

A red L-shaped graphic element framing the top and right sides of the logo text.

PRECISION

O P I N I O N

**EMPLOYEE
HANDBOOK**

September 2020 EDITION

COMPANY INTRODUCTION

MISSION STATEMENT

TO COLLECT QUALITY DATA THAT
GIVES AMERICANS THE VOICE THEY
DESERVE AND HELP SHAPE THE
COURSE OF OUR SOCIETY.

CONFIDENTIAL
September 2020



Welcome to the Precision Opinion Team! We are pleased to have you on board and hope your experience at Precision Opinion is one of personal and intellectual growth and opportunity.

By joining our team, you are about to embark on a pursuit of knowledge, science, the human mind and excellence. In short, we are here to find and analyze what it truly is that people are thinking.

Whether you are part of the team as an Executive, a Custodian, an Analyst, a Research Associate, or a Manager, we are all here to work as a team to help push one another to be greater and think on a broader scale than we did the day before. Together, we will build a great company for one another and help make positive changes to the companies and individuals that shape our everyday lives.

Thank you for joining Precision Opinion on our mission and we look forward to seeing what tomorrow brings.

James T. Medick,
CEO/Chairman

Bruce Baum,
President/CFO

"Ladies and Gentlemen working with Ladies and Gentlemen"

WHO WE ARE

Precision Opinion has spent the last several decades becoming not only a go-to firm for data collection and analysis, but also one of the largest privately owned Market Research Firms in the United States of America.

Since its inception Precision Opinion has provided unparalleled data collection, analysis and consultations for Major American Corporations, Politicians, Government Agencies, Casinos and Media News Organizations.

The contents of this handbook are guidelines only and supersede any prior handbook. Neither this handbook nor any other company guidelines, policies or other action create an employment contract between you and Precision Opinion, Inc. (“Precision Opinion” or “The Company”). The Company has the right, with or without notice, in an individual case or generally, to change its guidelines, policies, practices, working conditions or benefits at any time.

No one is authorized to provide an employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contact or arrangement is in writing and signed by The Company’s Chief Executive Officer or President, and the Employee. Employment with The Company is at-will and may be terminated at any time with or without cause or notice by the employee or The Company.

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

- I. This Handbook is intended as a general reference guide to the policies, practices and benefits associated with your employment at Precision Opinion. This handbook will supersede any and all prior policies, practices and benefits of The Company, oral or written, and rescinds prior policies, practices and benefits, handbooks and general Company Rules previously in effect.
- II. All statements policies, practices and benefits are subject to unilateral change, in whole or in part, by The Company at any time. The Company retains the right to alter, modify, amend, suspend, interpret and cancel, in whole or in part, any of the published or unpublished policies, practices and benefits without advance notice, at its sole discretion.
- III. The employment relationship is terminable at the will of either the employee or The Company with or without notice and with or without cause. This means that just as any employee may terminate his or her employment with The Company at any time, for any or no reason, so may The Company terminate an employee's employment at any time, for any or no reason.
- IV. No person other than The Company's Chief Executive Officer or President has the authority to enter into an agreement for a specified term of employment or to alter the at-will nature of the employment relationship.
- V. This handbook is intended to apply to all employees of The Company from entry level employees up to and including supervisory level employees, unless specifically provided otherwise.

Equal Opportunity Employment

Precision Opinion is committed to a policy of equal opportunity for everyone, regardless of age, race, color, sex, religion, national origin, disability, veteran status, pregnancy, genetic information, or any other status protected by the state, federal or local law. Each supervisor, manager and executive are responsible for understanding, communicating and strictly enforcing this policy.

All actions affecting personnel are administered fairly in accordance with applicable laws.

Problem Solving

Even under the best conditions, problems may occur at work because of a misunderstanding or lack of communication. Precision Opinion is committed to working directly with employees to solve problems in a timely and fair manner. You are encouraged to bring your concerns, suggestions, and questions to management.

One way to solve a problem that affects your ability to do your job is to discuss it with your direct supervisor. In most cases, your supervisor will have the knowledge, insight and tools to help you resolve the matter quickly. If you are unable to resolve the problem with your supervisor, feel free to speak with the Human Resources Department. We are confident that open communication will solve problems that arise in the workplace. The Company will attempt to treat all internal complaints and any investigations and/or reviews confidential, recognizing, however, that in the course of investigating and resolving internal complaints, some dissemination of information to others may be appropriate and/or necessary.

Introductory Period

The first 90-days of your employment is considered your introductory and probation period. This is an important time for the team member and Precision Opinion as it allows you to evaluate The Company and allows your employer to evaluate and assess your abilities and performance. The Company may extend this period if your supervisor determines that such an extension is warranted and appropriate. The employment relationship may be terminated by the team member or The Company at any time during the introductory period or any extension thereof, with or without cause.

Off-Duty Conduct

Conduct while off-duty may, under certain circumstances, reflect adversely on The Company. All employees must remember that they represent The Company while employed both on and off-duty. All employees should take care to conduct themselves with discretion and politeness, especially in front of clients. Precision Opinion expects that its employees will always exercise good judgement and conduct themselves appropriately. If a team member fails to do so in circumstances that reflect adversely on The Company's interests, The Company may require taking disciplinary action, up-to and including termination to protect those interests. Precision Opinion has invested a great deal of effort to become a valuable corporate citizen of the community. Our talented and dedicated workforce is our principal resource in this effort.

Payroll*

All hourly employees are paid every Friday for the prior one-week period (Saturday thru Friday). Employees are given the option upon hiring to choose payment via (1) Global Cash Card, or (2) direct deposit, or (3) Check. You may change this option at any time, subject to timing required by financial institutions/payroll department.

Payroll advances will not be issued at any time.

If you work more than 8 hours in a day, or 40 hours in a week, your base pay rate will receive overtime pay, which is time and half (i.e.: if your base rate is \$10 per hour, then any overtime hours will be paid at the time and a half rate of \$15.00)

Paid Time Off

Effective January 1, 2020 all Precision Opinion employees will begin accruing Paid Time Off (“PTO”) that can be used for any purpose after they have been employed with Precision Opinion for a minimum of 90 days. That is, while PTO time begins to accrue on your first day of employment, it does not become available for use until your 90th date of employment at Precision Opinion.

- For each hour worked, you will accrue 0.01923 hours of paid leave (PTO);
- You can see your accrued PTO on your weekly paycheck stub; and,
- Precision Opinion will maintain a record of your accrual and use of paid leave for a period of one year following the entry of such data; To use your accrued and earned PTO, you will need to:
- Been employed by Precision Opinion for a minimum of 90 days.
- Due to the nature of our business, all requests for PTO need to be submitted with no less than five (5) days-notice;
- PTO will only be granted in minimum increments of 4 hours of PTO;
- You may not take more than 40 hours of PTO in any calendar year; and,
- To request to use your earned PTO, you will need to log in to your employee account using Paylocity’s Self-Service Portal at <https://access.paylocity.com/>, and navigate to the time “Time Off” tool

Any accrued and unused PTO, up to 40 hours, can be carried over to the next calendar year however, you may not use more than 40 hours of PTO in any calendar year. PTO has no cash value. Accordingly, no payment will be made to employees for accrued, earned and/or unused PTO to the employee at any time, including at the time of separation.

