

OSGO HOME

OSGO HOME social media accounts policy

Our social media company policy provides a framework for using social media. This policy provides practical advice to avoid issues that might arise by careless use of social media in the workplace.

OSGO HOME will grant social media accounts to its sales representatives for business purposes only.

Every representative will be given OSGO HOME social media usernames and passwords. These accounts should be used in company assets. Usage of social media accounts on the representative's personal devices will be in the representative's discretion.

Customers in the store are to be served first. OSGO HOME social media accounts are a secondary priority. If sales representatives neglect their job duties to spend time on social media, their decline in productivity will show on their performance reviews.

Rules

While using OSGO HOME social media accounts:

1. Representatives must always follow OSGO HOME social media brand guidelines and rules.
2. Representatives must never forget to log-out if they are not using their social media accounts.
3. Representatives can only use their given OSGO HOME social media accounts.
4. Representatives must identify themselves with their name and their role at OSGO HOME. The personal information that a representative submits should be only the necessary for business.

Initials ____

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5. Representatives are not permitted to set up social media accounts for work purposes without prior consultation with their manager.
6. Only those officially designated representatives can use OSGO HOME social media accounts to speak on behalf of OSGO HOME in an official capacity.
7. Representatives are personally responsible for the content they publish.
8. As a representative of OSGO HOME, you must act with honesty and integrity in all matters.
9. Every OSGO HOME social media account must make known to users that it is controlled by OSGO HOME and it is an authorized account.
10. If you are uncertain or concerned about the appropriateness of any statement refrain from posting it until you discuss it with your manager.
11. Remember everything you post on the internet is permanent, even if you “delete it”.
12. If you see content in OSGO HOME social media accounts that disparages or reflects poorly on OSGO HOME, you should report it to your manager. All representatives are responsible for protecting our reputation.
13. While using OSGO HOME social media accounts, spam is prohibited. Circulating or posting commercial, personal, religious or political solicitations or promotion of organizations unrelated to OSGO HOME is also prohibited.
14. OSGO HOME’s confidential information shall not be made public in OSGO HOME social media accounts (refer to Confidentiality Agreement).
15. Representatives must not use profane language, insult any user, post any kind of obscene or untrue content or engage in any morally unacceptable behavior. Discrimination of any kind will not be tolerated.

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16. Representatives must not post disparaging or defamatory statements about OSGO HOME, its staff, customers, members (past or present), suppliers, vendors, affiliates and stakeholders.
17. Posts will not be deleted unless they violate OSGO HOME policies. Any edit to any post must be stated in the edited post.
18. All personal information we collect, store, use, or share from users will follow the OSGO HOME privacy policy.
19. Keep records of conversations, comments and customer prospects.
20. Copyright must be respected. Any external source must be properly disclosed unless the source has requested anonymity.
21. Passwords and social media privacy and security settings will be given by the Web Department and must not be changed by sales representatives.
22. The Web Department will have a username and password map for all OSGO HOME social media accounts.

Disciplinary Consequences

OSGO HOME will monitor all social media postings on the representatives' social media accounts. OSGO HOME will take disciplinary actions if the representatives do not follow this policy.

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I have read and understood this policy. I will uphold the standards set forth in this document and will maintain appropriate and professional conduct when using OSGO HOME social media accounts.

Representative's name

Date

Representative's signature

Initials ____

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Asset policy

This policy outlines the handling, responsibilities, and scope of the resources and equipment of OSGO HOME.

Authority

OSGO HOME administers the policy, which is currently effective for all OSGO HOME representatives and computer systems.

Assets covered by this policy

Hardware devices and software programs purchased and provided to the representative by the organization are to be used only for creating, researching, and processing company-related e-mail, documents, presentations, and Internet materials. Hardware devices and software programs are to be used ethically, lawfully, and appropriately at all times.

The use of the following hardware devices is covered within this policy:

- Desktop computers, monitors, and laptop computers,
- Handheld computers,
- Printers,
- Cellular telephones,
- Cable modems,
- Audio and video equipment, including scanners,
- iPads,
- iPhones,
- Phones,
- Any hardware,
- Any tool.

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The following software products are covered within this policy:

- Word processing programs,
- Spreadsheet software,
- Presentation tools,
- E-mail clients,
- Drawing, drafting, and graphical programs,
- Development utilities,
- All other software installed by OSGO HOME,
- Any license owned by OSGO HOME.

Violations

Misuse or abuse of company property could result in disciplinary action leading up to and including termination. Depending upon the nature and severity of the violation, criminal penalties could apply, as well.

Hardware, by no means, will be facilitated to external personnel of OSGO HOME. In case some hardware has been facilitated to some external personnel, measures will be taken against the representative in charge of the hardware and the manager of the area where the incident happened.

Should questions ever arise as to the proper and appropriate use of company-provided hardware and software, do not hesitate to contact the IT or human resources department for further clarification.

Asset administration

Hardware assets will be identified by a code, which will be useful for OSGO HOME to have control over assigned equipment and how every user is treating it.

Initials ____

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Every representative that has been assigned hardware must report any problem with the hardware with a Service Format.

No alterations, upgrades, or modifications should be made to hardware and software purchased by the organization and provided to the representative, unless approved in writing by the IT department. The organization retains ownership of all hardware and software provided to the representative. The representative should ensure the hardware devices and software programs provided by the organization are protected from theft and physical damage using reasonable precautions. For example, laptop computers, cell phones, and pagers should never be left unattended while traveling or in an unlocked vehicle.

Restitution

Should a representative fail to return organization-provided equipment and software upon termination or the request of the IT department, the representative shall pay the organization the current market value as determined by the organization. This amount shall be garnished from any remaining paychecks, reimbursement and expense checks, bonus payments, or other legal means necessary.

Remote Inventory & Equipment Policy Agreement

Representatives should read the entire Inventory & Equipment Policy and sign and date this form in the provided space below. Copies of this agreement will be kept on file in the IT and financial resources departments.

Sanctions

OSGO HOME will take actions against representatives who don't comply and make comply with this policy, depending on the severity of the infraction.

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- Time without pay will be issued for downloading information from the Internet that is non-concerning to OSGO HOME and might represent a risk of contamination to hardware systems and users.
- Discharge if a representative is seen downloading any kind of pornography, relapse or not following this policy.

Hardware and software assets assigned to representatives

- I received and read the Inventory & Equipment Policy.
- I received the hardware described in the equipment spread sheet and as stated above.
- I understand and agree that any hardware equipment and software programs provided to me by the organization remains the property of the organization.
- I understand I am not to modify, alter, or upgrade any hardware or software programs provided to me by the organization without the written consent of the administration department.
- I agree that, if I leave the organization or am terminated, I must return the hardware equipment and software programs provided by the organization or pay the current market value as determined by the organization.
- I understand I must make reasonable efforts to protect all organization provided hardware equipment and software from theft and physical damage.

Initials ____

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I have read, understood and agree with this policy.

Representative's name

Representative's signature

Date

Initials ____

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Acknowledgement of Representative Manual

I have received a copy of the Representative Manual of OSGO HOME, and I have read and I understand the information contained in the Manual.

Since the information in this Manual is necessarily subject to change as situations warrant, it is understood that changes in the manual may supersede, revise, or eliminate one or more of the policies in this manual. These changes will be communicated to me by my supervisor or through official notices. I accept responsibility for keeping informed of these changes.

