

EMPLOYEE HANDBOOK

Welcome to JBCStyle NY LLC, JBCconnect, JBCPlatform and or JBC NY LLC (herein after "JBC"). An interesting and challenging experience awaits you as an employee of JBC. To answer some of the questions you may have concerning the company and its policies, we have written this handbook. Please read it thoroughly and retain it for future reference. ***Please note that nothing in this handbook is meant to supersede your executed offer letter if applicable.***

Because JBC is a growing company with an increasingly diverse workforce, it will be necessary from time to time to revise the policies and procedures in this handbook. The company expressly reserves the right to revise the handbook, as it does with any other policy, procedure, benefit, or program. The information contained in this handbook is a summary of official documents on file with JBC. Every effort has been made to insure accuracy. However, in the event of a conflict between this handbook and the official documentation, the information contained in the latter will prevail. The policies and procedures set forth in this handbook supersede all prior written or oral policies and procedures.

Employee, for purposes of this handbook, refers to individuals employed by JBC on a regular full-time basis and/or individuals employed by JBC and placed as temporary employees within another organization. For purposes of this handbook, the "*Company*" refers to JBC.

This handbook is intended to serve as a guide and reference source, but is not intended to create, to be construed as, or to constitute a contract between JBC and any of its employees.

When changes to the handbook are appropriate, they will be made in writing and you will be notified in writing or through electronic notification. It is important that all employees review this handbook.

Violations of certain JBC policies may result in automatic termination from JBC and or the organization JBC has placed you within as a temporary employee.

If you have any questions about the company's policies and procedures, please contact the Human Resources Department.

GENERAL EMPLOYMENT AND CONDUCT-RELATED POLICIES

Employment at Will

Unless otherwise provided for by written agreement between JBC and a specific employee, all employment is expressly "at will". This means that neither the employee nor the company has entered into an expressed or implied contract or guarantee of employment for any duration, and the company places no limitations on its ability or right to terminate an employee. JBC makes no representation that employment with our company represents any guarantee of continued employment nor does placement on a temporary, freelance, and consulting or permanent basis within a client company represent any guarantee of continued employment. Employment may be terminated at any time by the employee, JBC or any JBC client company an employee may be placed at with or without cause.

Equal Employment Opportunity

JBC is an equal opportunity employer and is committed to maintaining a workplace free from all forms of discrimination. It is our policy to employ qualified individuals without regard to their actual or perceived age, race, creed, religion, color, gender, sexual orientation, marital status, disability, national origin, alienage or citizenship status, military status or any other classification protected by law. This policy applies to recruiting, hiring, placement, promotions,

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training, discipline, terminations, layoffs, recall, transfers, leaves of absence, compensation and all other terms and conditions of employment.

In addition, discrimination is also prohibited on the basis of an individual's participation in the following activities outside of working hours and off our premises: (1) engaging in political activities, (2) the legal use of consumable products, and (3) engaging in legal recreational activities, as well as maintaining membership in a union or exercising rights permitted under federal labor laws.

Probationary Period

All new direct JBC employees will be probationary employees for a period of three months. This gives you a chance to see if the job suits you. During this period you may resign without prejudice and without giving the customary two-weeks notice. At the same time, it also gives the company an opportunity to evaluate your performance and see if you are suited for the job. The Probationary Period is not applicable to temporary employees placed within a client company.

Changes in Employee Information

It is important that employees keep the company up to date on relevant personal information. Changes in name, address, telephone number, person to contact in case of emergency, bank information, etc. should be reported to the Company in a timely manner.

Special Arrangements or Accommodations in the Work Environment

It is company policy to employ individuals based solely on internal job requirements and qualifications or client company requirements and qualifications. Physical or mental disabilities, which do not interfere with performance, are not considered in employment decisions. Some disabled individuals, however, may require special arrangements or accommodations in their work environment. Reasonable accommodations may be made, if necessary and requested, for disabled employees. If you are currently disabled or become disabled during your employment at and/or through JBC, contact the Company to discuss accommodations that are reasonable and necessary to do your job.

