ASSET
Asset Staffing, Inc.

NORTHPOINTE
STAFFING PROFESSIONALS
EST. 1993

ASSET
Asset Staffing of South Florida, LLC

Policies, Procedures & Guidelines

Welcome To Asset

Please read through this Employment Contract, which contains pertinent policy and procedure information for employees of Asset Staffing Inc. (Asset), Asset Staffing of South Florida LLC and Asset Staffing of New Jersey LLC. If you have any questions regarding this information, please feel free to contact your recruiter. We look forward to working with you.

Your Assignment

Asset/Northpointe prides itself on having the highest client quality assurance system. While working on an assignment, you must be punctual. Our clients rely on our strong network of qualified temporary workers to meet their time-sensitive needs. If you are unable to fulfill your assignment, you must notify Asset/Northpointe immediately. In the case of illness, we ask that you give us at least 90 minutes' advance notice. If you are on assignment for Asset/Northpointe and the assignment comes to an end, it is our policy to have each employee contact our office immediately after an assignment has concluded. This communication will serve many purposes, including but not limited to your availability to work and updating any change in your skills or mailing information. Failure to adhere to this policy may be considered a voluntary quit and may interfere with your right to collect Unemployment Insurance benefits.

Your employment with Asset/Northpointe commences on the first day of your assignment with our client for services with the latter for a temporary period to perform such duties and for such hours of work as may be assigned to you by the client during the term of service (the "Assignment") with such duties to be performed under the supervision, direction, and control of the client.

You acknowledge and understand that your employment with Asset/Northpointe is "at will", with no certain term of employment being offered or promised and that you, Asset/Northpointe, or the client may terminate your employment with or without cause, at any time. Upon the end of the assignment, your employment with Asset/Northpointe shall be terminated. Following the end of your assignment, Asset/Northpointe has no obligation to find you additional assignments and has no ability to compel any client to hire you.

Asset/Northpointe *must receive the original signed copy of the timesheet to release or mail paychecks. If you are on assignment and do not have a timesheet, contact us for instructions.*

110 West 40th Ste. 300
NY, NY 10018
212 430-1060
financialjobs@assetstaffing.com

80 River Street, Ste. 4-E
Hoboken, NJ 07030
201 418-9500
jobs@northpointepersonnel.com

1415 Diplomat Parkway
Hollywood, FL 33019
305-371-5969
careers@assetstaffing.com

Electronic Communications Policy

As an employee of Asset/Northpointe, you will rely on Electronic Communication (i.e. e-mail, the Internet, corporate Intranet websites) to perform the daily functions at your respective assignments. While these forms of communication will make you more productive and effective, there are several risks associated with them. Your inappropriate actions can subject Asset/Northpointe to potential legal liability. To that end, Asset/Northpointe does not condone the disclosure of confidential information, invasion of privacy, copyright infringement, defamation, securities law violations and other improprieties.

Access to Electronic Communications resources are provided and intended for business uses only. Asset/Northpointe does not condone personal Electronic Communication. Inappropriate usage of Electronic Communication is prohibited.

The Electronic Communication Policy may be changed, modified, or deleted at any time. Any employee who violates this policy or uses the electronic mail system for improper purposes shall be subject to disciplinary action, up to and including discharge.

Payroll Procedure

Payroll is available on Thursdays after 12:00 P.M. When using an Asset/Northpointe timesheet we ask that you follow the guidelines below for filling out timesheets:

- Complete all areas of the timesheet in legible print;
- Calculate the number of hours worked (total hours should be broken down in 15 minute increments);
- Indicate whether your paycheck should be mailed or held for pickup at one of Asset/Northpointe offices;
- Carefully review and sign;
- Email your timesheet to our Payroll Department at joseph@assetstaffing.com by Monday at 12:00 PM. Please call our office (212) 430-1060 to verify its receipt;
- Mail white and yellow copies of the signed timesheets to our Payroll Department at 110 West 40th Street, Suite 200, New York, NY 10018;
- Please feel free to contact our Payroll Manager regarding any payroll issues.

When using a client authorized timesheet, Asset/Northpointe must receive the original which is signed and authorized by our client in order to approve direct deposit into your bank account. Immediately contact our Payroll Department if you do not have a timesheet.

Policy On Equal Employment Opportunity

Equal Employment Opportunity Statement

Asset/Northpointe policy is to promote equal employment opportunity for all of our employees without discrimination on the basis of race, color, religion, sex, national origin, age, disability, citizenship, marital status or sexual orientation. To this end, we endeavor to select, place, train and promote the best qualified individuals based upon job-related factors such as ability, work quality, attitude and experience.