Representative's name

Date

Representative's signature

Initials ____

OSGO HOME

Authorization for release of information

Name: _____ Date of application: _____

Social security number: _____ Position applied for: _____

To OSGO HOME:

You are authorized to release information concerning my employment with you, or if you are a personal/academic reference, release information concerning my employment and education, including subject evaluations.

You are further released from liability in connection with your response to this inquiry.

A photocopy of this authorization will be as effective as an original.

Representative's name

Date

Representative's signature

Initials ____

OSGO HOME

Background check authorization

I, _____, hereby authorize OSGO HOME 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 OSGO HOME will 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 the company'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.

Representative's name

Date

Representative's signature

Initials ____

OSGO HOME

Confidentiality agreement

Representative, _____, and Employer, OSGO HOME, make this Agreement regarding the employment of Representative.

Representative acknowledges that during employment, Representative will receive certain information which is deemed confidential by OSGO HOME.

1. As used in this Agreement, the term "Confidential information" means all confidential and proprietary information related to the business, products or sales of OSGO HOME and its affiliates and customers, including without limitation any inventors, discoveries, works in progress, trade secret, reports, investigations, experiments, research, know-how, techniques, processes, manuals, codes, software, computer applications and programs, disks, tapes, data sheets, files, records, documents, drawings, sketches, design, plans, proposals, marketing and sales programs, customer lists, customer mailing list, supplier list, financial projection, cost summaries, pricing and other formulas and all information derived from or related thereto as well as all other concepts, ideas, materials, or information prepared or performed for or by OSGO HOME and its affiliates and customers. All such information will be confidential information whether furnished to Representative by OSGO HOME or its affiliates or customers or who her made, conceived, developed, prepared or acquired by Representative alone or in conjunction with others during the Term of this Agreement or at any other point during which Representative rendered services to OSGO HOME. Confidential information will not include information
 - a. Which is or becomes publicly published in any written documents or otherwise has become a part of the public domain through no act of Representative, or

Initials ____

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- b. Which Representative can establish was already in Representative's possession and not subject to any secrecy obligation at the time Representative encountered the information in the course of, or incident to, Representative's engagement by OSGO HOME.
2. Representative recognizes and acknowledges that during the term of employment, Representative will have access to confidential information and that this information constitutes a valuable asset unique to OSGO HOME and its affiliates. Representative recognizes and acknowledges that OSGO HOME and its affiliates are entitled to prevent the disclosure of confidential information and that any disclosure will result in irreparable injury and damage to OSGO HOME or its affiliates and not to use or disclose any confidential information for or to any person, firm, corporation, association or entity either during the term of this Agreement or for a period of two years following his/her termination for any reason, except as authorized by OSGO HOME or as is necessary for the performance of duties under this Agreement but only after having received written consent from OSGO HOME, which will be limited to the specific confidential information described in the consent. Representative will take such protective measures as are reasonably necessary to preserve the confidentiality of confidential information and will exercise his/her best efforts to prevent any unauthorized parties from gaining access to it.
3. Representative understands and agrees that any confidential information is and will remain the sole and exclusive property of OSGO HOME and is subject to the obligations of confidentiality and nonuse set forth in this Agreements. Representative agrees that the ownership of all originals and copies of any confidential information vest in OSGO HOME from the time of its creation, together with all copyright and other intangible rights in works embodied in the

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confidential information. Representative will promptly report the making of all confidential information to OSGO HOME and Representative agrees to execute any and all documents necessary the execution of the written assignments of these documents to OSGO HOME. Representative agrees to assist OSGO HOME, at his/her expense, in making and prosecuting any and all patent, trademark or copyright applications relation to any confidential information. Representative agrees that any confidential information will be promptly delivered to OSGO HOME upon its request or upon the termination of this Agreement for any reason, together with and all copies or reproduction of the confidential information.

4. Representative will not, at any time during the term, improperly use or disclose any proprietary information or trade secrets of any former of concurrent Representative or other person of entity and Representative will not bring onto the premises of OSGO HOME any unpublished document or proprietary information belonging to any such employer, person or entity unless consented in writing by such employer, person or entity.
5. Nothing contained in this Agreement will be construed as a grant of any right or license or an offer to grant any rights or license with respect to confidential information, or any portion of it, except as expressly set forth in this Agreement.
6. Upon the termination of Representative's retention with OSGO HOME for any reason whatsoever, Representative will promptly deliver to OSGO HOME all data, documents and other information pertaining to confidential information. Representative will not take any data, documents, or other information or any reproduction or excerpt of them which contains or portions to any confidential information. Representative will execute any documents as OSGO HOME reasonably requires confirming the return of all materials.

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7. Representative agrees that during his/her retention and for one (1) year following the termination of this Agreement for any reason, neither Representative or his/her affiliates will, by Representative or by acting in concert with others, employ or solicit or attempt to employ or solicit for any employment any of OSGO HOME's Representatives. Representative and his/her affiliates will not, either directly or indirectly or by acting in concert with others, seek to influence or induce any representative to leave OSGO HOME's employment.
8. OSGO HOME will be entitled, if it so elects, to institute and prosecute proceedings in any court of competent jurisdiction, either in law or in equity, to enjoin Representative from violation any or the terms of this Agreement, to enforce the specific performance by Representative of any of the terms of this Agreement, and to obtain damages, or any of them, but nothing contained in this Agreement will be construed to prevent such remedy or combination of remedies as OSGO HOME may elect to invoke. Representative acknowledges that the injury that would be suffered by OSGO HOME as a result of a breach of the provisions of this Agreement would be irreparable and that an award of monetary damages to OSGO HOME for such a breach would be an inadequate remedy. Consequently, OSGO HOME will have the right, in addition to any other rights I may have, to obtain injunctive relief to restrain any breach or threatened breach or otherwise to specifically enforce any provision of this Agreement, and OSGO HOME will not be obligated to post bond or other security in seeking such relief. The failure of OSGO HOME to promptly institute legal action upon any breach of this Agreement will not constitute a waiver of that or any other breach of this Agreement. Representative acknowledges and recognizes that the enforcement of the provisions set forth hereinabove by OSGO HOME will not interfere with Representative's ability to pursue a proper livelihood. Representative recognizes

OSGO HOME

and agrees that the enforcement of this Agreement is necessary to ensure the preservation and continuity of the business and goodwill of OSGO HOME and its affiliates.

9. In the event of any breach of this Agreement by OSGO HOME, Representative will be entitled, if he/she so elects, to institute and prosecute proceedings in any court of competent jurisdiction, either in law or in equity, to enjoin OSGO HOME from violation any of the terms of this Agreement and to obtain damages, or any of them, but nothing contained in this Agreement may be construed to prevent such remedy or combination of remedies as Representative may elect to invoke. The failure of Representative to properly institute legal action upon any breach of this Agreement will not constitute a waiver of that or any other breach of this Agreement will not constitute a waiver of that or any other breach of this Agreement.
10. In the event of any litigation concerning any controversy, claim or dispute between the parties to this Agreement that arises out of or related of this Agreement or the breach of interpretation of it, the prevailing party will be entitled to recover from the losing party reasonable expenses, attorney's fees and costs incurred in the litigation or in the enforcement or collection of any judgment or award rendered in the litigation. The terms "prevailing party" means the party determined by the court to have most nearly prevailed, even if the party did not prevail in all matters, and not necessarily the party in whose favor a judgment is rendered. If any party defaults under this Agreement, the defaulting party will pay all the expenses, attorney's fees and costs incurred by the other party in connection with the default whether or not any litigation is commenced.

