

PHARMATECH STAFFING, INC.
EMPLOYEE HANDBOOK

PRESIDENT'S MESSAGE

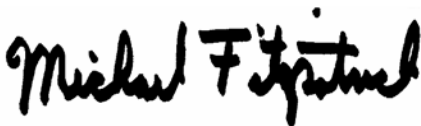
Welcome to PharmaTech Staffing, Inc. Congratulations, you are now part of our growing, professional team of pharmacists and support pharmacy technicians.

PharmaTech Staffing, Inc. was created to address the growing need for temporary pharmacists and technicians. At PharmaTech Staffing, Inc., we specialize in temporary and permanent placements in which we service all pharmacy settings in New Jersey, Pennsylvania, New York, and Delaware.

The success of PharmaTech Staffing, Inc. is due to our dedicated staff of temporary employees. Their skill, experience, flexibility and commitment to quality are the foundation of the great customer satisfaction our clients have come to know and expect.

As an employee of PharmaTech Staffing, Inc., your comments and suggestions are valued for insight they add to the continued development and improvement of our services. Please refer to this handbook to answer questions concerning your temporary employment. If you have any additional questions about the information in this handbook, please contact a staffing representative in the office at 800-258-7747.

Again, congratulations and welcome to PharmaTech Staffing, Inc.

A handwritten signature in black ink that reads "Michael Fitzpatrick". The signature is written in a cursive, flowing style with a prominent dot over the 'i' in "Fitzpatrick".

Michael Fitzpatrick
President

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THE WAY WE WORK

A WORD ABOUT THIS HANDBOOK

This Employee Handbook contains information about the employment policies and practices of the corporation. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the corporation. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The corporation retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the corporation. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and inconsistent verbal or written policy statements. Except for the policy of at-will employment, which can only be changed by the president of the corporation in writing, the corporation reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing and must be signed by the president of the corporation. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

OUR CORPORATION IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE CORPORATION MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE

RIGHT TO TERMINATE EMPLOYMENT-AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE CORPORATION IS AUTHORIZED TO ENTER INTO AN AGREEMENT - EXPRESS OR IMPLIED - WITH ANY EMPLOYEE FOR EMPLOYMENT OTHER THAN AT-WILL UNLESS THOSE AGREEMENTS ARE IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE CORPORATION.

This Employee Handbook refers to current benefit plans maintained by the corporation. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plans. Those documents are controlling.

If there are discrepancies between the employment contract and the Employee Handbook, the provisions of the employment contract are controlling.

EQUAL EMPLOYMENT OPPORTUNITY

Our corporation is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age and physical or mental disability.

In addition, race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, genetic information, sex, atypical hereditary cellular or blood trait, nationality, refusing to submit to a genetic test or make available the results of a genetic test to an employer, disability and liability for service in the U.S. military are protected classes in New Jersey.

You may discuss equal employment opportunity related questions with the office manager or any other member of management.

AMERICANS WITH DISABILITIES ACT

Our corporation is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is your responsibility to notify the office manager of the need for an accommodation. Upon doing so, the office manager may ask you for your input or the type of accommodation you believe may be necessary, or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

A WORD ABOUT OUR EMPLOYEE RELATIONS PHILOSOPHY

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

NON-HARASSMENT

We prohibit harassment of one employee by another employee, supervisor or third party for any reason including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age and physical or mental disability. Harassment of third parties by our employees is also prohibited.

In addition, race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, genetic information, sex, atypical hereditary cellular or blood trait, nationality, refusing to submit to a genetic test or make available the results of a genetic test to an employer, disability and liability for service in the U.S. military are protected classes in New Jersey.

The purpose of this policy is not to regulate the personal morality of employees. It is to assure that in the workplace, no employee harasses another for any reason.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any employee who feels that (s)he is a victim of such harassment should immediately report the matter to the office manager or any other member of management. The corporation will investigate all such reports as confidentially as possible. Adverse action will not be taken against an employee because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

SEXUAL HARASSMENT

Sexual harassment of one employee by another employee, supervisor or third party is against corporate policy and is unlawful under state and federal law.

We firmly prohibit sexual harassment of any employee by another employee, supervisor or third party. Harassment of third parties by our employees is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to assure that in the workplace, no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it includes: unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature including, but not limited to: sexually-related drawings, pictures, jokes, teasing, uninvited touching or other sexually-related comments.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who, in good faith, report violations of this policy or participate in the investigation of such violations.