***Precision Opinion reserves the right to change the pay policy at any time due to company requirements and needs. Appropriate notice will be given if such a change should occur.**

Changing your schedule

Precision Opinion employees may request a schedule change no more than once a month.

- To request a schedule change, you will need to complete the online Availability change form, which is available at <https://app.precisionontime.com/availability>
- Precision Opinion will do its best to approve your schedule change, however, any approval is subject to the needs of the business

Should you have questions on how to fill out the form, please visit the Precision Cares office.

Restroom Policy

Precision Opinion, Inc. (“Company”) makes access to adequate sanitary restroom and locker facilities readily available to all employees consistent with the employee’s gender identity reflected on the personal identification provided upon hire.

For a transitioning employee, this means that, once an employee has begun living and working full-time in the gender that reflects his or her gender identity, and has obtained government issued identification reflecting a gender identification other than that identified upon hire, he or she should see human resources so that his or her personal information can be updated and access to restrooms and/or locker room facilities consistent with his or her gender identity can be accommodated.

Personnel Records

Employees are always expected to keep their personnel information in The Company's personnel records up to date. If the information in The Company's file is not correct, problems may arise concerning your schedule, taxes, delivery of W-2 forms, team member benefits and other important matters.

Please promptly report any changes of address, telephone numbers, marital status, name, number of dependents withholding for tax purposes, alien status and so forth to the Human Resources Department.

Personnel files are kept in the Human Resources Department only.

Personal Phone Calls / Mail Deliveries

Personal phone calls may be made on an employee's own time from phones provided in the employee break, common areas or their personal cell phone provided call is made off the call center floor. The telephones provided are for local outbound telephone call purposes only. No long-distance calls of any kind may be made at any time.

In case of an **emergency**, you may be contacted through the Front Desk phone number 702-483-4100 during office hours Monday thru Friday, 9am to 5pm Pacific Standard Time. After hours, you may be contacted, in case of **emergency** at the Pollock Call Center 702-813-7612 and at the Capovilla Call Center 702-444-5034.

The Company will not accept and will not be responsible for any personal mail delivered. Do not have personal mail or packages sent to the workplace.

Employee Badges

Upon graduating from training, Precision Opinion employees will be given an employee badge which contains their name, photo identification and an access card that allows employees to enter the secured Data Collection Center entrances. **This badge MUST always to be worn on company property.**

Additionally, if an employee badge is lost, it can be replaced at a cost of \$45.00, which can be payroll deducted.

REMINDER, NO BADGE MEANS YOU CANNOT WORK THAT DAY.

Your badge MUST always be worn while you are at work. The badge allows you to access the phone room floor and turn on your computer terminal. Without your badge you will not be allowed to enter the building or work. No temporary badges will be issued. Your badge is assigned to you, and you only.

Appearance Guidelines

A neat, well-groomed, clean appearance is essential when dealing with the public. We call this look “business casual.” You are always expected to maintain the highest standard of dress and personal hygiene. What follows are specific standards for dress and appearance. Your supervisor is responsible for ensuring that you follow all appearance standards and may not permit you to work if you violate any of these standards. Please note that any dress or appearance that is deemed by The Company, at its sole discretion, to be inappropriate, may result in disciplinary action, regardless of whether specifically listed below.

Upon entering the work area, employees are expected to be in complete, clean, pressed and well-fitting clothing. Our standard dress is one that fits a professional business atmosphere. Employees must maintain good personal hygiene and

cleanliness, report to work free of body odor, and use deodorant as needed to remain free of body odor.

Personal jewelry should be in good taste and should not interfere with the performance of duties. Clothing should be neat and clean. Hairstyles and cosmetics should be selected carefully and in good taste. Extreme styles should be avoided during work hours. Sideburns, mustaches and beards should be clean and neatly trimmed.

Chewing gum, tobacco, e-cigarettes and vaping while on duty is not permitted.

Wearing hats or headscarves while on duty is not permitted.

If you report to work improperly dressed or groomed, you may be instructed to return home to change clothes or corrective disciplinary action may be taken. If this event should occur, report to the Human Resources Department to receive confirmation of your required action. You will not be compensated during such time away from work, and repeated violations of this policy will be cause for disciplinary action up to and including immediate termination at the sole discretion of The Company.

Specific appearance requirements have been established as follows -

Continued on Next Page

Women

Acceptable Appearance Standards

Business Attire

Dresses or skirts no shorter than 3.75 inches above the top of the knee and no longer than ankle length

Sundresses with a jacket (sleeveless dresses and blouses are permitted without jackets provided that the width of the shoulder strap is a minimum of 3 inches).

Slacks/Jeans in conservative cuts, colors, styles and fabrics. Capris may be worn but must not be shorter than knee length.

Shoes

Clean appearance in good repair
Appropriate to the work performed
Tennis/athletic shoes or clogs

Hair

Neatly combed and groomed

Women

Unacceptable Appearance Standards

Business Attire

Skirts or dresses shorter than 3.75 inches above the top of the kneecap

Underwear type T-shirts and T-shirts with gaudy, unprofessional pictures or sayings

Bare midriffs

Halter-tops

Spandex, Danskins, gauze, metallic fabrics, sheer fabrics

Jogging suits

Sweatshirts

Shorts of any kind

Jerseys

Shoes

Extreme heels (exceeding three inches)

Shoes with open toes absent of medical necessity (if medical necessity requires shoes that do not meet these guidelines, a medical note is required stating such for this to be allowed. Employee must arrange with the Human Resources Department, along with medical note, in order to be allowed to wear shoes that are outside of these guidelines).

Jewelry/ Accessories

Oversize, extreme jewelry

Extreme visible body piercings

Darkly tinted or mirrored eyeglasses indoors, absent proof of medical necessity

Men

Acceptable Appearance Standards

Business Attire

Dress slacks, presentable jeans or cleaned, pressed khaki-type pants

Dress shirts

Ties

Suit or sports jackets

Polo shirt with a collar

Shoes

Clean appearance in good repair
Appropriate to the work performed

Hair

Clean, neat and well kept

Facial Hair

Clean, neatly trimmed and groomed

Men

Unacceptable Appearance Standards

Business Attire

Underwear type t-shirts and t-shirts with gaudy, unprofessional images or statements.

