



All Star I & E, Inc.

Employee Handbook

Effective October 1, 2012

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Introduction to the Employee Handbook

All Star I & E was found by two brothers, William and Kenneth Stolte, who have combined over 65 years as licensed electricians, starting as an apprentice, journeyman and master electrician. In 1991, the brothers joined together and founded All Star I&E, Inc. Since then, All Star I & E has provided excellent services for many customers, and will continue only to excel because we have the ingenuity, knowledge and technique to get the job done. Customer service is a company motto. The family that makes our company will go the extra mile to ensure that the job is done to the complete satisfaction of everyone involved. We stand out from the crowd because we build long-standing relationships with our customers, vendors, and employees.

All Star I & E, Inc. is a company that specializes in the industrial electrical field, oilfield, instrumentation, service & repair, and general contracting . In this handbook referred to as "the Company", "All Star I & E" and/or "All Star". The reference of "The main office" is always a reference to our location at 523 E. Oak Hill Drive, Spring, Texas 77386.

All Star I & E also has satellite locations that may or may not have administrative staff on hand. Please contact your supervisor or the Human Resources department if you have questions not answered in this handbook.

If there are any changes to any policies written in this Handbook, All Star will provide new copies of said policies to all employees and ask all employees to sign acknowledgement of receipt.

Useful Numbers

Main Office – T: 281-298-5757

Main Office – F: 281-298-6232

TDLR - 1-800-803-9202

Health Advocate - 1-866-695-8622

COBRA Benefits - 702-313-7384 ex 103

At-Will Employment and EEO Policy

I understand that nothing in this application, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract. I agree and understand that if I am hired by the All Star I & E, Inc., my employment will be at-will, for an indefinite period of time, and may be terminated at any time, with or without cause or notice, at the option of All Star I & E, Inc. or myself. I understand that I have the right to end my employment at any time and that All Star I & E, Inc. retains that same right. I also understand that no one has the authority to enter into any contract, agreement or modification of the foregoing unless such contract, agreement or modification is in writing and signed by the President and/or Vice President of All Star I & E, Inc.

The policies and procedures found in this Employee Handbook may change from time to time at the sole discretion of All Star I & E, Inc. All Star I & E, Inc. explicitly reserves the right to change or modify any of the provision contained in these policies and procedures at any time, with or without advance notice.

All Star I & E, Inc. provides equal employment opportunity without regard to race, color, sex, religion, national origin, age or disability. All Star I & E, Inc. conforms with all applicable federal and state laws, rules, guidelines and regulations and provides equal employment opportunity in all employment and employee relations.

All Star I & E, Inc. assures that all applicants for employment and all employees are given equal consideration based solely on job-related factors, such as qualifications, experience, performance and availability. Such equal consideration applies to all personnel actions, including but not limited to recruitment, selection, appointment, job assignment, training, transfer, promotion, merit increases, demotion, termination, pay rates and fringe benefits. All Star I & E, Inc. reviews, evaluates and monitors all personnel matters to ensure that they are in accordance with this policy.

All Star I & E, Inc. takes seriously and will investigate promptly and thoroughly all charges of alleged discrimination in employment, and informs all employees of their rights in regard to equal employment.

All Star I & E, Inc. requires its personnel to act in conformity with the principles outlined in this policy through strict adherence to the above statements and recognizes that the effective application of equal opportunity in employment must involve more than a non-discriminatory policy statement.

EEO-related complaints may be made to any of All Star I & E, Inc.'s human resource located in main office.

Hours of Operation

All Star's business needs dictate that working overtime will be required from time to time; it is a condition of employment with the company. All Star I & E complies with all provisions of the Fair Labor Standards Act and that hourly, non-salary-exempt employees will be paid time and one half their regular hourly rate of pay if they work more than 40 hours in a seven day work week. All Star's work week consist of 12:01 AM on Monday morning through 12:00 AM on Sunday night. If an employee works overtime without proper authorization from a supervisor or manager, the employer has no choice under both federal and state law but to pay the employee for that work. However, working unauthorized overtime is a disciplinary matter: the first time it occurs, the employee will be given a written warning; if it happens again, termination will result.

Pay Schedule

Once again, All Star I & E's work week consist of 12:01 AM on Monday morning through 12:00 AM on Sunday night. It is the employee's responsibility to notify the office of hours worked *no later than Tuesday at noon* to be paid in a timely fashion. The company's official pay days are Fridays; although certain holidays may delay payments. Some locations may result in receiving payments sooner.

Administrative Corrections

All Star takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the main office so that corrections can be made as quickly as possible.

Direct Deposit

Due to the variability in work locations, the Company recommends to have all pay and expenses directly deposited into employee's bank account. This is not a condition of employment with All Star; however, it is truly convenient. Deposits can be made in one bank account as requested by a signed Direct Deposit form. With the signed form, proof of the account, i.e., voided check or letter from bank, is required. Employees will receive an itemized statement of wages (pay stub) when All Star I & E makes direct deposits.

Travel and Expense Reimbursement Policy Revised 2/26/2013

Employees that require reimbursement for company expenses will be required to submit their receipts **prior** to receiving the reimbursement. The employee must state what the receipt is for and if, the receipt has been/will be charged to the customer, include a corresponding work ticket number.

All Star will no longer immediately reimburse expenses without a receipt copy received by the office.

All Star encourages its employees to immediately submit receipts to the All Star main office or at a respective yard, so that they may be reimbursed in a timely manner. For accounting purposes, each receipt will have the employee's name, description. This will help to ensure less confusion and more accuracy for everyone. The methods in which All Star would be happy to receive the receipts are: in person, fax, email, regular mail or picture mail (this entails a picture with the employee's cell phone and sending it to an All Star staff member).

Tipping and gratuity expense amounts over 15% of the gross check total will not be reimbursed by the company.

Phone Reimbursement Policy

At the discretion of the Owners and/or Supervisors, certain employees may be eligible to receive a phone reimbursement or allowance. The agreement, of paying an employee for phone usage, is that the employee will answer the phone for business related calls when reasonable. If an employee does receive monies from All Star for phone usage, the employee is required to set up a voicemail that is professional and refers to All Star employment. For example, "You've reached John Smith with All Star I & E. I'm unavailable right now but if you leave a voicemail, I will get back to you as soon as possible. If this is an emergency, please contact the office at 281-298-5757."

