



RODGERS SECURITY
SOLUTIONS INC.

CONTRACTOR HANDBOOK

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Rodgers Security Solutions, Inc.

Independent Contractor Handbook

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TO RODGERS SECURITY SOLUTIONS, INC. INDEPENDENT CONTRACTORS:

This is our new Independent Contractor Handbook. Please review it, sign the attached acknowledgment, and submit it through our designated HR software system or via email to the Office Administrator [or whichever method as directed by management].

This Contractor Handbook (the “Handbook”) was developed to describe some of our Contractors' expectations and outline the policies applicable to eligible Contractors. Contractors should familiarize themselves with the contents of the Handbook as soon as possible, for it will answer many questions about your contractual relationship with Rodgers Security Service, Inc. (RSS).

INTRODUCTORY STATEMENT

This Handbook is designed to acquaint you with RSS and provide you with information about working conditions, procedures, and some of the policies affecting your contract with RSS. This Handbook is not a contract and is not intended to create any contractual or legal obligations. You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as a Contractor and outlines any relevant policies developed by RSS to benefit and protect Contractors. One of our objectives is to provide a healthy work environment.

No Handbook can anticipate every circumstance or question about policy. As RSS continues to grow, the need may arise. RSS reserves the right to revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. Contractors will, of course, be notified of such changes to the Handbook as they occur.

Clients are among our organization's most valuable assets. Every Contractor represents RSS to our Clients and the public. The way we do our jobs presents an image of our entire organization. Clients judge all of us by how they are treated with each Contractor contact. Therefore, one of our first business priorities is to assist any Client or potential Client. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to Clients.

Positive Client relations not only enhance the public's perception or image of our company but also pay off in greater Client loyalty and increased sales and profit.

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1-01 Nature of Contractual Relationship

Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between RSS and any of its Contractors. Contractors are not employees of RSS. The provisions of the Handbook have been developed at the discretion of management and may be amended or canceled at any time, at the company's sole discretion.

These provisions supersede all existing policies and practices. They may not be amended or added to without the express written approval of the President/CEO or person designated by the President/CEO of RSS.

1-02 Contractor Relations

If Contractors have concerns about work conditions, they are strongly encouraged to voice these concerns openly and directly to RSS Management.

Our experience has shown that when Contractors deal openly and directly with Management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that RSS amply demonstrates its commitment to Contractors by responding effectively to Contractor concerns.

1-03 Anti-Discrimination

To provide equal opportunities to all individuals, employment and contractual decisions at RSS will be based on merit, qualifications, and the needs of the company. RSS does not unlawfully discriminate in employment or contractor opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, ancestry, medical conditions, family care status, sexual orientation, or any other basis prohibited by law.

RSS will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship to the extent required by law. This policy governs all aspects of a contractual relationship between RSS and independent contractors.

Any Contractors with questions or concerns about any type of discrimination in the workplace (to or by RSS employees, contractors, or clients) are encouraged to bring these issues to the attention of RSS Management. Contractors can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of their RSS contract.

1-04 Business Ethics and Conduct

The successful business operation and reputation of RSS are built upon our Contractors' principles of fair dealing and ethical conduct. Our reputation for integrity and excellence requires careful observance of the spirit, the letter of all applicable laws and regulations, and scrupulous regard for the highest standards of conduct and personal integrity.

Our company's continued success depends on our clients' trust, and we are dedicated to preserving that trust. Contractors owe a duty to RSS, its Clients, and its other stakeholders to act in a way that will merit the continued trust and confidence of the public.

RSS will comply with all applicable laws and regulations and expects its directors, officers, employees, and Contractors to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with RSS management.

Compliance with this business ethics and conduct policy is the responsibility of every RSS Contractor. Disregarding or failing to comply with this standard of business ethics and conduct could lead to the termination of our contract.

BACKGROUND CHECKS

RSS reserves the right to conduct background checks on Contractors and bring to your attention any concerns that we may have. You will have the right to explain any matters of concern, and RSS will decide whether to proceed with a contractual relationship with you.

1-05 Conflicts of Interest

Please disclose any potential or actual conflicts of interest to RSS Management.