Sweatshirts

Jogging suits

Tank tops

Shorts

Team jerseys

Shoes

Shoes with open toes absent of medical necessity (if medical necessity requires shoes that do not meet these guidelines, a medical note is required stating such for this to be allowed. Employee must arrange with Human Resources along with a medical note, in order to be allowed to wear shoes that are outside of these guidelines).

Jewelry/ Accessories

Extreme visible body piercings

Darkly tinted or mirrored eyeglasses indoors, absent proof of medical necessity

Precision Opinion reserves the right to request medical information in support of the request for exemption from this policy. All requests for exemption, for whatever reason, from the forgoing policy should be made to the Human Resources Department.

Specific Requirements

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

At the discretion of the department head, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required.

On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight,

revealing or otherwise workplace inappropriate dress is not permitted.

Personal Hygiene

Precision Opinion employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.

- Maintain personal cleanliness by bathing daily
- Oral hygiene (brushing of teeth) required
- Use deodorant / anti-perspirant to minimize body odors
- No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for some employees
- Clean and trimmed fingernails ($\frac{1}{4}$ inch long or less)

- Wash hands after eating, or using the restrooms

If your immediate supervisor has been given complaints about your personal hygiene by fellow coworkers, you will first be given a chance to remedy the situation. If the instance occurs again after that, you are subject to disciplinary action, including termination, at the sole discretion of The Company.

Safety Awareness Introduction

Safety is a responsibility everyone at The Company shares. The general and specific rules and regulations that follow are Company policies and have been fashioned to protect not only you but also your fellow employees.

These rules are not meant to be all encompassing but are provided as a general guide. It is imperative that all employees realize that the ultimate responsibility for their own well-being rests with them. An inch of common sense will go a mile towards preventing injury. Some easy to remember common sense rules are:

- 1) Don't ever think, "it can't happen to me," because it can and will if you don't keep your mind on your work.
- 2) Do not walk in areas where there are signs posted or potential hazards. If you see a hazard that is not marked off, it is an employee's duty to notify a supervisor so they may handle it immediately.

- 3) Your supervisor knows best. Make sure you clearly understand your job assignment before you begin. If you are not certain, ask.

- 4) Emotions can run high. If you become angry or upset at someone, give yourself time to calm down before you respond to that person.

- 5) All injuries are to be immediately reported to your supervisor.

- 6) Report any unsafe conditions to your supervisor or the Human Resources Department.

- 7) Do not overload electrical circuits.

- 8) Horseplay on the job is dangerous and appropriate disciplinary action may be taken if it is engaged in.

- 9) Use stepladders or an appropriate climbing device; never stand on chairs, stools, or boxes.

- 10) Smoke only in designated areas and never deposit cigarette butts in trash cans.

While these are only a few mere examples as the handbook cannot cover all the circumstances which may arise at the workplace, it is best to practice common sense and safety courteousness to you and your fellow co-workers

Emergency Response

All employees must become familiar with emergency exits that are posted throughout the facility. In addition, it is important that you are familiar with the following:

- All exits from your work area
- How to sound the fire alarm
- How to use the fire extinguisher

If you are trapped and cannot get out of the work area, remember the following:

- Don't panic
- In smoke, crawl - don't walk!
- Put closed doors between you and the smoke and heat
- Seal off cracks around doors

Please evacuate with extreme caution to avoid panic. It is of the utmost importance that employees remain calm and that they follow the instructions of their immediate supervisors.

Employees can help prevent a fire by observing the following rules:

- Smoke only where permitted
- Don't overload outlets with non- company approved devices
- Keep heat from producing devices away from things that burn
- Never block any fire extinguisher or emergency exit

A Note on Fire Extinguisher Usage:

All extinguishers located in the office are rated "ABC." This means that they are designed for use on any type of fire, i.e. paper, wood, flammable liquids or electronics.

After activating the alarm to alert other employees, and if you feel that you can extinguish the fire without danger to yourself, use the following techniques to extinguish the fire:

- Firmly grasp the extinguisher by the handle and remove the safety pin from the discharge lever
- Grasp the hose with one hand and point the nozzle toward the bottom of the flame
- Sweeping the nozzle from left to right, firmly press the discharge handle with your other hand until the flame is extinguished or the entire dry chemical is expended

Thank you for taking the time to study the foregoing material. We hope that you will remain constantly alert to protect and promote your own safety and well-being. Team member suggestions and recommendations regarding their own health and safety are encouraged and we are confident that by working together we will be able to maintain a safe employment environment for all of us.

General Rules of Conduct

It is impossible to delineate every standard of conduct for every circumstance that may arise. The Company, however, always expects all its employee to perform competently and professionally, in addition to meeting and complying with standards included, but not limited to those that are described below.

Without specific prior authorization, Precision Opinion defines inappropriate behavior or conduct that warrants disciplinary action or immediate termination including, but not limited to, the following:

1. Does not have employee badge at work.
2. Violation of The Company's Mobile Communication Policy/Cell Phone Policy which states: Cellular phones, mobile devices, watches with communication abilities and headphones not issued by The Company may not be used while on the Data Collection Center floor. While on the Data Collection Center floor, mobile communication devices must be turned off and put away. All Data Collection Center floors are a **PERSONAL CELLPHONE FREE ZONE**.
3. Entering unauthorized areas without permission. Entering or leaving the facilities through any entrance or exit other than those designated by The Company.
4. Solicitation or distribution of unauthorized literature or posting of notices, signs or writing in any form on Company premises on company property.
5. Dining, smoking (cigarettes, vapor or e-cigarettes), gum chewing, or snacking at any time other than during meal or break periods or in areas other than those designated by The Company while on duty. Eating at your workstation is prohibited.
6. Drawing, reading, or doing other tasks not related to work at your workstation.
7. Use of profane language or engaging in lewd, obscene, or inappropriate conduct.
8. Insubordination - failure or refusal to carry out orders or instructions of an appropriate supervisor.
9. Sleeping or napping on the job.
10. Failure to fulfill the responsibilities of the job to an extent that might or does cause injury to a person or substantial damage to or loss of equipment.

General Rules of Conduct- Continued

11. Excessive attendance issues.

12. Disregard or violation of a Company, Departmental rule, procedure, or policy.

13. Fighting, threatening, intimidating, coercing, or interfering with other employees or clients.

14. Knowingly making false statements or material omissions on personnel or other Company records, including data collection.

15. Theft, larceny, or any unauthorized removal from premises of any Company property or property of another team member or client.

16. Employees may not, at any time while on company property, possess or use any weapon. Weapons include, but are not limited to, guns, knives, swords with blades over three inches in length, explosives, and any chemicals whose purpose is to cause harm to another person. Regardless of whether an employee possess a concealed weapons permit, weapons are prohibited on company property.

17. Bringing onto Company premises, having possession of, being under the influence of, or using, transferring, selling, or attempting to sell on Company premises or while on Company business, any form of alcohol, marijuana or illegal drugs.