Benefits, Vacation Pay, and Breaks

Insurance – All Star I & E employees have the opportunity to enroll in the company's insurance plans if the requirements are met and satisfied. If an employee has left All Star's employment with insurance premiums owed, said employee will be financially responsible to repay their premiums upon rehire. The plans are medical, dental, vision, accident, and life insurance plans. The stipulations for employee fiscal responsibilities are:

- **Medical** – All Star offers different medical plans for the employee in which to enroll. For the plan with the highest deductible for employee only, the coverage will be paid 100% by the company. Should the employee elect to enroll in any other form of coverage, i.e. lower deductible, spousal, employee children, family coverage, the employee will be responsible for the difference in cost. For example: Employee wishes to enroll himself/herself and his/her children in the lower deductible plan. Employee would be financially responsible for the difference in the amount between the highest deductible employee only price and the one that he/she has chosen. Please keep in mind, the lower the deductible = the higher the cost.
- **Dental, Vision, Accident, Life** – These insurance plans are available to employees and the employee is fully financially responsible for them if enrolled.
- **Eligibility Requirements**
 - **Full-Time/Part-Time** – All Star defines a full time employee as one who averages over 35 hours per week. To qualify for coverage, the employee must be full time. There are no available benefit packages for part time employees. If an employee drops in hours from full to part time, he/she is no longer qualified for insurance and will be dropped in coverage.
 - **Waiting Period** – All Star requires an employee to work for a period of 60 days after their date of hire to be eligible for insurance coverage through the company. Once the employee reaches the 60 day mark, their effective date of coverage, should they choose to enroll, will be the 1st of the following month.

Vacation Pay – Eligibility Requirements

- An employee must work a full calendar year (52 pay periods/ weeks) before being eligible for vacation pay. This means that the employee will not be considered eligible until those 52 weeks are met, even if the weeks are not consecutive. After the first full year of employment, the employee is eligible to receive 40 hours of vacation pay for each full year worked thereafter. This means that the employee worked a full year (ex. January to December 2012), the employee would receive 40 hours for the next year (January to December 2012). The year's start and end date are contingent upon the employee's hire date.
- All Star I & E does not pay accrued vacation pay to employees who are terminated from employment. Any unused paid vacation leave is forfeited upon an employee's work separation.
- The employee must complete a Vacation Request Form and submit it to the office no later than two weeks in advance of the date they would like to receive the pay. The form must be signed by a supervisor before submitting to the office. Please keep in mind, that when more than one employee has requested the same time frame and when this would make it difficult to provide quality service or meet projected schedules, the requests will be considered in the order in which they are received. Every effort will be made to honor your vacation request. *However, any requested or arranged time-off from work is subject to the approval of the appropriate Administrator or Supervisor.*
- Only non-commissioned employees may receive vacation pay.

Breaks and Sick Leave

- **Breaks** – Breaks are to be given at the discretion of the appropriate Supervisor.
- **Sick Leave** – If an employee is sick and needs time-off work, it is allowable providing the approval and coordination of the appropriate Supervisor. In most cases, it is the decision of the Supervisor to require return to work notices from doctors or not. In the event of an injury, return to work notices are required. Relaying a message through other employees, who are not Supervisors, is not sufficient.

Electrician's License Policy

All Star is an electrical contracting company that is licensed to practice by the Texas Department of Licensing and Regulation. As such, all employees that are classified as electricians/apprentices are required to have current, up to date licensing and continuing education courses as needed. Employees are responsible to maintain their TDLR electrician license and adhere to all policies from TDLR. Licenses must be renewed within 18 months from the date of issue. TDLR will send a reminder postcard approximately 60 days prior to the license expiration. However, ultimately it is the employee's responsibility to renew the license before it expires. If there are any questions, please go to www.license.state.tx.us for more information.

From TDLR - "Anyone performing work must obtain a license prior to performing the work. There is no grace period that allows you to work while waiting for your license to be issued. Apprentice applicants who register online and report no criminal history will be automatically issued a temporary license."

New Hires - When an employee is hired, the fees for Original License Applications will be deducted from and then reimbursed to their paycheck when a copy of their received license from TDLR is given to the office. The deduction will happen within the first month of employment. The reimbursement will be arranged upon receipt of a copy of their electrician's license by the office.

Renewals - Each electrician's license will expire and it is the employee's responsibility to ensure they have current license. If a written reminder is sent to the employee regarding their expiration date, the employee will sign the sheet as acknowledgment of the warning. All Star will reimburse the employee the costs of renewing (i.e., continuing education and TDLR fees) if it is completed and turned in to the office before the expiration date. If the employee does not renew before the expiration date, the costs of renewing will be paid by the employee and not reimbursed by the company. From the date of expiration, the employee will have 90 days in which to renew their license and provide a copy to the office.

Penalties - At the end of the 90 days, if the employee cannot provide a current electrician's license to the office the result is termination of employment.

It is the employee's responsibility to provide the office and TDLR with their current contact information , the most important of which is the address the license will be mailed. If there is a change in information, it is imperative the employee notify the office and TDLR immediately.

Safety Policy

All Star I & E's safety program is the heart of our organization. At All Star I & E personal injury, property damage, and the resulting loss of production are not acceptable costs of doing business. Every contractor and client owes the worker a safe work place. We must all be partners in safety. For more information, please refer to the Safety Handbook.

Attendance Policy

All Star I & E, Inc. expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and leaving at the scheduled time as essential functions of their jobs. Good attendance habits form an integral part of every employee's job description.

Among other things, "good attendance habits" are defined as:

- appearing for work no later than 5 minutes prior to the start of the shift and no later than the start of the shift;
- being at your work station ready for work by the start of the shift;
- remaining at your work station unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks):
- taking only the time normally allowed for breaks;
- remaining at work during your entire shift, unless excused by a supervisor;
- not leaving work until the scheduled end of your shift, unless excused by a supervisor; and
- calling in and personally notifying your supervisor or another member of management if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so (see "Notice of Absence or Tardiness" below for details).