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11. Notwithstanding the foregoing, this Agreement shall not apply to information which is in the public domain prior to the date of its disclosure. Sales projections are not included in the definition of public domain.

Representative agrees that Representative's work for the Company will bring Representative into close contact with many of the Company's Customers, Customer Prospects, Vendors, Trade Secrets, and Confidential information. Representative further agree that this covenants are reasonable and necessary to protect the Company's legitimate business interests and its Customer, Customer Prospect, and/or Vendor relationships, Trade Secrets, and Confidential Information.

Representative's name

Date

Representative's signature

Initials ____

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Drug and/or alcohol testing consent

I hereby agree, upon a request made under the drug/alcohol testing policy of OSGO HOME, to submit to a drug and/or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis.

I understand and agree that if I at any time refuse to submit to a drug and/or alcohol test under company policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination.

I further authorize and give full permission to have the Company and/or its company physician send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to the Company and/or to any governmental entity involved in a legal proceeding or investigation connected with the test.

Finally, I authorize the Company to disclose any documentation relating to such test to any governmental entity involved in a legal proceeding or investigation connected with the test.

I understand that only duly-authorized Company officers, representatives, and agents will have access to information furnished or obtained in connection with the test; that they will maintain and protect the confidentiality of such information to the greatest extent possible; and that they will share such information only to the extent necessary to make employment decisions and to respond to inquiries or notices from government entities.

I will hold harmless the Company, its company physician, and any testing laboratory the Company might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug and/or

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alcohol test, even if a Company or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results.

I will further hold harmless the Company, its company physician, and any testing laboratory the Company might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug and/or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

I UNDERSTAND THAT THE COMPANY WILL REQUIRE A DRUG SCREEN AND/OR ALCOHOL TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL IN THE ACCIDENT OR INJURY EVENT, AND I AGREE TO SUBMIT TO ANY SUCH TEST.

Representative's name

Date

Representative's signature

Initials ____

OSGO HOME

OSGO HOME social media accounts policy

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While using OSGO HOME social media accounts:

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OSKO HOME will monitor all social media postings on the representatives' social media accounts. OSKO HOME will take disciplinary actions if the representatives do not follow this policy.

Initials ____

OSGO HOME

I have read and understood this policy. I will uphold the standards set forth in this document and will maintain appropriate and professional conduct when using OSGO HOME social media accounts.

Representative's name

Date

Representative's signature

Initials ____

OSGO HOME

Representative agreement on inventions and patents

Agreement made between OSGO HOME, hereinafter referred to as "Company," and, _____, hereinafter referred to as "Representative".

In consideration of the employment of Representative by Company, the parties agree as follows:

1. Representative shall or may have possession of or access to facilities, apparatus, equipment, drawings, systems, formulae, reports, manuals, invention records, customer lists, computer programs, or other material embodying trade secrets or confidential technical or business information of Company or its Affiliates. Representative therein agrees not to use any such information or material for himself or others, and not to take any such material or reproductions thereof from Company, at any time during or after employment by Company, except as required in Representative's duties to Company. Representative agrees immediately to return all such material and reproductions thereof in his possession to Company upon request and in any event upon termination of employment.
2. Except with prior written authorization by Company, Representative agrees not to disclose or publish any trade secret or confidential technical or business information or material of Company or its Affiliates or of another party to whom Company owes an obligation of confidence, at any time during or after employment by Company.
3. Representative shall promptly furnish to Company a complete record of any and all inventions, patents and improvements, whether patentable or not, which he, solely or jointly, may conceive, make, or first disclose during the period of his employment by Company.

Initials ____

OSGO HOME

4. Representative agrees to and does hereby grant and assign to Company or its nominee representative's entire right, title, and interest in and to inventions, patents and improvements that relate in any way to the actual or anticipated business or activities of Company or its Affiliates, or that are anticipated by or result from any task or work for or on behalf of Company together with any and all domestic and foreign patent rights in such inventions and improvements. To aid Company or its nominee in securing full benefit and protection thereof, Representative agrees promptly to do all lawful acts reasonably requested, at any time during and after employment by Company, without additional compensation but at Company's expense.
5. Representative agrees that, in the event representative accepts employment with any firm or engages in any type of activity in representative's own behalf or in behalf of any organization following termination of his employment with Company, representative shall notify Company in writing within thirty days of the name and address of such organization and the nature of such activity.
6. Representative agrees to give Company timely written notice of any prior employment agreements or patent rights that might conflict with the interests of Company or its Affiliates.
7. No waiver by either party of any breach by the other party of any provision of this Agreement shall be deemed or construed to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.
8. This Agreement shall be binding upon and pass to the benefit of the successors and assigns of Company and, insofar as the same may be applied thereto, the heirs, legal representatives, and assigns of Representative.
9. This Agreement shall supersede the terms of any prior employment agreement or understanding between Representative and Company. This Agreement may

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be modified or amended only in writing signed by an executive officer of Company and by Representative.

10. Should any portion of this Agreement be held to be invalid, unenforceable or void, such holding shall not have the effect of invalidating the remainder of this Agreement or any other part thereof, the parties hereby agreeing that the portion so held to be invalid, unenforceable, or void shall, if possible, be deemed amended or reduced in scope.

11. This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns and personal representatives.

Representative acknowledges reading, understanding and receiving a signed copy of this Agreement.

Representative's name

Date

Representative's signature

Initials ____

OSGO HOME

Representative covenant: Expense recovery.

_____, (Representative) of OSGO HOME, hereby promises OSGO HOME:

To reimburse OSGO HOME all amounts paid by OSGO HOME to the Representative as compensation for or reimbursement of expenses incurred in the course of employment that are disallowed, in whole or in part, as deductible OSGO HOME for income tax purposes.

Representative's name

Date

Representative's signature

Initials ____

OSGO HOME

REPRESENTATIVE

Manual



OSGO HOME

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Section 1

Introduction

This Manual is designed to acquaint you with OSGO HOME and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all representatives of OSGO HOME. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters a representative's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its representatives. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this manual.

Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.1 Changes in policy

Since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all representatives of these changes. Changes will be effective on the dates determined by the Company, and after those dates all superseded policies will be null.

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No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

1.2 Employment application

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment.

Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.3 Employment relationship

You enter employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, OSGO HOME is free to conclude its relationship with any representative at any time for any reason or no reason. Representatives are required to follow the Employment Termination Policy (See Section 3.13).

Section 2

Definitions of representative status

“Representative” defined

A “representative” of OSGO HOME is a person who regularly works for OSGO HOME on a wage or salary basis. “Representatives” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons.

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Exempt

Representatives whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

Non-exempt

Representatives whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

Regular full-time

Are eligible for the Company's terms, conditions, and limitations.

Regular part-time

Representatives who work less than 20 hours per week.

Temporary

Those whose performance is being evaluated to determine whether further employment in a specific position or with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief.

Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary representatives retain that status until they are notified of a change. They are not eligible for any of the Company's benefits.

Section 3

Employment policies

3.1 Non-discrimination

To provide equal employment and advancement opportunities to all individuals, employment decisions at OSGO HOME will be based on merit, qualifications, and

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abilities. OSGO HOME does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

OSGO HOME will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Representatives with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Representatives can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

3.2 Non-disclosure/Confidentiality

The protection of confidential business information and trade secrets is vital to the interests and success of OSGO HOME. Such confidential information includes, but is not limited to, the following examples:

- Compensation data,
- Financial information,
- Marketing strategies,
- Pending projects and proposals,
- Proprietary production processes,
- Personnel/Payroll records, and
- Conversations between any persons associated with the company.

