



PRECISION OPINION
MARKET RESEARCH GROUP

EMPLOYEE
HANDBOOK

2019 RESEARCH ASSOCIATE EDITION

1 JANUARY 2019

COMPANY INTRODUCTION

MISSION STATEMENT

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



Welcome to the Precision Opinion Market Research Group Team! We are pleased to have you on board and hope your experience at Precision Opinion Market Research Group 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 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 every day lives.

Thank you for joining Precision Opinion Market Research Group on our mission and we look forward to see what tomorrow brings.

Precision Opinion Market Research Group
The World's Most Trusted Name in Market Research

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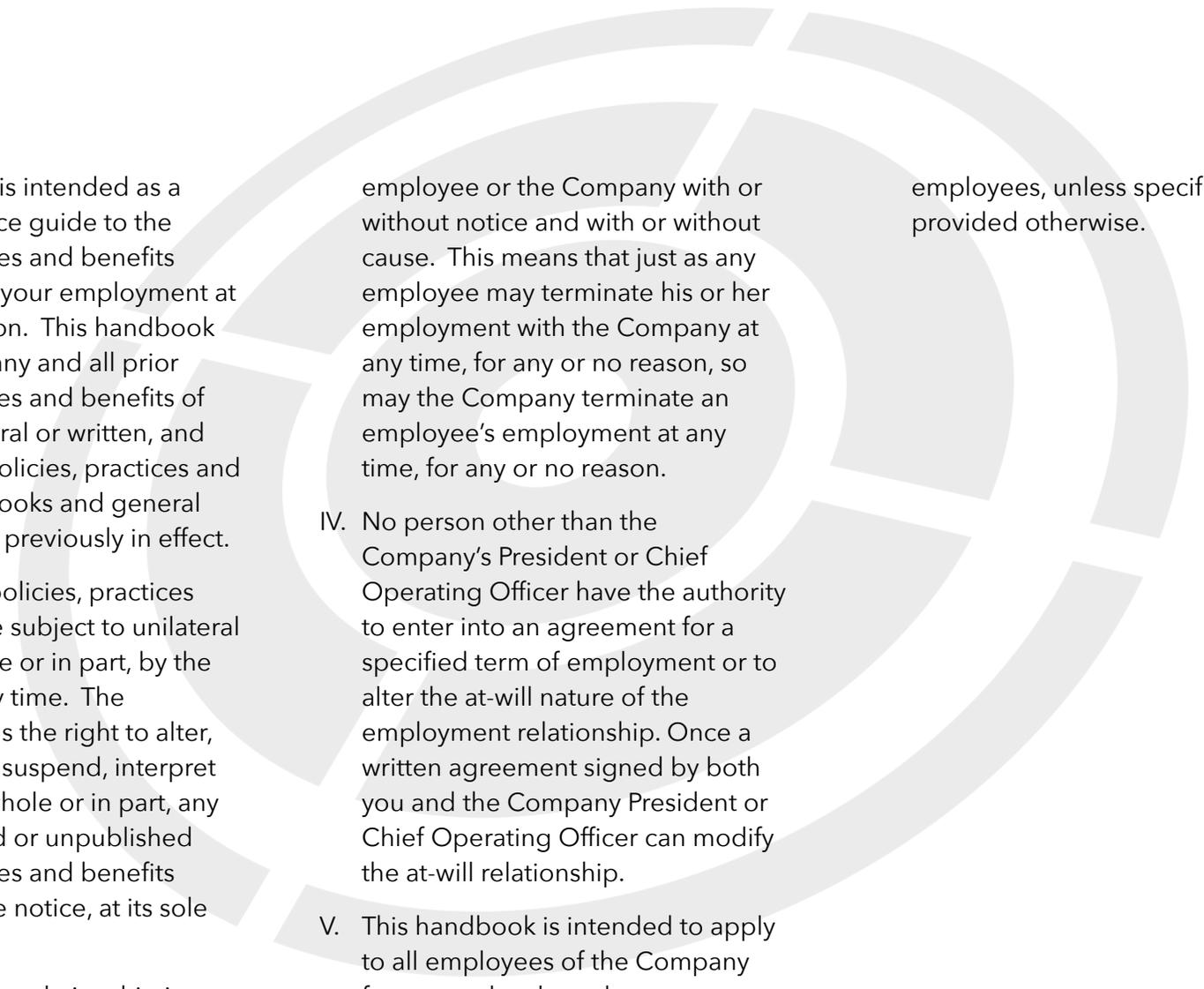
ABOUT THIS HANDBOOK

The contents of this handbook are guidelines only and supersede any prior handbook. Neither this handbook nor any other company guidelines, policies or proaction's create an employment contract between you and Precision Opinion Market Research Group ("Precision Opinion" or "The Company"). The company has the right, with or without notice, in an individual case or generally, to change of 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 President or Chief Operating Officer, 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 applied to all employees regardless of date of hire.

