

CONTRACT EMPLOYEE WORK GUIDELINES

Welcome to Innovative Driven! We are thrilled to have you on board as a contract employee and are confident that your skills and contributions will be valuable assets to our team. Even though this is a temporary position, we want to stress that we expect the same level of commitment and dedication as we would for any permanent employee. We are committed to providing a positive and rewarding work experience, and we ask that you approach this opportunity with the same level of professionalism that you would a permanent job.

In most engagements, Innovative Driven (“ID”) serves as a liaison between its clients and ID’s contract employee teams. As such, should you have any questions or require assistance, you must contact ID directly – as opposed to the client – unless expressly instructed otherwise, in writing, by ID.

To ensure that everyone is on the same page and that we maintain a productive work environment, we have established the following guidelines that must be adhered to during your temporary job assignment. Please take the time to review these guidelines carefully and let us know if you have any questions or concerns.

1. It is important to adhere to the details of each assignment. If you agree to take on a temporary assignment, it is essential that you follow through with your commitment, including the length of the assignment and any stated hours requirements. If you are unable to do so, we kindly ask that you do not accept the assignment.
2. Employee personal phone numbers will be used in business system applications (e.g., dual-factor authentication) and is a required condition of employment. If an employee becomes aware of misuse of their personal information, the employee should immediately report the incident to a representative of the Human Resources department at IDR_HR@innovativedriven.com.
3. If you are ill or anticipate being late any day during the assignment, it is your responsibility to contact ID immediately by contacting attendance@innovativedriven.com, and including your Project Manager on the email if applicable. You may contact ID at any time of the day or evening.
4. If you determine you previously worked (in any prior temporary or permanent position) on a conflicting matter related to your current temporary assignment – that you did not recall when you completed the corresponding conflicts form during the conflicts screening process – please stop working and alert ID immediately.
5. If you are working with an ID recruiter for any position, you must include your recruiter in any communications you may have with the client firm or company that does not involve the substance of the matter itself. Withdrawal from candidacy must be communicated to ID before it is communicated to the client firm or company. In most instances ID will handle communicating the withdrawal to the client directly on your behalf.
6. **ONE WEEK NOTICE POLICY**– If you accept permanent employment while on an assignment with ID, we request a one-week notice. Please remember you are obligated to fulfill any temporary assignments that you have accepted, through the date you originally confirmed.
7. While assignments are typically presented to you with an estimated duration, please be aware that the client may decide to terminate the assignment earlier than expected or extend it beyond the initial estimate. Please note that ID will only pay you for the actual hours worked as a temporary employee and is not responsible for future expected hours that you do not work. COMPANY follows all state and local laws related to reporting pay, as applicable. For more information on specific reporting pay policies in your state or locality, please refer to the [Contract Employee Handbook](#).

8. While on an assignment it is your responsibility to actively check your personal email, telephone messages or texts for assignment updates. These updates may include changes to your work schedule or overall assignment status. If you miss any communication from ID regarding a change to the work schedule, you will not be compensated for any of the work performed after notice was delivered indicating a change to the authorized work schedule on the assignment.
9. Should your assignment end, you shall be paid in accordance with the normal pay cycle.
10. If your assignment has a daily or weekly cap on hours (“Hours Allotment”), it is your responsibility to keep track of your time accordingly. If you exceed the Hours Allotment without approval from the client and/or ID, you will be paid for the time over the Hours Allotment, however, this could be grounds for removal from the assignment. The Hour Allotment includes administrative and sick time.
11. The pay period runs from Monday to Sunday. Overtime pay will be calculated at time-and-a-half in excess of forty hours per week, unless you are working in a state with different regulations, such as California. Please reference the [Contract Employee Handbook](#) for more information. Prior to working any overtime, it **must** be approved by your supervisor at ID. Team members who fail to obtain approval prior to working overtime hours will be subject to disciplinary actions up to, or including, termination. (Please note that Paid Sick Leave as referenced below shall not contribute towards overtime pay.)
12. **SICK LEAVE**- Depending on your work location, you may be eligible for state/local accrued sick leave, which, once accrued and available, can be used while actively engaged on an assignment in the place of hours worked for a permitted reason under the state/local sick leave policy. For more information, please reach out to Human Resources (email: IDR_HR@innovativedriven.com). Please note if you request sick time, **you can only bill a maximum of the assignment’s Hours Allotment per day**. Example: If you worked 6 billable hours on a day, you may only apply 2 hours of sick leave the same day if you are capped at 8 hours per day. If you bill 0 hours, you can only apply 8 hours of sick leave if you are capped at an 8-hour day.