Notice of Absence or Tardiness

Under some circumstances, absence or tardiness on your part may be excused, but only if you give proper notice of such a problem before the start of your shift. All Star I & E, Inc. requires advance notice of attendance problems so that other arrangements can be made to cover your absence, if necessary. "Proper notice" means that you call All Star I & E, Inc. at a designated number for such calls prior to the start of your shift and personally notify your supervisor and/or another member of management about the problem, unless a verifiable emergency makes it impossible for you to do so. **It is not sufficient to call in and leave a message with a coworker or someone else who is not in a supervisory position.** Office staff have been instructed to route all such calls to supervisory personnel. All supervisors and managers have been advised to make themselves available to take calls such as these, so there should be no reason to worry that you will not be able to reach an appropriate person to advise of your attendance problem. Similarly, All Star I & E, Inc.'s telephone system has been set up to allow your calls to go through promptly and to not route you to an answering machine. If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action and/or termination.

If you are absent without notice for **3** days in a row, you will be considered as having abandoned your job, and All Star I & E, Inc. will process your work separation as a voluntary resignation on your part.

Company-Issued Credit Cards

Policy on Use of Company-Issued Credit Cards

The Company will issue company credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards.

In the event the employee is authorized by the cardholder to make purchases, the employee will sign their own name and retain a copy of the receipt to give to the cardholder. Any non-business related purchases will be deducted from the employee's check that signed the receipt. If the receipt is unsigned, the default is the deduction from the cardholder's check. It is the responsibility of the cardholder to regulate the card usage. Use of company-issued credit cards is a privilege, which the Company may withdraw in the event of serious or repeated abuse. Any credit card the Company issues to an employee must be used for business purposes only, in conjunction with the employee's job duties.

Employees with such credit cards shall not use them for any non-business, non-essential purpose, for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. Employees must pay for personal purchases (transactions for the benefit anyone or anything other than the Company) with their own funds or personal credit cards. The Company will not regard expenses for one's own business-related use, such as lodging and meals while on company-approved business trips, as personal purchases, as long as such expenses are consistent with the Company's travel and expense reimbursement policy. If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be recovered in full from the employee's next paycheck; any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid. Such deductions may take the employee's pay below minimum wage for the pay period(s) in question.

If an employee uses a company credit card for any other type of unauthorized transaction in violation of this policy or incurs financial liability on the Company's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee. The employee will be expected to reimburse the Company via deductions from pay until the unauthorized amount is fully repaid. Such deductions will be in the amount of the unauthorized purchase(s) and the deductions will not exceed minimum wage requirements. Deductions will be split into increments that will provide no less than minimum wage in any given workweek. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company card in violation of this policy will result in disciplinary action, up to termination of employment and/or legal proceedings, depending upon the severity and repeat nature of the offense.

Driver Policy

Employees assigned to driving duties ("drivers") must at all times meet the following criteria:

- drivers must be over the age of 21; and
- drivers must have a current, valid driver's license for the state in which the employee performs his or her driving duties; and
- drivers must maintain a clean driving record, i.e., must remain insurable under our company's liability insurance policy; and
- provide a copy of at least liability insurance

Any employee driving a Company vehicle or driving on Company business must observe all safety, traffic, and criminal laws of this state. No driver may consume alcohol or illegal drugs while driving a Company vehicle, while on Company business, while in a Company vehicle, or prior to the employee's shift if such consumption would result in a detectable amount of alcohol or illegal drugs being present in the employee's system while on duty. In addition, no driver may consume or use any substance, regardless of legality or prescription status, if by doing so, the driver's ability to safely operate a motor vehicle and carry out other work-related duties would be impaired or diminished. No driver may pick up or transport non-employees while in a Company vehicle or on Company business, unless there is a work-related need to do so. Any illegal, dangerous, or other conduct while driving that would tend to place the lives or property of other at risk is prohibited.

Anything a driver does in connection with the operation of motor vehicles can affect that driver's fitness for duty or insurability as a driver. Regardless of fault, circumstance, on- or off-duty status, time, place, any driver who receives a traffic citation from or is arrested by a law enforcement office, or who is involved in any kind of accident while driving, must inform an appropriate supervisor about the incident immediately or as soon as possible thereafter. Any penalty, fine imprisonment, fee, or other adverse action imposed by a court in connection with such an incident must be reported immediately to an appropriate supervisor. In both of the above situations, the matter will be reported to the Company so that a prompt decision on continued insurance coverage of the employee can be made. The driver involved in or cited by a law enforcement official for violating a motor vehicle law must turn over any documentation relating to such incident as soon as possible to the employer, and must cooperate fully with the employer in verifying the information with other parties involved and with law enforcement authorities. While parking tickets will not affect a driver's insurability, any parking ticket issued on a vehicle that is being used for company business should be reported to an appropriate supervisor at the earliest possible opportunity.

All company owned vehicles are non-smoking; no exceptions. Employees who drive for the Company must submit a copy of their personal auto insurance declarations page bi-annually.

Any employee who violates any part of this policy, or becomes uninsurable as a driver, will be subject to reassignment, disciplinary action, and possible termination from employment. All Employees with driving duties must sign the agreement included in this handbook and return it to the Company.

Harassment Policy

All Star I & E, Inc. seeks to assure that it maintains a workplace free of all types of unlawful harassment, including sexual harassment and intimidation. Sexual harassment is defined as “unwelcome” sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

All Star I & E, Inc. has a zero tolerance policy for vulgar, abusive, humiliating or threatening language, practical jokes, or other inappropriate behavior in the workplace. All Star I & E, Inc. will not tolerate the harassment of any employee or non-employee by another employee or non-employee, supervisor, manager or director for any reason. Harassment of a sexual nature is a violation of various state and federal laws which may subject the individual harasser to liability for any such unlawful conduct.

Any employee who believes that he or she is the victim of any type of harassment, including sexual harassment, should immediately report such actions to their supervisor, or to any manager or corporate officer, or to human resources. If an employee’s immediate supervisor is involved in the alleged harassment, it is unnecessary to make a report to that individual. Employees are encouraged to promptly report the alleged harassment within three calendar days of the offense. It is not necessary to file a formal complaint or grievance to complain of sexual harassment. All Star I & E, Inc. takes all complaints seriously and handles complaints as promptly, thoroughly and confidentially as possible. All Star I & E, Inc. will clearly inform the employee of his or her rights to assistance and how to preserve and protect those rights.