Professionalism and Customer Service Orientation

All JBC employees should conduct themselves in a professional manner in their communications and conduct, both internally and externally. Outbursts or other unprofessional, rude or inappropriate communications or behaviors are not acceptable and should be reported to the Company immediately.

In our dealings with clients, their vendors or any non-JBC persons one must always recall to remain professional and pleasant. JBC personnel should bear in mind that customer service is paramount. If, during your temporary placement with a client company, the client makes a request that may be (1) beyond the scope of your assignment, (2) impermissible, or (3) possible but may involve significant additional work, please inform JBC so that we may look into this matter for you.

JBC's Activities

JBC is a provider of temporary, freelance and consulting work search resources, permanent work staff and payroll solutions. You are not authorized to provide any of these services/solutions outside of the scope of your employment while under the employment of JBC and or for a period of twelve (12) months thereafter.

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Confidentiality Policies

All JBC employees are required to execute and comply with JBC's Confidentiality Agreements. They are deemed incorporated herein.

No confidential information of JBC or any of its client companies is permitted to leave the premises. For example, do not take any confidential information out of the building in which you are placed in any form (e.g., do not email it out the building, do not save it on a disk to take home, do not print it and take it out of the building).

If you must email confidential information of a client to an authorized recipient of that client, then you are required to follow any procedures (if applicable) that may be insisted upon by the client company (e.g., password protect the information if electronic to ensure that only the intended recipient will be able to open it). If you have any questions about the requirements of such policies, contact Bryan J. Zaslou.

Email/Internet Policy

Due to the nature of our business we ask that each temporary employee placed within a client company please observe the highest level of standards in the event you are provided access to the client company's email system.

While under the employment of JBC or a JBC client company as a temporary, freelance or consultant level employee, all emails and other documentation and communications contained in the computer, files, or messaging systems at your work station are the property of the respective company, and one should not have an expectation of privacy with respect to such items. Both JBC and any and all client companies of JBC reserve the right to access and monitor any employee's e-mail or files at any time without notice. All messages created, sent, or received are the property of the respective company and should be considered public information. Any and all such communications must adhere to the policies of the respective company including, but not limited to sexual harassment and discrimination prevention, confidentiality, etc.

If you should receive any material that is inappropriate or would violate any of these or any additional client company policies (including any unsolicited emails or other items of questionable taste or containing lude, pornographic or distasteful material), it is your responsibility to delete and/or shred such items immediately upon receipt without forwarding, sharing or distributing any such materials. It is a strict violation of JBC's policy to keep or forward this type of material internally or externally.

In addition, bear in mind that both JBC and its client companies own and operate various computer systems that are provided for use by employees in support of business activities. All users are responsible for seeing that these systems are used in an effective, ethical, and lawful manner. Unacceptable use of these systems is prohibited and is grounds for discipline or legal sanctions under federal, state, or local laws.

Company-provided Internet privileges are company resources intended for business purposes. Use of the Internet is subject to monitoring for security and/or network management, and employees may be subject to limitations on their use of such resources. Visiting Internet sites that contain illegal, obscene, or content that is objectionable and/or inappropriate for the workplace is strictly prohibited. Use of the Internet for the introduction of worms, viruses or other malicious software is unlawful and strictly prohibited. (If you suspect that you may have received a virus or bug, do not open the email or attachment and contact the Technology Department of JBC or the client company in which you are placed immediately.) Installing a

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program received by e-mail or brought into your respective office by you without systems approval is strictly prohibited.

Uploading, downloading, copying or transmitting commercial software or any copyrighted materials belonging to parties outside the company is strictly prohibited. Downloading, copying or transmitting any software or other property of JBC or its clients is strictly prohibited.

All users of JBC's or any client company's computing systems must read, understand, and comply with the policies established in this document and any additional client company policies. By using any of these systems, users agree that they will comply with these policies.

Appropriate Communication Channels

A variety of communications are only to be addressed according to the relevant policy. Any and all press queries or queries derived from a government agency must be immediately directed to Bryan.

Copyrighted Information.

No software, including downloaded files, may be used in ways which violate the rights of the copyright owners. No software may be installed or maintained on any of JBC's computers unless JBC is properly licensed to use such software on such computer. Additionally, use of non-Company standard software must be approved by the Manager.

