

Elite World Staffing & Training, LLC

Client Service & Business Policies & Procedures

Service

I. Service Tools

The client agrees to abide by the terms of Statement of Work(SOW) and clearly state its needs for proper service. The client shall not hinder the ability for Elite World Staffing & Training, LLC to provide services as indicated in any way which may prevent delivery of quality services including but not limited to improperly communicating SOW details & adjustments, lack of material and/or equipment, access to facilities and lack of relevant information. Provided that such is occurs, client agrees to follow through on the original terms of the agreement to include fees and rates for the duration of the project.

II. Service Rates

Conclusive service rates are based upon client needs, requests and additional services. Industry standard for basic services are between 50%-60% markup. The base of our competitive rates for the same basic services are varied markup and up for the initial 60 days with a level out to a varied rate for the life of our term agreement. .

III. Statement of Work

Elite World Staffing & Training, LLC upholds the terms indicated via statement of work documents as a true indicator of services. This document is valued as such and any changes made to the SOW will & must be in writing through the Integrated Change Process and made accessible by the Client.

IV. Compensation

Client agrees to compensate Elite World Staffing & Training, LLC for services in the amount indicated in specific detail on the Statement of Work(SOW). This amount(s) will be invoiced weekly in arrears as per terms of agreement. Invoices are due immediately upon receipt. Monies are not to be transferred between any employee, contractor and/or representative of Elite World Staffing & Training, LLC and/or its affiliates. In the event that it is found such has been violated, In the event that the hours worked and invoiced are in fact paid out by Elite World Staffing & Training, the Client deems total and complete responsibility for satisfying those payments and adhering to the fees and damages incurred. Additionally, those funds paid by Client/ and or Client's client shall be considered that of a gift and shall adhere to the proper protocol for compensation as it is understood. Additionally, monetary damages, wages unpaid by Elite World Staffing & Training, LLC and/or convenient fees may be assessed to the Client in an amount, deemed necessary at our discretion for such occurrence. Late Payment Policies and Procedures will apply.

V. Severability

Both parties agree that this agreement shall only apply to the extent necessary to protect legitimate business and proprietary interests. If any portion of this agreement is deemed invalid for any reason, the remaining provisions will remain valid and in effect. This agreement may only be severed by mutual consent on the part of both the Client and Elite World Staffing & Training, LLC. Relative mutual consent shall be provided in writing within 14 days as an addendum to the initial agreement. If this is not honored, said Client, Partner, Employee and/ or Contractors shall be held to monetary damages to include but not limited to time worked during the unauthorized period, including applicable interest, permanent placement

fees at 24% of current salary to date and legal fees to the full extent of the law, per discretion of Elite World Staffing & Training, LLC decision makers.

VI. Employees, Representative(s) and/or Contractors

Elite World Staffing & Training, LLC employees, representative(s) and/or contractors are sole providers of services agreed upon by and between you, the client & Elite World Staffing & Training, LLC. employees, representative(s) and/or contractors are not under any circumstances, whatsoever allowed to perform any services for client regardless of nature or similarity of services before, during and/or after contractual agreement specifications without prior consent from Elite World Staffing & Training, LLC. No matter the industry, scope of work and/or location regardless of duration. Following release of employment or contract, employees, representative(s) and/or contractors are prohibited from acquiring & administering further employment services for client and/or its affiliates, clients and/or business partners for a period of 2 years. Additionally, please refer to the Non-Compete, Non Solicitation Policy & Procedures for additional information. Violations of such shall deem each violating party liable for monetary damages including and leading up to 3 times the salary, projected salary and/or contract amount, whichever is higher. Furthermore, if the brand of Elite World Staffing & Training, LLC is compromised, via determination of Elite World Staffing & Training, LLC owners/operators, monetary damages related to business hindrance, lack of development/ opportunity and/or time & resources utilized to pursue such cases will apply. Enforceable by law.

VII. Reporting of Employee and/or Contractors Standards

Elite World Staffing & Training, LLC employees, representative(s) and/or contractors whether temporary, temp to perm or permanent are all held and hired to strict standards that uphold company standards as indicated in the Code of Conduct. Though we do not anticipate any casualties, we cannot be sure that sporadic incidents will not occur. In such case, Clients are encouraged to immediately contact its designated point of contact to report incidents and allow opportunity for rehabilitation. If casualties are NOT reported by either party, then it is understood there are no grounds for Elite World Staffing & Training, LLC disciplinary procedures, therefore either party is solely responsible and acquires full liability.

VIII. Time Reporting

Elite World Staffing & Training, LLC has a time reporting system that empowers the employees, representative(s) and/or contractors to manage time. Simultaneously, clients will submit completed work hours as it pertains to each employee and/or contractors with applicable times/dates worked on a weekly basis, regardless of the duration of project. These hours should be reported by Tuesday, 12 midnight following the close of your weekly payroll. If time is not reported within the timeframe indicated, at our discretion estimated time will be entered for the employee and/or contractor to ensure timely compensation for work provided.. In the event that the estimated hours invoiced are in fact paid out, the Client deems total and complete responsibility for satisfying those payments and adhering to the fees and damages incurred. Additionally, convenient fees may be assessed to the Client in an amount, deemed necessary at our discretion for such occurrence. Late Payment Policies and Procedures will apply.