All representatives are required to sign a non-disclosure agreement as a condition of employment.

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Representatives who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3.3 New representatives orientation

Orientation is a formal welcoming process that is designed to make the new representative feel comfortable, informed about the company, and prepared for their position. New representative orientation is conducted by a Human Resources representative, and includes an overview of the company history, an explanation of the company core values, vision, and mission; and company goals and objectives. In addition, the new representative will be given an overview of benefits, tax, and legal issues, and complete any necessary paperwork.

Representatives are presented with all codes, keys, and procedures needed to navigate within the workplace. The new representative's supervisor then introduces the new hire to staff throughout the company, reviews their job description and scope of position, explains the company's evaluation procedures, and helps the new representative get started on specific functions.

3.4 Probatory period for new representatives

The probationary period for regular full-time and regular part-time representatives lasts up to 90 days from date of hire. During this time, representatives have the opportunity to evaluate our Company as a place to work and management has its first opportunity to evaluate the representative. During this introductory period, the Company has the right to terminate employment without notice.

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3.5 Lunch periods

On schedules over 5 hours, a full hour is available, on a staggered schedule, so that your absence does not create a problem for co-workers or clients. This means a total of at least 6 hours, 5 working hours plus 1 hour lunch-break. On schedules under 5 hours, no lunch period is given.

3.6 Break periods

OSGO HOME does not provide for representatives to break during production activities except for the above outlined lunch period.

If representatives have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the representative's own time.

Representatives who do not adhere to the break policy will be subject to disciplinary action, including termination.

3.7 Personnel files

Representative personnel files include the following: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action and documents related to representative performance reviews, coaching, and mentoring.

Personnel files are the property of OSGO HOME and access to the information is restricted. Management personnel of OSGO HOME who have a legitimate reason to review the file are allowed to do so.

Representatives who wish to review their own file should contact their supervisor.

3.8 Personnel data changes

It is the responsibility of each representative to promptly notify their supervisor of any changes in personnel data such as:

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- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

A representative's personnel data should be accurate and current at all times.

3.9 Inclement weather/emergency closings

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close the office will be made by the Executive Staff. When the decision is made to close the office, representatives will receive official notification from their supervisors.

Time off from scheduled work due to emergency closings will be unpaid for all representatives

3.10 Representative review and planning sessions

Supervisors may conduct informal performance reviews and planning sessions often if they choose.

Performance reviews and planning sessions are designed for the supervisor and the representative to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, representative and supervisor discuss ways in which the representative can accomplish goals or learn new skills. The planning sessions are designed for the representative and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

Performance review and planning sessions will have a direct effect on any changes in your compensation. For this reason, among others, it is important to prepare for these reviews carefully, and participate in them fully.

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3.11 Outside employment

Representatives may hold outside jobs in non-related businesses or professions as long as the representative meets the performance standards of their job description with OSGO HOME.

Unless an alternative work schedule has been approved by OSGO HOME, representatives will be subject to the company's scheduling demands, regardless of any existing outside work assignments. OSGO HOME's office space, equipment, and materials are not to be used for outside employment.

3.12 Corrective action

OSGO HOME holds each of its representatives to certain work rules and standards of conduct (see Section 4). When a representative deviates from these rules and standards, OSGO HOME expects the representative's supervisor to take corrective action.

Corrective action at OSGO HOME is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

OSGO HOME retains the right to dismiss a representative without any requirement to pursue these discipline procedures when it is determined that the representative's conduct or job performance warrants immediate dismissal. In addition, not every step of the process must be taken in each case.

A performance problem arises any time a representative does something the supervisor believes the representative should not do or is not doing something the supervisor feels the representative should do. Representatives are also expected to be aware of the rules, procedures and standards of conduct as established by OSGO HOME as well as the job performance and conduct required.

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Discipline Process

When coaching or informal discussions do not result in the representative quickly recognizing and correcting a problem, the discipline process may be appropriate.

It is in the department supervisor's discretion to:

- Identify and evaluate the circumstances,
- Show adequate reason why the individual should be disciplined or dismissed,
- Document the facts: copies of all documents pertaining to disciplinary action or dismissal should be kept on file,
- Seek guidance, if needed,
- Inform the representative of the concerns,
- Allow the representative the opportunity to respond, and
- Apply the appropriate discipline.
- Be timely,
- Emphasize correcting the problem,
- Be easy to administer and enforce,
- Provide for increasingly serious steps if the problem is not resolved, and
- Result in the representative changing behavior.

Discipline could be appropriate to the offense and take into consideration the:

- Seriousness of the offense,
- Appropriateness for the infraction,
- Number of offenses,
- Consistency with previous action taken for similar offenses,
- Impact on overall representative morale,

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- Mitigating circumstances,
- Representative's prior conduct or previous coaching sessions,
- Past performance record,
- Length of service and, and
- Willingness and ability of representative to correct the problem.

Steps of a progressive discipline are:

1. Verbal warning;
2. Written warning;
3. Discharge.

The type of discipline to be administered should depend on the severity of the infraction. Acts that may result in disciplinary action or dismissal include, but are not limited to:

- Incompetence; lack of sufficient skills; inability to perform assigned duties as required;
- Refusal to accept a reasonable and proper assignment from an authorized supervisor;
- Misconduct; acts of dishonesty; moral turpitude; breach of trust;
- Inappropriate use or possession of prohibited weapons on property;
- Threats or abuse to others or disorderly conduct;
- Neglect of assigned responsibilities;
- Insubordination or conduct unbecoming a OSGO HOME representative;
- Chronic absence or tardiness;
- Inability to work with others as required;
- Failure to abide by the rules and regulations of OSGO HOME;

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- Discrimination, including sexual harassment, or false accusation with malicious intent;
- Failure to comply with state or federal statutes;
- Commission, on or off the job, of any illegal act under state and federal laws that could affect job performance;
- Endangerment of safety of coworkers;
- Lack of personal or professional credibility.

Extremely serious offenses such as, but not limited to, stealing, insubordination, disregard for safety, or threats against another, may justify summary discharge without the necessity of warning or attempts at corrective action. Less serious infractions generally call for the progressive form of discipline.

Verbal Warning

When a representative's conduct or job performance is not consistent with accepted skill or behavior standards and the conduct or job performance does not warrant dismissal, the representative could:

- Be notified that the conduct or performance is inappropriate or unacceptable;
- Understand the desired behavior or performance;
- Be allowed to express their perceptions of the situation;
- Be given steps for correcting the situation;
- Be given a reasonable time to correct those skills or behaviors; and
- Understand the consequences of not making the required changes.

Prior to conducting a verbal warning session, the supervisor could review the representative's personnel file.

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Written warning

Written warnings are given for repeated or serious rule breaking, ignoring orders, etc.

The supervisor should draft the written warning, including who, what, where, when. The warning should include specific as well as indicating previous efforts to correct the situation.

In the meeting, the supervisor should review the problem and the seriousness of a written warning with the representative, ask for their perception of the situation and work out a corrective action plan, including time lines.

After the investigation, an appropriate form of discipline, up to and including termination may be imposed if warranted. The supervisor, or similar administrative designee, will notify the representative of the reasons for this action and the effective date of the action.

Discharge

If the representative's behavior/performance does not change, discharge may be appropriate.