18. Abusing prescription drugs on Company premises or while on Company business.

19. On duty or off duty conduct that reflects adversely on The Company, materially affects employee's job performance, or affects employee's ability to report for scheduled shift.

20. Employees parking in unauthorized parking locations without proper authorization.

21. Failure to report to work as scheduled without prior authorization, including no-call/no-show. Failure to return to work as scheduled after an approved leave of absence.

22. Possession while on company property any recording or other unacceptable electronic devices.

23. Creating or contributing to unsanitary, hazardous, or poor housekeeping conditions.

General Rules of Conduct - Continued

24. Engaging in horseplay, or otherwise causing a disturbance on the premises.

25. Failure or refusal to submit to a physical examination of blood, urine or other test requested by The Company, and/or Failure to pass any mandated drug or alcohol testing.

26. Behaving in any manner that could be construed as discriminating or harassing or otherwise in conflict with federal or state laws and any policies of Precision Opinion.

27. Failure to report dishonest conduct or activities on the part of clients, guests, or other employees.

28. Violation of appearance standards.

29. Failure to attend mandatory general meetings, special meetings, or training sessions without the approval of your supervisor.

30. Falsifying or altering survey respondent answers, and/or skipping questions. Entering answers for respondent without asking the question, etc.

31. Violation of The Company's Alcohol and Drug Policy.

Social Media

At Precision Opinion, it is understood that social media can be a fun and rewarding way to share one's life and opinions with family, friends, and co-workers around the world. However, the 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, The Company has established these guidelines for appropriate use of social media.

This policy applies to all associates who work for Precision Opinion, as well as those of its subsidiary companies in the United States.

What is Social Media

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to 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 a chat room, whether or not associated or affiliated with Precision Opinion, as well as any other form of electronic communication. The same principles and guidelines found in Precision Opinion policies and three basic beliefs apply to your activities online.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of Precision Opinion or The Company's legitimate business interests may result in disciplinary action up to and including termination.

Know and Follow the Rules

Carefully read these guidelines.

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including termination.

Be Respectful

Always be fair and courteous to fellow associates, customers, members, suppliers, or people who work on behalf of Precision Opinion. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing The Company's Open-Door Unspoken Policy than by posting complaints to a social media outlet.

If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that

reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates, or suppliers, or that might constitute harassment or bullying, or in violation of The Company's Confidentiality Policy.

Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly.

Be open about any previous posts you have altered.

Remember that the Internet archives almost everything; therefore, even deleted postings can be searched.

Never post any information or rumors that you know to be false about Precision Opinion, fellow associates, members, customers, suppliers, people working on behalf of The Company or its competitors.

Post only Appropriate & Respectful Content

- Maintain the confidentiality of Precision Opinion trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- Do not create a link from your blog, website or other social networking site to a Precision Opinion website without identifying yourself as a Company associate.

- Express only your personal opinions. Never represent yourself as a spokesperson for The Company. If Precision Opinion is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of The Company or its clients, client projects or client results, fellow associates, members, customers, suppliers or people working on behalf of The Company. Include a disclaimer such as “The postings on this site are my own and do not reflect the views of Precision Opinion.” Do Not post anything to Social Media relating to any specific client(s) or projects of Precision Opinion as this is a violation of Company Policy.

Using Social Media at Work

Do Not use social media while on work time or on equipment we provide, unless it is work-related as

authorized by your manager or consistent with The Company Equipment Policy. Do not use Precision Opinion email addresses to register on social networks, blogs or other online tools utilized for personal use.

Using any form of social media in the workplace is a direct violation of the corporate confidentiality policy and an employee discovered to be using social media at work is subject to immediate termination at the sole discretion of The Company.

Retaliation is Prohibited

The Company prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts

Associates are not to speak to the media on Precision Opinion's behalf without contacting the Chief Executive Officer or President for expressed and written permission. All media inquiries are to be directed to them.

Want to Know More?

If you have questions or need further guidance, please contact your Human Resources Department.

Drug and Alcohol Testing

Precision Opinion, Inc. has a commitment to providing an environment free from the use and/or abuse of drugs and/or alcohol in order to maintain the safety and integrity of our business, as well as the safety, health and wellbeing of our employees and clients. If you are suspected of using or being under the influence of alcohol, marijuana, prescription drugs or any other controlled substance while on Company property, while working or just coming by, you will be suspended immediately and removed from property. You will then be subject to a drug test at an independent facility, at your own financial expense. If you test positive for any substance, you are subject to termination. You will be terminated if you refuse to be tested. The Company also reserves the right to have a member of the Courtesy Patrol and/or Human Resources Department inspect all items located on Company property for alcohol and/or controlled substance where there is reasonable suspicion of a violation of the law or this policy. If you refuse to cooperate, you will be subject to suspension and possible termination.

The use, sale, purchase or storage of drugs or alcohol during working hours (including breaks and meal periods), or while on Company property is strictly prohibited. For purposes of this policy "drugs" shall mean and refer to all drugs which are illegal under **Federal, State or Local Laws**. Reporting to work under the influence of drugs or alcohol is also prohibited.

Precision Opinion has a vital interest in maintaining safe, healthful, and efficient working conditions for its Associates and customers. Using or being under the influence of illegal drugs or alcohol on the job may pose serious safety and health risks not only for the user but to the public and all those you work with.

Search & Inspection Policy

It is the policy of Precision Opinion, when deemed necessary by management, for authorized persons to search and inspect both company property and personal items, including vehicles brought onto company property. An employee's refusal to cooperate in a search, inspection or investigation will result in disciplinary action, up to and including termination.

Decision to Search

In most situations, the following Precision Opinion representatives will be involved in a decision to conduct an unannounced search during office hours. Those allowed to initiate a search are:

- Employee's department director division head
- Director of Human Resource Department

Protocol

1) A minimum of three management representatives will conduct an unannounced search. Two of these representatives will conduct the search, and the third representative will record the inventory. Items found and identifying locations should be noted.

2) One of the company representatives conducting the search must be of the same gender as the person whose belongings are being searched.

3) The search will be conducted in the following manner:

- The employee involved will be taken to a private location and informed that Precision Opinion would like to conduct a search and inspection of his or her personal possessions (including his or her vehicle), in accordance with company policy. The company representative conducting this meeting should ask the employee if he or she will cooperate.
- The search will not begin until the employee gives written consent to the search.
- In the presence of Precision Opinion representatives and the employee, the designated company representatives will search as necessary through the employee's locker, work area, personal items and/or vehicle. The designated company representative should record an inventory of all items found during the search and secure relevant items.

4) After the search is completed, the designated company representative will:

- Conclude the search by either thanking the employee for their cooperation or placing the employee on an unpaid suspension pending investigation.
- If suspension is warranted, Human Resources will be in touch with the employee within 48 hours to schedule an appointment.