Any employee who feels that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated.

1. Any employee who believes that (s)he is a victim of sexual harassment or retaliated against for complaining of sexual harassment, should report the act immediately to the office manager. If you prefer not to discuss the matter with the office manager, you may contact any other member of management.

2. The corporation will investigate every reported incident immediately. Any employee, supervisor or agent of the corporation who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.
3. The corporation will conduct all investigations in a discreet manner. The corporation recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that employees will continue to act responsibly.
4. The reporting employee and any employee participating in any investigation under this policy have the corporation's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

JOB DESCRIPTIONS

Temporary Pharmacist

PharmaTech Staffing's, Inc.'s temporary pharmacist position requires a current and active pharmacist license in the state where the assignment is located. The temporary pharmacist must comply with all federal, state and other pharmacy laws, rules and regulations. The temporary pharmacist must also adhere to the duties of the facility in which he/she is assigned and must perform all duties as assigned by the client's authorized representative. The position requires the employee to be flexible, professional and have previous pharmacy experience in the specific pharmacy practice setting where he/she is to be assigned (i.e. retail, hospital, etc.) Temporary pharmacists must be computer literate in the operation of at least one pharmacy computer system. The temporary pharmacist does not require any minimum number of hours, but does require the employee to supply PharmaTech Staffing, Inc. with a schedule of availability. PharmaTech Staffing, Inc. will, in turn, contact the employee and offer those shifts most compatible to the employee's background, schedule and location. The employee is free to accept or reject any shifts.

Temporary Support Personnel

(Pharmacy Student or Technician)

PharmaTech Staffing, Inc.'s temporary support personnel position requires the employee to be flexible, professional and have experience working the specific pharmacy practice setting where he/she is to be assigned (i.e. retail, hospital, etc.) The temporary support person must also adhere to the policies of the facility in which he/she is assigned and perform all duties assigned only under the supervision of a registered pharmacist. The temporary support position does not require the employee to supply any minimum number of hours, but does not require the employee to supply PharmaTech Staffing, Inc. with a schedule of availability.

PharmaTech Staffing, Inc. will, in turn, contact the employee and offer those shifts that are most compatible to the employee's background, schedule and location. The employee is free to accept or reject any shifts.

BONDING REQUIREMENT

Certain positions in the corporation require employees to be bonded. It is the responsibility of the employee to assure (s)he is bondable and maintain bondable status. The corporation will pay the full cost of bonding. Violations of this policy may result in immediate termination of your employment.

CERTIFICATION, LICENSING AND OTHER REQUIREMENTS

You will be informed by your supervisor if there are any licensing, certification or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for termination.

NEW EMPLOYEE ORIENTATION

Upon joining our corporation, you were given this copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to your supervisor. You will be asked to complete personnel, payroll and benefit forms.

If you lose your Employee Handbook or if it becomes damaged in any way, please notify your supervisor as soon as possible to obtain a replacement copy.

Your supervisor is responsible for the operations of your department. (S)he is a good source of information about the corporation and your job.

IMMIGRATION REFORM AND CONTROL ACT

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, our corporation is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the corporation.

TALK TO US

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to the general manager so that the problem can be settled by examination and discussion of the facts. We hope that the general manager is able to satisfactorily resolve most matters.

If you still have questions after meeting with the general manager or if you would like further clarification on the matter, request a meeting with the president. S(he) will review the issues and meet with you to discuss possible solutions.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with the general manager or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.

YOUR PAY AND PROGRESS

PAYROLL

Paychecks are generated only upon receipt of signed assignment/reminder time sheets from employees. Time sheets generally are sent out prior to assignment dates. Employees are required to sign their time sheets to verify the hours worked. Time sheets should be sent back to PharmaTech Staffing, Inc. only after the assigned hours have been completed.

The payroll period runs Monday through Sunday. Checks are processed weekly for work performed the previous week. Time sheets must arrive, by mail or by fax, no later than Monday at 10:00am to ensure a payroll check will be processed. Time sheets received after the designated deadline will be processed the following week.

