networking sites for any reason that is not directly related to the accomplishments of business objectives. Client policy will dictate whether it is appropriate to visit these sites during break, lunch or other personal times during the work day.

Use of the internet to conduct personal business during work hours is strictly prohibited.

Tracking software may be used to monitor internet activity at the sole discretion of the client or Apex.

## **E-mail**

**All e-mail messages are Company records.** The contents of e-mail, properly obtained for legitimate business purposes, may be disclosed within Apex without your permission. Therefore, you should not assume that messages are confidential. Back-up copies of e-mail may be maintained and referenced for business and legal reasons.

**Personal Use of E-mail.** Apex reserves the right to access and disclose as necessary all messages sent over its e-mail system, without regard to content. Since Apex management without prior notice can access your personal messages, you should not use e-mail to transmit any messages you would not want read by a third party. It is against policy to use the Apex email system for soliciting or proselytizing for commercial ventures, religious or personal causes or outside organizations or other similar, non-job-related solicitations. If Apex discovers that you are misusing the e-mail system, you will be subject to disciplinary action up to and including termination.

## **Personal Property**

Apex is not responsible for any personal items brought onto or stored on company property. All items are the sole responsibility of the owner/employee and care should be taken to protect your items.

## **Confidential Information**

Your employment with Apex assumes an obligation to maintain confidentiality, even after you leave our employ.

Any violation of confidentiality has the potential to seriously injure Apex's reputation and effectiveness, as well as its clients. Therefore, please do not discuss Apex or client business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the transaction. Even casual remarks may be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality. If you hear, see or become aware of anyone else breaking this trust, consider what he or she might do with information they get from you.

No one is permitted to remove or make copies of any Apex or client records, reports or documents without prior management approval. This restriction includes computers or other devices that contain confidential information.

Because of its seriousness, disclosure of confidential information could lead to disciplinary action up to and including termination.



As an employee of Apex, you may have access to personal and confidential information. All Apex business must be kept strictly confidential. You will be required to sign a non-disclosure agreement to this effect.

## **Outside Employment**

Apex does not intend to dictate your non-work related activities unless those activities adversely impact Apex or your employment relationship with Apex. If you are employed by Apex in a full-time position, Apex will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at Apex or its clients. Further, employees are not permitted to accept outside employment that would create a conflict of interest with their employment with Apex.

Before taking on a second job, you must notify your manager. He or she will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at Apex nor pose a conflict of interest.

# **Compensation and Performance**

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## **Wage and Salary Policies**

It is Apex's desire to pay wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable, variable with individual and company performance and in compliance with all applicable statutory requirements.

You are employed by Apex and will be carried directly on our payroll. No person may be paid directly out of petty cash or any other such fund for work performed.

## **Deductions (Other)/Direct Deposit**

It may be possible for you to authorize Apex to make additional business-related deductions from your paycheck, or to deposit your paycheck directly into your savings or checking account at a participating bank. Contact your Customer Accounting Specialist for details.

## **Mandatory Payroll Deductions**

Apex is required by law to make certain deductions from your paycheck each time one is prepared. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your TD1 form regarding the number of dependents/exemptions you claim.

Any change in name, address, telephone number, marital status or number of exemptions must be reported to the human resources immediately, to ensure proper credit for tax purposes. The T-4 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes. Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever Apex is ordered to make such deductions. Some provinces may require other payroll deductions.

# Leaves of Absence

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## Paid Holidays and Vacation

The following holidays are recognized by Apex as paid holidays for all employees in Ontario:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Christmas Day
Victoria Day	Boxing Day (December 26)
Canada Day	

Holiday pay will be paid in accordance with applicable provincial legislation.

In accordance with the terms of your employee agreement, you will receive vacation pay of 4% on all wages during the first five years of your employment, and 6% after completing five years of employment as required by the Employment Standards Act, 2000. Under Ontario law, you are also entitled to vacation time after you have completed one year of service. As you receive vacation pay on each pay cheque, you will not receive additional pay while you are on vacation, but you are nevertheless encouraged to take vacation time. Time-off between assignments can count towards vacation time but if you are eligible for additional vacation time while on assignment, please speak with your manager to obtain pre-approval to take time off. Approval will be given having regard to business needs.