Refusal to Cooperate

An employee who refuses to cooperate with a search request from an authorized Precision Opinion representative will:

- Not be detained in any way for any reason but will be informed that any sort of refusal to cooperate will be grounds for disciplinary action, up to and including termination.
- Be immediately relieved of duty and placed on unpaid suspension pending investigation.

Reporting

Each Precision Opinion representative present during the search must immediately write an independent report of the incident, or a joint statement/summary may be written and signed by all involved in the search, including the employee(s). The report(s) should be delivered to the Director of Human Resources.

The following information will be in the report:

- Reason for the search.
- Who was involved in the search.
- Where the search was conducted.
- Date and time of the search.
- What was found during the search and where it was found.
- What actions were taken with the employee involved.

- What items were seized and what actions were taken with the items.
- What instructions were given to the employee.

The Manager of Human Resources or a member of the Human Resources team will immediately report to the appropriate authorities any illegal items that are found and will document such notification. Precision Opinion reserves the right to confiscate and dispose of items found during such searches, as necessary.

Policy Against Harassment, Bullying Discrimination and Retaliation

A. Prohibition Against Harassment. The Company strictly prohibits all forms of harassment. It is against the policies of The Company for any employee, to encourage actions which harass or bully another employee, client, customer, vendor, independent contractor, or contract employee based on his/her race, color, religion, sex, national origin, age, pregnancy, genetic information, veteran status, marital status, disability, height, weight, or any other status protected by state, federal or local law.

B. Discrimination.

(i) Discrimination - Differential treatment based on a protected category such as age, gender, race, disability, pregnancy, religion, color, national origin; especially, a failure to track all employees equally with no consideration for their protected category.

(ii) Retaliation - The act of doing someone harm in return for that person's engagement in protected activity, such as reporting, and/or acting upon an act of discrimination and/or harassment.

(iii) Harassment - Harassment is unwelcome behavior because of an employee's race, color, origin, religion, sex, pregnancy, childbirth, or a relation condition, age, disability, marital status, veteran status, or the status protected by the federal law that is sufficiently severe or pervasive so that it alters the conditions of the employee's employment and creates an abusive or hostile work environment.

(iv) Sexual Harassment - Unwelcome sexual harassment includes, but is not limited to, threatening adverse employment actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; and unwanted physical contact and/or offensive remarks because of sex.

Examples of prohibited behavior include:

a) Unwelcome sexual advances, propositions, threats, sexual innuendoes, suggestive, or insulting comments or sounds, sexual jokes or teasing of a sexual nature, commentary about an individual's body, sexual prowess deficiencies, any other abuse of a sexual nature or jokes, threats, epithets or slurs which are based on protected characteristic.

b) Unwelcome displays of sexually suggestive objects, pictures, or letters, leering, e-mails, obscene gestures or suggestive or offensive graffiti based on any protected characteristic.

(c) Unwelcome physical contact, including offensive touching, pinching, brushing the body, impeding, or blocking movement, or other unwanted sexual acts, sexual assault, or battery.

(d) The above list is not all inclusive and is intended only to provide examples of prohibited conduct.

Anti-Harassment & Discrimination

Precision Opinion, Inc. has a zero-tolerance policy for any form of harassment, discrimination or bullying in the workplace. Our commitment to equal treatment includes maintaining a workplace free from sexual, racial, ethnic, gender, or religious harassment/discrimination.

All complaints of this nature are promptly and thoroughly investigated.

Employees who engage in discriminatory or harassing conduct is subject to disciplinary action, up to and including termination of employment.

It is The Company's policy to provide for all employees a work environment free from all forms of harassment and discrimination. Harassment is defined as verbal or physical contact that denigrates or shows hostility or aversion toward an individual because of his or her age, race, color, gender preference, sexual preference, religion, national origin or disability by (1) creating an intimidating, hostile, or offensive work environment, (2) unreasonably interfering with a team member's work performance, or (3) otherwise adversely affecting an individual's employment opportunities.

The following are examples of behaviors that, depending upon the circumstances, may be considered harassment:

- Epithets, slurs, or negative stereotyping.
- Threatening, intimidating, or hostile acts.
- Written or graphic material that is placed on walls, bulletin boards, notes or elsewhere on The Company's premises that denigrates or shows hostility or aversion toward an individual or group.
- Verbal or physical acts that are proposed to be "jokes" or "pranks" but are hostile or demeaning.

This list contains just a few examples of behavior which may constitute harassment on a prohibited basis.

Continued on next page

Anti - Harassment & Discrimination - Continued

Harassment based on sex/gender is prohibited by the Civil Rights Act of 1964 and Nevada discrimination laws. No team member, no matter what gender identification, should be subjected to unsolicited and unwelcome sexual overtures or conduct either verbal or physical by anyone. It is also against the policy of The Company for any team member to sexually harass another team member by:

1. Making unwelcome sexual advances or requests for physical conduct of a sexual nature.
2. Making submission to or rejection of such conduct on the basis for employment decisions affecting the employees.
3. Creating an intimidating, hostile or offensive working environment by such conduct.

The following are examples of behavior which, depending on the circumstances, may be considered sexual harassment / discrimination:

- Leering at one's body.
- Whistling at someone or cat calls.
- Unnecessary touching.
- Subtle or overt pressure for sexual favors.
- Making unwanted sexual compliments, innuendoes, suggestions or jokes.
- Remarks about a person's physical anatomy or characteristics.
- Turning work discussions into sexual topics.
- Sending unwanted sexual text messages or hand-written notes.
- Continued and unwanted requests or attempt to create or continue "dating" or other personal relationships.

These are just a few examples of behavior that may constitute sexual harassment, and the list is not meant to be exhaustive, but rather merely illustrative of types of behaviors that may constitute sexual harassment.

In order to avoid the misunderstandings and other problems, managers and supervisors are not permitted to date or pursue romantic or sexual relationships with employees who they supervise, directly or indirectly.

If a manager and employee wish to "date" or are in a relationship, it must be communicated to the Human Resources Department so appropriate steps may be followed.

Any team member being reported of or found guilty of harassment in any form is subject to disciplinary action at the sole discretion of The Company.

Any instance of harassment should be reported to your immediate supervisor or the Human Resources Department. No disciplinary or retaliatory action will be taken against any team member for reporting harassing conduct of this nature. All such complaints will be treated in confidence to the extent possible considering the need to investigate the complaints and begin an investigation as soon as possible.

If, as a result of the investigation, a team member is believed to have engaged in harassing behavior for any of the aforementioned items, the team member is subject to disciplinary action at the sole discretion of The Company.

Policy Against Harassment, Retaliation and Bullying Continued...