Time sheets should be forwarded to:

PharmaTech Staffing, Inc.
55 High Street, Suite 209
Mount Holly, NJ 08060-1702
Fax: (609) 261-5490

PAYCHECK DEDUCTIONS

The **corporation** is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the **corporation** that exempt (salaried) employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the **corporation** may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or

- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with your supervisor.

DIRECT DEPOSIT

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program.

OVERTIME

There may be times when you will need to work overtime so that we may meet the needs of our clients. Non-exempt employees must have all overtime approved in advance by the staffing coordinator.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides otherwise.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with the staffing coordinator.

**TIME AWAY FROM WORK AND OTHER
BENEFITS**

JURY DUTY

Employees summoned for jury duty are granted an unpaid leave in order to serve.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Make arrangements with your supervisor as soon as you receive your summons.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

LIABILITY INSURANCE

PharmaTech Staffing, Inc. maintains a one million dollar blanket professional liability policy (errors and omissions) on all employees at no cost to the employee.

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

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

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

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

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

Employer Responsibilities

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

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

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

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

Enforcement

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

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

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV



NEW JERSEY DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

(To be posted in a conspicuous place)

This employer is subject to the Family Leave Insurance provisions of the New Jersey Temporary Disability Benefits Law.

Beginning July 1, 2009, New Jersey law will provide up to six (6) weeks of Family Leave Insurance benefits. Benefits are payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan to:

- **Bond with a child** during the first 12 months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual, is a biological parent of the child, or the first 12 months after the placement of the child for adoption with the covered individual.
- **Care for a family member with a serious health condition** supported by a certification provided by a health care provider. Claims may be filed for six consecutive weeks, for intermittent weeks or for 42 intermittent days during a 12 month period beginning with the first date of the claim.

Family member means a child, spouse, domestic partner, civil union partner or parent of a covered individual.

Child means a biological, adopted, or foster child, stepchild or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than 19 years of age or is 19 years of age or older but incapable of self-care because of mental or physical impairment.

New Jersey State Plan

Employees covered under the New Jersey State Plan can obtain information pertaining to the program and an application for Family Leave Insurance benefits (Form FL-1), after June 1, 2009, by visiting the Department of Labor and Workforce Development's web site at www.nj.gov/labor, by telephoning the Division of Temporary Disability Insurance's Customer Service Section at (609) 292-7060, or by writing to the Division of Temporary Disability Insurance, PO Box 387, Trenton, NJ 08625-0387.

If an employee is receiving State Plan temporary disability benefits for pregnancy, after the child is born, the Division will mail the employee information on how to file a claim for Family Leave Insurance benefits to bond with the newborn child. If a claim is filed to have Family Leave Insurance benefits begin immediately after the employee recovers from her pregnancy-related disability, she will be paid at the same weekly benefit amount as she was paid for her pregnancy-related disability claim and no waiting period will be required.

Private Plan

An employer can elect to provide workers with Family Leave Insurance benefits coverage under a private plan approved by the Division of Temporary Disability Insurance. The Division will not approve a private plan requiring employee contributions unless a majority of the employees, covered by the private plan, have agreed to private plan coverage by written election. Employers will provide information regarding the private plan and the proper forms to claim benefits to employees covered under the private plan.

Financing of the Program

This program is financed by employee contributions. Beginning January 1, 2009, employers are authorized to deduct the contributions from employee wages for all employees covered under the State Plan. These deductions must be noted on the employee's pay envelope, paycheck or on some other form of notice. The taxable wage base for Family Leave Insurance benefits is the same as the taxable wage base for Unemployment and Temporary Disability Insurance.

Employees covered under an approved private plan will not have contributions deducted from wages for Family Leave Insurance benefits coverage unless a majority of the workers consent to contribute to the approved private plan. If employees consent to contribute to the private plan, the contributions cannot exceed those paid by workers covered under the State Plan.

Enforced by:
New Jersey Department of Labor and
Workforce Development
Division of Temporary Disability Insurance
PO Box 387
Trenton, New Jersey 08625-0387

Additional copies of this poster or any other required posters may be obtained free of charge by contacting the New Jersey Department of Labor and Workforce Development, Office of Constituent Relations, PO Box 110, Trenton, New Jersey 08625-0110 - (609) 777-3200 or from our website: www.nj.gov/labor.

