

Signature Concepts

Company Safety Rules

Signature Concepts, intends to provide a safe and healthy working environment. To do this, we must constantly be aware of conditions in each individual's work area that can produce injuries. No employee is required to work at a job that is not safe or healthful. Employee cooperation in detecting hazards, and in turn controlling them, is a condition of employment. We take your safety seriously and any willful or habitual violation of safety rules will be considered cause for dismissal. Signature Concepts, is sincerely concerned for the health and wellbeing of each member of the team.

The cooperation of every employee/ independent contractor is necessary to make this company a safe place in which to work. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor. Give earnest consideration to the rules of safety presented to you by poster signs, discussions with your supervisor, posted department rules and regulations published in the safety manual. Begin right by always thinking of safety as you perform your job, or as you learn a new one.

Gail Yeoman

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ACCIDENT REPORTING

Any injury at work—no matter how small—must be reported immediately to your supervisor and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once.

General Safety Directives:

1. All employees/independent contractors of this company, by law [Sec. 5(b) Occupational Safety and Health Act of 1970] shall follow these safety rules and practices. Employees/independent contractors must inform their supervisor immediately of any situation beyond their ability or authority to correct.
2. Supervisors shall insist that employee/independent contractors observe every safety rule, regulation, and order as necessary for the safe conduct of the work, and shall take such action as is necessary to obtain compliance.
3. Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition. Anyone suspected of being under the influence may be required to submit to testing.
4. No one shall knowingly be permitted or required to work while his or her ability or alertness is so impaired by fatigue, illness, or other cause that might necessarily expose the individual or others to injury.
5. Work shall be planned and supervised to prevent injury in all work processes, particularly when working with equipment and handling heavy materials.
6. Employees/independent contractors shall immediately report any personal injury or damage to property to their supervisor, no matter how trivial, regardless of the amount of damage and irrespective of cause or fault.

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Supervisor's Responsibilities

1. To set examples of safe practices by their own conduct.
2. To investigate and correct, or have corrected promptly, unsafe conditions which have come to their attention.
3. To know, observe and enforce all general safety rules and such special instructions as are set up for their department.
4. To thoroughly acquaint each employee/independent contractor with safety instructions and practices.
5. To take part in work place safety and health program activities and contribute to their success.
6. To investigate and report all personal injuries and illnesses sustained on the job by the personnel within their area of responsibility.
7. To investigate and report all property damage accidents.
8. To welcome and utilize, as far as practical, the safety suggestions which may be made by the workers.
9. To thoroughly instruct new personnel on safety and carefully observe them at work.

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SPECIFIC SAFETY RULES AND GUIDELINES

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee/independent contractor treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee/independent contractor is not to be moved until medical attention has been given by authorized personnel.
- Never distract the attention of another employee/independent contractor, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely.
- Pile materials, boxes and or other equipment and or product so as not to block aisles, exits, fire-fighting equipment, electrical lighting or power panels, etc. **FIRE DOORS AND AISLES MUST BE KEPT CLEAR.**
- Keep your work area clean.
- Observe smoking regulations.
- Running and horseplay are strictly forbidden.
- Do not block access to fire extinguishers.
- Do not tamper with electric controls or switches.
- Do not operate machines and equipment until you are properly instructed and authorized to do so by your supervisor.
- **HELP TO PREVENT ACCIDENTS.**
- Use designated passages when moving from one place to another, never take hazardous shortcuts.
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance.
- Do not throw objects.
- Clean up spilled liquid immediately.
- Wear proper shoes and appropriate clothing.
- Place trash and paper in proper containers and not in cans provided for cigarette butts.

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SAFETY CHECKLIST- It is every employee's/independent contractor's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list—or any other possible hazardous situation—report it to your supervisor immediately.

- Slippery floors and walkways.
- Tripping hazards of any kind.
- Poorly lighted areas.
- Loose or broken windows.
- Dangerously piled supplies or product.
- Open or broken doors.
- Unlocked doors.
- Leaks of steam, water, oil, etc.
- Blocked aisles.
- Blocked fire extinguishers
- Blocked fire doors.
- Evidence of any equipment running hot or overheating.
- Evidence of smoke in non-smoking areas.
- Roof leaks.
- Directional or warning signs not in place.
- Safety devices not operating properly.

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GOOD HOUSEKEEPING—your work location should be kept clean and orderly. Keep machines and other objects (merchandise, boxes, etc.) out of the center of aisles. Clean up spills, drips and leaks immediately to avoid slips and falls. Place trash in the proper receptacles. Stock items carefully so merchandise will not fall over upon contact by employees or other in the vicinity.

Safety Violation Procedures

There are four (4) step corrective action procedures;

First occurrence:	Verbal Warning, Documented in file
Second Occurrence:	Written Warning, Documented in file
Third Occurrence:	Three Day Suspension, Documented in file
Fourth Occurrence:	Termination

These four steps will be followed at all times with exception of the most serious violations. Serious violations will be handled on a case by case basis depending on the severity. They may result in expedited occurrences and/or immediate discharge on a first occurrence, pending an investigation.

