# Staffing Solutions, Inc.

Contract, Contract-to-Hire, and Direct Hire Placement Services

## **EMPLOYEE HANDBOOK**

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#### Disclaimer

This handbook and any policy or policies contained in it DO NOT create a contract of employment. This handbook and any policy or policies contained in it ARE NOT an offer of a contract of employment.

While you are employed by Staffing Solutions, Inc., you are an employee at-will, at all times, and for all purposes. This means that you may terminate your employment at any time without prior notice, for any reason, or no reason at all. It also means that Staffing Solutions, Inc. may terminate your employment at any time without prior notice, for any reason, or no reason at all.

Each and every policy contained in this handbook can be changed or discontinued at any time without prior notice, by Staffing Solutions, Inc. No one other than the President of Staffing Solutions, Inc. may change or discontinue any policy or policies in this Handbook. No statement or promise by anyone other the President of than Staffing Solutions, Inc. may be interpreted as a change in policy, or an agreement between that person and the employee.

The information contained in this Employee Handbook is proprietary to Staffing Solutions, Inc. Nothing in this handbook is intended to violate or superseded any applicable law. Should any policy or provision contradict applicable law, that law shall be applied.

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## Welcome to Staffing Solutions, Inc.!!!

Staffing Solutions, Inc. has an excellent reputation and is known as the premier staffing agency in St. Louis. Because we have set the highest standards of quality and integrity, our clients rely on us to provide them top caliber temporary employees for their assignment requests. Because you're a valued member of our team, we have the following goals:

- Our efforts to offer assignments based on your experience, interests, and skills.
- Our efforts to provide necessary training to ensure that you are qualified for every assignment.
- Our efforts to see that you are well-matched with your assignments.

Whether you're between jobs, expanding your skill set, experimenting with career options, or looking for full-time employment, our experience has taught us what it takes to help you accomplish your goals. Familiarizing yourself with these guidelines will help to ensure your success with Staffing Solutions, Inc.

We want your experience with us to be rewarding. Learning while earning is a great way to grow, market yourself, gain experience and much, much more.

Welcome to the team!

Bonny Filandrinos

President

Bonny

#### **Performance**

#### **How To Make A Good Impression . . .**

Your performance will be evaluated on an ongoing basis. For every assignment you work, a Performance Evaluation form will be sent to your immediate supervisor.

The purpose of the Performance Evaluations is to let us know how well you performed on an assignment. We will be happy to discuss your performance evaluations with you.

Your continued employment with Staffing Solutions, Inc. will, in part, be based upon your Performance Evaluations.

Your performance will be evaluated on criteria such as:

•	Attendance	•	Skills
•	Attenuance	•	2KIII3

Attitude
 Quality of Work

PunctualityOrganization

Image
 Quantity of Work

• Cooperation • Motivation

## Staffing Solutions, Inc. Referral Program

#### Help your friends land a great job...

It has been our experience that great people know other great people. Because we appreciate and depend on your referrals, we would like to acknowledge you and say "thanks", so...

- Please advise your referral to go to www.staffingsolutionsinc.com and submit his/her resume.
- When your friend/referral makes an appointment with us, make sure they mention your name as how they heard about us.
- If you are unsure whether we will be able to assist your friend/referral in the job search, give us a call!

## **Staffing Solutions Newsletter**

Each month you will receive our monthly newsletter contains useful information ranging from career tips and the latest trends in the workplace.

## **Specialized Programs**

As a "temp/contractor," you are an employee of Staffing Solutions, Inc., and are eligible for Staffing Solutions, Inc. "perks"

## **Training Programs**

Enhancing your skills can qualify you for a greater number of assignments and keep you marketable in a fast changing business environment. You may make use of our training resources if you are available to work.\*

- Self-Paced Training is available to help refresh your computer skills or learn new functions. We offer this service free of charge so you can use time-off productively.
- One-on-One Training with our certified trainer gives you personal attention, which allows you to concentrate on building your software skills quickly. This training is provided at no cost when needed to prepare you for specific assignments.

\*Note: Turning down assignments may disqualify you from using our training services, and is at the discretion of Staffing Solutions, Inc. management.

#### **Outplacement Solutions**

Come into our office to learn advanced job search techniques. Topics include: career self-assessments, professional resume assistance, cover letter templates, networking tips, how to market yourself, interview coaching, negotiating a job offer, and more. Our staff is here to assist, and we provide free access to the internet and our research library.