The New Jersey Department of Labor and Workforce Development is an equal opportunity employer with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities

If you need this document in Braille or large print, call (609) 292-2680. TTY users can contact this department through New Jersey Relay: 7-1-1.



NEW JERSEY DEPARTMENT OF LABOR
AND WORKFORCE DEVELOPMENT

SHORT-TERM DISABILITY INSURANCE

All employees who have met the minimum earning requirements are eligible for short-term disability insurance. This insurance is designed to provide income for you when you are absent from work for more than seven calendar days due to non-occupational illness, injury or pregnancy-related disability.

The benefits are calculated as a percentage of your salary up to a weekly maximum, as specified by law, for a duration of up to 26 weeks.

The cost of this insurance is shared between the corporation and the employee.

Provide us with written notice including a doctor's certificate stating the nature of the disability and your expected date of return to work. Disability insurance information may be obtained from the vice president of operations.

SOCIAL SECURITY

During your employment, you and the corporation both contribute funds to the federal government to support the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

UNEMPLOYMENT INSURANCE

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the general manager.

COMPLETION OF ASSIGNMENT

Once an assignment is completed, a temporary employee must call their staffing coordinator to check for other available assignments. If no assignments are available at this time and the employee files for unemployment benefits, the employee must continue to call their staffing coordinator weekly to check for open assignments.

WORKERS' COMPENSATION

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the vice president of operations. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition which could lead or contribute to an employee accident. Additionally, the corporation will attempt to provide a reasonable accommodation which is medically necessary, feasible and does not impose an undue hardship on the corporation as prescribed by applicable federal, state or local law.

REFERRAL BONUS

PharmaTech Staffing, Inc. recognizes that the quality people hired by the company often serve as the best referral means for prospective employees. As such, PharmaTech Staffing, Inc. provides cash bonuses to employees who provide the company with new personnel.

Pharmacists who refer new applicants will receive \$100.00 when that new employee completes his/her hundredth (100th) hour of assigned time.

ON THE JOB

CONFIDENTIALITY

Under no circumstances should employees discuss hourly rates or experiences on other assignments. Information learned about a client's business must be held in confidence. Failure to adhere to this policy will result in disciplinary action and jeopardize the possibility of future assignments.

CARE OF CLIENT RECORDS

In order to provide the best care for our patients it is critical that we maintain accurate and current patient records. Patient records should be returned to the appropriate filing cabinet following documentation. Patient records may not be removed from the premises for any reason.

Patient records should be handled with care and not disfigured in any way. Falsification of patient records is strictly prohibited.

Occasionally, patients or other physicians will request copies of patient records. Under no circumstances will requests for patient records be fulfilled unless prior written permission is received from one of the physicians. Place the written permission in the patient's file.

USE OF CLIENT TELEPHONES

When working at a client's office, keep telephone usage to a minimum. Do not disclose the location and telephone number of your client assignment to outsiders. Direct telephone calls to our corporation to ensure the identities of our clients are protected. Messages will then be relayed to staff members working at the client's place of business.

Personal calls must be made from outside the client's office. Incoming personal calls or calls from other clients are not permitted.

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important factors for your success within our corporation. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify the staffing coordinator before the start of your workday.

Personal issues requiring time away from your work, such as doctors appointments or other matters, should be scheduled during your non-working hours if possible.

If you are absent for three days without notifying the corporation, it is assumed that you have voluntarily abandoned your position with the corporation, and you will be removed from the payroll.

PROMPT ARRIVAL

Employees must arrive at the assigned pharmacy on time. Arrival a few minutes early for orientation is appreciated, though not compensated. Under no circumstances is lateness expected or tolerated. Getting lost, heavy traffic, transportation difficulties, bad weather or family scheduling situations are not acceptable excuses. In instances of road closures due to severe weather conditions, the proper course of action is to contact PharmaTech Staffing, Inc.'s office before leaving for the assignment to check on the status of the pharmacy. Failure to arrive on time will jeopardize the offering of future assignments.

SICK POLICY

PharmaTech Staffing, Inc. employees constitute the relief force for client pharmacies. Keep in mind that if you are ill, no one can take your place. If you must call in sick, contact PharmaTech Staffing, Inc. ASAP at 1-800-258-7747. If a "live" person doesn't answer the phone, leave a specific message. Then, and only then, contact the pharmacy where you are scheduled to work.