All Star I & E, Inc. will fully and completely investigate any report of alleged harassment and will take appropriate corrective action depending on the severity of the conduct. This can include disciplining or discharging any individual who is found to have violated this prohibition against harassment. The complaining employee will be informed of the action taken. An employee who engages in acts of harassment contrary to All Star I & E, Inc.’s policy may be personally liable in any legal action brought against them.

Employees should also be aware that as an employer, All Star I & E, Inc. has a duty to prevent and correct harassment even when the complaining employee asks that no action be taken and that the complaint be kept confidential.

All Star I & E, Inc. will not tolerate retaliation against any employee for making an allegation of harassment or for participating in such an investigation. Retaliation in any form is prohibited. Any employee who violates this policy is subject to disciplinary action up to and including dismissal. It is the responsibility of each All Star I & E, Inc. employee to be aware of the details of the foregoing policy.

Dress Code and Personal Appearance Policy

As representatives of All Star I & E, Inc., employees should remember that their appearance is a direct reflection on the level of professionalism in the company. For this reason, all employees shall follow these basic minimum guidelines in regard to dress and personal appearance. Management may impose additional appropriate standards.

- Employees in positions that require contact with the general public (or clients, or customers) should dress in a manner that is in keeping with the accepted standards of casual professional attire.
- Employees in positions that do not require direct contact with the public (or clients, or customers) should still dress and groom themselves according to the requirements of the company safety standards and those of the customer's specific standards.
- All Star is regulated on "construction sites" by the Occupational Safety and Health Administration (OSHA) and as such employees are required to wear specific clothing and safety equipment. All Star employees could also be regulated by certain customers' rules. For more information, please see the All Star I & E, Inc. Safety Handbook.
- If an employee requires a reasonable accommodation regarding their dress for bona fide religious reasons, they should contact their supervisor or the human resources department. Unless an undue hardship would result, such an accommodation will be made.

Employees who refuse to comply with All Star I & E, Inc.'s reasonable standards of dress can be sent home to change into more appropriate attire. Under such circumstance, you will not be compensated for the time away from work. Repeated violation of this policy can lead to disciplinary action up to and including termination.

An employee who is in doubt about the appropriateness of a particular mode of dress should consult their supervisor or manager in advance. Supervisors and managers are charged with the responsibility of enforcing this policy.

Access to Personnel Records

All Star I & E, Inc. maintains a personnel file for every employee. It is important that accurate, current records be maintained for benefits and employment purposes. Therefore, all employees are required to notify human resources immediately if there is any change in relevant personal or employment information such as changes in address, phone numbers, marital status, emergency contact, insurance beneficiary, number of dependents or legal name.

All information contained in the personnel file is the property of All Star I & E, Inc. and is not available for review by anyone other than the employee, his or her supervisor, and the human resources department. Employees may examine their personnel files after contacting the human resources department in advance to schedule an appointment; however, these documents may not be removed from All Star I & E, Inc.'s premises or photocopied without the specific authorization of the Company.

If an employee believes that information in their personnel file is incorrect, they must submit a written request to change the information to the human resources department. If such a request is granted, the human resources department will make the change in the presence of the employee. If the request is denied, an employee can ask to place a statement of disagreement in the file. This statement of disagreement will become a permanent part of the employee's file. All Star I & E, Inc. considers falsification of personnel records to be a serious offense, and upon discovery can lead to disciplinary action up to and including termination. All Star I & E, Inc. retains all human resource records for seven years after an employee's leaves employment.

Drug Testing Policy and Procedures

Simply stated, drugs have no place in our employ. All Star I&E, Inc. has the responsibility to provide a safe, healthy, and productive working environment for both our employees and our customers. This responsibility is in part due to the fact that we are a “driving and construction” company. Rules and Regulations of the Federal Highway Safety Administration play a significant factor in this matter.

All Star I&E, Inc. endorses efforts to devise high quality standards for drug testing. Such standards will reassure the motoring public and others within the Company and help reinforce overall the quality of drug testing which impacts our ongoing program to address the problems of drug use in the workplace.

Use, distribution, possession, or the manufacture of illegal drugs shall be prohibited at all times. Such activities, even during the non-working hours, clearly affect a workers ability to perform his/her duties.

- No employee of this Company may illegally engage in the manufacture, distribution, possession, or use of a controlled substance at any time or place. Such unlawful activity will be considered sufficient grounds for dismissal from employment.
- Any employee who gives, sells, or in any other way transfers a controlled substance while on or off the job will be subject to dismissal from employment.
- The term “controlled substance” includes “legal drugs” which are not prescribed by a physician.
- Drugs that are legally prescribed but are being abused are included.
- Any employee or agent acting on behalf of All Star I&E, Inc. shall be required to report to the supervisor within twenty-four (24) hours after he or she has been arrested and or convicted of any violation of any criminal drug statute of any police jurisdiction, regardless of whether the alleged violation occurred at the workplace or elsewhere. The violation must also be reported to the Supervisor in writing within five (5) days of the violation.
- All Star I & E regulations require pre-employment, for-cause (which also includes "reasonable suspicion"), random, and post-accident testing (screening) of all employees.
- All Star I&E, Inc. further chooses to include all employees and agents (drivers) who possess any class of Drivers License.

It is the purpose of All Star I&E, Inc. to help provide a safe and drug-free work environment for our clients and our employees. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of All Star I&E, Inc.

Penalties

- First Offense - 30 Day termination. Potential eligibility for rehire is subject to a confirmed negative drug test and Supervisor's approval.
- Second Offense - 365 Day termination. Potential eligibility for rehire is subject to a confirmed negative drug test and Supervisor's approval.
- Third Offense - Termination. NO eligibility for rehire.

Workplace Theft Policy

All Star I & E will not tolerate the theft of its property, either physical or intellectual, or the property of any employee, visitor, vendor or customer. Theft is a criminal offence and a serious violation of All Star's standards of conduct and will result in either the immediate suspension or termination of employment and may include criminal prosecution.

Theft decreases morale and the overall safety of employees. All Star will aggressively pursue any theft on any All Star, vendor, or customer premises, and will prosecute violations to the fullest extent of the law. All Star will also cooperate with legal authorities, customers and vendors in any way to prosecute theft.

If it doesn't belong to you, leave it on the job.