INTRODUCTION

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- 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 President or Chief Operating Officer have the authority to enter into an agreement for a specified term of employment or to alter the at-will nature of the employment relationship. Once a written agreement signed by both you and the Company President or Chief Operating Officer can modify the at-will 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.



WHO WE ARE



PRECISION[™]
O P I N I O N

Founded in 1996, Precision Opinion Market Research Group has spent the last several decades becoming not only a go-to firm for data collection and analysis, but becoming the largest privately owned Market Research Firm in the United States of America.

For the last 21 years, Precision Opinion has provided unparalleled data collection, analysis and consultations for Major American Corporations, Politicians, Government Agencies, Casinos and Media News Organizations.

CORPORATE MISSION & VALUES

At the core of the Precision Opinion Market Research Group, we believe in the power of the human voice, innovation and the pursuit of excellence.

Our Values & Beliefs

Adhere to the Highest Standards

Challenge Yourself!

Honesty and Integrity

Care-Plus Customer Service

Give It Your All!

Create an Unparalleled Environment

CORPORATE POLICIES

Equal Opportunity Employment

Precision Opinion Market Research Group 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 is 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 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/ Precision Cares 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 investigation 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.

CORPORATE POLICIES

Drug & Alcohol Testing

Precision Opinion Market Research Group has a commitment to providing an environment free from the abuse of drugs and/or alcohol in order to maintain the safety and integrity of our business, as well as the safety, health and well being 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.

CORPORATE POLICIES

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 the 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
- Human Resource representative
- Courtesy Patrol

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 shouldn't 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.

CORPORATE POLICIES

Search & Inspection Policy

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.

Items Allowed to be Searched

- Any property of Precision Opinion, including lockers, desks, phones and other individually assigned spaces.
- Any personal property brought onto Precision Opinion premises by the employee, including, but not limited to: Pockets, Purses/Wallets, Briefcases, Cars/Trucks, Shopping Bags/Boxes, Removable Clothing, Backpacks.

The employee may be asked to remove a coat, sweater, or similar type of clothing so that it may be inspected. The employee may be asked to turn his or her pockets inside out. The search will not include any form of body searching.

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, if anything, was found during the search and where it was found.
- What actions were taken with the employee involved.
- What items were seized and what action was taken with the items.
- What instructions were given to the employee.

The Director 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 confiscate and dispose of items found during such searches as necessary.

CORPORATE POLICIES

Policy Against Harassment 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 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. Definitions:
- (i) Discrimination - Differential treatment on the basis of 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) Sex 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.

CORPORATE POLICIES

Policy Against Harassment and Retaliation

(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.

C. Complaint Procedure: The company takes complains of discrimination, harassment and reaction seriously. If you believe that you have been the subject of discrimination, harassment or retaliation seriously. If you believe that you have been the subject of discrimination, harassment and retaliation, you must report the act immediate to the Human Resources Department. If you are uncomfortable bringing your complaint to the Human Resources Department, or dissatisfied

with the resolution of your complain, to if after notifying the Human Resources Department, the alleged discrimination, harassment, or retaliation continues to occur, you should contact the Director of Precision Cares 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 complain 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.

CORPORATE POLICIES

Anti - Harassment & Discrimination

Precision Opinion Market Research Group has a zero tolerance policy for any form of harassment or discrimination in the work place. 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 are 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 support 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.

Harassment on the basis of 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 sexual favors or other verbal or physical conduct of a sexual nature, or (2) making submission to or rejection of such conduct on the basis for employment decisions affecting the employees, or... *Continued on next page*

CORPORATE POLICIES

Anti - Harassment & Discrimination

(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 attend to a 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 have a relationship, it must be communicated with 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 Director of Human Resources. 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 in light of the need to investigate the complaints and begin investigated 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.

CORPORATE POLICIES

Social Media

At Precision Opinion, it is understood that social media can be a fun and rewarding way to share ones life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, the Company has established these guidelines for appropriate use of social media.

This policy applies to all associates who work for Precision Opinion, as wells 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 & 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.

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CORPORATE POLICIES

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.

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 the Company or competitors.

Post only Appropriate & Respectful Content

- Maintain the confidentiality of Precision Opinion trade secrets and private or confidential information. Trades 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 at the Company's associate.