SCHEDULE CHANGES

Any changes in hours should occur only at the request of the pharmacy. Employees are not allowed to initiate schedule changes. When the assigned pharmacy requests a change in hours and/or scheduling, the following procedure must be followed:

1. Call the PharmaTech Staffing, Inc. office at 1-800-258-7747 and report the change that day, and
2. Make the appropriate change on the assignment reminder/time sheet for that day. Failure to report the change on the day it occurs will result in a one to two week delay in payment for those hours. Failure to call in schedule changes within 48 hours will result in non-payment for extra time worked. Scheduling problems should be brought to the attention of PharmaTech Staffing, Inc., not the pharmacy.

ACCEPTING HOURS

Employees are under no obligations to accept any hours. PharmaTech Staffing, Inc. offers maximum flexibility to the employee for designing their schedules and for working in the locations of their choice. Once assignment hours are accepted and confirmed, however, **EMPLOYEES ARE OBLIGATED** to fulfill that commitment, regardless of changes in personal or professional schedules. PharmaTech Staffing, Inc. guarantees coverage to client pharmacies based on commitments received by employees. **Employees are urged to accept only those assignments they can fulfill.**

ASSIGNMENT CANCELLATION

Upon verbal confirmation, the temporary employee is committed to fulfilling an assignment. In emergency situations, the employee must contact the office staff at PharmaTech Staffing, Inc. immediately. PharmaTech Staffing, Inc. encourages pharmacists to report negative work experiences. Employees may request not to be scheduled in a particular facility; however, they are still obligated to fulfill accepted hours should replacement pharmacists not be available.

BREAKS/MEALS

Employee breaks and mealtimes are determined by the policy of the assigned pharmacy, and should be taken only at the time instructed by the appropriate pharmacy personnel. Lunch or dinner breaks may be either paid or unpaid time according to the pharmacy or hospital policy. Employees are informed about break policies prior to each first-time assignment.

GENERAL STANDARDS OF CONDUCT

PharmaTech Staffing, Inc. strives to treat our employees in a professional, pleasant and productive manner. Employees, in turn, are expected to treat all the personnel and customers of the client facility in the same manner.

This means working as a team member and treating all people in a courteous and friendly manner, displaying behavior acceptable in the professional arena. Performing your job in a productive and knowledgeable way is the minimum standard. Employees should avoid conduct which is detrimental to PharmaTech Staffing, Inc. as an organization, including, but not limited to: stealing; damaging property; belligerent behavior; disrupting the work environment; disregarding or violating company policies and procedures; possessing, using, distributing, or under the influence of alcohol or illegal drugs when reporting to work; possessing firearms or weapons on company time or at customer locations; falsifying company or customer records or documents; refusing to perform assigned tasks or continually performing tasks below required standards, etc. Any violation of PharmaTech Staffing, Inc. policies similar to these examples will result in immediate disciplinary action, up to and including termination.

The PharmaTech Staffing, Inc. employee is responsible to know, understand and adhere to all company policies and guidelines. The responsibility to clarify policies and procedures lies with the employee.

CLIENT AND PUBLIC RELATIONS

Our corporation's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that clients have toward our corporation may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a client for granted, but if we do we run the risk of losing not only that client, but his or her associates, friends or family who may also be clients or prospective clients.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

SOLICITATION AND DISTRIBUTION

In order to avoid unnecessary annoyances and work interruptions, solicitation by an employee of another employee is prohibited while either person is on working time.

Employee distribution of literature, including handbills, in work areas is prohibited at all times.

Trespassing, soliciting or distribution of literature by non-employees on these premises is prohibited at all times.

CHANGES IN PERSONAL DATA

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the office manager promptly.

PROTECTING CORPORATE INFORMATION

Protecting our corporation's information is the responsibility of every employee, and we all share a common interest in making sure it is not improperly or accidentally disclosed. Do not discuss the corporation's confidential business with anyone who does not work for us.

All telephone calls regarding a current or former employee's position/compensation with our corporation must be forwarded to the office manager.

The corporation's address shall not be used for the receipt of personal mail.