Appeal

If a representative wishes to appeal the dismissal from employment, a written appeal must be made in writing to the C.E.O. within 15 working days from the effective date of the dismissal.

Though committed to a progressive approach to corrective action, OSGO HOME considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form,

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insubordinate behavior, vandalism or destruction of company property, being on company property during non-business hours, the use of company equipment and/or company vehicles without prior authorization by Executive Staff, untruthfulness about personal work history, skills, or training, divulging Company business practices, and misrepresentations of OSGO HOME to a customer, a prospective customer, the general public, or a representative.

3.13 Employment termination

Below are a few examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by a representative.
- Termination – involuntary employment termination initiated by OSGO HOME.
- Layoff – involuntary employment termination initiated by OSGO HOME for non-disciplinary reasons.
- Deceased.

When a non-exempt representative intends to terminate his/her employment OSGO HOME, he/she shall give OSGO HOME at least two 2 weeks written notice.

Since employment with OSGO HOME is based on mutual consent, both the representative and OSGO HOME have the right to terminate employment at will, with or without cause.

Any representative who terminates employment with OSGO HOME shall return all files, records, keys, and any other materials that are property of OSGO HOME. No final settlement of a representative's pay will be made until all items are returned in appropriate condition.

The cost of replacing non-returned items will be deducted from the representative's final paycheck.

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Furthermore, any outstanding financial obligations owed to OSGO HOME will also be deducted from the representative's final check.

3.14 Safety

OSGO HOME provides information to representatives about workplace safety and health issues through regular internal communication such as:

- Training sessions,
- Team meetings,
- Bulletin board postings,
- Memorandums,
- Other written communications.

Each representative is expected to obey safety rules and exercise caution and common sense in all work activities. Representatives must immediately report any unsafe conditions to their supervisor.

Representatives who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, representatives should notify their supervisor (See Section 3.16, Representative Requiring Medical Attention).

3.15 Health-related issues

Representatives, who become aware of any health-related issue, including pregnancy, should notify their supervisor of health status. This policy has been instituted strictly to protect the representative.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, representatives should notify their supervisor.

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The company reserves the right to request a certificate or statement from the representative's physician establishing the representative's physical need for the leave of absence. A representative returning to work from a leave of absence in the case of illness or pregnancy will present a certificate or statement from the representative's physician indicating that the representative is able to return to work.

A representative need not apply for an illness or pregnancy leave of absence if the absence will not exceed five working days; however, the representative must notify his or her department manager no later than the day of such absence.

3.16 Representative requiring medical attention

In the event a representative requires medical attention, whether injured or becoming ill while at work, the representative's personal physician must be notified immediately. If it is necessary for the representative to be seen by the doctor or go to the hospital, a family member will be called to transport the representative to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of a representative on-site, the representative will be responsible for any transportation charges.

Furthermore, OSGO HOME's representatives will not be responsible for transportation of another representative due to liabilities that may occur.

A physician's "return to work" notice may be required.

3.17 Building security

All representatives who are issued keys to the office are responsible for their safekeeping. These representatives will sign a Building Key Disbursement form upon receiving the key. The last representative, or a designated representative, who leaves the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on

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appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Representatives are not allowed on Company property after hours without prior authorization from the Executive Staff.

3.18 Insurance on personal effects

All representatives should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. OSGO HOME assumes no risk for any loss or damage to personal property.

3.19 Supplies; expenditures; obligating The Company

Only authorized persons may purchase supplies in the name of OSGO HOME. No representative whose regular duties do not include purchasing shall incur any expense on behalf of OSGO HOME or bind OSGO HOME by any promise or representation without written approval.

3.20 Travel and expenses

1. Travel. The Company might pay for travel as long as expenses are reasonable. Representatives are expected to fly coach and arrange for e-tickets, where possible, through recognized Internet. Representatives should make similar arrangements for hotels and car rentals as required.
2. Travel Advances. The Company provides no travel advances.
3. Mileage. Any use of a representative's own vehicle for company business over 5 miles per incident may be paid at the then prevailing mileage rate approved by the Internal Revenue Service.
4. Supplies and Services. We strongly encourage representatives to seek out approval for any supplies or services they believe will enhance their work product or those of others around them.

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5. Entertainment and Meals. Entertainment and meals is always a tricky issue in expense reports. This is reflected by careful review of this category by the Internal Revenue Service. All meals out of town are reimbursable, as long as reasonable prudence is used. Entertainment of customers is encouraged but within reasonable and prudent limits (i.e., no painting the town red or excessive use of alcohol, and so on).

6. Expense Report Submissions Expense reports should be filled out promptly and submitted for reimbursement. Receipts and explanations should be included with all expense reports. Expense reports are to be signed by the representative and their manager and forwarded to Accounting. Any Expense Report turned in 45 days after the first expenditure on the report is subject to nonpayment.

3.21 Parking

Representatives must park their cars in areas indicated and provided by the Company.

3.22 Visitors in the workplace

To provide for the safety and security of representatives, visitors, and the facilities at OSGO HOME. Only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards representative welfare, and avoids potential distractions and disturbances.

3.23 Immigration Law compliance

OSGO HOME employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

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

Former representatives who are rehired must also complete the form if they have not completed an I-9 with OSGO HOME within the past three years or if their previous I-9 is no longer retained or valid.

3.24 Software use

Unless prior approval is obtained only software, which is owned, developed by OSGO HOME or licensed by OSGO HOME, can be used. No personal software may be used without advance prior approval. Prior to making such approval, the representative must provide proof of ownership and proof of license terms permitting the use of the software for the intended purposes.

Section 4

Standards of conduct

The work rules and standards of conduct for OSGO HOME are important, and the Company regards them seriously. All representatives are urged to become familiar with these rules and standards. In addition, representatives are expected to follow the rules and standards faithfully in doing their own jobs and conducting the Company's business.

Please note that any representative who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.12, Corrective Action).

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While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse);
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of company-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);
- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice);
- Unauthorized use of telephones, or other company-owned equipment (See Section 4.4, Telephone Use);
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies; and

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- Unsatisfactory performance or conduct.

4.1 Attendance/Punctuality

The Company expects that every representative will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other representatives and on the Company.

If you are unable to report for work for any reason, notify your supervisor before regular starting time. You are responsible for speaking directly with your supervisor about your absence. It is not acceptable to leave a message on a supervisor's voice mail, except in extreme emergencies. In the case of leaving a voice-mail message, a follow-up call must be made later that day.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify your supervisor at least seven working days in advance.

Each request for special work hours will be considered separately, in light of the representative's needs and the needs of the Company. Such requests may or may not be granted.

4.2 Absence without notice

When you are unable to work owing to illness or an accident, please notify your supervisor. This will allow the Company to arrange for temporary coverage of your duties, and helps other representatives to continue work in your absence. If you do not report for work and the Company is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

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If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

4.3 Harassment

OSGO HOME is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another representative who has, report it immediately. Representatives can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor who will handle the matter in a timely and confidential manner.

4.4 Telephone use

OSGO HOME telephones is intended for the use of serving our customers and in conducting the Company's business.

Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all representatives and avoid miscommunication in the office, representatives must inform family members and friends to limit personal telephone calls during working hours.

If a representative is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.12, Corrective Action).

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4.5 Public image

A professional appearance is important anytime that you come in contact with customers or potential customers. Representatives should be well groomed and dressed appropriately for our business and for their position.