An actual or potential conflict of interest occurs when a Contractor is in a position to influence a decision that may result in a personal gain for that Contractor or a relative due to RSS's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage or whose relationship with the Contractor is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if Contractors have any influence on transactions involving purchases, contracts, or leases. In that case, it is imperative that they disclose to an officer of the company as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a Contractor or relative has significant ownership in a firm with which RSS does business but also when a Contractor or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving our company.

1-06 Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of RSS. Such confidential information includes, but is not limited to, the following examples:

- acquisitions
- compensation data
- computer processes
- computer programs and codes
- client lists
- client preferences

financial information
investments
labor relations strategies
marketing strategies
new materials research
partnerships
pending projects and proposals
proprietary production processes
research and development strategies
scientific data
scientific formulae
scientific prototypes
technological data
technological prototypes

All Contractors may be required to sign a non-disclosure agreement as a condition of your contract with RSS. Contractors who improperly use or disclose trade secrets or confidential business information will be subject to termination of your RSS contract and legal action, even if they do not actually benefit from the disclosed information.

2-01 Personal Data Changes

It is the responsibility of each Contractor to notify RSS of any changes in personal data promptly. Personal and company mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, educational accomplishments, licenses and certifications, and other such status reports should be accurate and current at all times. If any personal data has changed, notify RSS Management.

3-01 Contract Termination

Please review the terms of engagement and termination as outlined in your contract with RSS.

3-02 Invoice Pay Corrections

RSS takes all reasonable steps to ensure that Contractors receive the correct amount of compensation as indicated in your written invoice.

In the unlikely event that there is an error in the amount of pay, the Contractor should promptly bring the discrepancy to the attention of RSS Management so that corrections can be made as quickly as possible.

4-01 Safety

RSS has established a workplace safety program to provide a safe and healthful work environment for employees, Contractors, Clients, and visitors. This program is a top priority for our company.

RSS provides information to Contractors about workplace safety and health issues through regular email or other written communications.

Some of the best safety improvement ideas come from Contractors. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with RSS Management.

Each Contractor is expected to obey safety rules and exercise caution in all work activities. Contractors must immediately report any unsafe condition to RSS Management. Contractors who violate safety standards, cause hazardous or dangerous situations or fail to report or, where appropriate, remedy such situations may be subject to termination of your contract with RSS.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, Contractors should immediately notify RSS Management. Such reports are necessary to comply with laws and initiate insurance and other procedures.

5-01 Work Schedules

Work schedules for Contractors are negotiated with you and RSS Management, as dictated by our Clients' hours of operation and access to Clients' site(s).

5-02 Use of RSS Phone and Mail Systems

Personal use of RSS telephones for long-distance and toll calls is not permitted. Contractors should practice discretion when making local personal calls and may be required to reimburse RSS for any charges resulting from their personal use of the telephone.

The mail system is reserved for business purposes only. Contractors should refrain from sending or receiving personal mail at the workplace. The e-mail system is the property of RSS. RSS will not guarantee the privacy of the e-mail system except to the extent required by law.

5-03 Smoking

Smoking is prohibited throughout the workplace, as required by law. This policy applies equally to all employees, Contractors, Clients, and visitors.

5-04 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, tornadoes, or earthquakes can disrupt company operations. In extreme cases, these circumstances may require closing a work facility.

5-05 Business Travel Expenses

Please refer to your contract about business travel expenses, reimbursement, etc. All business travel must be approved in advance by the President/CEO or the manager designated by the President/CEO.

Contractors who are involved in an accident while traveling on business must promptly report the incident to RSS Management. Vehicles owned, leased, or rented by RSS may not be used for personal use without prior approval. Contractors should contact RSS Management for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the Contractor, can be grounds for termination of your contract with RSS.

5-06 Independent Control

Independent contractors must exercise independent control in approaching and completing a project. You are responsible for obtaining and using your own tools and equipment to complete your tasks. There may be some instances when a client has an expectation that their equipment and/or tools are utilized; we ask that you comply with their requests until or unless deemed a safety or security risk. There may also be times when RSS-issued equipment, tools, or vehicles are made available for your use. In either of these scenarios, please be mindful of the risks, your usage, and your responsibility to care for said items. Blatant disregard or negligence on your part can result in your liability.