CONFLICT OF INTEREST/CODE OF ETHICS

A corporation's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the corporation, or any of its clients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The corporation adheres to the highest legal and ethical standards applicable in our business. The corporation's business is conducted in the strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the corporation shall conduct their personal affairs in such a fashion that their duties and responsibilities to the corporation are not jeopardized and/or legal questions do not arise with respect to their association or work with the corporation.

CARE OF EQUIPMENT

You are expected to demonstrate proper care when using the corporation's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your supervisor at once.

TRAVEL, TRAINING TIME, EXPENSES

PharmaTech Staffing, Inc.'s policy does not include compensation for travel, training time or expenses, unless agreed upon in writing prior to the assignment.

CASH & DELIVERIES

In accordance with PharmaTech Staffing, Inc. policy, employees are prohibited from taking client deposits to the bank or to transport any money or drugs outside of the client's work location (i.e. night deposits or prescription deliveries are not permitted).

PERSONAL VISITS

Visits from friends and relatives are not allowed while fulfilling assigned hours. Under no circumstances is anyone (pharmacists, friends, relatives, etc.) allowed in the pharmacy area or behind the pharmacy counter.

PHONE CALLS

Personal telephone calls are not allowed during assignment hours. Personal calls should be made during break times, using a pay phone. However, if using the pharmacy phone, employees must seek permission and then charge the call to a calling card or their home phone.

FAX USE

Utilizing the fax machine at a pharmacy of assignment is prohibited, no matter the purpose, even for sending reminder/time sheets to meet payroll.

PURCHASE OF MERCHANDISE

PharmaTech Staffing, Inc. employees are not entitled to any employee discounts offered by the pharmacy of assignment. Discounts may be granted at the discretion of the pharmacy owner, but should never be requested. When purchasing items, always have another employee ring in the purchase and keep the receipt.

ELECTRONIC MAIL MONITORING

We recognize your need to be able to communicate efficiently with fellow employees and clients. Therefore, we have installed an internal electronic mail (e-mail) system to facilitate the transmittal of business-related information within the corporation and with our clients.

The e-mail system is intended for business use only. The use of the corporation's e-mail system to solicit fellow employees or distribute non job-related information to fellow employees is strictly prohibited.

Our corporation's policies against sexual and other types of harassment apply fully to the e-mail system. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from the display or transmission of sexually-explicit images, messages, ethnic slurs, racial epithets or anything which could be construed as harassment or disparaging to others.

Employees shall not use unauthorized codes or passwords to gain access to others' files.

All e-mail passwords must be made available to the corporation at all times. Please notify the staffing coordinator if you need to change your password.

Violation of this policy may result in disciplinary action, up to and including discharge.

For business purposes, management reserves the right to enter, search and/or monitor the private corporation e-mail system and the files/transmission of any employee without advance notice and consistent with applicable state and federal laws.

INTERNET USAGE

As a growing corporation, we recognize the need to stay on the cutting edge of technology. This is one of the reasons we allow employees to have access to the Internet.

The Internet is intended for business purposes only. The use of the corporation's Internet access for non job-related solicitations including, but not limited to, religious or political causes is strictly prohibited.

Our corporation's policies against sexual and other types of harassment apply fully to Internet usage. Violations of those policies are not permitted and may result in disciplinary action, up to and including discharge. Therefore, employees are also prohibited from displaying, transmitting and/or downloading sexually explicit images, messages, ethnic slurs, racial epithets or anything which could be construed as harassment or disparaging to others.

Consistent with applicable federal and state law, the time you spend on the Internet may be tracked through activity logs for business purposes. All abnormal usage will be investigated thoroughly.

Employees learning of any misuse of the Internet shall notify a member of management.

Violation of this policy may result in disciplinary action, up to and including discharge.

PROFESSIONALISM

Proper attire. Employees are required to wear a clean, white pharmacy coat at all times to promote professional standards. The temporary pharmacists and technicians are responsible for supplying clean, white pharmacy coats. Proper dress is defined by a dress shirt and tie for male employees and professional business attire for females. Jeans, t-shirts, sneakers, shorts (of any type), sundresses and non-professional dresses are not acceptable under any circumstances.

Smoking. Smoking is prohibited on any assignment, except during breaks and meals, and then only in designated smoking areas in accordance with pharmacy policy.