To ensure that this policy is effective, the management of Signature Concepts will:

- Review the policy annually, or on significant changes to our business.
- Make any changes known to our employees/independent contractor.
- Maintain procedures for communication and consultation between all levels of staff on matters of health, safety and welfare,

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Employee/Independent Contractor Acknowledgement

I understand that my duties are to:

1. Take reasonable care of my own health and safety, and that of others who may be affected by my acts or omissions at work.
2. Co-operate with others in the company to fulfill our statutory duties.
3. Not interfere with, misuse or willfully damage anything provided in the interest of health and safety.

I also acknowledge by signing below that I have been given a copy of this policy and that I understand my duties as stated above and I will abide by the company safety policy to the best of my ability.

Signature: _____

Date: _____

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Equal Employment Opportunity Policy Statement

It has been and continues to be the policy of Signature Concepts, to ensure equality of opportunity for all employees/vendors and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age or disability. In addition, Signature Concepts will continue to ensure that employees and applicants can work free from retaliation based upon participation in the equal employment opportunity (EEO) process. Signature Concepts has been and will continue to be committed to the policy of EEO and to the principles of affirmative action.

Signature Concepts will continue to make strong, positive efforts to ensure all persons are given full and appropriate consideration for employment, promotions, training, and participation in all High Street Group – sponsored programs.

We will continue to value and respect the differences each employee brings from his/her culture. In addition, supervisors and managers will continue to create an environment where all employees are judged on their merits and promote a workplace free of discriminatory policies and practices. Managers and supervisors are held accountable for supporting Signature Concepts EEO policy and programs.

I expect and encourage supervisors and managers to promote Signature Concepts EEO policy in all of their employment/vendor activities. Diversity in our work force enhances our ability to accomplish Signature Concepts mission because it increases the range of skills and approaches available to us.

Gail Yeoman

Signature Concepts of Tampa, Inc.
August 24, 2010

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Equal Employment Policy

Signature Concepts is an Equal Opportunity Employer. This means that we will extend equal opportunity to all individuals without regard for race, religion, color, sex, national origin, age, disability, handicaps, or veteran's status. This policy affirms Signature Concept's commitment to the principles of fair employment and the elimination of all vestiges of discriminatory practices that might exist. We encourage all employees/vendors to take advantage of opportunities for promotion as they occur.

Signature Concepts does not unlawfully discriminate on the basis of race, color, creed, pregnancy, religion, sex, national origin, age, disability, veteran status, or marital status. Signature Concepts also makes reasonable accommodations for disabled employees/vendors.

Finally, Signature Concepts prohibits the harassment of any individual on any of the bases listed above. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

Any incident of discrimination or harassment, including work-related harassment by Signature Concepts personnel or any other person, should be reported to the employee's supervisor, who will investigate the matter. It is the responsibility of every manager and employee to conscientiously follow this policy. If you have any question regarding this policy, you should discuss them with your supervisor.

Signature Concepts

Policy on Prevention of Sexual Harassment

At Signature Concepts, we are committed to a workplace free from illegal harassment, including sexual harassment. Sexual harassment will not be tolerated or condoned, and employees engaging in sexual harassment or discrimination will be subjected to disciplinary action, up to and including removal.

Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a condition of an individual's employment, (2) Submission to or rejection of such conduct by an individual is used as the basis for career or employment decisions affecting such individuals, or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment also includes offensive comments or behavior directed at a person because of his or her sex.

Each of us has a role in the prevention or elimination of sexual harassment by (1) examining his/her behavior on the job, (2) supporting Signature Concept's policy on sexual harassment, (3) notifying his/her supervisor or higher level manager when there is a concern. Managers and supervisors are held accountable for enforcing standards of appropriate office behavior and are expected to take prompt action to make inquiries and remedy any conduct identified as sexual harassment under this policy.

Sexual harassment adversely affects both mission accomplishments and productivity in the workplace, and it is against the law. All employees/vendors may initiate a discrimination complaint by contacting the Equal Employment Office (EEO) at (800) 669-4000 within 180 days from the date of the alleged harassment.

Filing a Charge of Employment Discrimination

The Federal Equal Employment Opportunity (EEO) process is governed by the regulations, management directives, guidance, and case law of the EEO Commission (EEOC), as well as applicable federal court cases. For more information on filing a charge we have provided the link to the Tampa Field Office [.http://www.eeoc.gov/tampa.](http://www.eeoc.gov/tampa) All complaints to Signature should be in writing and submitted to the company's HR manager or the company's EEO officer.

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Employee/Vendor Acknowledgment

I acknowledge that I have received a copy of Signature Concepts Equal Employment Opportunity Statement Policy, and I do commit to read and follow this policy.

I am aware that if, at any time, I have questions regarding Signature Concepts company policies I should direct them to my manager or the Human Resources Department.