IX. Representation of Brand

Elite World Staffing & Training, LLC and its affiliates holds the value of its brand to high regard and do not in any manner authorize misuse. It solely owns all rights to materials, intellectual property and image. To its discretion, misrepresentation is strongly prohibited. Any misrepresentation to include but not limited to false claims of brand by Client, Business Partner, Employee, Representative and/or Contractor in any manner shall incur monetary damages satisfactory to that of Elite World Staffing & Training, LLC decision makers. In the event that such is deemed applicable, such action will be pursued to the full extent of law to include but not limited to funds necessary to rehabilitate, sustain and/or promote brand to the discretion of Elite World Staffing & Training, LLC. Additionally, if it is so found that the Client, Business Partner, Employee and/or Contractor has negatively influenced business matters which are equal to monetary loss in any capacity, said Client, Business Partner, Employee and/or Contractor shall be held liable to those damages incurred, with interest at full discretion of Elite World Staffing & Training, LLC.

X. Buyout

Elite World Staffing & Training, LLC is a temporary, temp to perm and permanent employment, contracting firm. It is our honor to hire quality employees, representative(s) and/or contractors and our greatest compliment to make them full-time permanent employees, representative(s). Following 60 days of temporary or temp to perm employment, Clients are at liberty to request permanent employment through our buyout process. The buyout fee will include all costs associated with basic industry standards currently reflecting 30%, we provide such services at a rate of 24% of salary . Variations to buyout timeframes may be further discussed on a case by case basis.

Terms and Conditions

Client agrees and understands that no employee and/or contractor of Elite World Staffing & Training, LLC shall be encouraged to work outside of the corresponding SOW agreed upon between you and Elite World Staffing & Training, LLC. In the event that duties outside of the SOW are necessary, client will contact its designated representative and submit a formal request of those changes in writing. It is understood that verbal communication may take place in certain instances although, such will be accompanied by an updated document in writing. employees, representative(s) and/or Contractors are required by company standard to be clean, neat, professional and timely. Furthermore, they are required to deliver quality service. If there is ever a concern otherwise, it is expected that we are contacted immediately.

Business

I. Terms of Agreement

According to a Representative of Elite World Staffing & Training, LLC it is so understood that the duties of work uphold guarantees to complete and abide by the expectations of the provided services. Although there are no terms of guarantee as it relates to the various placement options and how an individual or group may benefit from those services. It is

always with great intent that each service be provided with the utmost integrity, quality and greatest effort to equip each client for success, although the outcomes are not guaranteed.

II. Liability

Liability of said Client, its direct and indirect connections are understood to be that of your own individual person(s) and not that of Elite World Staffing & Training, LLC, and/or its affiliates. It is at the sole and complete discretion of the client to request services and abide by the terms of those services. In case of injury, Elite World Staffing & Training, LLC will contact authorized person(s) of the participants yet Elite World Staffing & Training, LLC and/or its affiliates does not assume liability of such mishaps. Please refer to the Code of Conduct for Clients in reference to complete details.

III. Financial Obligations

Upon agreement, the Client understands its financial obligation to those terms as so determined. It further agrees that the Client will not exchange funds with any Representative of Elite World Staffing & Training, LLC. All transactions are to be completed via the channels specified via Elite World Staffing & Training, LLC secure website, ACH, purchase card and/or money transfer. Specific details relating to payments are available via our Late Payment Fees, Policies and Procedures. Please visit www.ewstaffing.com to access the referenced document in its entirety.

IV. Employees, Representative(s) and/or Contractors

Elite World Staffing & Training, LLC employees, representative(s) and/or contractors are sole providers of services agreed upon by and between you, the client & Elite World Staffing & Training, LLC. employees, representative(s) and/or contractors are not under any circumstances, whatsoever allowed to perform any services for client regardless of nature or similarity of services before, during and/or after contractual agreement specifications without prior consent from Elite World Staffing & Training, LLC. No matter the industry, scope of work and/or location regardless of duration. Following release of employment, employees, representative(s) and/or contractors are prohibited from acquiring & administering further employment services for client and/or its affiliates for a period of 2 years. If this is not honored, said Client, Partner, Employee and/ or Contractors shall be held to monetary damages to include but not limited to time worked during the unauthorized period, including applicable interest, permanent placement fees at 24% of current salary to date and legal fees to the full extent of the law, per discretion of Elite World Staffing & Training, LLC decision makers.

V. Code of Ethics & Compliance

The Code of Ethics and Compliance for Clients provides in great detail the expectations set forth in accordance to this document and Elite World Staffing & Training, LLC commitment to its Clients. Please visit www.ewstaffing.com to access the referenced document in its entirety. In short, referenced document outlines expectations of Non-Compete, Contractual Agreements & Terms and Conditions. Signing this document determines that you agree to the terms of the Code of Ethics and Compliance for Clients and furthermore, you have total and complete access to that document.

You have already signed a similar document. This document acts as only updates to the Policies & Procedures by which you are held in lieu of your signed document. IT DOES NOT REPLACE ANY OTHER PORTION OF AGREEMENT. ALL terms are fully enforceable by law at the expense of violator. .

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