REFERENCES

PharmaTech Staffing, Inc.'s policy is to provide only written references to potential future employers. Only dates of employment and salary information will be disclosed. Employees are prohibited from disclosing to future employers any work locations received as assignments during employment with the company. Employees may list PharmaTech Staffing, Inc. on their resumes, but may not name any specific client locations on their resume. Employees may not contact these work locations to seek references. All client information is considered confidential.

RESIGNATION

In the event of resignation, the employee is obligated to complete any assignment previously accepted. A minimum of two weeks notice is considered proper and should be submitted to PharmaTech Staffing, Inc. in writing.

IF YOU MUST LEAVE US

Should you decide to leave your employment with us, we ask that you provide the staffing coordinator with at least two weeks' advance notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the corporation.

Our corporation does not provide a "letter of reference" to former employees. Generally, we will confirm upon request our employees' dates of employment, salary history and job title.

All corporate property, including this Employee Handbook, must be returned upon termination. Otherwise, the corporation may take further action to recoup any replacement costs and/or seek the return of corporate property through appropriate legal recourse.

You should notify the corporation if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

SAFETY IN THE WORKPLACE

EACH EMPLOYEE'S RESPONSIBILITY

Safety can only be achieved through teamwork at our corporation. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
2. The unauthorized use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the corporation's property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess, just ask your supervisors.
6. Know the locations, contents and use of first aid and fire fighting equipment.
7. Wear personal protective equipment in accordance with the job you are performing.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

WORKPLACE SEARCHES

To protect the property and to ensure the safety of all employees, clients and the corporation, the corporation reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the corporation's property. In addition, the corporation reserves the right to search any employee's office, desk, files, lockers, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the corporation, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the corporation.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal drugs, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the corporation's security procedures or any other corporate rules and regulations.

WORKPLACE VIOLENCE

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to corporation property in the event someone, for whatever reason, may be unhappy with a corporation decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the staffing coordinator at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence.

Violations of this policy, including your failure to report or fully cooperate in the corporation's investigation, may result in disciplinary action, up to and including immediate discharge.

CONCEALED WEAPONS

Possession, use or sale of weapons, firearms or explosives on work premises, while operating corporation machinery, equipment or vehicles for work-related purposes or while engaged in corporation business off premises is forbidden except where expressly authorized by the corporation and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to their supervisor immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

SUBSTANCE ABUSE

The corporation has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the clients we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the corporation the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized drugs. Employees are prohibited from reporting to work, or working when the employee uses any drugs, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal drugs and alcohol in the workplace including: on corporate paid time, on corporate premises, in corporate vehicles or while engaged in corporate activities. Employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are also prohibited from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at corporate-sponsored functions.

Your employment or continued employment with the corporation is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates this policy who is subject to termination, may be

permitted in lieu of termination, at the corporation's sole discretion, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state and local laws. The corporation assures that any information concerning an individual's drug or alcohol use will remain confidential.

Consistent with its fair employment policy, the corporation maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their drug or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The corporation will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the corporation's policies and applicable federal, state or local laws.

The corporation further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of corporate issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the corporation has reasonable suspicion to believe that the employee has violated this substance abuse policy.

This policy represents management guidelines only and should not be interpreted as a contract of employment.

RECEIPT OF EMPLOYEE HANDBOOK AND EMPLOYMENT-AT-WILL STATEMENT

This is to acknowledge that I have received a copy of the PharmaTech Staffing, Inc. Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of my employment with the corporation. I understand and agree that it is my responsibility to read the Employee Handbook and to abide by the rules, policies and standards set forth in the Employee Handbook.

I also acknowledge that my employment with PharmaTech Staffing, Inc. is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the corporation. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no manager or employee has the authority to enter into an employment agreement - express or implied - providing for employment other than at-will.

I also acknowledge that, except for the policy of at-will employment, the corporation reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing and must be signed by the president of the corporation. No oral statements or representations can change the provisions of this Employee Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the corporation may be modified at the sole discretion of the corporation, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be

established by any other statement, conduct, policy or practice.

I understand that the foregoing agreement concerning my at-will employment status and the corporation's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and PharmaTech Staffing, Inc. concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings and representations concerning my employment with the corporation.

If I have questions regarding the content or interpretation of this Employee Handbook, I will bring them to the attention of the president of the corporation.

NAME _____

DATE _____

EMPLOYEE
SIGNATURE _____