Workplace Violence Policy

All Star I & E, Inc. has a zero tolerance policy for violence in the workplace. "Workplace violence" is defined to include:

1. Physically aggressive, violent or threatening behavior, such as attempts to instill fear in others or intimidation;
2. Verbal or physical threats of any sort;
3. Any other conduct that suggests a tendency toward violent behavior. Such behavior includes, but is not limited to, excessive arguing, profanity, threats of sabotage of All Star I & E, Inc., customer or vendor's property, belligerent speech or a demonstrated pattern of insubordination and refusal to follow All Star policies and procedures;
4. Causing physical damage to All Star I & E, Inc., customer or vendor's facilities or defacing company property; or
5. With the exception of All Star I & E, Inc., customer, or vendor's security personnel, carrying firearms or weapons of any type or kind onto All Star I & E, Inc., customer, or vendor's premises, in All Star I & E, Inc., customer, or vendor's parking lots, or while conducting All Star I & E, Inc., customer, or vendor's business.

If any All Star I & E, Inc. employee becomes aware of or observes any of the above-referenced behavior or actions by a co-worker, consultant, customer, third party vendor, visitor, or any other party, he or she should notify his/her supervisor, any member of management, and/or the human resources department immediately. Employees should notify the human resources department if they are aware of any restraining orders that are in effect, or of the existence of any other non-work-related situation with the potential to erupt into workplace violence.

All reports of violence in the All Star I & E, Inc. workplace will be taken seriously and will be investigated thoroughly and promptly. To the extent possible, All Star I & E, Inc. will keep the identity of the reporting employee confidential. However, under certain circumstances, All Star I & E, Inc. may need to disclose the reporting employee's identity (for example, to protect that individual's safety). All Star I & E, Inc. will not tolerate retaliation in any form against an employee who makes a report of workplace violence.

If, after a thorough investigation, All Star I & E, Inc. determines that workplace violence has occurred, appropriate corrective action will be taken, and discipline will be imposed on the offending employee(s). The level of appropriate discipline will depend on the facts in each case, and may include oral or written warnings, reassignment of responsibilities, probation, suspension, or termination. If a non-employee is responsible for the violent activities, All Star I & E, Inc. will take corrective action to ensure that such behavior is not repeated.

Computer and E-mail Policy

The use of All Star I & E, Inc.'s automation systems, including computers, fax machines and all forms of Internet/Intranet access, is for company business and is to be used for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks, or before or after regular work hours), and does not result in expense to the company. Use is defined as "excessive" if it interferes with normal job duties, responsiveness, or the ability to perform daily job activities. All Star I & E, Inc. automation systems are company resources and are provided as business communications tools. Electronic communication should not be used to solicit or sell products, distract co-workers, or disrupt the workplace.

Use of All Star I & E, Inc. computers, networks and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct including, but not limited to:

- Engaging in private or personal business activities;
- Misrepresenting oneself or All Star I & E, Inc.;
- Engaging in unlawful or malicious activities;
- Using abusive, profane, threatening, racist, sexist or otherwise objectionable language in either public or private messages;
- Sending, receiving or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration or impairment of All Star I & E, Inc. networks or systems;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on company systems and applications.

Using company automation systems to create, view, transmit or receive racist, sexist, threatening or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual or auditory entry. Such material violates the company's anti-harassment policies and is subject to disciplinary action. All Star I & E, Inc.'s electronic mail system must not be used to violate the laws and regulations of the United States or any other nation or state, city, province or other local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action up to and including termination and criminal prosecution. Unless specifically granted in this policy, any non-business use of All Star I & E, Inc.'s automation systems is expressly forbidden. Violations of these policies could subject an employee to disciplinary action up to and including termination.

Ownership and Access of Electronic Mail and Computer Files – All Star I & E, Inc. owns the rights to all data and files in any computer, network or other information system used in the company. All Star I & E also reserves the right to monitor electronic mail messages and their content. Employees must be aware that the electronic mail messages that they send and receive using All Star I & E equipment, which includes email servers and online accesses, are not private and are subject to viewing, downloading, inspection, release and archiving by All Star I & E officials at all times. No employee may access another employee's computer, computer files or electronic mail messages without prior authorization from either the employee or an appropriate All Star I & E official. All Star I & E has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use or distribute copies of such software that are not in compliance with the license agreements for the software. Violations of this policy can lead to disciplinary action up to and including termination.

Confidentiality of Electronic Mail – As noted above, electronic mail is subject at all times to monitoring and the release of specific information is subject to applicable state and federal laws and company rules, policies and procedures on confidentiality. Existing rules, policies and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. **Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-worker related information is to decide if you would post the information on the office bulletin board with your signature.** It is a violation of All Star I & E policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Employees found to have engaged in such activities will be subject to disciplinary action.

Message Tone for Electronic Mail – Company employees are expected to communicate with courtesy and restraint with both internal and external recipients. Electronic mail should reflect the professionalism of the company and should not include language that could be construed as profane, discriminatory, obscene, sexually harassing, threatening or retaliatory. Typographical or grammatical errors and misspelled words are also unacceptable; employees should remember that e-mail is a form of business communication and the language they use should reflect that fact at all times. It is recommended that using all capital letters, shorthand, idioms, unfamiliar acronyms and slang be avoided when using electronic mail. These types of messages are difficult to read.

Electronic Mail Tampering – Electronic mail messages received should not be altered without the sender's permission nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

Internet Policy

Policy Statement for Internet/Intranet Browser(s)

This policy applies to all uses of the Internet, but does not supersede any state or federal laws or company policies regarding confidentiality, information dissemination or standards of conduct. The use of All Star I & E automation systems is for business purposes only. Brief and occasional personal use is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks) and does not result in expense to All Star I & E. Use is defined as "excessive" if it interferes with normal job functions, responsiveness or the ability to perform daily job activities. Examples of inappropriate use are defined in "Inappropriate Use of the Internet/Intranet" found below. All Star I & E's managers will determine the appropriateness of the use and whether such use is excessive.

The Internet is to be used to further All Star I & E's mission, to provide effective service of the highest quality to All Star I & E's customers and staff and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are All Star I & E resources and are provided as business tools to employees who may use them for research, professional development and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of All Star I & E computer equipment and software.