## Sick Leave, Family Responsibility Leave, and Bereavement Leave

Employees in Ontario are entitled to the following leaves in each calendar year as prescribed by the Employment Standards Act, all of which are unpaid:

- Up to three (3) days of unpaid "sick leave" to be used for personal illness, injury, or medical emergency
- Up to three (3) days of unpaid "family responsibility leave" to be used for illness, injury, medical emergency or other "urgent matter" relating to certain family members
- Up to two (2) days of unpaid "bereavement leave" to be used in the event of a death of certain family members

The leaves described above may only be used by employees who have been employed for at least two (2) weeks and leave must be used in entire days. In addition, Apex may require reasonable evidence that an employee is entitled to leave.

## Inclement Weather/Snow Policy

On occasion weather emergencies will have an impact on our clients and may result in the altering of their normal working schedule. Office closures, delayed openings, or early closures will be made at the client's discretion and will be communicated to you as soon as possible after the decision is made. Employees are encouraged to make a decision based on their personal safety in determining whether or not to make an attempt to report for work. If there are any questions regarding the process that should be followed in these cases, please contact your Technical Recruiter for more information.

## **Leaves of Absence**

Human resources must approve leave without pay (LWOP). Human resources and your manager will consider the impact of the absence on the organization, and the benefit of the absence to the organization, when deciding to grant approval. Management may grant requests for leave without pay when the leave will provide an opportunity to improve an employee's health or to retain a desirable employee. Apex will grant requests for other types of leave in accordance with applicable law.

# British Columbia Addendum

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## Addendum A – British Columbia

THE INFORMATION BELOW REPLACES OR SUPPLEMENTS THE POLICIES CONTAINED IN THE EMPLOYEE HANDBOOK FOR EMPLOYEES WHO WORK IN BRITISH COLUMBIA, AS APPROPRIATE

### Overtime Hours

Overtime hours must be approved by your manager in advance. Eligible employees will be paid overtime pay for hours worked over 8 hours per day or 40 hours per week.

### Workplace Bullying

Bullying and harassment are not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner. “Bullying and Harassment” includes:

- any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- excludes any reasonable action taken by Apex or the supervisor related to the management and direction of workers in the place of employment.

Example of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings and spreading malicious rumors.

Any person working at Apex must not engage in bullying and harassment of other workers and must report if bullying and harassment are observed or experienced.

Bullying and harassment made toward or by any Apex employee WILL NOT BE TOLERATED.

Any instance of bullying and harassment must be reported immediately to your immediate supervisor or any member of management with whom you feel comfortable, and then to the Human Resources Department. Reports of bullying and harassing may be confidentially maintained to the extent it would not impede our ability to investigate and respond to the complaint. All incidents of bullying and harassment will be promptly investigated. Apex prohibits threats or acts of retaliation, intimidation or disciplinary action as a result of reporting the bullying and harassment incident in good faith under this policy.

If an investigation confirms that an incident of bullying and harassment has occurred, Apex will take swift and appropriate corrective action.

If you are the recipient of bullying and harassing behavior made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential issues to you or others in our offices.

If you have any questions about this policy, please speak with the Human Resources Department.

## Paid Holidays and Vacation

The following holidays are recognized by Apex as paid holidays for all employees in British Columbia:

New Year's Day	BC Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day
Canada Day	Christmas Day

Holiday pay will be paid in accordance with applicable provincial legislation.

In accordance with the terms of your employee agreement, you will receive vacation pay of 4% on all wages as for the first five years of your employment, and 6% after completing five years of employment required by the Employment Standards Act and British Columbia Law. You are also entitled to vacation time after you have completed one year of service. As you receive vacation pay on each pay cheque, you will not receive additional pay while you are on vacation, but you are nevertheless encouraged to take vacation time. Time-off between assignments can count towards vacation time but if you are eligible for additional vacation time while on assignment, please speak with your manager to obtain pre-approval to take time off. Approval will be given having regard to business needs.