The following items are considered inappropriate working attire for OSGO HOME:

- Open-toed sandals,
- Spaghetti-strapped shirts,
- Tank tops or revealing shirts,
- Sheer clothing,
- T-shirts with inappropriate or offensive gestures or advertising,

When meeting with a client, the dress code is more business-oriented, including attire such as:

- Slacks and dress shirt or blouse,
- Dress or skirt and blouse,
- Company Uniform.

If management occasionally designates "casual days," appropriate guidelines will be provided to you.

Consult your supervisor if you have any questions about appropriate business attire.

4.6 Gratuities to customer of supplier representative

Representatives of OSGO HOME may not offer to give, or accept, a gift, cash or other item of value including personal service from an existing or prospective customer, supplier, or a representative of either in pursuance of business or in conjunction with negotiating business on behalf of this company. Expenses for meals as part of a seminar, convention, or business meeting are not within the definition of gratuities for purposes of this policy.

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Invitations extended by a customer or supplier to participate in any program or activity may be accepted.

4.7 Substance abuse

The Company is committed to providing a safe and productive workplace for its representatives. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary representatives. The rules apply during working hours to all representatives of the Company while they are on Company premises or elsewhere on Company business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on Company property is prohibited. Being under the influence of illegal drugs, alcohol, or substances of abuse on Company property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

So, that there is no question about what these rules signify, please note the following definitions:

- **Company property:** All Company owned or leased property used by representatives.
- **Controlled substance of abuse:** Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.
- **Drug:** Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.
- **Drug paraphernalia:** Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

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- **Illegal drug:**
 - a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under any federal, state, or local law or regulation.
 - b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
 - c. Inhalants used illegally.
- **Under the influence:** A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the Company's policy on drugs and may subject a representative to disciplinary action, up to and including immediate termination: Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment, working or reporting to work, conducting Company business or being on Company property while under the influence of an illegal drug or alcohol, or in an impaired condition.

4.8 Tobacco products

The use of tobacco products is not permitted anywhere on the Company's premises except in authorized and designated locations.

4.9 Internet use

OSGO HOME representatives are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the Company's business.

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Representatives may use the Internet when appropriate to access information needed to conduct business of the Company. Representatives may use e-mail when appropriate for Company business correspondence. Use of the Internet must not disrupt operation of the company computer network. Use of the Internet must not interfere with a representative's productivity. Representatives are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. OSGO HOME reserves the right to access and monitor all files and messages on its systems.

Section 5

Wage and salary policies

5.1 Wage or salary increases

Each representative's hourly wage or annual salary may be reviewed at least once each year.

The representative's review date will usually be conducted on or about the anniversary date of employment or the date of the previous compensation review. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.

Increases will be determined on the basis of performance, adherence to company policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals (See Section 3.10, Performance Review/Planning Sessions).

Although the Company's salary ranges and hourly wage schedules will be adjusted on an ongoing basis, OSGO HOME does not grant "cost of living" increases. Performance is the key to wage increases in the Company

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5.2 Timekeeping

Accurately recording time worked is the responsibility of every representative.

Time worked is the time spent on a job(s) performing assigned duties. OSGO HOME does not pay for extended breaks or time spent on personal matters.

The time clock is a legal instrument. Altering, falsifying, tampering with time records, or recording time on another team member's time record will result in disciplinary action, including termination of employment.

Every representative has a grace period of ± 5 minutes from the representative's time of entry and departure time.

Authorized personnel will review time records each week. Any changes to a representative's time record must be approved by his/her supervisor. Questions regarding the timekeeping system or time cards should be directed to the Supervisor.

Time Cards – Non-exempt representatives will be issued a time card on their first day of employment. The representative will be given thorough instructions on usage and instructions on what to do should a problem occur.

5.3 Overtime

Overtime compensation is paid to non-exempt representatives in accordance with federal and state wage and hour restrictions.

Overtime is payable for hours at a rate of one and one-half times the non-exempt representative's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

1. **Authorization.** All overtime must be approved by the representative's departmental manager in writing before any overtime is worked. No representative shall work overtime without such express authorization. An

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Overtime Form must be filled out by a department manager, indicating the estimated hours of overtime to be worked and the purposes to justify the additional expense involved by using Overtime to do so.

2. **Procedure for Payment.** A form must be completed with the actual hours worked and given to payroll within one (1) week of working any overtime. Payment for approved overtime will be given one (1) pay period after the time the completed form is received by the person responsible for payroll of that department.
3. **Mandatory overtime:** During busy periods, OSGO HOME may require representatives to work extended hours.
4. **Consequences of overuse of overtime:** Supervisors who authorize staff members to work overtime without prior approval from management will be subject to disciplinary action. Supervisors who continually rely on the use of overtime hours in order to complete a week's work without it being deemed as extenuating by management will be placed on a performance improvement plan.
5. **Consequences of unauthorized overtime:** Termination.

5.4 Paydays

All representatives are paid bi-weekly. In the event that a regularly scheduled payday falls on a weekend or holiday, representatives will receive pay on the next day of operation.

If a regular payday falls during a representative's vacation, the representative's paycheck will be available upon his/her return from vacation.

If the representative is not at work when paychecks are distributed and does not receive the paycheck, the paycheck will be kept at the reception desk through the rest of the payday. If a representative is unable to pick up his or her check on payday, he or she will need to see the company Bookkeeper.

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Paychecks will not, under any circumstances, be given to any person other than the representative without written authorization. Paychecks may also be mailed to the representative's address or deposited directly into a representative's bank account upon request.

It is the policy of OSGO HOME not to make representative payroll advances.

Section 6

Jury duty/Military leave

If you receive a summons or other notice requiring you to report for Jury Duty, inform your supervisor immediately and provide your supervisor with a copy of your notice to report for Jury Duty.

If you wish to serve on Jury Duty as specified in the notice, report as required. If you have personal or work priorities that limit your ability to serve, see your supervisor for his or her help in supporting your claims should you want the Company's assistance in this matter. Representatives may keep any payment received from the Court for Jury Duty and have no obligation to return any payment to the Company.

At the end of each day of Jury Duty, notify your Supervisor of your status. Most Jury Duty is for one day or less unless you sit on an actual trial. Therefore, your report to your supervisor is especially important on the first day of any required Jury Duty.

If required to sit on a trial, a representative serving on a jury should contact his or her supervisor daily to advise the supervisor of his or her status and the projected end of the jury duty.

As with all Company policies, this one is subject to modification, in whole or in part, required by any changes in local, state, or federal statutes and laws. The Company may

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also modify this policy for its own purposes in whole or in part with 30 days' notice to representatives.

Section 7

Representative communication

7.1 Staff meetings

Quarterly staff meetings will be held. These informative meetings allow representatives to be informed on recent company activities, changes in the workplace and representative recognition.

7.2 Suggestion box

OSGO HOME. Encourages representatives who have suggestions that they do not want to offer orally or in person to write them down and e-mail them to their supervisor or person of interest using the company's directory.

7.3 Procedure for handling complaints

Under normal working conditions, representatives who have a job-related problem, question or complaint should first discuss it with their immediate supervisor. At this level, representatives usually reach the simplest, quickest, and most satisfactory solution. If the representative and supervisor do not solve the problem, OSGO HOME encourages representatives to contact the Human Resources Representative.

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Representative non-compete agreement

For good consideration and as an inducement for OSGO HOME to employ _____ (Representative), the undersigned Representative hereby agrees not to directly or indirectly compete with the business of OSGO HOME and its successors and assigns during the period of employment and for 2 years following termination of employment and notwithstanding the cause or reason for termination.

