



COVID-19 Policy and Procedures

Staffing 360 Solutions (“The Company”) strives to create and maintain a work environment in which people are able to work as safely as possible through the COVID-19 global pandemic. The environment of the company should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Through enforcement of all previously published policies and by education of employees, The Company will seek to prevent, correct and discipline behavior that violates these policies. To request copies of all current COVID-19 policies, including but not limited to Re-Opening plans, travel guidelines, and Mask and Handwashing policies, please contact any member of your country’s respective Human Resources team.

COVID-19 Complaint Procedure

The Company provides its employees with a confidential, convenient and reliable method for reporting COVID-19 safety and compliance violations or concerns including but not limited to; mask wearing, social distancing, office capacity limits, visitor protocol, cleaning and disinfecting. To file a report, employees should email or call their respective HR Generalist (Kelly LaRue in the US/ Elisa Bazurli in the UK) for a confidential conversation. The report should include all facts available to the employee regarding the alleged violation.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment or retaliation, including the failure to immediately report such misconduct to Human Resources (HR), are in violation of this policy and subject to discipline

Confidentiality

All reports of COVID-19 safety violations will be treated seriously. They will be kept confidential to the extent possible and will be shared only with those who have a need to know. However, absolute confidentiality cannot be assured. The Company may conduct an investigation of any complaint of alleged violations which may require limited disclosure of pertinent information to certain parties.

Investigative Procedure

Once a complaint of an alleged COVID-19 safety violation is received, the Company may begin a prompt and thorough investigation. The investigation may include interviews with all involved employees, including any employees who are or may be aware of the factor or the alleged violation(s).

Following an investigation, the Company will promptly take any necessary and appropriate steps to ensure that all safety protocol is being followed.



Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of an alleged COVID-19 safety violation
- Being a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

Alternative Legal Remedies

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.