Employee / Vendor Printed Name

Position

Employee/Vendor's Signature

Date

ACKNOWLEDGMENT OF RIGHTS IN WORK PRODUCT

THIS AGREEMENT is provided by me (the undersigned) for the benefit of **SIGNATURE CONCEPTS, LLC.**, its subsidiaries, affiliates successors and assigns (collectively, the "Owner") and serves as a legally binding acknowledgment and assignment of the ownership of all "Work Product" (as defined below) that Owner may encounter.

For purposes of this Agreement, "Work Product" shall mean all intellectual property rights, including all trade secrets, U.S. and international copyrights, patentable inventions, and other intellectual property rights in any programming, documentation, technology or other work product that is created in connection with my Work for the Owner. In addition, all rights in any preexisting programming, documentation, technology or other work product provided to Owner during the course of my relationship shall automatically become part of the "Work Product" hereunder, as long as it arises specifically out of my "Work" for the Owner. "Work" shall mean (i) any direct assignments and required performance by or for Owner, and (ii) any other productive output that relates to the business of Owner and is produced during the course of my relationship/engagement by Owner. For this purpose, "Work" may be considered present even after normal working hours, away from Owner's premises, on an unsupervised basis, alone or with others. Unless otherwise provided in a subsequent writing signed by Owner, this Agreement shall apply to all Work Product created in connection with all Work conducted before or after the date of this Agreement related to my relationship/engagement by the Owner.

Owner shall own all rights in the Work Product. To this end, all Work Product shall be considered work made by me for hire for Owner. If any of the Work Product may not, by operation of law or agreement, be considered work made by me for hire for Owner (or if ownership of all rights therein do not otherwise vest exclusively in Owner), I agree to assign, and upon creation thereof automatically assign, without further consideration, the ownership thereof to Owner. I hereby irrevocably relinquish for the benefit of Owner and its assigns any moral rights in the Work Product recognized by applicable law. Owner shall have the right to obtain and hold, in whatever name or capacity it selects, copyrights, registrations, and any other protection available in the Work Product.

I agree to perform upon the request of Owner, during or after my Work, such further acts as may be necessary or desirable to transfer, perfect and defend Owner's ownership of the Work Product, including by (i) executing, acknowledging and delivering any requested affidavits and documents of assignment and conveyance, (ii) obtaining and/or aiding in the enforcement of copyrights, trade secrets, and (if applicable) patents with respect to the Work Product in any countries, and (iii) providing testimony in connection with any proceeding affecting the rights of Owner in any Work Product.

During the course of my relationship/engagement with the Owner and afterwards, I agree not to use or disclose any trade secrets of Owner at any time except as necessary to perform my duties for Owner. Under the law, a "trade secret" is a type of intangible property, the theft (i.e., misappropriation) of which is a tort and crime in most states. It does not have to be in written form to be protected. A trade secret generally consists of valuable, secret information or ideas that Owner collects or uses in order to keep its competitive edge (including confidential information supplied to Owner by its customers, clients, vendors or agents). Examples of trade secrets are such technical information as manufacturing or operating processes, equipment design, product specifications, computer software in source code form, and other proprietary technology, and such business information as selling and pricing information and procedures, customer lists, business and marketing plans, and internal financial statements. These restrictions do not apply to any information generally available to the public or any information properly obtained from a completely independent source.

I warrant that my Work for Owner does not and will not in any way conflict with any remaining obligations I may have with any employer or contractor. I also agree to develop all Work Product

in a manner that avoids even the appearance of infringement of any third party's intellectual property rights.

Upon the request of Owner and, in any event, upon the termination of my Work, I will leave with Owner all memoranda, notes, records, drawings, manuals, disks or other documents, equipment and media pertaining to Owner's business or my Work or containing any Work Product (including all copies thereof). I agree to certify in writing, upon Owner's request, that such action has been completed.

This Agreement does not supersede or modify any other agreement or other obligation concerning any other consistent aspect of the terms of my Work. This Agreement may not be modified or waived except pursuant to a written instrument signed by Owner.

This Agreement shall be governed by Florida law.

Employee:

By : _____
Print Name

By : _____
Signature

Date: ____ / ____ / ____

SSN / Tax ID No: ____ / ____ / ____

Current Address:

Address _____

City _____ State _____ Zip _____

Signature Concepts

Authorization for Direct Deposits – Employee/Vendor Form

This authorizes, Signature Concepts, (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries. **PLEASE ATTACH A VOIDED CHECK!!**

Account #1

Account Type
(e.g. Checking or Savings) _____

Employees Bank Name _____

Branch _____

City, State _____

Account Number _____

Bank Routing Number (ABA#) _____

Percentage to be deposited _____

Account #2

Account Type
(e.g. Checking or Savings) _____

Employees Bank Name _____

Branch _____

City, State _____

Account Number _____

Bank Routing Number (ABA#) _____

Percentage to be deposited _____

This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

SIGNATURE

PRINTED NAME

DATE

*To sign up for direct deposit you must be an employee for a period of 6 months or more and average more than 15 hours in a pay period.