Sick leave requests must be submitted as soon as practically possible but no later than your scheduled work start time in the event of unplanned circumstances such as illness. **To check your current balance, go to <https://employdrive.myisolved.com/cloudservice> In addition to EmployDrive, you will need to submit your sick leave request using your Reviewer Timesheet in AccessID by billing to the following: Project ID Administration > Time Off > Sick Leave.**
13. You are not permitted to work outside of your assignment’s working hours. If you choose to begin work before the official start time, you will not be paid for this time. You must log off at the end of your assignment’s working hours unless previously approved by your supervisor.
14. You will enter your time via an online timekeeping system. Time **must** be entered daily. All time entry should be entered and submitted for review and approval daily. If you do not enter your time, this may delay your weekly paycheck. Please contact IDR_NationalRecruiting@innovativedriven.com regarding any timekeeping issues.
15. Please be sure to immediately contact RemoteSetup@innovativedriven.com if you are encountering technical issues and copy your Project Manager if applicable. Please also note that you are permitted to work remotely only for the hours that are outlined by your Project Manager or Recruiter.

Should you encounter technical downtime that lasts longer than 30 minutes, we require that you stop billing, alert recruiting and your Project Manager (if applicable) and try to login the following day during assignment hours. If we are able to resolve the issue sooner, we will reach out to notify you.

Billable – Paid Time

- Time spent reviewing assignment -related emails and case updates in Outlook.
- Time spent reviewing decision logs.
- Time spent coding in Relativity/Review Platform

Admin – Paid Time

- Downtime where remote environment desktop resources are unavailable (i.e., Relativity link not working, etc.)
- Relativity/Review Platform workspace unavailable
- Errors within Relativity/Review Platform
- Workspace link unavailable.

Non-Billable – Not Paid

- Time spent addressing user-error technical issues.
- Lack of sufficient system requirements
- Not following written instructions
- Lockouts due to incorrect password entries
- Wait time between email to RemoteSetup@innovativedriven.com and resolution.

16. The client tracks and compares the time that you enter as worked/billable with the time that you are logged in Relativity or another review platform (“Logged Platform Time”). Any substantive discrepancies between your claimed billable time and the Logged Platform Time must be explained and can delay the client’s approval of your timesheet, which may in turn delay your paycheck. As discussed above, technical downtime must be entered as administrative time and must be pre-approved by an ID PM or recruiter.
17. ID offers a Direct Deposit option for payment and encourages all employees to enroll. Direct Deposit enrollment is immediate, so be sure to double check that the routing and account numbers you input are accurate to ensure there is no delay in Direct Deposit. If you do not complete Direct Deposit enrollment before the payroll deadline, you will receive a paper (or “live”) check. Checks will be mailed by regular U.S. post on payday to the address on file. ID will not issue a new check for undelivered checks until 14 days after mailing.

Please be mindful that if you elect to receive your paycheck via the US Postal Service, it is not ID’s responsibility to ensure you receive it in a timely manner. If you elected for Direct Deposit, the funds will be posted to your account typically on the morning of payday.

Your pay statement can be accessed by using the EmployDrive portal (<https://employdrive.mysolved.com/cloudservice>).

NOTE: There is a fee to reissue a paycheck that has not been received via the US mail. Additionally, it is ID’s policy not to reissue and/or process a stop payment on lost payroll check until fourteen calendar days from mailing.

18. If you move, you must inform ID and update your personal and tax information via EmployDrive (<https://employdrive.mysolved.com/cloudservice>). We are unable to stop payment on paychecks that have been mailed to your previous address if you have not provided us with your new address. If you do not receive your paycheck within fourteen calendar days, we can issue a replacement check for you. However, please note that a fee will be charged before you can receive the replacement check.

Please note that you should expect to receive your W-2 income tax statement by the end of January each year. In the event that you move and fail to update us with your new address information, your W-2 form will be sent to the last address we have on record, provided that you have not opted for electronic delivery only.

19. Anytime your contact information changes from what was provided on your application, you must update ID immediately by making the changes in EmployDrive (<https://employdrive.mysolved.com/cloudservice>).
20. During your assignment, you may have access to the client's or COMPANY's equipment and online services. We remind you to use these resources only for work-related tasks and to avoid any personal use. Moreover, it is

strictly prohibited to access explicit materials or websites of an inappropriate or sexual nature, as well as any website that is not directly related to your work responsibilities.

21. **After your assignment ends there shall be no further contact with the client, firm, or its employees. No further contact will include, but is not limited to, phone calls, e-mail messages, mail, fax, or visitation.**

22. ID has vital interests in ensuring a safe, healthy, and efficient working environment for our employees, their co-workers, and the clients we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with ID the following substance abuse policy:
 - Employees are prohibited from working when the employee is using or is under the influence of drugs or alcohol, except when the use of the drug is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Written authorization from the doctor may be requested.
 - Employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal substances and alcohol in the workplace including on paid time, while working remotely for ID, on ID premises, in ID vehicles or while engaged in ID activities.
 - Employees are prohibited from reporting for duty or remaining on duty with any alcohol in their system. Employees are also prohibited from consuming alcohol during working hours, including meal and break periods.
 - ID further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, drug testing, the inspection of ID-issued lockers, desks, or other suspected areas of concealment, as well as an employee's personal property located on ID or client premises when there is reasonable suspicion to believe that the employee has violated this substance abuse policy.

Your employment or continued employment with the ID is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

23. If there is a question or concern not addressed in the Guidelines, please contact us.