5-07 Computer and E-mail Usage

Computers, computer files, the e-mail system, and software furnished to Contractors are RSS property intended for business use. Contractors should not use a password, access a file, or retrieve any stored communication without authorization.

Our company strives to maintain a workplace free of harassment and is sensitive to the diversity of its Contractors. Therefore, RSS prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Contractors should notify RSS Management upon learning of violations of this policy. Contractors who violate this policy will be subject to termination of contract and possible legal ramifications as subject to state and federal laws.

5-08 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by RSS to assist Contractors in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for contract-related activities, incidental and occasional brief personal use of e-mail and the Internet is permitted within reasonable limits.

All Internet data composed, transmitted, or received via our computer communications systems is considered part of the official records of RSS and, as such, is subject to disclosure to law enforcement or other third parties. Contractors should expect only the level of privacy that is warranted by existing law and no more. Consequently, Contractors should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. Any questions regarding the legal effect of a message or transmission should be brought to our General Counsel.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any Contractor or other person. Examples of unacceptable content may include but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a Contractor did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Contractors are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Any questions regarding the use of such information should be brought to our General Counsel.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by RSS in violation of the law or our company policies will result in the termination of your contract. Contractors may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals

Attempting to break into the computer system of another organization or person
Refusing to cooperate with a security investigation
Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
Using the Internet for political causes or activities, religious activities, or any sort of gambling
Jeopardizing the security of the organization's electronic communications systems
Sending or posting messages that disparage another organization's products or services
Passing off personal views as representing those of the organization
Sending anonymous e-mail messages
Engaging in any other illegal activities

5-09 Visitors in the Workplace

Only authorized visitors are allowed in the workplace to provide for the safety and security of employees, Contractors, the facilities at RSS, and our clients' facilities. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards employees' and Contractors' welfare, and avoids potential distractions and disturbances. All visitors should enter RSS-managed facilities at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Contractors are responsible for the conduct and safety of their visitors. If an unauthorized individual is observed on RSS's or Clients' premises, Contractors should immediately notify RSS Management or, if necessary, direct the individual to the main entrance.

6-01 Workplace Violence Prevention

RSS is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, our company has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All Contractors and employees, including temporary employees, should be treated with courtesy and respect at all times. Contractors and employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of RSS without proper authorization.

Conduct that threatens, intimidates, or coerces an employee, another Contractor, a Client, or a member of the public at any time, including off-duty periods while on RSS or client-managed premises, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to RSS Management. This includes threats by Contractors, as well as threats by employees,

Clients, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening. RSS will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment (if an employee) or contract (if a Contractor).

RSS encourages Contractors to bring their disputes or differences with other Contractors and employees to the attention of RSS Management before the situation escalates into potential violence. RSS is eager to assist in the resolution of Contractor disputes and will not retaliate against Contractors for raising such concerns.

6-02 Contractor Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, RSS expects Contractors to follow rules of conduct that will protect the interests and safety of all RSS stakeholders and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in the termination of your RSS contract:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of RSS-owned or Client-owned property
- Disrespectful conduct
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace (that is not otherwise permitted by RSS)
- Unauthorized disclosure of business “secrets” or confidential information

Violation of RSS and/or client policies

Unsatisfactory performance or conduct

6-03 Drug and Alcohol Use

It is RSS's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, Contractors and employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on company or client premises and while conducting business-related activities off RSS premises, no Contractor may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair a Contractor's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to the immediate termination of your RSS contract. Such violations may also have legal consequences.

Contractors with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with RSS Management without fear of reprisal.

6-04 Sexual and Other Unlawful Harassment

RSS is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of contract or

employment; (2) submission to or rejection of the conduct is used as a basis for making employment or other contractual decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to RSS Management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, the reporter's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the reporter will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the HR Department and the President/CEO of the company so it can be investigated in a timely and confidential manner. Any RSS employee engaging in sexual or other unlawful behavior will be subject to disciplinary action, up to and including termination of employment. Any RSS Contractor engaging in said behavior will be subject to termination of contract and any state and/or federal legal ramifications.