Company's Confidential Information.

Due to the ease by which electronic information can be redistributed, employees must exercise a particularly high degree of caution in transmitting JBC's confidential information via electronic messages. JBC's confidential information should never be transmitted or forwarded to outside individuals or companies not authorized to receive that information and should not even be sent or forwarded to other employees inside the Company who do not clearly need to know the information. Employees need to use care in addressing electronic messages to make sure that messages are not inadvertently sent to outsiders or to the wrong person inside the Company. In particular, employees should exercise care when using distribution lists to make sure that all addressees are appropriate recipients of the information and that the lists are current. Employees should refrain from routinely forwarding messages containing JBC's confidential information to multiple parties unless there is a clear business need to do so. In order to further guard against dissemination of confidential JBC's information, employees should not access their e-mail messages for the first time in the presence of others. E-mail windows should not be left open on the screen when the computer is unattended.

Conflict Of Interest

Employees must not engage in activities which conflict with the business interests of JBC or its client company's or impede job performances at JBC or its client company's. Employees are hired and continue in JBC's employ with the understanding that other employment, which is in conflict with the business interests of the company, is strictly prohibited and that any other employment or business activities must be disclosed to JBC and are subject to a requirement of prior approval.

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Employee Honesty and General Office Etiquette

Dishonesty of any kind will not be tolerated and is grounds for termination. Examples of dishonesty include, but are not limited to:

- Theft or destruction of JBC or client company property
- Theft or destruction of property of client company employees or other JBC employees
- Misrepresentation in obtaining employment, employee benefits or privileges
- Illegal activities such as fraud, willful misconduct, or padding claims or expense accounts

Although JBC realizes that there are times when an employee may need to use the telephone for personal reasons (whether under the direct employ of JBC or as temporary staff of a JBC client company, it is expected that good judgment will be used in limiting the length and frequency of such calls. (Employees who use telephones may be charged for excessive, international or lengthy personal phone calls.) Photocopiers, scanners and fax machines should be used only for business purposes.

Personal Property

At no time is JBC responsible for any personal property of its employees (temporary or full time). It is the suggestion and recommendation of JBC that you do not bring to work and or leave at work personal property. Should you choose to bring personal property to work you should have no expectation that JBC shall bare any responsibility to insure, secure and or take responsibility for such personal property.

Employment-Related Conduct

Company policy is to provide a work environment that is free from discrimination or harassment of any sort. Discrimination, including discrimination on the basis of race, gender, religion or sexual orientation, will not be tolerated within JBC or within a JBC client company. Harassment, or unwelcome verbal or physical conduct of a sexual or other offensive nature, will also not be tolerated. Sexual harassment refers to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include, but are not limited to:

- Verbal -sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats, repeated requests for dates, etc.
- Non-Verbal -sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures.
- Physical - unwanted physical contact, including touching, pinching, brushing the body or pushing.

Sexual harassment is a violation of company policy as well as of federal and state laws. Any kind of harassment, subtle or overt, may impair our ability to perform our jobs and can have serious effects on the health and welfare of other employees of JBC and or its client company's. We expect each employee to maintain acceptable standards of personal and professional behavior while representing JBC.

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Any employee who believes that he/she is being sexually harassed should immediately advise their supervisor, Taryn Crawford or the then current and respective Human Resources Professional or Bryan J. Zaslow so that a prompt investigation may be undertaken and any necessary remedial action will then be taken.

Workplace Violence

Our policy is to maintain a safe and productive work environment that is free from violent threats or acts. Any behavior within JBC offices or within a client company's office which constitutes workplace violence, is strictly prohibited. The use or carrying of lethal weapons into the workplace is strictly prohibited.

Workplace violence includes any act or behavior, which causes physical harm to another person or the threat to cause physical harm. Examples of workplace violence include, but are not limited to:

- Physical assault or threat to assault;
- Possessing or threatening with a lethal weapon;
- Vandalism or arson;
- Racial epithets or other derogatory remarks associated with hate crime threats;
- Stalking an employee;
- Bizarre or offensive comments condoning or inciting violent events or behavior.

Any employee who believes that he/she is being subjected to workplace violence should immediately report the problem to Bryan J. Zaslow.