C. Complaint Procedure: The Company takes complaints of discrimination, harassment, and retaliation seriously. If you believe that you have been the subject of discrimination, harassment and retaliation, you must report the act immediately to the Human Resources Department. If you are uncomfortable bringing your complaint to the Human Resources Department, dissatisfied with the resolution of your complaint, or if after notifying the Human Resources Department, the alleged discrimination, harassment, or retaliation continues to occur, you should contact the President of The Company who may report your issue to the appropriate executives that may help your needs.

D. Non-Retaliation: The Company prohibits any relation against any employee who, in good faith, makes a complaint of discrimination or harassment or has participated in an investigation of a complaint. The Company will take corrective action and may discipline any supervisor, agent or employee of The Company who, after investigation is found, to have retaliated against any employee for utilizing the complaint procedure or has participated in the investigation of a complaint brought under this policy. The employee should use the above complaint procedure to report any retaliatory conduct based on the employee's complaint or the employee's participation in an investigation under this policy.

Smoking Policy

In order to comply with State and Federal laws, and to maintain an atmosphere of professionalism for our clients, as well as employees who are on duty, employees and visitors may smoke only in those areas designated as a Smoke Friendly Area. This includes cigarettes, cigars, tobacco pipes, vapors, e-cigarettes, and the like.

Solicitation / Distribution

Employees are not permitted to post any notice, announcement, or advertisement on Company property without the prior written permission from the Human Resources Department. Nor are they permitted to solicit during work time.

Solicitation

To prevent interruption of operations, Precision Opinion has established the following solicitation/distribution policy: includes, but is not limited to, selling products or services, circulating petitions, soliciting employees or team members, or collecting funds.

You are not permitted to distribute literature during work time or on company property at any time without the expressed consent of the Human Resources Department.

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

Attendance Policy

Being punctual and reliable for your schedule is vital to the success of The Company and an important part of your overall job performance. Your attendance record is a factor in your performance evaluations and will be considered in granting promotions and job transfers. The Company expects all team members to work their scheduled hours. Failure to meet this standard may result in disciplinary action at the sole discretion of The Company. It is your responsibility to be aware of your schedule.

Disciplinary Policy & Procedure

Each team member is expected to follow basic rules of conduct and any other rules that may be established in the future. As a general guide to the employees, any conduct which adversely impacts upon a team member's ability to perform his/her job duties at Precision Opinion, Inc. is grounds for disciplinary action, up to and including immediate termination, and is at the sole discretion of The Company. When/where appropriate, The Company may practice a "progressive discipline" approach to rule infractions and inappropriate conduct. Violations and inappropriate conduct may result in any one or more of the following levels of discipline being imposed: verbal warning, written warning,

suspension, Performance Improvement Plan, and termination. Disciplinary actions will start at the lowest step unless deemed egregious by The Company, where escalation level discipline will be forfeited, and immediate suspension and/ or termination will be given at the sole discretion of The Company.

Company Disparagement Policy

While employed by Precision Opinion, no employee is permitted to post, share or distribute remarks about The Company or its clients that is deemed disparaging by The Company via any platform of communication (i.e., online, social media, posters, etc.).

Team members found in violation of this policy will be subject to disciplinary action, including the possibility of termination.

False Testimony Policy

Employees found to be reporting false statements about any team member of Precision Opinion for the reason of manipulation to cause harassment, harm or potential job loss to an employee will be subject to disciplinary action at the sole discretion of The Company.

Morality Policy

While employed by Precision Opinion, employees at all levels are expected to behave in a manner that reflects kindly on The Company. Inappropriate behavior or actions conducted on or off company property while employed will be subject to investigation. After an investigation by the Human Resources Department is complete, the employee in question may be subject to disciplinary action.

Mobile Communication Devices

Cellular phones, mobile devices, watches with communication abilities and headphones not issued by the company may not be used while on the Data Collection Center floor. While on the Data Collection Center floor, mobile communication device must be turned off and put away. The floor is a **PERSONAL CELLPHONE FREE ZONE**.

The following guidelines apply to the use of cellular phones while working.

- Personal cell phone may only be used while on break, outside of the Data Collection Center floor
- All personal cell phones must be turned off at all times while working and stored in the lockers provided.
- If you are found to have your cell phone on, at your workstation, violation of this policy is subject to disciplinary action, including immediate termination.

Confidentiality

While a team member of Precision Opinion, Inc., you will be privy to confidential information about clients, products, services, individuals and technological tools for conducting business. Any information concerning the business affairs of Precision Opinion is completely confidential and restricted. You should never steal, falsify, misuse or remove any of this information. Violations of this policy may result in disciplinary action. You will be required to sign a confidentiality agreement up accepting employment with Precision Opinion.

A. Definition of Confidential Information. The protection of confidential and proprietary information is vital to the interests and the success of The Company. Confidential and proprietary information includes: internal Company methods, policies, and procedures; information regarding the general business operations, costs, profits, sales, marketing and strategies, methods of doing business, customer and/or client relations; business forms developed by or for The Company; software and computer systems developed by or for The Company; client work product; product or service information, lists, records, reports, analyses, brochures, materials and documents concerning The Company or its customers and/or clients, products, services, research,

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reports, analyses, product development, marketing and sales strategies, presentations, plans, and procedures; financial information concerning The Company, including but not limited to, marketing plans, advertising plans, budgets, business development strategies, financial status and day-to-day operations; computer systems, applications, programs and documents in either electronic or hard copy and all processes pertaining or related to those systems; customer and/or client information.

A. Definition Of Confidential Information -

Continued. the names of customers/clients, customer/client lists, statistics developed from customer/client lists, strategies, customer/client preferences and services, customer/client marketing plans, advertising plans, budgets, business development, financial status and day-to-day operations of our customers/clients; pricing letters, quotations and cost analyses; and other instructional material of The Company setting forth The Company's methods of operation, plans, programs, proposals, concepts and ideas.

other than as directed by The Company. Upon termination of employment, employees shall return to The Company all Confidential Information, and copies of confidential information, which they may have or control, regardless of the form of such Confidential Information. Employees shall never post on Social Media any Confidential Information.

B. Non-Disclosure. Employees shall always maintain in confidence all the Confidential Information and not disclose or use, except in the course of The Company's business and for its benefit, any of the Confidential Information for their own use or for anyone else's use

C. Discipline. The Company shares this information only because it is necessary in order to perform the employee's duties. The unauthorized use, review, copying or release of confidential information as determined in the sole discretion of The Company, may result in disciplinary action up to and including immediate termination of employment.

Removal of Company Property

You are not to remove any tools, confidential information and/or equipment or any other property belonging to Precision Opinion During your employment. The Company reserves the right to inspect all packages, backpacks, briefcases, handbags, clothing and garments should an employee be suspected of removing company property.

Failure to cooperate will result in immediate disciplinary action, up to and including immediate termination.

Relatives Working Together

Precision Opinion does allow relatives to work together. However, due to potential conflicts of interest and the potential disruption of the work environment, one relative may not directly or indirectly supervise another.