## Employment Standards Act

In accordance with the Employment Standards Act, employees are entitled to the following unpaid leaves of absence:

1. Pregnancy and Parental Leave – Pregnant employees may take a pregnancy leave of up to 17 weeks of time off work. Employees who take pregnancy or paid leaves are also entitled to take an additional 35 weeks of time off work for parental leave when their baby is born. New parents that do not take or are not eligible to take pregnancy leave are entitled to take up to 37 weeks of time off work when their baby is born or first comes into their care.
2. To the extent possible, employees must give 4 weeks written notice before beginning pregnancy or parental leave so that Apex can adequately plan for the time off. In circumstances where the employee is not able to determine the date of the leave will commence, written notice must be provided as soon as possible and in any case, not more than 15 days following the qualifying event.
3. For the duration of the pregnancy and parental leaves, Apex will maintain the employee's benefits under all applicable group health, welfare and retirement savings plans. Vacation time will continue to accrue.
4. Compassionate Care Leave – All employees may take a leave of absence of up to 8 weeks in a 26-week period to provide care and support to family members in respect of whom a qualified

health practitioner has issued a certificate indicating that he or she has a serious medical condition with a significant risk of death occurring within a period of 26 weeks.

5. Family Responsibility Leave – All employees are entitled to up to 5 days per year to meet responsibilities related to the care, health or education of a child in their care or the care and health of any other immediate family member.
6. Reservist Leave – Employees who are reservists and who are deployed to an international operation or to an operation within Canada that I or will be providing assistance in dealing with an emergency or its aftermath may take a leave of absence for the time necessary to engage in that operation.

# Alberta Addendum

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## Addendum B – Alberta

THE INFORMATION BELOW REPLACES OR SUPPLEMENTS THE POLICIES CONTAINED IN THE EMPLOYEE HANDBOOK FOR EMPLOYEES WHO WORK IN ALBERTA, AS APPROPRIATE

### Overtime Hours

Overtime hours for non-exempt employees must be approved by your manager in advance. Eligible employees will be paid overtime pay for hours worked over 8 hours per day or 44 hours per week, whichever is greater.

### Paid Holidays and Vacation

The following holidays are recognized by Apex as paid holidays for all employees in Alberta:

New Year's Day

Family Day

Good Friday

Victoria Day

Canada Day

Labour Day

Thanksgiving Day

Remembrance Day

Christmas Day

Holiday pay will be paid in accordance with applicable provincial legislation.

In accordance with the terms of your employee agreement, you will receive vacation pay of 4% on all wages after each of the first four years of your employment, and 6% after five consecutive years of employment and after each year after that as required by the *Employment Standards Code* and Alberta Law. You are also entitled to vacation time after you have completed one year of service. As you receive vacation pay on each pay cheque, you will not receive additional pay while you are on vacation, but you are nevertheless required to take vacation time. Time-off between assignments can count towards vacation time but if you are eligible for additional vacation time while on assignment, please speak with your manager to obtain pre-approval to take time off. Approval will be given having regard to business needs.

### Employment Standards Code

In accordance with the *Employment Standards Code* (Alberta), employees are entitled to the following unpaid leaves of absence:

1. Maternity and Parental Leave – Pregnant employees may take a pregnancy leave of up to 15 weeks of time off work. Employees who take pregnancy or paid leaves are also entitled

to take an additional 37 weeks of time off work for parental leave when their baby is born. New parents that do not take or are not eligible to maternity leave are entitled to take up to 37 weeks of time off work when their baby is born or first comes into their care.

1. To the extent possible, employees must give six weeks' written notice before beginning maternity or parental leave so that Apex can adequately plan for the time off. In circumstances where the employee is not able to determine the date that the leave will commence, written notice must be provided as soon as possible.
2. For the duration of the maternity and parental leaves, Apex will maintain the employee's benefits under all applicable group health, welfare and retirement savings plans. Vacation time will continue to accrue.
3. Compassionate Care Leave – All employees may take a leave of absence of up to eight weeks to provide care and support to a family member in respect of whom a qualified health practitioner has issued a certificate indicating that he or she has a serious medical condition with a significant risk of death occurring within a period of 26 weeks.
4. Reservist Leave – Employees who are reservists and who are deployed to: (i) an international operation; or (ii) an operation within Canada that is or will be providing assistance in dealing with an emergency or its aftermath, may take a leave of absence for the time necessary to engage in that operation. Such employees may also take a leave of absence of up to 20 days to take part in annual training.