Dress Code Guidelines

JBC has a business casual dress code. It is important to remember, however, that while the office environment of JBC is business casual JBC's client company's each maintain their own dress codes and upon assignment, a representative of JBC and or the client company will advise you of the appropriate attire for your assignment.

Smoking

In order to comply with the laws of the State of New York, smoking is prohibited in all JBC facilities and in all facilities of each JBC client company. Please step outside the building to smoke and away from the building entrance. Do not leave cigarette butts strewn across the entrance to the building. We would appreciate the strict compliance of this rule weekdays as well as weekends. Furthermore JBC's client companies reserve the right to refuse temporary employment to any individuals for any reason including, but not limited to smoking.

Substance Abuse

JBC feels the responsibility to help ensure the safe and productive operation of its business and the businesses of its client companies. We realize that substance abuse impairs the ability to perform properly on the job and can have serious effects on the safety, security, health, and welfare of other employees. It also exposes JBC and/or the client company to the risk of property loss or damage, higher incidence of on-the-job accidents or errors, increased health insurance costs, and higher rates of absenteeism. All of these can affect JBC and/or the client company's reputation for integrity and providing high quality service to its clients.

JBC and/or its client company's prohibit the possession or use of alcoholic beverages on company premises at any time. JBC and/or its client companies also strictly prohibit the unlawful

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possession, distribution or use of illegal or medically unauthorized narcotics or drugs by an employee. Engaging in any of the above-stated activities or performing any work-related activity while under the influence of alcohol or any illegal or medically unauthorized narcotic or drug is grounds for disciplinary action or immediate dismissal.

JBC reserves the right to "drug test" any or all employees at any time for any or no reason, with or without warning.

Complaint Resolution

In situations where employees and/or temporary employees feel a complaint is in order, they should first try to resolve the issue through discussions with their immediate supervisor (either within JBC or within the client company) when appropriate. If the employee or temporary employee does not feel that it would be appropriate or would be uncomfortable addressing the situation with their immediate supervisor, they may bring their situation to the attention of Taryn Crawford or the then current and respective Human Resources Professional or Bryan J. Zaslow. Every effort will be made to resolve the complaint within a reasonable period of time while preserving the confidentiality of those involved to the extent possible.

SAFETY

Safety and Health

JBC is committed to providing a safe and healthful working environment within its offices and in the instances where it has control, in its client company's offices (although JBC is not an authorized officer, employee, manager, director or the like of any of its client company's). JBC makes every effort to comply with occupational health and safety laws and to develop the best feasible environment for our employees. Our policy is aimed at minimizing the exposure of employees and visitors to health or safety risks. To accomplish this objective, all employees are expected to work to maintain safe and healthy working conditions both within Client Company's as well as within JBC's offices and adhere to procedures designed to prevent injuries and safety risks.

The responsibilities of all employees include:

- Exercising good judgment and care at all times to prevent accidents and injuries
- Reporting injuries to supervisors and seeking first aid for all injuries
- Reporting unsafe conditions or practices to management
- Observing all safety rules and regulations at all times

Emergency Procedures

If you or any coworkers near you have a medical emergency or need first aid supplies, please contact the Human Resources Department of the client company in which you are assigned or of JBC.

JBC takes fire safety seriously. Please respect all fire drills and heed all evacuation instructions promptly.

WORK HOURS AND COMPENSATION

Hours and Location of Work

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JBC maintains hours of work between 8:00 a.m. and 6:00 p.m., Monday through Friday. Work schedules may be changed from time to time at the discretion of JBC to meet the varying conditions of our business. Only weekdays spent working in JBC's office count as workdays.

Our client company's each maintain their own unique hours of operation and upon assignment to a specific client company, you will be notified of your particular hour assignment.

JBC through each of its client company's maintains a 40-hour workweek (excluding lunch breaks). Any authorized hours worked above the 40-hour workweek will be paid a time and one half or at the prevailing rate dictated by state labor laws.

Lunch

The regular lunch period is an hour and is not counted as time worked. This hour is not fixed, and may be scheduled according to your workload and coordination with your coworkers and supervisor within your client company temporary placement. Please note that while JBC maintains the aforementioned policy we also maintain to abide by any state labor laws specifying varying meal break requirements.