## **Staffing Solutions, Inc. Statement of Ethical Practices**

Staffing Solutions, Inc. is committed to our applicants, and will adhere to certain policies that we initiated on your behalf:

- We will submit your resume only after our staff has had an in-depth interview with you. This
  includes detailing your work history, evaluating your skills, conducting background reference
  checks and administering our profile. We can only represent you as a qualified candidate by
  getting to know you first.
- We will submit your credentials to the client company only after you have given us your permission.
- If you are currently working, we will attempt to schedule your interviews during non-business hours whenever possible.
- We only call our client for feedback after we speak to you, so please call us as soon as your interview ends to provide us with your feedback.
- If you are offered a position, we require our client to furnish you with an offer letter that describes the terms of your employment.
- We will only contact your references after you give us your permission.
- There is no fee to you and no contract that obligates you to remain employed if the job does not work. Please call if you have any questions.

#### **Policies and Procedures**

#### **Call the Staffing Solutions Office:**

- On the first day of your assignment
- Each and every day
  - you are unable to make your assignment\*
  - o you are sick
  - o you are late for work—Not being in the workplace and ready to work
  - You need to leave early\*
  - o If you have to change your work schedule for any reason.
- Requests to leave early/take days off need to be submitted on our website (see Payroll section)\*
- If you are injured on your assignment (We need to let you know where to receive appropriate medical treatment, and procedures for follow-up care.)
- If you have a problem on your assignment
- If you have a question related to software being used on your assignment
- To advise us of your availability
- To advise us that you would like to apply for a full-time job with our client
- To advise us that you will be leaving an assignment
- If you have any questions whatsoever

Calling the client is <u>NOT</u> a substitute for calling Staffing Solutions, Inc. You must notify our office prior to your scheduled start time. Failure to do so may result in termination.

Should you accept a full-time job while on an assignment for Staffing Solutions, Inc., in order to be eligible for rehire, a one week notice is required.

If you leave or are released from an assignment and you have property belonging to the client, you must return said items within 3 days, or your paycheck will not be released until that property is returned or the dollar value of the property will be deducted from your last paycheck.

Under <u>no</u> circumstances should you run clients' errands or conduct business in your car while on assignment at Staffing Solutions, Inc. Our Workers' Compensation Insurance does not cover auto vehicle incidents. If you have been asked to run errands in your car and you need help with this situation, please call the Staffing Solutions, Inc. office for further directions.

#### Time & Attendance:

The policy has been designed to provide attendance standards for all staff and outline the appropriate procedures to follow for scheduled and unscheduled absences. See below for more detail.

#### **Absenteeism**

You should make every effort not to be absent. An absence is defined as any time you are not at work at a time when you are scheduled to be there. An absence also includes arriving late to work, or leaving early.

Absences do not include days you have properly requested to be off for family or medical reasons, funeral leave, jury duty or properly scheduled and approved vacation.

If Staffing Solutions, Inc. or its client determines an employee has excessive absenteeism, the employee will receive a written or verbal warning. If improvement does not occur, the employee can be terminated from the assignment and from Staffing Solutions, Inc.

You must contact the Staffing Solutions office every day that you will not be making your assignment or changing your normal work schedule for the following reasons.

<u>Scheduled Absences</u> – Time away from work which is scheduled and approved in advance by the staff members' supervisor. This includes jury duty, military leave, bereavement, and sick time used for health care provider appointments.

<u>Unscheduled Absences</u> – Time away from work which is not scheduled in advance or approved by the staff members' supervisor. This includes unscheduled sick time and/or leaving the work place before the end of the scheduled work hours coming in late, taking an extended lunch break.

<u>Lateness</u> – Not being in the workplace and ready to work by the start of the staff member's regularly scheduled work day.

**<u>Leaving Early</u>** - Not completing the staff member's regularly scheduled work day.

Once you obtain permission to leave early or take days off from you supervisor you need to submit the request through our website to our office at <a href="https://www.staffingsolutionsinc.com/EmployeeResourcesRequestOFF.html">https://www.staffingsolutionsinc.com/EmployeeResourcesRequestOFF.html</a>

Calling the client is not a substitute for calling Staffing Solutions, Inc. You must notify our office prior to your scheduled start time. Failure to do so may result in termination.

## **FMLA Policy**

Federal law provides eligible employees with up to 12 workweeks of job protected, unpaid leave for a qualifying reason under the law. Employees are eligible for leave under the Family Medical Leave Act (FMLA) if they have worked for the Company for at least 1 year and have worked at least 1,250 hours over the previous 12 months.

Qualifying Reasons That Would Entitle An Employee to FMLA Leave:

The FMLA requires the Company to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

For an incapacity due to pregnancy, prenatal medical care or child birth;

For the birth, adoption, or foster placement of a child;

To care for the employee's spouse, child, or parent, who has a serious health condition;

For the employee's own serious health condition; or

For any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty in the armed forces, or due to an impending call or order to active duty in the armed forces.