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CORPORATE POLICIES

- 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. If you do publish a blog or post online related to the work you do or subjects associated with Precision Opinion, make it clear that you are not speaking on behalf of the Company. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Precision Opinion."

Using Social Media At Work

Refrain from using 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 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 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 Marketing Department 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 representative.

CORPORATE POLICIES

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, e-cigarettes, vapors, and the alike.

Solicitation / Distribution

To prevent interruption of operations, Precision Opinion has established the following solicitation/distribution policy:

- 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 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 90% of their scheduled hours at a minimum. Failure

to meet this standard may result in disciplinary action at the sole discretion of the Company.

You are expected to work your assigned hours.

CORPORATE POLICIES

Absenteeism & Tardiness Policy

Beginning November 1 of 2017, Precision Opinion Market Research Group attendance policies will be measured on a Full-Calendar Month basis. Over a Full-Calendar Month, employees are required to hold an attendance record of 90% or better. Failure to meet that standard may result in a disciplinary action at the sole discretion of the Company.

Team members are allowed 3 non-paid, excused sick days and 1 non-paid excused personal day per full-calendar month. Any absences past that will not be permitted unless required by law or otherwise decided at the sole discretion of the company.

Being late to work or leaving early more than 35% of the Full Calendar month will result in the potential for disciplinary action to take place, depending on the severity of the employee's attendance.

CORPORATE POLICIES

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 upon Precision Opinion Market Research Group is grounds for disciplinary action, up to and including immediate termination, is at the sole discretion of the Company.

Where appropriate, and at the discretion of the Company, Precision Opinion 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 Market Research Group, 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, posters, etc.).

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

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 Market Research Group, 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 at the sole discretion

ABOUT YOUR JOB

Mobile Communication Devices

Cellular phones, mobile devices, watches with communication abilities and headphones not issues by the company may not be used while on the Data Collection Center floor, unless authorized by management. While on the Data Collection Center floor, mobile communication device must be off or on silent and put away.

Confidentiality

While a team member of Precision Opinion Market Research Group, 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 Market Research Group.

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, 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 including but not limited to -

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ABOUT YOUR JOB

Confidentiality

... 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.

B. Non-Disclosure. Employees shall at all times maintain in confidence all of 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 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.

C. Discipline. The Company share 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.

ABOUT YOUR JOB

Introductory Period

The first 30-days of your employment is considered your introductory 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 the introductory period if your supervisor determines that such an extension is warranted and is 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 exercise good judgement and conduct themselves appropriately at all times. 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 corporation citizen of the community. Our talented and dedicated workforce is our principal resource in this effort.

ABOUT YOUR JOB

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.

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.

Medical and Health Benefits

Precision Opinion Market Research Group does not offer any health or medical coverage of any sort to hourly employees.

Performance Evaluations

A performance evaluation of each team member will be conducted after your

introductory period and then every quarter thereafter. Performance evaluations will be based on attendance, behavior, performance and professionalism.

The Company reserves the right to evaluate any team member at any time.

Personnel Records

Employees are expected to keep their personnel information in the Company's personnel records up to date at all times. 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. Employees may inspect their personnel files at anytime. This may only be done during normal business hours.

Any team member who wishes to view their personnel file should contact the Human Resources Department and schedule an appointment.

ABOUT YOUR JOB

Personal Phone Calls / Mail Deliveries

Personal phone calls may be made on an employees own time only from phones provided in the employee break or common areas. The telephones provided are for local outbound telephone call purposes only. No long distance calls of any kind may be made at any time. Nor may any incoming calls be accepted at any time.

Personal incoming calls to the Front Desk will not be directed to employees except in an emergency situation.

In case of an emergency, you may be contacted though the Front Desk phone number which is 702-483-4000. Front Desk hours of operation are Monday thru Friday, 9am to 5pm Pacific Standard Time. If you need to be reached outside of those hours, the after-hours emergency hotline number is 702-483-4095.

The Company will not accept and will not be responsible for any personal

mail delivered. Do not have personal mail sent to the workplace.

Removal of Company Property

You are not to remove any tools, confidential information and/or equipment or any other property belonging to Precision Opinion Market Research Group. 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.

Relatives Working Together

Precision Opinion Market Research Group 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.

ABOUT YOUR JOB

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 market Research Group exit survey. It is requested that resigning employees complete on the official Company Resignation Form and return it to the Human Resources Department.

On an employees last day of work, the employee badge must be handed into the Human Resources department. Failure to return your badge on the employees final day of employment will result in a badge fee of \$15.00, which will be taken from the employees badge deposit that was given to the Company out of the employee's first paycheck.

The badge fee of \$15.00 was signed and agreed upon with an employees new hire paperwork.