# Manitoba Addendum

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## Addendum C – Manitoba

THE INFORMATION BELOW REPLACES OR SUPPLEMENTS THE POLICIES CONTAINED IN THE EMPLOYEE HANDBOOK FOR EMPLOYEES WHO WORK IN MANITOBA, AS APPROPRIATE

### Overtime Hours

Overtime hours for non-exempt employees must be approved by your manager in advance. Eligible employees will be paid overtime pay for hours worked over 8 hours per day or 40 hours per week, whichever is greater.

### Paid Holidays and Vacation

The following holidays are recognized by Apex as paid holidays for all employees in Manitoba:

New Year's Day

Louis Riel Day

Good Friday

Victoria Day

Canada Day

Labour Day

Thanksgiving Day

Remembrance Day

Christmas Day

Holiday pay will be paid in accordance with applicable provincial legislation.

In accordance with the terms of your employee agreement, you will receive vacation pay of 4% on all wages after each of the first four years of your employment, and 6% after five consecutive years of employment and each year after that as required by *The Employment Standards Code* and Manitoba Law. You are also entitled to vacation time after you have completed one year of service. As you receive vacation pay on each pay cheque, you will not receive additional pay while you are on vacation, but you are nevertheless required to take vacation time. Time-off between assignments can count towards vacation time but if you are eligible for additional vacation time while on assignment, please speak with your manager to obtain pre-approval to take time off. Approval will be given having regard to business needs.

### The Employment Standards Code

In accordance with *The Employment Standards Code* (Manitoba), employees are entitled to the following unpaid leaves of absence:

1. Maternity and Parental Leave – Pregnant employees may take a pregnancy leave of up to 17 weeks of time off work. Employees who take pregnancy or paid leaves are also entitled to take an additional 37 weeks of time off work for parental leave when their baby is born. New parents that do not take or are not eligible to take pregnancy leave are entitled to take up to 37 weeks of time off work when their baby is born or first comes into their care.
2. To the extent possible, employees must give four weeks written notice before beginning maternity or parental leave so that Apex can adequately plan for the time off. In circumstances where the employee is not able to determine the date of the leave will commence, written notice must be provided as soon as possible and in any case, not more than 14 days following the qualifying event.
3. For the duration of the pregnancy and parental leaves, Apex will maintain the employee's benefits under all applicable group health, welfare and retirement savings plans. Vacation time will continue to accrue.
4. Compassionate Care Leave – All employees may take a leave of absence of up to 28 weeks to provide care and support to a family member in respect of whom a qualified health practitioner has issued a certificate indicating that he or she has a serious medical condition with a significant risk of death occurring within a period of 26 weeks.
5. Family Leave – All employees are entitled to up to three days per year for their health or to meet responsibilities in relation to a family member.
6. Reservist Leave – Employees who are reservists and who are required to be absent from work for the purpose of service may take a leave of absence for that service.
7. Bereavement Leave – Employees may take up to three days of leave on the death of a family member. All employees must give Apex notice of the amount and timing of the leave to be taken and the death to which it relates.
8. Organ Donation Leave – Employees are entitled to up to 13 weeks of leave for the purpose of donating an organ. An employee who wishes to take such leave must provide Apex with notice and a medical certificate setting out the time needed to donate the organ and recover from the procedure.
9. Citizenship Ceremony Leave – Employees may take up to four hours of leave to attend a citizenship ceremony to receive a certificate of citizenship. Employees must give Apex 14 days' notice of such leave or, if not possible, as much notice as is reasonable and practicable in the circumstances.
10. Critical Illness of a Child Leave – Employees are entitled to take a leave of up to 37 weeks to care for a critically ill child.
11. Leave Related to the Death of a Child – Employees are entitled to take a leave of up to 104 weeks if the employee is the parent of a child who has died and it is probable that the child died as a result of a crime.

12. Leave Related to the Disappearance of a Child – Employees are entitled to take a leave of up to 52 weeks if the employee is the parent of a child and it is probable that the child disappeared as a result of a crime.
13. Long-Term Leave for Serious Injury or Illness – Employees who are seriously injured or critically ill may take a leave of up to 17 weeks. An employee who wishes to take such leave must provide Apex with as much notice as is reasonable and practicable and a physician's certificate providing evidence of the injury.
14. Domestic Violence Leave – Employees who are victims of domestic violence are entitled to the following periods of leave in each 52 week period: (i) 10 days, which the employee may take intermittently or in one period; and (ii) 17 weeks to be taken in one continuous period.