Fair Work Environment

It is the policy of Asset/Northpointe, to promote a fair and collegial working environment for all our employees. In keeping with this policy, sexual, racial, religious, and ethnic or other discriminatory harassment of any employee by anyone is contrary to Asset Staffing's, policy and will not be tolerated. Asset/Northpointe will endeavor to keep the workplace free of any conduct that creates an intimidating, hostile or abusive work environment.

Sexual Harassment

While all forms of harassment are prohibited, Asset/Northpointe wishes to emphasize the special problems of sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when
(a) submission of such conduct is, explicitly or implicitly, a term or condition of employment,
(b) an employee's response to such conduct is used as the basis for employment decisions, or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile, intimidating or abusive work environment. Sexual harassment is prohibited whether directed towards men or women, and regardless of whether the employee accepts or rejects the advance.

Asset/Northpointe, does not wish to interfere with the personal lives of its staff. However, conduct of a sexual nature directed toward Company employees that is not welcome and creates a hostile or abusive work environment can be sexual harassment, whether committed by supervisory or non-supervisory personnel. Examples of conduct that could constitute sexual harassment include, but are not limited to:

- Sexual touching, advances, or propositions;
- Verbal abuse, epithets, threats, derogatory statements, or slurs;
- Using sexually degrading words to describe an individual;
- Making graphic or suggestive comments about an individual's dress or body;
- Sending sexually suggestive or obscene letters, notes, e-mails and/or invitations;
- Continuing to express sexual or social interest after being clearly informed that this interest is unwelcome;
- Displays in the workplace of sexually suggestive objects or pictures, including nude photographs.

Supervisors are not permitted to use an employee's response to sexual harassment as a basis for any employment decision affecting that employee such as: performance, evaluations, salary increases, promotions, assignment of duties, shifts, or career development. Nor are supervisors permitted to give preferential treatment to any employee or applicant because that person has accepted or shown a willingness to yield to a supervisor's advances or requests for sexual favors. Retaliation that could discourage an employee from coming forward to make or support a sexual harassment claim will not be tolerated. Employees are not protected against retaliation, if they intentionally file false claims.

The Company policy against sexual harassment also applies to sexually improper conduct toward the Company's staff by clients, customers or other non-employees. If you inform the Company that you have been subject to sexual or other harassment in the workplace by a non-employee, that individual will be informed of the Company's policy and appropriate corrective action and preventative steps will be taken. If you believe you may have been subject to sexual harassment in your workplace, you should immediately contact HR@assetstaffing.com.

Handling Complaints

If you believe that you have been subject to workplace harassment of any kind, you should report the matter as soon as possible to your supervisor. However, complaints can be brought directly to the President of Asset/Northpointe if the matter is of a personal or sensitive nature, or if the supervisor is involved, or for other similar circumstances. Asset/Northpointe, understands that complaints of harassment can be extremely sensitive and, when feasible will keep such complaints and all communications concerning them in strict confidence. Asset/Northpointe will investigate all complaints of harassment promptly, fairly, thoroughly and as confidentially as practicable. If the Company determines that harassment has occurred, appropriate corrective action will be taken as warranted by the circumstances. Any employee, supervisor or manager who is found after investigation to have engaged in harassment of an employee will be subject to appropriate disciplinary action, depending on the circumstances, up to and including discharge. Sexual harassment complaints may be reported, by the employee, to an external enforcement agency as an option.

Accommodation For Disabilities

Asset/Northpointe, endeavors to provide equal employment opportunities to otherwise qualified individuals with disabilities, which includes providing reasonable accommodations to the extent practicable. In general, it is an employee's responsibility to notify Asset/Northpointe, of the need for an accommodation. If an employee communicates to his or her supervisor that an accommodation is required, the supervisor may ask the employee for input about the type of accommodation necessary, or the functional limitations resulting from the disability.

Discrimination Complaints

The Company respects the right of each employee who in good faith complains about illegal discrimination of any kind, including sexual or other workplace harassment, or who provides information in connection with any such complaint. Retaliation against any employee for engaging in these protected activities is contrary to Company policy and will not be condoned. If you believe that you have experienced illegal discrimination or retaliation, you should report that immediately to your supervisor or, if that is problematic, to the President of Asset/Northpointe.

Verification of Information

It is the policy of the company to verify the accuracy of information provided by applicants on employment applications, resumes, and other application materials through such reference checks, background investigations, and other means as the company, in its sole discretion, deems appropriate. In certain situations the applicant may later be subject to a criminal background check as a condition of employment.

Documents Required upon Hiring

If hired, you will be required to provide, within three days of your employment, proof of your identity and authorization to work as required by the Immigration Reform Act of 1986.

Arbitration

Consistent with the Federal Arbitration Act, employees are required to submit all employment related disputes to arbitration rather than litigation.

Employment "At-Will"

Either the employer or the employee can terminate their employment relationship at any time, with or without cause, and with or without notice. The terms and conditions of your employment with Asset/Northpointe, including compensation, are strictly confidential.