In addition, if an employee parts with the Company via termination, job abandonment or resignation, that

employee will be removed from Platinum Bonus level pay immediately.

Lastly, if an employee parts with the Company via termination, resignation or job abandonment, that employee will be charged \$40.00 from their final pay for parking, if applicable.

Employee Badges

While 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 is to be worn at all times on company property. Failure to wear a badge or bring it to work may result in disciplinary action.

If an employee badge is lost, it may be replaced for the amount of \$15.00.

If an employee badge is not turned into Human Resources within 24-hours of last worked day, the employee will be charged \$15.00

Project Removal

A client or the Company may remove an employee from any project at any time, with little or no prior 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.

RULES OF CONDUCT

General Rules of Conduct

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

Without specific prior authorization, Precision Opinion deigns inappropriate behavior or conduct that warrants disciplinary action up to and including immediate termination at its discretion as including, but not limited to, the following:

1. Entering unauthorized areas without permission. Entering or leaving the facilities through any entrance or exit other than those designated by the Company.
2. Solicitation of unauthorized distribution of literature or positing of notices, signs or writing in any form on Company premises on company property.
3. Unauthorized removal of company belongings.
4. Dining, smoking, 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 without permission is prohibited.
5. Drawing, reading or doing other tasks not related work at you workstation.
6. Use of profane or abusive language, or engaging in lewd, obscene or inappropriate conduct.
7. Insubordination - failure or refusal to carry out orders or instructions of an appropriate supervisor.
8. Sleeping on the job.
9. Failure to fulfill the responsibilities of the job to an extent that might or does cause injury to a person or substantial damage to loss of equipment.
10. Excessive attendance issues.
11. Disregard or violation of a Company or departmental rule, procedure or policy.
12. Fighting, threatening, intimidating, coercing, or interfering with other employees or clients.
13. Knowingly making false statements or material omissions on personnel or other Company records, including data collection.
14. Any unauthorized possession or removal from premises of any Company property or property of another team member or client.
15. Unauthorized possession of weapons, explosives, recording or other unacceptable electronic devices.

RULES OF CONDUCT

16. 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 of illegal drugs. Failure to pass any mandated drug or alcohol testing.

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

18. 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.

19. Parking by employees, while at work, in unauthorized parking locations without proper authorization.

20. Failure to report to work as scheduled without prior authorization and/or sufficient cause, including no-call/no-show.

21. Failure to return to work as schedule after an approved leave of absence.

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

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

24. Failure or refusal to submit to a physical examination of blood, urine or other test requested by the Company.

25. 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.

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

27. Violation of appearance standards.

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

29. Falsifying or altering survey respondent answers.

RULES OF CONDUCT

Items and Activities Prohibited At Workstations

Items and Activities Prohibited at Workstations:

- Food of any kind that has not been approved by a supervisor
- Drinks without sport tops
- Books, magazines, catalogs, games, newspapers, crossword puzzles or any other non-work related material
- Drawing / Doodling
- Non-company paperwork
- Mobile communication devices must be turned off or on silent and put away

And Please Remember:

- All personal belongings must be placed on the floor or in a locker. No personal items whatsoever are allowed on the desktops at any time, this includes drinks with sports tops.

- Do not adjust the setting or cables on the computer equipment. Please ask your manager for assistance.
- Keep your station clean at all times, 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.

APPEARANCE STANDARDS

Dress for Success

At Precision Opinion Market Research Group, employees are expected to dress business casual at all times - be it on the clock working, or just stopping by to meet with a friend or meeting. While on company property, clean and professional attire must be worn at all times.

Precision Opinion strives to maintain a workplace environment that is well functioning and free from unnecessary distractions and annoyances. As part of that effort, the Company requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed.

To that end, Precision Opinion department heads may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas; guidelines may limit natural

or artificial scents that could be distracting or annoying to others.

All Precision Opinion team members are expected to present a professional, businesslike image to clients, visitors, customers and the public.

Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the Company.

Supervisors will communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the Human Resources Department.

Any staff member who does not meet the attire or grooming standards set by their department will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be

compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

All staff members must carry or wear the Precision Opinion identification badge at all times while at work.

Continued onto next page

APPEARANCE STANDARDS

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

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 in regards to the accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Human Resource (HR) department.

Appearance Guidelines

In the table on the following page, you will see an overview of what is and is

not appropriate for Precision Opinion attire.

This list is only an example. When coming to work it is best to remember dress as professional as possible.

Continue onto Next Page...