Payroll Administration

All JBC specific company employees are paid on a bi-weekly basis (e.g., every 2nd Friday or 26 times per fiscal year). If a normal payday falls on a weekend or holiday, you will be paid the preceding business day.

All temporary employees placed within a JBC client company will be paid on a weekly basis provided the employee logs into the Employee Login page of our timesheet system (www.jbeth.com) and; i) submits a timesheet for the relevant week and ii) the timesheet is approved by the direct supervising manager of the employee prior to close of business on the Tuesday immediately preceding the week of work submitted.

JBC offers direct deposit of employee earnings into checking or savings account(s) or a live check. Every pay period you will receive a statement of earnings, which indicates your gross pay, deductions, and net pay for the current pay period and year to date. Electronic copies of paystubs are available through the JBC system.

To assure proper payment and recording of your salary information, you should advise JBC of any changes in your address, tax exemptions, banking information etc. You are responsible for determining the appropriate level of income taxes to be withheld from your pay.

Absences/Punctuality

JBC expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing however, that illnesses and injuries may occur, JBC has established sick leave.

To function efficiently, it is important that we and or our client company's know when employees will be out of the office or client company office. Many circumstances, such as certain absences or vacations are known in advance and should be discussed and approved as early as possible. Employees working within a JBC client company should email their supervisor as well as your JBC point of contact as early on as possible to obtain approval for such absence(s).

Other situations, such as illness or even personal travel, often come up at the last minute. If an employee is going to be absent, he or she must notify the company as soon as possible on each scheduled workday. Failure to notify the company may result in the employee

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not being paid for the day or days on which he or she was absent and may also result in termination of employment. If an employee is sick or is going to be late, he or she must telephone JBC within thirty minutes after your scheduled arrival time. If the employee cannot make the call, a member of the family or someone else close to the employee should make it.

TIME OFF/BENEFITS

Vacation

Temporary Employees assigned to a JBC client company are not eligible for paid vacation days. Any unpaid vacation days are provided at the sole discretion of the client company. Any and all time off requests must be sent to both the temporary employees client company manager as well as to JBC. This includes vacation, sick or jury duty requests.

All JBC non-temporary employees will receive paid vacation as outlined in their offer letter(s). Vacation is not earned all at once. It is accrued beginning on the employees start date and prorated during the first year of employment. Anyone hired before the 15th day of the month will receive credit for the starting month. Anyone hired from the 16th to the end of the month will not receive credit for the starting month.

The minimum amount of vacation you may take is a half-day. Vacation time may not be taken before it is earned.

The company prefers that all vacation days accrued in a calendar year be used within the calendar year earned. If an employee has unused vacation days by December 31, they must petition Bryan J. Zaslow for approval to carry-over the unused days into the next calendar year. Any days approved for carry-over must be taken by March 31, or they are lost to the employee.

All time off requests must be sent to Bryan J. Zaslow. This includes vacation, sick or jury duty requests.

An employee who is terminated or who resigns is entitled to receive payment for vacation earned and unused during the calendar year in which the resignation or termination occurs, pro rata. A probationary employee who is terminated or resigns before completing 90 days of continuous employment will not be entitled to any benefit under this policy.

Holidays

JBC provides paid time off to all regular employees on the following holidays:

New Year's Day	Independence Day
Labor Day	Memorial Day
Presidents' Day	Thanksgiving Day
Good Friday	Christmas Day

****Temporary employees placed within a JBC client company are not eligible to receive paid holidays.***

If it is necessary for you to work on any holiday celebrated by JBC you will receive your normal holiday pay and be entitled to a day off on another day during that calendar year.

Absences Because Of Occupational Illness Or Injury

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If you suffer any work-related accident or injury inside or outside of JBC, you should get medical aid at once and be sure to report it immediately to your client company supervisor (if applicable) and to JBC in order for the proper forms to be completed.

The company carries Workers' Compensation Insurance in accordance with the provisions of the New York State Workers' Compensation Law or the relevant state workers compensation laws of which you are placed. This insurance provides for payments to you if you are injured while on business on behalf of the company. Instruction posters prepared by Jonathan Beth Consultant's insurance carrier are on display for your information and guidance.