Relatives may be separated into separate Departments if deemed necessary to conduct business by the Management team.

Prior approval from the Human Resources department is required before relatives are hired.

Resignation

A team member desiring to terminate their employment relation with The Company is requested to provide a minimum of two-weeks' notice and to fill out the Precision Opinion Voluntary Quit (VQ) form. It is required that resigning employees complete the official Company VQ form and return it to the Human Resources Department.

Project Removal

A client or The Company may remove an employee from any project at any time, with little or no warning to the employee. If an employee is removed from a project, they are subject to suspension and/or termination at the sole discretion of The Company.

On an employee's last day of work, the employee's badge and lanyard must be handed into the Human Resources Department. An employee has up to 24 hours after their final day of work to return their badge and lanyard. Failure to return your badge and lanyard within this timeframe will result with the badge deposit fee charged when you started with The Company forfeited. Additionally, if for any reason you were not charged a badge deposit, and do not return your badge within the parameters mentioned above, you will be charged a badge fee of \$45.00, for your last payroll with The Company.

Items and Activities Prohibited at Workstations

Items and Activities Prohibited at Workstations include but are not limited to:

- Food of any kind
- Drinks without sport top caps
- Books, magazines, catalogs, games, newspapers, crossword puzzles or any other non-work-related material
- Pens
- Drawing / Doodling
- Non-company paperwork
- Mobile communication devices must be turned off and put in a locker
- smoking (cigarettes, e-cigarettes, vapor)

And Please Remember:

All personal belongings, large jackets and large purses, backpacks, etc., are not allowed on call center floor and must be kept in a locker. No personal items whatsoever are allowed on the desktops at any time.

- Do not adjust the setting or cables on the computer equipment. Please ask your manager for assistance.

- Always keep your station clean, throw any trash in the receptacles. You are responsible for your work area!

- Breaks must be taken away from the production floor.

These offenses are for illustrative purposes only and not an all-inclusive list of actions warranting disciplinary action, up to and including immediate termination at the sole discretion of The Company.

Reasonable Accommodation of Religious Beliefs

Precision Opinion recognizes the importance of individually held religious beliefs to persons within its workforce. The Company will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship.

While The Company will do all that is possible regarding the accommodation of religious beliefs in terms of attire, it may be difficult considering safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Human Resource Department.

Safety Reporting Protocol

Precision Opinion believes that a safe and healthy environment is of importance to the wellbeing of every team member and guest. If you believe or know that a potential or actual safety or health hazard exists or that a violation of health or safety standard exists, or may exist, you are to immediately inform your supervisor or the Human Resources Department of the situation.

All job-related accidents and illnesses, no matter how minor, are to be reported immediately to your supervisor. In case of accidental injury or death, an injured team member or any person claiming to be entitled to compensation must give notice to The Company with seven (7) days. If notice is not given to The Company within seven (7) days, no workers compensation payments will be made under the law of such injury or death.

If a team members injury is deemed an “emergency” by the EMT due to pain, bleeding, unconsciousness, broken bones, or immobility of a limb, and your family physician cannot be reached for an appointment, an ambulance will be called on your behalf. After your first visit to the emergency room, all routine follow-up visits should be made with the attending or family physician. Do not make routine follow-up check-ups at

the emergency room. Only emergency situations will be considered reasonable and customary.

A note from your attending physician must be given to the Human Resources Department indicating the required time off and your release from care. If your time off is more than 5 working days, you must obtain a leave of absence from Human Resources Department. All doctors’ notes, releases and bills must be submitted to Human Resources Department within 72-hours after receipt of the same.

Nevada Workplace Safety: Your Rights and Responsibilities

The Division of Industrial Relations of the Nevada Department of Business and Industry helps employers provide a safe and healthful workplace. This document explains the rights and responsibilities of both employee and employees in creating a safe work environment.

Team Member Rights and Responsibilities

The Nevada Occupational Safety and Health Act was created to allow you to do your job in a safe and healthy workplace. But it is up to you to make sure that job safety and health works. Here are some tips to help you stay safe on the job:

- Know and follow the safety rules set by Precision Opinion, The Nevada Occupational Safety and Health Act and, The Nevada OSHA Enforcement Section

- Practice tremendous hygiene efforts
- Use caution and courteousness while at the workplace

You can get copies of all Nevada safety and health standard from the Safety Consultation and Training section of the Diction of Industrial Relations or on the web at www.4safenv.state.nv.us. Also your employers may be required to have a written workplace safety program.

If your employer requires personal protective equipment such as hard hats, safety shoes, safety glasses, respirators, or ear protection, you are responsible to wear and/or use the equipment. If you do not know how to safely use topple, equipment or machinery, be sure to ask your supervisor.

If you see something that is unsafe, report it to your supervisor. That's part of your job. Give your employer a chance to fix the proposed issue. If you think the unsafe condition still exists, it is

your right to file a complaint with the Nevada OSHA Enforcement Section of the Division of Industrial Relations. The Division will not give your name to your employer. There are laws that protect you if you are punished for filing a safety and health complaint. You have 30 days from the date of the punishment to file a discrimination complaint with the Nevada OSHA Enforcement Section of the Division of Industrial relations. From cuts and bruises to serious accidents, coverage begins the first minute you are on the job. Most on-the-job injuries are covered by Worker's Compensation Insurance.

It is your responsibility to report any on-the-job injury immediately. Your employer must file an "Employer's Report of Injury" (C-3 Form) within six working days after the receipt of a "Claim of Compensation" (C-4 Form) from a physician or chiropractor. Filing false complaints could mean costly fines and/or jail time.

Division of Industrial Relations of the Nevada Department of Business & Industry contact: (702) 486-9140 | (877)4SAFENV1

Jury Duty

The company recognizes that at times, you may be called upon for jury service and you will be excused from your employment without pay to fulfill your civic duty.

Leaves of Absence

Regular employees who have completed their introductory period are eligible to apply for a leave of absence. To apply, complete a leave request form and submit it to your supervisor for approval.

Accepting other employment or working another job during a leave of absence is considered a voluntary resignation.

Returning from a Leave of Absence

You will be required to contact the Human Resources department five (5) business days in advance to confirm your return to work date. A written release from your physician is required

prior to returning to work from medical leave.

You will be returned to your regular job classification, shift and schedule without loss of seniority at the end of a Leave of Absence. Reasonable efforts will be made to return you to your original schedule, shift and location. If your job classification no longer exists, reasonable effort will be made to place you in a comparable position.

Unpaid Leaves of Absence

Bereavement

In the event of bereavement due to the death of a person in the immediate family, employees who have completed their introductory period will be entitled to three (3) workdays off, unpaid, if the funeral is in-state. If the funeral is out of state, the leave may be extended to five (5) days unpaid.