The term "not compete" as used herein shall mean that the Representative shall not own, manage, operate, consult to or be employed in a business substantially similar to or competitive with OSGO HOME or such other business activity in which OSGO HOME may substantially engage during the term of employment. The Representative acknowledges that OSGO HOME shall or may in reliance of this agreement provide Representative access to trade secrets, customers and other confidential data and that the provisions of this agreement are reasonably necessary to protect OSGO HOME and its good will. Representative agrees to retain said information as confidential and not to use said information on his or her own behalf or disclose same to any third party. This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns and personal representatives.

Representative's name

Date

Representative's signature

Initials ____

OSGO HOME

Video surveillance policy

Acknowledgement, consent, and release.

I acknowledge that I have received a copy of OSGO HOME updated policies, that I have been given the opportunity to read and ask any questions that I might have about the same, and that by signing this acknowledgement, I agree to adhere to the policies as a condition of my employment and/or continuing employment with OSGO HOME.

I understand and agree that in acknowledging and signing this form, no contract of employment is hereby created, and further understand that no promise or guarantee of employment for any term is hereby made. I also acknowledge that I am an employee-at-will and that either I or OSGO HOME may end the employment relationship at any time, with or without notice or cause. I further acknowledge that my failure to adhere to these policies may subject me to disciplinary action, up to and possibly including immediate termination without warning.

In accordance with OSGO HOME's policy regarding searches, I understand that all desks, storage areas, lockers, and all vehicles owned, financed, or leased by OSGO HOME or used by OSGO HOME to transport employees, goods, and/or products are subject to search at any time without my knowledge, presence, or permission. With the exception of my personal vehicle, I understand I am prohibited from locking or otherwise securing any such desk, storage area, locker, or vehicle with any lock or locking device not supplied or approved by OSGO HOME. If I use my own lock on any such item, I agree to give my supervisor a copy of the key or combination to the lock so that the company may open the lock at any time that it may deem such action necessary. In the event that a search of my personal vehicle becomes necessary, I agree to allow personnel

Initials ____

OSGO HOME

designated by OSGO HOME to conduct such a search at any time the company may direct during my duty shift.

I further understand that in order to promote the safety of employees and company visitors, as well as the security of its facilities, OSGO HOME may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, showers, and dressing rooms, and that video cameras will be positioned in appropriate places within and around OSGO HOME buildings and used in order to help promote the safety and security of people and property. I hereby give my consent to such video surveillance at any time the company may choose. I hereby release OSGO HOME from all liability, including liability for negligence, associated with the enforcement of these policies and/or any searches or surveillance undertaken pursuant to these policies.

Representative's name

Date

Representative's signature

Initials ____



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [][] - [][] - [][][][]		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	QR Code - Section 1 Do Not Write In This Space

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



Employer Completes Next Page





Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions)

Signature of Employer or Authorized Representative		Today's Date(mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable)			B. Date of Rehire (if applicable)
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p align="center">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Form W-4 (2017)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you aren't exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	<u> </u>
B	Enter "1" if: { <ul style="list-style-type: none"> • You're single and have only one job; or • You're married, have only one job, and your spouse doesn't work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B	<u> </u>
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	<u> </u>
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	<u> </u>
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	<u> </u>
F	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit	F	<u> </u>
(Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)			
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.		
	• If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children.		
	• If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child.	G	<u> </u>
H	Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) ▶	H	<u> </u>
	For accuracy, complete all worksheets that apply. { <ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. 		

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 0;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 2017
1 Your first name and middle initial	Last name	2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 <u> </u>
6 Additional amount, if any, you want withheld from each paycheck		6 \$ <u> </u>
7 I claim exemption from withholding for 2017, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		7 <u> </u>
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)
		10 Employer identification number (EIN)

Deductions and Adjustments Worksheet

Note: Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

- 1 Enter an estimate of your 2017 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% of your income, and miscellaneous deductions. For 2017, you may have to reduce your itemized deductions if your income is over \$313,800 and you're married filing jointly or you're a qualifying widow(er); \$287,650 if you're head of household; \$261,500 if you're single, not head of household and not a qualifying widow(er); or \$156,900 if you're married filing separately. See Pub. 505 for details **1** \$ _____
- 2 Enter: $\left\{ \begin{array}{l} \$12,700 \text{ if married filing jointly or qualifying widow(er)} \\ \$9,350 \text{ if head of household} \\ \$6,350 \text{ if single or married filing separately} \end{array} \right\}$ **2** \$ _____
- 3 **Subtract** line 2 from line 1. If zero or less, enter "-0-" **3** \$ _____
- 4 Enter an estimate of your 2017 adjustments to income and any additional standard deduction (see Pub. 505) **4** \$ _____
- 5 **Add** lines 3 and 4 and enter the total. (Include any amount for credits from the *Converting Credits to Withholding Allowances for 2017 Form W-4* worksheet in Pub. 505.) **5** \$ _____
- 6 Enter an estimate of your 2017 nonwage income (such as dividends or interest) **6** \$ _____
- 7 **Subtract** line 6 from line 5. If zero or less, enter "-0-" **7** \$ _____
- 8 **Divide** the amount on line 7 by \$4,050 and enter the result here. Drop any fraction **8** _____
- 9 Enter the number from the **Personal Allowances Worksheet**, line H, page 1 **9** _____
- 10 **Add** lines 8 and 9 and enter the total here. If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 **10** _____

Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

Note: Use this worksheet *only* if the instructions under line H on page 1 direct you here.

- 1 Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) **1** _____
- 2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than "3" **2** _____
- 3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet **3** _____

Note: If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

- 4 Enter the number from line 2 of this worksheet **4** _____
- 5 Enter the number from line 1 of this worksheet **5** _____
- 6 **Subtract** line 5 from line 4 **6** _____
- 7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here **7** \$ _____
- 8 **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed **8** \$ _____
- 9 Divide line 8 by the number of pay periods remaining in 2017. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2017. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck **9** \$ _____

Table 1

Table 2

Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$7,000	0	\$0 - \$8,000	0	\$0 - \$75,000	\$610	\$0 - \$38,000	\$610
7,001 - 14,000	1	8,001 - 16,000	1	75,001 - 135,000	1,010	38,001 - 85,000	1,010
14,001 - 22,000	2	16,001 - 26,000	2	135,001 - 205,000	1,130	85,001 - 185,000	1,130
22,001 - 27,000	3	26,001 - 34,000	3	205,001 - 360,000	1,340	185,001 - 400,000	1,340
27,001 - 35,000	4	34,001 - 44,000	4	360,001 - 405,000	1,420	400,001 and over	1,600
35,001 - 44,000	5	44,001 - 70,000	5	405,001 and over	1,600		
44,001 - 55,000	6	70,001 - 85,000	6				
55,001 - 65,000	7	85,001 - 110,000	7				
65,001 - 75,000	8	110,001 - 125,000	8				
75,001 - 80,000	9	125,001 - 140,000	9				
80,001 - 95,000	10	140,001 and over	10				
95,001 - 115,000	11						
115,001 - 130,000	12						
130,001 - 140,000	13						
140,001 - 150,000	14						
150,001 and over	15						

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Texas Employer New Hire Reporting Form



Submit within 20 calendar days of new employee's first day of work to:
ENHR Operations Center, P.O. Box 149224
Austin, TX 78714-9224
Phone: 1-800-850-6442 FAX: 1-800-732-5015
Online: www.employer.texasattorneygeneral.gov

To ensure the highest level of accuracy, please print neatly in capital letters and avoid contact with the edges of the boxes. The following will serve as an example:

A
B
C

1
2
3

Employer Information

1. Federal Employer ID Number (FEIN): 2. State Employer ID Number (Optional):
Please use the same FEIN that appears on quarterly wage reports.