7-01 Attendance and Punctuality

To maintain a safe and productive work environment, RSS expects Contractors to be reliable and to be punctual in reporting for Clients' work assignments. Absenteeism and tardiness place a burden on other Contractors, our employees and Clients, and on RSS. In the rare instances when Contractors cannot avoid being late to a work site or are unable to work as agreed, they should notify RSS Management as soon as possible in advance of the anticipated tardiness or absence so that it does not negatively impact our Clients.

Excessive tardiness and absences are disruptive. Either may lead to the termination of your contract with RSS.

7-02 Personal Appearance

Although you are not an employee of RSS, we hope that you are aware that dress, grooming, and personal cleanliness standards contribute to the morale of all Contractors and RSS employees and affect the business image that RSS presents to the community.

You are expected to present a clean, neat, and tasteful appearance during business hours or when representing RSS. You should dress and groom yourself according to the requirements of your position and accepted social standards. Our Clients and the public rarely distinguish Contractors from the Company, so your appearance and behavior are ultimately a reflection of RSS.

If a Client feels that your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from their worksite. Consult RSS Management if you have questions as to what constitutes an appropriate appearance. Where necessary, reasonable accommodation may be made for a person with a disability.

7-03 Return of Property

Contractors are responsible for all RSS property, materials, or written information issued to them or in their possession or control. Contractors must return all RSS property immediately upon request or upon the termination of your contract. Where permitted by applicable laws, RSS may withhold from the Contractor's check or final check the cost of any items that are not returned when required. RSS may also take all action deemed appropriate to recover or protect its property.

7-04 Security Inspections

RSS and our clients wish to maintain a work environment that is free of illegal drugs, alcohol, firearms (with the exception of our armed guards), explosives, or other improper materials. To this end, our company and clients prohibit the possession, transfer, sale, or use of such materials on its premises. RSS requires the cooperation of all employees and Contractors in administering this policy.

Desks, lockers, and other storage devices located at Client or RSS sites may be provided for the convenience of Contractors but remain the sole property of RSS or Client. Accordingly, they and any articles found within them can be inspected by any agent or representative of RSS or Client at any time, either with or without prior notice.

7-05 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by RSS may not solicit or distribute literature in the workplace at any time for any purpose.

You cannot solicit our employees for employment recruitment efforts for your (or any other) company. Other examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for community groups
- The collection of money, goods, or gifts for religious groups
- The collection of money, goods, or gifts for political groups
- The collection of money, goods, or gifts for charitable groups
- The sale of goods, services, or subscriptions outside the scope of official organization business
- The circulation of petitions
- The distribution of literature in working areas at any time
- The solicitation of memberships, fees, or dues

In addition, posting written solicitations on company bulletin boards and solicitations by e-mail is restricted.

7-06 Problem Resolution

RSS is committed to providing the best possible working conditions for its employees and Contractors. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from RSS supervisors and management.

Our company strives to ensure fair and honest treatment of all employees and Contractors. Supervisors, managers, employees, and Contractors are expected to treat each other with respect. Contractors are encouraged to offer positive and constructive criticism.

If Contractors disagree with established rules of conduct, policies, or practices, they can express their concerns to RSS Management. No Contractor will be penalized, formally or informally, for voicing a complaint with RSS in a reasonable, business-like manner or for using the problem resolution procedure.

Not every problem can be resolved to everyone's satisfaction, but only through mutual understanding and discussing mutual problems can Contractors and RSS develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

8-01 Suggestions

As Contractors of RSS, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work improvement or cost-saving ideas to RSS Management.

A suggestion is an idea that will benefit RSS by solving a problem, reducing costs, improving operations or procedures, enhancing Client service, eliminating waste or spoilage, or making RSS a better or safer place to work. All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. Statements of problems without accompanying solutions or recommendations concerning RSS employees and management are inappropriate suggestions. If you have questions or need advice about your idea, contact RSS Management for help.

RSS Human Resource Department