Eligible employees may also take up to 26 weeks of unpaid, job-protected leave in order to: Provide care for a spouse, child, parent, or next of kin if the individual is a service member who has incurred or aggravated a serious illness or injury while on active military duty (see "Military Family Leave Entitlements" below).

If a husband and wife both work for the Company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave for these reasons. If a husband and wife both work for the Company and each wishes to take leave to care for a covered service member, the husband and wife may only take a combined total of 26 weeks of leave.

Military Family Leave Entitlements:

Eligible employees with a spouse, son, daughter, or parent on covered active duty or call to covered active duty status in the National Guard, Reserves, or the Regular Armed Forces may use their 12-week leave entitlement to address certain qualifying exigencies. Covered active duty requires deployment to a foreign country. Qualifying exigencies may include:

Attending certain military events;

Arranging for alternative childcare, addressing certain financial and legal arrangements; Attending certain counseling sessions; and

Attending post-deployment reintegration briefings

The FMLA also permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This leave entitles the eligible employee to one 26-week period of leave per covered service member, per injury. Employees may be eligible for another 26-week period of leave for a different covered service member or for a different injury on the same covered service member for which an earlier leave was taken.

#### Length of Leave:

An eligible employee is entitled to no more than a total of twelve (12) weeks of unpaid leave within a "rolling" twelve (12) month period (*i.e.*, the immediately preceding 365-day period), or 26 weeks of leave within a rolling 12-month period to care for a service member.

Any absence or leave of absence taken for any reason that also qualifies for leave under the FMLA as a serious health condition (e.g., workers' compensation leave) will be counted as FMLA Leave and will be deducted from an employee's FMLA leave entitlement.

#### Designation of Leave:

It is the Company's obligation to designate qualifying leave as FMLA leave. Thus, even if an employee does not request FMLA leave for an absence, the Company may so designate the absence if it otherwise qualifies as FMLA leave.

#### **Employee Notification Responsibilities:**

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and must comply with the Company's normal call-in procedures.

#### **Employees Certification Responsibilities:**

Employees applying for protected leave under the FMLA must provide the employer with a completed certification form from a health care provider or from the military (as appropriate) for any leave taken for any of the following reasons:

For the employee's own serious health condition;

To care for a covered family member with a serious health condition; For an employee's request for leave because of a qualifying exigency; or To care for a covered service member with a serious injury or illness

It is the employee's responsibility to return the certification to the Vice President of Administration within 15 calendar days of the employer's request for a completed certification. Failure to return this certification to the Vice President of Administration may result in the denial of your request for leave.

For employees on leave for their own serious health condition, or to care for the serious health condition of a family member, the Company may periodically require the health care provider to recertify the status of the serious health condition. As with the initial certification, a recertification must be returned to the Vice President of Administration within 15 calendar days. Failure to return the recertification to the Vice President of Administration may result in the denial of your request for leave.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment as well as a statement of medical necessity for taking intermittent leave or working a reduced schedule.

#### Employees Intent to Return to Work Responsibilities:

If foreseeable, it is the employee's responsibility to notify the Company within two (2) days of any changes to his or her circumstances that could impact return to work. It is also the employee's responsibility to notify the Company of his or her intent not to return to work following the expiration of the period of leave.

Employee's Use of Leave & Intermittent or Reduced Work Schedules:

FMLA leave may be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

The Company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption, or foster care placement of a child, the Company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

#### Health Benefits and Protections:

While an employee is on FMLA leave, the Company will continue the employee's health benefits at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member, or a circumstance beyond the employee's control, the Company will require the employee to reimburse the amount the Company paid for the employee's health insurance premium during the leave period. Where the employee normally pays a portion of the health care premium, while the employee is on FMLA leave, the employee must continue to make this payment, either in person or by mail. Payroll will notify you of the amount and the due date. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

When the employee's job assignment ends, the employee will be given the opportunity to continue his or her health benefits through COBRA, at which time the employee will be responsible for paying the entire COBRA premium.

#### Return to Work:

An employee who is on FMLA leave due to his or her own serious health condition must submit a health care provider's written certification that the employee is able to return to work. Failure to provide this return to work certification may result in the delay or denial of an employee's return to work.

To help Staffing Solutions make scheduling arrangements and have work available for the employee upon return to work, the employee must give at least 48 hours advance notice of his/her intent to return to work (additional prior notice is preferred).

#### Job Restoration:

Upon return from FMLA leave in accordance with this policy, the employee will be returned to the same or an equivalent position with no loss of pay or benefits that accrued prior to the leave of absence unless the employee's position would have otherwise been eliminated during the leave period or the client fails to return the employee to work. An employee who does not return to work at the end of an unauthorized leave period or after exhausting his/her leave entitlement under the policy and the FMLA may be terminated from employment.