APPEARANCE STANDARDS

Appropriate	Innappropriate
SLACKS	
<ul style="list-style-type: none"> - Khakis or corduroys - Jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing) - Skorts, capris 	<ul style="list-style-type: none"> - Sweatpants, leggings, exercise wear - Shorts, low-rise or hip-hugger pants or jeans
SHIRTS	
<ul style="list-style-type: none"> - Polo collar knit or golf shirts - Oxford shirts - Company logo wear - Short-sleeve blouses or shirts - Turtlenecks - Blazers or sport coats - Jackets or sweaters 	<ul style="list-style-type: none"> - Shirts with writing (other than company logo) - T-shirts or sweatshirts - Beachwear - Sleeveless blouses or shirts - Exercise wear - Crop tops, clothing showing midriffs, spaghetti straps
SHOES	
<ul style="list-style-type: none"> - Boating or deck shoes, moccasins - Casual, low-heel, open-back shoes (e.g., mules, sling backs) - Dress Shoes - Clean Sneakers 	<ul style="list-style-type: none"> - Sandals, thongs, flip flops, open-toe shoes

APPEARANCE STANDARDS

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 IN THE WORKPLACE

Safety Awareness Introduction

Safety is a responsibility everyone at the Company shares. The general and specific rules and regulations that follow are Company policy 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) A fall on the stairs can ruin your whole day. Do not run up and down the stairs! You might save 3 seconds one trip and injure yourself or others the next.
- 3) 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 employees duty to notify a supervisor so they may handle it immediately.
- 4) Your supervisor knows best. Make sure you clearly understand your job assignment before you begin. If you are not certain, ask.
- 5) Emotions can run high. If you become angry or upset at someone, give yourself time to calm down before you respond to that person.
- 6) All injuries are to be immediately reported to your supervisor.
- 7) Report any unsafe conditions to your supervisor or the Human Resources department.
- 8) Do not overload electrical circuits.
- 9) Horesplay on the job is dangerous and appropriate disciplinary action may be taken if it is engaged in.
- 10) User stepladders or an appropriate climbing device; never stand on chairs, stools or boxes.
- 11) 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 of 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.

SAFETY IN THE WORKPLACE

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 you 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 may help prevent 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.

Please Note: At the end of the handbook are emergency situation protocols for your review and understanding.

SAFETY IN THE WORKPLACE

Safety Reporting Protocol

Precision Opinion Market Research Group feels that a safe and healthy environment is of importance to the well being 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 with seven (7) days, no workers compensation payments will be made under the law of such injury or death.

If a team member's 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 Human Resources 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. All doctors notes, releases and bills must be submitted to Human Resources within 72-hours after receipt of the same.

SAFETY IN THE WORKPLACE

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 all 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 Division 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 tools, 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.

TIME OFF FROM WORK

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 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 3 workdays off if the funeral is in-state. If the funeral is out of state, the leave may be extended to 5 days.

For purposes of bereavement leave, immediate family is defined as Life Partner, child(ren), parents, grandparents, siblings, In-Law parents,

step-parents, and step-family members. A death certificate or other documentation may be requested by Human Resources in order to qualify for bereavement leave.

Family and Medical Leaves of Absence

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, spousal 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...*continued on next page*

TIME OFF FROM WORK

12 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 leave 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.

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

Continued onto next page

TIME OFF FROM WORK

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 Company operations. If a team member fails to give 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 taken 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. Period.

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 Human Resources 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 introductory period and 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).

PRECISION OPINION CONTACT INFORMATION

Corporate Address:

101 Convention Center Dr
Plaza 125
Las Vegas, NV 89109

Human Resources Building:

101 Convention Center Dr
Plaza 118
Las Vegas, NV 89109

Human Resources Email:

PrecisionHR@PrecisionOpinion.com

Employee Assistance Email:

precisioncares@PrecisionOpinion.com

Executive Phone Number:

702-483-4000

Human Resources Phone Number:

702-483-4110

Fax Number:

702-483-4100

**PRECISION OPINION
MARKET RESEARCH GROUP**

**THANK YOU FOR JOINING THE PRECISION
OPINION TEAM AND WE LOOK FORWARD TO A
LONG AND PROSPEROUS FUTURE TOGETHER.**

**SHOULD YOU HAVE ANY QUESTIONS, PLEASE
FEEL FREE TO TALK TO A HUMAN RESOURCES
REPRESENTATIVE**

EMPLOYEE HANDBOOK

2018-2019 RESEARCH ASSOCIATE EDITION

NOTES OF **MENTION**

Precision Opinion reserves the right to change any of the aforementioned policies and procedures at any time as to suit the needs of the business. If a policy does change, you will be notified promptly by the Human Resources department through messaging and signage around the data collection center.