Employees are individually liable for any and all damages incurred as a result of violating company security policy, copyright and licensing agreements. All company policies and procedures apply to employees' conduct on the Internet, especially but not exclusively, relating to: intellectual property, confidentiality, company information dissemination, standards of conduct, misuse of company resources, anti-harassment and information and data security. Violation of these policies and/or state and federal laws can lead to disciplinary action up to and including dismissal and possible criminal prosecution.

Internet/Intranet Security

All Star I & E owns the rights to all data and files in any information system used in the company. Internet use is not confidential and no rights to privacy exist. All Star I & E reserves the right to monitor Internet/Intranet usage, both as it occurs and in the form of account histories and their content. All Star I & E has the right to inspect any and all files stores in private areas of the network in order to assure compliance with policy and state and federal laws. All Star I & E will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives or files on individual Internet activities. Existing rules, policies and procedures governing the sharing of work-related or other confidential information also apply to the sharing of information via the Internet/Intranet. All Star I & E has taken necessary actions to assure the safety and security of our network. Any employee who attempts to disable, defeat or circumvent All Star I & E security measures is subject to disciplinary action up to and including dismissal.

Confidentiality of Information

In the course of performing their duties, employees may have access to gain the knowledge of confidential information concerning the Company, its customers/clients, and other employees. "Confidential information" is defined as information to which the public does not have general access. This policy governs the use or further disclosure of such information.

With respect to confidential information concerning the Company, other employees, the Company's vendors and contractual partners, and/or its customers/clients, such information should be safeguarded. An appropriate manager/supervisor will grant the necessary access if an employee needs such information to perform his or her duties. No other access is permitted. Any release, duplication, distribution, transmittal, disclosure, or discussion ("release") of such information that is not required by law or by the duties of the employees involved is strictly prohibited.

Unauthorized access to, and unauthorized release of, confidential information will violate this policy and may result in appropriate disciplinary action against the employee(s) involved, up to and potentially including the termination of employment or criminal charges, depending upon the severity and/or the repeat nature of the offense.

Conflict of Interest

All Star I & E expects employees to conduct business according to the highest ethical standards of conduct. Employees are expected to dedicate their best efforts to the interests of All Star. Employees must disclose any possible conflicts so that the company may assess and prevent potential conflicts of interest. Employees must avoid any interest, influence or relationship, including family interest, which might conflict or appear to conflict with the best interests of All Star I & E, Inc. or our customers/clients.

Personal Relationships

The employment of individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

For the purposes of this policy, a dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are currently involved in a dating relationship. All Star also reserves the right to take prompt action if an actual or potential conflict of interest arises involving individuals in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions. If a dating relationship is established after the employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred, or, if necessary, terminated from employment. In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

Worker's Compensation and Fraud Policy

Revised 2/26/2013

All employees are covered by Worker's Compensation insurance. If an employee is injured while working, he or she should report it immediately to their supervisor, regardless of how minor the injury or near miss may be. Employees that are injured while working, no matter the severity, will immediately be tested for Drug and Alcohol screening. See further details in the Drug and Alcohol Policy. Refusal to seek immediate medical treatment after a work related injury may lead to a reduction, delay, or denial of worker's compensation benefits. Refusal for and timely completion of drug and alcohol is grounds for disciplinary action, up to and including termination. Should a work related injury require a leave of absence, an employee must submit a physician's verification confirming the employee's inability to return to work and the date he or she is expected to return. For further details of the Worker's Compensation Program, please contact the HR department. Any employee who suspects worker's compensation fraud show notify his or her supervisor immediately. Supervisors who receive information about suspected worker's compensation fraud must report that information to the main office.

Examples of worker's compensation fraud include, but are not limited to:

- Making a false or misleading statement to receive workers' compensation benefits (Example: reporting an injury that does not exist)
- Misrepresenting or concealing a material fact to receive workers' compensation benefits (Example: reporting an off-duty injury as a work-related injury)
- Fabricating, altering, concealing or destroying a document to receive workers' compensation benefits (Example: withholding a doctor's release to return to work form)
- Conspiring to commit an act described above (Example: helping another employee stage or fake a work-related injury)

The designated company officer may investigate any allegations of workers' compensation fraud. For this purpose, designated company officer will have access to all company activities, records, property and personnel required to investigate the alleged fraud on a "need to know" basis, as determined by the owner, and subject to applicable law. All Star I & E, Inc. will cooperate fully with the current carrier, as well as federal, state and local law officials, to identify and prosecute any employee who commits or conspires to commit workers' compensation fraud. All Star's general counsel or legal representative will provide legal guidance, advice and counseling to the designated company officer in the use and enforcement of this policy.

Vendor Policy

Revised 2/26/2013

A PO is required for all purchases made on a vendor account owned, paid and maintained by All Star. If the employee has a question on what constitutes a PO or needs a PO book, please call the office.

If an employee uses an All Star vendor account for any other type of unauthorized transaction in violation of this policy or incurs financial liability on the Company's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee. The employee will be expected to reimburse the Company via deductions from pay until the unauthorized amount is fully repaid. Such deductions will be in the amount of the unauthorized purchase(s) and the deductions will not exceed minimum wage requirements. Deductions will be split into increments that will provide no less than minimum wage in any given workweek. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company account in violation of this policy will result in disciplinary action, up to termination of employment and/or legal proceedings, depending upon the severity and repeat nature of the offense.

Family Medical Leave Act (FMLA) Policy

Revised 2/26/2013

The company will comply with the Family Medical Leave Act (FMLA) of 1993, as well as subsequent revisions. The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded the rights required by law.

The purpose of FMLA is to balance the needs of the workplace with the needs of families; to promote stability and economic security of families and to promote national interests in preserving family integrity. It is the company's policy to grant family and/or medical leave to employees eligible under FMLA or any other applicable law.

There are two types of leave available, including the basic 12 week leave entitlement (Basic FMLA Leave), as well as the military family leave entitlements (Military Family Leave).

There is more information available from the office at the request of the employee.

Return of Company Property

Revised 2/26/2013

Employees are expected to return all Company property in their possession or control immediately on termination of employment for any reason. This includes, but is not limited to, any keys, vehicles, credit cards, equipment, manuals and tools (i.e. ladders, locks, meters, meggers, crimpers, etc.) By signing the acknowledgement, I agree, if not returned to All Star, the cost of such property(s) will be the financial responsibility of that employee. The employee will be expected to reimburse the Company via deductions from pay until the amount is fully repaid. Such deductions will be in the amount of the unauthorized purchase(s) and the deductions will not exceed minimum wage requirements. Deductions will be split into increments that will provide no less than minimum wage in any given workweek.