For purposes of bereavement leave, immediate family is defined as Life Partner, children, parents, grandparents, siblings, In-Law parents, stepparents,

and stepfamily members. A death certificate or other documentation may be requested by Human Resources to qualify for bereavement leave.

Family and Medical Leaves of Absence (FMLA)

A Family and/or Medical Leave of Absence shall be defined as an approved absence under particular circumstances that are critical to the life of a family. Up-to 12 weeks of unpaid leave per year may be taken under the Federal Family and Medical Leave Act (FMLA) by eligible employees: (1) upon the birth of a team member's child; (2) upon the placement of a child from adoption or foster care; (3) when the team member is needed for care for a child, spouse or parent who has a serious health condition; or (4) when the team member is unable to perform functions of their position because of a serious health condition. An eligible team member is one that has been employed for at least...

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Family and Medical Leaves of Absence (FMLA)- Continued

twelve months and/or has worked at least 1,250 hours at The Company. After a Leave of Absence, the team member will be restored to the position that they held when the leave began, or an equivalent position, with equivalent employment benefits, pay and other terms and condition of employment unless the team member, if continuously employed, would not otherwise have been employed at the time reinstatement is requested.

If a team member is entitled to paid leave under another benefit plan or policy, the team member must take the paid leave first if leave taken is pursuant to the FMLA.

The Company will require medical certification to support a claim for FMLA for a member's own serious health condition or to care for a seriously ill child, parent or life partner. For the team member's own medical leave, the certification must include a statement that the team member is unable to

perform the functions of their position. For leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the member is needed to provide care. Employees must provide such certifications within 15 calendar days, unless it is not practical to do so under the circumstances. If an employee fails to provide in a timely manner a requested medical certification to substantiate the need for a leave due to a serious health condition, The Company may deny leave until the team member submits the certification. In its discretion, The Company may require a second medical opinion and periodic rectification at its own expense. If the first and second opinions differ, The Company, at its own expense, may require the binding opinions of a third health care provider.

FMLA may be taken "intermittently or a reduced leave schedule" under certain circumstances. Where leave is taken because of a birth of placement of a

child for adoption or foster care, the team member may take leave intermittently or on a reduced leave schedule only if The Company agrees. Where leave is taken to care for a sick family member or for the team member's own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary. If leave is requested on this basis, however, The Company may require the team member to transfer temporarily to an alternative position which better accommodates recurring period of absence or a part-time schedule, provided the position has equivalent pay and benefits.

Life partners who are both employed by The Company and are both eligible for leave under the FMLA are entitled to a total of 12 weeks of leave (rather than 12 weeks of each) for the birth or adoption of a child or for the care of a sick parent.

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Family and Medical Leaves of Absence (FMLA)- Continued

When the need for treatment is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the team member must provide 30 days advance notice, and make efforts to schedule leave so as not to disrupt The Company operations. If a team member fails to provide timely advance notice when the need for leave is foreseeable, The Company may deny taking the leave until 30 days after the date the team member provides notice of the need for leave. If the need for leave is unforeseeable, such notice must be given as soon as practical under the particular circumstances, ordinarily within one or two working days. In case of illness, the team member will be required to report periodically on their leave status and intention to return to work.

At the time the employee seeks reinstatement at the end of their leave take for their serious health condition, the team member must provide a medical certification stating that the

team member is fit for duty and able to return to work. The Company may deny restoration until the certification is provided.

Take a leave will not result in the loss of any employment benefits accrued prior to the date that the leave started. Benefit entitlements based upon length of service will be calculated as of the last paid workday prior to the start of the unpaid leave of absence. While employees do not lose existing benefits due to leave, restored employees are not entitled to accrue any seniority of employment benefits while on the leave

Any team member requesting a medical and/or family leave must complete a Request for Family and Medical Leave of Absence form and submit it to the Human Resources Department for approval. If possible, the form should be submitted 30 days in advance of the effective date of the leave.

Military Leave

Employees on active or reserve duty with the United States Armed Forces are granted military leave and given all other rights as established by law.

Personal Medical Leave

Currently, employees are eligible for a period of up to 12 weeks unpaid personal medical leave after the completion of the 12 months of employment. Personal medical leave may be requested for the team member's own illness. Precision Opinion retains the right to request documentation to support a team member's request for personal medical leave. Further, should The Company deem it necessary, Precision Opinion may, at its cost, request a second opinion on the necessity for personal medical leave.

Personal medical leave may be designated as leave pursuant to the Family Medical Leave Act (FMLA).

Anonymous Reporting Hotline

Effective September 2020, The Company has engaged **Lighthouse Services** to provide an anonymous ethics and compliance hotline for all employees of Precision Opinion. Below is The Company's Whistleblower Policy with information on how to submit reports. The purpose of the service is to ensure that any employee wishing to submit a report anonymously can do so without the fear of retribution.

Employees are encouraged to use the hotline service in cases where anonymity is desired. When anonymity is not desired, standard reporting channels should be used. It is important that for this Hotline to be effective, that it is used for legitimate concerns and not for a personal attack against the company or any employee due to issues or matters not covered by the intent of the Hotline..

Reports may cover, but are not limited to the following topics:

Ethical violations	Wrongful Discharge
Unsafe Working Conditions	Internal Controls
Quality of Service	Vandalism and Sabotage
Sexual Harassment	Discrimination
Alcohol and Substance Abuse	Threats
Fraud	Bribery and Kickbacks
Conflict of Interest	Improper Conduct
Theft and Embezzlement	Violation of Company Policy
Violation of the Law	Misuse of Company Property
Falsification of Contract, Reports or Records	Conduct Violations

Please note that the information provided by you may be the basis of an internal and/or external investigation into the issue you are reporting and your anonymity will be protected to the extent possible by law and by Lighthouse. However, your identity may become known during the course of the investigation because of the nature or type information you have provided. Reports are submitted by Lighthouse to a Company designee for investigation according to our Company policies.

Lighthouse Services are available 24 hours a day, 7 days a week for use by employees and staff.

- **Website:** www.lighthouse-services.com/precisionopinion
- **App: Anonymous Reporting** Keyword: **precisionopinion**
 - Detailed instructions [here](#)
- **Telephone:**
 - English speaking: **833-222-3256**
 - Spanish speaking: **800-216-1288**
- **E-mail:** reports@lighthouse-services.com (must include company name with report)
- **Fax:** (215) 689-3885 (must include company name with report)

**Human Resources Department
and Precision Cares:**

7150 Pollock
Las Vegas, NV 89119

Human Resources Email:

precisionhr@precisionopinion.com

Employee Assistance Email:

precisioncares@precisionopinion.com

Employee Help Portal

<https://team.precisionopinion.com/>

Human Resources and Precision Cares Phone Number:

702-483-4000

After Hours/Weekends Emergency Line - Manager on Duty:

For Pollock Call Center 702-813-7612

For Capovilla Call Center 702-444-5034