Basic Sick Leave

Non-temporary employees of JBC who have completed any probationary periods of employment will continue to have their salary paid during absences due to short-term, non-occupational illnesses or injuries for a maximum of three occurrences per year (with a maximum of three days per occurrence). Employees who have not completed their probationary period will not be eligible to be paid for any absence during that period. Employees may not carry accrued, but unused sick days over from year to year and are not entitled to compensation for accrued but unused sick leave upon termination from employment. Any more than three sick occurrences per year will be counted against vacation (except in the case of short and long term disability situations). Temporary employees placed within a JBC client company are not eligible for paid sick days.

If you are absent for three or more consecutive days or have a pattern of absences, you will be required to furnish a written statement from a licensed health care provider certifying the existence and nature of your illness or injury before sick pay will be authorized.

Family and Medical Leave Policy

Under the Family and Medical Leave Act, a non-temporary JBC employee may seek and be entitled to unpaid FMLA leave of absence for a period of up to a total of twelve weeks in any twelve month period for the care of a child after birth or adoption, or placement with the employee for foster care, the care of a covered family member (spouse, child or parent) with a serious health condition, or in the event of any employees own serious health condition. An employee must have completed at least twelve months of service with JBC and have worked a minimum of 1,250 hours in the twelve-month period preceding the leave to be eligible for leave. Additionally, temporary employees placed within a client company are not eligible for these benefits.

All group health benefits will continue during the leave provided the employee continues regular employee contributions to these plans.

Military Leave

Any regular, full time non-temporary employee who is required to be absent from work in order to satisfy an obligation to participate in active military duty or inactive duty military training will be entitled to take a leave of absence. If the military obligation is for a week or less, the employee will receive his or her regular salary for a period of up to one week per year, which will not be charged against the employee's vacation entitlement. If the employee is required to be absent because of a military obligation for more than one week per year, the employee will have the option of taking the leave without pay or using any accrued vacation during the leave period.

Any employee who is required to fulfill a military duty obligation is requested to notify JBC (Bryan J. Zaslow) as soon as possible so that accommodations can be made for the

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employee's absence. Any employee who fulfills a military duty obligation will be entitled to all protections and/or benefits as provided by law.

Jury Duty

Any employee (temporary or non-temporary) who is called for jury duty is expected to provide JBC with a copy of the summons or notice as soon as possible so that accommodations can be made for the employees' absence. A full-time non-temporary employee who submits a proper certification from a court official indicating the time spent on jury duty will receive his or her regular pay for a period of up to three days. Your position will be held after three days, but the company will not pay you. Any employee who is serving on a jury is expected to report to work for any portion of the regular workday that jury duty hours reasonably permit.

Bereavement Leave

In the event of a death of a close member of the family, full time non-temporary employees will be compensated for up to two days absent from work.

Other Absences

The company recognizes that appointments with doctors or other professional service providers (dentists, lawyers, repair people, and teachers) must sometimes be made during regular business hours. Our policy for such appointments is as follows:

- If your appointment will take you away from the office for more than three hours, you must take the time as one-half of a vacation or personal day (applicable to non-temporary employees only).
- Temporary employees must make any and all requests for appointments to their client company supervisor as early as possible, specify the reason for your request, and estimate how long you'll be out. Your supervisor will determine how you should allocate your out of office time.

BENEFITS

Benefits may include:

- Medical and Hospital Care for those signing up for medical coverage
- Life Insurance benefit (fulltime **JBCStyle** employees only)
- Accidental Death and Dismemberment under certain circumstances (fulltime **JBCStyle** employees only)
- Disability Short-Term Disability and Long-Term Disability, if the circumstances qualify (fulltime **JBCStyle** employees only)
- The ability for qualifying parties to sign up for a period of medical coverage under COBRA
- A 401 (k) plan for employees to consider (fulltime **JBCStyle** employees only)
- Flexible spending account (Section 125) Plans (fulltime **JBCStyle** employees only)

Temporary employees will not be eligible for benefits or paid absences, except as otherwise required by law.

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