If the employee is given, assigned, or for any other reason is in possession of company property, the employee has the ability to request an exit interview to complete the required paperwork for the protection of the company and employee.

Please return the next set of pages to the office.

Acknowledgment of Receipt of Employee Handbook

The Employee Handbook contains important information and I understand that I should consult Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with All Star I & E, Inc. voluntarily, and understand that there is no specified length of employment. Accordingly, either All Star I & E, Inc. can terminate the relationship at will, at any time, for any reason, and with or without advance notice.

I understand and agree that no person may enter into an employment agreement for any specified period of time, or make any agreement contrary to All Star I & E's stated employment-at-will policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to All Star I & E's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President and Vice president of All Star I & E, Inc. have the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with All Star I & E, Inc. following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of All Star I & E, Inc's Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of the Acknowledgment of Receipt, retain one copy for myself, and return one copy to All Star's representative listed below on the date specified. I understand that this form will be retained in my personnel file.

Signature of Employee

Date

Employee's Printed Name

Company Representative

Date

Driver Policy Agreement

I, _____, hereby authorize All Star I & E, Inc. to investigate my motor vehicle records (MVR) for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that All Star I & E, Inc. might utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of All Star I & E, Inc.'s choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my availability to be an authorized driver will not be processed further.

I understand the Company's policy requiring employees who drive a company vehicle or personal vehicle for business-related reasons to provide a copy of their personal auto insurance to the Company. This assures the Company that all drivers have, at the minimum, liability coverage on their personal vehicle which is legally required in the state of Texas. All drivers agree that personal vehicle insurance is the first line of defense in the event of an accident; employer insurance is secondary.

I have read and understand the Company's Driver Policy, and I agree, in the event that I am ever found to be uninsurable, or that I lack a clean driving record or a valid and current driver's license, that if necessary, I will accept whatever alternate assignment the Company may give me and that I understand that a reduction in pay, change in hours, change in duties, and/or change in work location may result from the reassignment. I further understand that the Company does not and cannot guarantee that any particular reassignment will be available in the event of a problem with my driver's license, driving record, or insurability as a driver, and that if no reassignment is possible, termination of my employment may occur. I also understand that any financial obligation issued to the Company for a vehicle that was under my operation, will become my financial obligation to repay the Company.

Signature of Employee

Date

Employee's Printed Name

Company-Issued Credit Cards

Agreement for Wage Deductions Associated with Improper Use of Company-Issued Credit Cards

I, _____, hereby certify that I understand and agree to abide by the Company's policy regarding use of company-issued credit cards, a copy of which I have received, and which has been explained to me. I agree that if I make any personal purchases (i.e., transaction for the benefit of anyone or anything other than the Company) in violation of that policy, the amount of such purchases is an advance of future wages payable to me, that the Company may deduct that amount from my next paycheck and/or expense check, and that if there is a balance remaining after such deduction, the Company may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. I further agree that if I make and non-personal transactions in violation for the policy in questions, i.e., incur the financial liability on the Company's part that is not within the scope of my duties or my authorization to make business-related purchases, I am financially responsible for any such expenses and agree to reimburse the Company via wage deductions for such amounts until the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deduction will be in tow or more equal increments that will not take my pay below minimum wage for any workweek involved.

Signature of Employee

Date

Employee's Printed Name

Company Representative

Date

Pre-employment Health Declaration

Employment with All Star I & E, Inc. is conditional on the applicant completing this declaration form and returning it to the All Star offices.

Employment with All Star I & E, Inc. (All Star) is conditional on the applicant being fully able to perform the requirements of the position. When completing the declaration it must be in full knowledge of the position as outlined in the duty statement, and selection criteria. Read the documents carefully and discuss any queries that you may have prior to completing the form with the respective principal or manager.

The primary purpose of this declaration is to assist All Star and to ensure that no person is placed in an environment or given tasks that will result in physical or mental harm. It is not the intention of All Star to deny a person employment solely because of disability or illness. This does enable, where applicable, appropriate and reasonable action to be taken by All Star to meet the provisions of Sections 82(7) and (8) of the *Accident Compensation Act 1985* and Section 21 of the *Occupational Health and Safety Act 2004*.

Section 82(7) and (8) of the *Accident Compensation Act 1985*, requires disclosure to your employer of any pre-existing injuries or diseases that you have suffered, existing injuries or diseases that you continue to suffer of which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment referred to above.

Section 21 of the *Occupational Health and Safety Act 2004*, states that an employer shall provide and maintain, so far as practicable, for employees a working environment that is safe and without risks.

Failure to make a disclosure, or the making of a false or misleading disclosure, may disentitle you to compensation pursuant to the *Accident Compensation Act 1985* should you suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease arising from employment with the Department of Education and Early Childhood Development. ALL STAR may rely upon any failure to disclose in accordance with the provisions of the *Accident Compensation Act 1985* as grounds for denying compensation.

This pre-employment health declaration also assists All Star to obtain information to enable it to meet its obligation under the Equal Opportunity Act 2010 to make reasonable adjustments for an employee or prospective employee in order to perform the genuine and reasonable requirements of the employment.

Privacy Notice: The collection and processing of this information is in accordance with the *Occupational Health and Safety Act 2004*, the *Accident Compensation Act 1985* and the *Equal Opportunity Act 2010*.
 The completed pre-employment health declaration form will be retained in your personnel file.
 All Star may disclose some of your personal information, as applicable, to an independent medical examiner should All Star require an assessment of your suitability for employment and fitness for duty.

Employee Name: _____ Date: _____

1. Are you aware of any circumstances regarding your health or capacity to work that would interfere with your ability to perform the duties of the position?

In answering this question Yes or No you are also covering factors such as: existing or exposure to infectious diseases, taking of medication/treatment on a regular basis (daily, weekly, monthly). If yes, what adjustments do you need to perform the genuine and reasonable requirements of the employment (if any)?

If yes, please provide details: _____ No _____ Yes _____

2. Do you have an existing injury or condition or pre-existing injury or condition that could be affected by the nature of the proposed employment?