3. Employer Name:

4. Employer Address (Please indicate the address where the Income Withholding Orders should be sent):

5. Employer City (if US): 6. State (if US): 7. ZIP Code (if US):

 -

8. Province/Region (if foreign): 9. Country (if foreign): 10. Postal Code (if foreign):

11. Employer Telephone (Optional): 12. Employer FAX (Optional):

13. New Hire Contact Person (Optional):

Employee Information

14. Social Security Number (SSN): 15. Date of Hire (MM/DD/YYYY):

16. Employee First Name:

17. Employee Middle Name:

18. Employee Last Name:

19. Employee Home Address:

20. Employee City (if US): 21. State (if US): 22. ZIP Code (if US):

 -

23. Province/Region (if foreign): 24. Country (if foreign): 25. Postal Code (if foreign):

26. State Where Employee Was Hired (Optional): 27. Employee DOB (MM/DD/YYYY) (Optional):

28. Employee's Salary (Dollars and Cents) (Optional):

29. Salary Frequency (Check One ONLY) (Optional):
 Hourly
 Weekly
 Biweekly
 Semi-Monthly
 Monthly
 Annually

INSTRUCTIONS FOR COMPLETING THE TEXAS EMPLOYER NEW HIRE REPORTING FORM

The purpose of the Texas New Hire Reporting Form is to allow employers to fulfill new hire reporting requirements. You may enter your employer information and photocopy a supply and then enter employee information on the copies.

REPORTING OF NEW HIRES IS REQUIRED:

All required items (numbers 1, 3, 4, 5, 6, 7, 14, 15, 16, 17, 18, 19, 20, 21, 22) on this form must be completed.

Box 1: Federal Employer ID Number (FEIN). Provide the 9-digit employer identification number that the federal government assigns to the employer. This is the same number used for federal tax reporting. Please use the same FEIN that appears on quarterly wage reports.

Box 2: State Employer ID Number (Optional). Identification number assigned to the employer by the Texas Workforce Commission.

Box 3: Employer Name. The employer name as listed on the employee's W4 form. Please do not provide more than one employer name (for example, "ABC, Inc DBA. John Doe Paint and Body Shop" is not correct).

Box 4: Employer Address. Please indicate the address where the Income Withholding Orders should be sent. Do not provide more than one address (for example, P.O. Box 123, 1313 Mockingbird Lane is not correct).

Box 8: Employer Province/Region (if foreign). Provide this information if the employer address is not in the United States.

Box 9: Employer Country (if foreign). Provide the two letter country abbreviation if the employer address is not in the United States.

Box 10: Postal Code (if foreign). Provide the postal code if the employer address is not in the United States.

Box 13: New Hire Contact Person (Optional). Providing the name of a contact staff person will facilitate communication between the employer and the Texas Employer New Hire Reporting Program.

Box 15: Date of Hire. List the date in month, day and year order. Use four digits for the year (for example, 2001). This should be the first day that services are performed for wages by an individual. If you are reporting a rehire (where a new W-4 is prepared) use the return date, not the original date of hire.

Box 23: Employee Province/Region (if foreign). Provide this information if the employee does not reside in the United States.

Box 24: Employee Country (if foreign). Provide the two letter country abbreviation if the employee address is not in the United States.

Box 25: Postal Code (if foreign). Provide the postal code if the employee address is not in the United States.

Box 26: State Where Employee was Hired. Use the abbreviation recognized by the U.S. Postal Service for the state in which the employee was hired.

Box 27: Employee DOB (Date of Birth) (Optional). List the date in month, day and year order. Use four digits for the year (for example, 1985).

Box 28: Employee Salary (Optional). Enter employee's exact wages in dollars and cents. This should correspond to the salary pay frequency indicated in Box 29.

Box 29: Salary (Check One ONLY) (Optional). Check the appropriate box relating to the employee's salary pay frequency. Check "Bi-weekly" if the salary is based on 26 pay periods. Check "Semi-monthly" if the salary is based on 24 pay periods. Check "Annually" if salary payment is a one-time distribution.

SUBMISSION OF NEW HIRE REPORTS. The Texas Employer New Hire Reporting Program offers a variety of methods that employers can use to submit new hire reports. For further information on which method may be best for you, call 1-800-850-6442. Employers are encouraged to keep photocopies or electronic records of all reports submitted. When the form is completed, send it to the Texas Employer New Hire Reporting Program using one of the following means:

- **FAX:** 1-800-732-5015
- **U.S. Mail:**

**ENHR Operations Center
P.O. Box 149224
Austin, TX 78714-9224**

- **Telephone Submissions:** 1-800-850-6442
- **Internet Submissions:** www.employer.texasattorneygeneral.gov

Employers must provide all of the required information within 20 calendar days of the employee's first day of work to be in compliance. State law provides a penalty of \$25 for each employee an employer knowingly fails to report, and a penalty of \$500 for conspiring with an employee to 1) fail to file a report or 2) submit a false or incomplete report.

OSGO HOME

Consent to polygraph (Lie detector) test

I, _____, hereby voluntarily give consent to a polygraph (lie detector) test to be administered for analysis.

I declare that I have not been coerced in any manner whatsoever to submit to this test or to sign this consent form and I understand that I have a legal right to refuse to submit to this test as a condition of new or continued employment.

Representative's name

Date

Representative's signature

Witness' name

Date

Witness' signature

Initials ____

OSGO HOME

Verification of licensure

Date: _____

To: _____

Please be advised that as a condition of my employment with OSGO HOME, I hereby authorize the release of information relative to the status of my license or registration as a _____ within the state of _____.

Please certify below and return to:

Firm: _____

Address: _____

Attn: _____

Thank you.

Representative's name

Date

Representative's signature

OSGO HOME

Certification

This will certify that the above, _____, is duly licensed in the State of _____ as a _____, and said license, or registration is in good standing with no disciplinary or revocation proceedings pending.

Certifying Official's name

Date

Certifying Official's signature

OSGO HOME

Verification of education

Date: _____

To: _____

_____ has applied to our organization for employment.

According to the information in the employment application, this individual has attended your school. Would you please verify the above information by completing the following information?

Dates attended: _____

Still attending? _____

Degree/Diploma Earned: _____

Grade Point Average: _____

Honors or Commendations: _____

Other Comments: _____

Your cooperation in completing and returning this in the self-enclosed envelope is greatly appreciated.

Very truly yours,

OSGO HOME

OSGO HOME

Hiring checklist

Representative: _____ Date: _____

Department: _____

Verified by: _____

Verify the next documents have been filled, signed and/or received.

Personal

- W-4
- I-9
- Personal ID
- Social security number
- Texas new hire report

OSGO HOME

- Employment application
- Polygraph test consent
- Non-compete agreement
- Video surveillance policy
- Expense recovery covenant
- Inventions and patents agreement
- Drug and or alcohol testing consent
- Confidentiality agreement
- Background check authorization
- Authorization for release of information
- Acknowledgement of Representative Manual

OSGO HOME

- Asset policy
- Commissions policy (if needed)
- Verification of licensure (if needed)
- Department functions and goals