Existing is a condition for which treatment is still being received. Pre-existing is where an injury or condition/s is present but treatment is not required. If yes please provide details of the injury or condition(s). If yes, what adjustments do you need to perform the genuine and reasonable requirements of the employment (if any)?

If yes, please provide details: _____ No _____ Yes _____

3. Have you ever worked with any substances or in any conditions which may have been hazardous to your health (e.g. asbestos exposure, toxic chemicals, stressful or noisy environments) and for which you need a modified workplace?

Existing is a condition for which treatment is still being received. Pre-existing is where an injury or condition/s is present but treatment is not required. If yes please provide details of the injury or condition(s). If yes, what adjustments do you need to perform the genuine and reasonable requirements of the employment (if any)?

If yes, please provide details: _____ No _____ Yes _____

PLEASE CHECK

the appropriate space whether or not you currently have or have previously had any of the following conditions:

Amputated Foot, Leg, Arm or Hand or Loss of Use thereof	___ No ___ Yes	Epilepsy	___ No ___ Yes	Neck Injury or Neck Symptoms	___ No ___ Yes
Arthritis	___ No ___ Yes	Foot Ailment/Pain	___ No ___ Yes	Neck Pain	___ No ___ Yes
Arthroscopy	___ No ___ Yes	Fractured or Broken Bones	___ No ___ Yes	Neck Stiffness	___ No ___ Yes
Asbestosis	___ No ___ Yes	Head Injury	___ No ___ Yes	Nervous Breakdown, Anxiety, or Depression	___ No ___ Yes
Arterioscleroses	___ No ___ Yes	Head Pain	___ No ___ Yes	Numbness	___ No ___ Yes
Asthma	___ No ___ Yes	Headaches, Chronic	___ No ___ Yes	Osteomyelitis	___ No ___ Yes
Back Ache	___ No ___ Yes	Hearing Loss	___ No ___ Yes	Pain and/or stiffness in Finger(s)	___ No ___ Yes
Back Injury or Back Symptoms	___ No ___ Yes	Heart Disease	___ No ___ Yes	Pain and/or Stiffness in Hand(s)	___ No ___ Yes
Back Pain	___ No ___ Yes	Heavy Metal Poisoning	___ No ___ Yes	Pain and/or stiffness in Toe(s)	___ No ___ Yes
Back Stiffness	___ No ___ Yes	Hemophilia	___ No ___ Yes	Pain and/or stiffness in Wrist(s)	___ No ___ Yes
Brain Damage	___ No ___ Yes	High Blood Pressure	___ No ___ Yes	Parkinson's Disease	___ No ___ Yes
Bronchitis, Chronic	___ No ___ Yes	Hodgkin's Disease	___ No ___ Yes	Poliomyelitis	___ No ___ Yes
Bulging Disc(s)	___ No ___ Yes	Hyperinsulinism	___ No ___ Yes	Rotator Cuff Injury	___ No ___ Yes
Carpal Tunnel Syndrome	___ No ___ Yes	Hypertension	___ No ___ Yes	Ruptured Disc(s)	___ No ___ Yes
Cerebral Palsy	___ No ___ Yes	Ionizing Radiation Injury	___ No ___ Yes	Shooting Pains	___ No ___ Yes
Cervical Fusion	___ No ___ Yes	Knee Injury	___ No ___ Yes	Shooting Pains down from Back through Lower Extremities	___ No ___ Yes
Compressed Air Sequelae	___ No ___ Yes	Knee Pain	___ No ___ Yes	Shooting Pains down from Neck or Upper Back through Arms	___ No ___ Yes
Diabetes	___ No ___ Yes	Knee Soreness	___ No ___ Yes	Shoulder Pain	___ No ___ Yes
Difficulty Bending	___ No ___ Yes	Knee Stiffness	___ No ___ Yes	Silicosis	___ No ___ Yes
Difficulty Moving Back	___ No ___ Yes	Leg Pain	___ No ___ Yes	Sore Back	___ No ___ Yes
Difficulty Moving Knees	___ No ___ Yes	Leg Soreness	___ No ___ Yes	Sore Neck	___ No ___ Yes
Difficulty Moving Lower Extremities	___ No ___ Yes	Loss of Consciousness	___ No ___ Yes	Spinal Fusion	___ No ___ Yes
Difficulty Moving Neck	___ No ___ Yes	Loss of Sight, Partial, or Total	___ No ___ Yes	Stroke	___ No ___ Yes
Difficulty Stooping	___ No ___ Yes	Mental Disability	___ No ___ Yes	Surgical Removal of Lumbar or Cervical Disc	___ No ___ Yes
Discectomy	___ No ___ Yes	Mental Retardation	___ No ___ Yes	Thrombophlebitis	___ No ___ Yes
Dizziness	___ No ___ Yes	Multiple Sclerosis	___ No ___ Yes	Tingling	___ No ___ Yes
Double Vision or Blurred Sight	___ No ___ Yes	Muscular Dystrophy	___ No ___ Yes	Tingling Sensation in Arms, Legs, Fingers, or Toes	___ No ___ Yes
Emphysema	___ No ___ Yes	Neck Ache	___ No ___ Yes	Tuberculosis	___ No ___ Yes

Employee Declaration

I, _____, do sincerely declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my past or present state of health has been withheld. I hereby agree to undergo a health assessment by a medical practitioner if deemed necessary by All Star I & E, Inc.

I understand that any willfully incorrect or misleading answer or material omission which relates to any of the questions before mentioned may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal. I understand that this pre-employment health declaration will form part of my file.

Signature of Employee

Date

Employee's Printed Name

Authorization for Background Check

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

I, _____, hereby authorize All Star I & E, Inc. to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that All Star I & E, Inc. might utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of All Star I & E, Inc.'s choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Signature of Employee

Date

Employee's Printed Name

Authorization for Prior Employer to Release Information

(Please read and sign this form in the space provided below.)

I, _____, hereby authorize my prior employer, _____, to release any and all information relating to my employment with them to All Star I & E, Inc.. I further release and hold harmless both _____ and All Star I & E, Inc. from any and all liability that may potentially result from the release and/or use of such information.

I understand that any information released by my prior employer will be held in the strictest confidence, that it will be viewed only by those involved in the hiring decision, and that neither I nor anyone else not so involved will have the right to see the information.

Signature of Employee

Date

Employee's Printed Name