Certain "key employees," as defined by the FMLA, may not be eligible to be restored to the same or an equivalent job at the conclusion of their leave. If applicable, Staffing Solutions will notify such employees of their "key employee" status and the conditions under which job restoration may be denied.

#### Non-Discrimination:

Staffing Solutions does not discriminate against employees or prospective employees who use or have used FMLA leave. Additionally, the Company does not consider the taking of FMLA leave to be a negative factor when making any employment decision, including but not limited to hiring, promotion, demotion, transfer, or disciplinary action.

#### **Benefits**

Staffing Solutions, Inc. complies with the Affordable Care act. Please contact your Staffing Solutions, Inc. representative for any questions.

#### **Time Records**

All employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each week, the employee needs to complete the time entry form in the Web-based Time Entry site -

http://mail.staffingsolutionsinc.com:81/WebTS/login and submit it for approval to your supervisor. By clicking the submit button you are attesting to the correctness of the timesheet. Any recording of time worked that does not accurately reflect actual time worked can result in immediate termination.

## **Payroll Procedures**

#### **How To Get Paid**

#### **REQUIRED FORMS:**

Once you are selected for your first assignment, you must log in to our Employee Desk site and fill out:

- An I-9 form. This form is mandated by the U.S. Justice Department, Immigration and Naturalization Service to ensure that you have the legal right to work in the United States.
- W-4 forms for federal income tax withholding.
- Financial institution information if you will be using direct deposit, or your Payroll Card information if you will be using that service.

To access the I-9, federal W-4 and sign up for direct deposit use the GreenEmployee link on our website -

https://www.greenshadesonline.com/SSO/EmployeeApp/#/company/staffingsolutionsinc/login

#### Payroll:

- Payroll is processed on a weekly basis.
- The standard workweek is from Monday 12:00 am until Sunday 11:59 pm. Office hours are 8:00 a.m. to 5:00 p.m. Individual work schedules may vary depending on the assignment and the needs of each department.
- Timecards must be approved online by your supervisor no later than noon on the Wednesday following the week you worked.
- It is your responsibility to make sure your timecard approval is received in our office by Wednesday noon. Make sure you have completed your online time entry by Monday morning, so that your supervisor has time to review and approve your timecard.
- Direct deposit payments/payroll card deposits should be in your account Friday morning.
- Occasionally due to holidays it may be necessary for us to change the timecard deadline. When this is the case, we will put a message about it on the paystub website. It is your responsibility to regularly check the website for any messages.

#### The following will delay receipt of your payment:

- Incorrect or missing information.
- Not submitting your timecard to your supervisor in a timely manner.
- Not having a direct deposit form on file.

## How to access your payroll pay stub:

Our payroll system is a paperless one in which pay stubs are maintained on a website. This allows you to view your pay stubs, make changes to your address, and make various other payroll change requests on-line.

In order to access this system and receive your pay stub, please follow these steps:

- 1. Go to www.staffingsolutionsinc.com
- 2. Click on Employee Resources
- 3. Click on Payroll

<u>View the instructions</u> if this is your first time entering the system, or click on **GreenEmployee** once you know how to use the system. To add or change direct deposit information, go to www.staffingsolutionsinc.com, Employee Resources, Payroll, then access the GreenEmployee site.

## **How To Fill Out Your On-Line Timecards:**

Access on line time sheet at

http://mail.staffingsolutionsinc.com/WebTS/WEBTSLogin.aspx?company=SSI or go to the Staffing Solutions Inc. website at <a href="www.staffingsolutionsinc.com">www.staffingsolutionsinc.com</a> under the employee resources and click on the link for payroll, then Web-Based Time Entry for instructions.

#### **Parking Reimbursement:**

Staffing Solutions, Inc. offers parking reimbursement, with a maximum of \$6.00 per day. We have identified several garages or lots in which to park. Sometimes companies have special discounted rates, designated parking areas or parking passes. Check with a Staffing Solutions, Inc. representative for more information.

#### **Procedures For Parking Reimbursement:**

- Request a receipt from the garage/lot each day.
- Mail all parking receipts for the week to us.
- Parking reimbursement will be issued on the next scheduled payroll run and will appear on your pay stub as a separate, non-taxable line item.

NOTE: To be reimbursed, parking receipts must be received in our office by noon on Wednesday, following the week the parking is used.

## **Holiday Policy**

Holiday pay is based on the average daily hours worked during the prior six (6) months. It is calculated to the nearest quarter hour. Staffing Solutions, Inc.'s holidays are (when these holidays fall Monday through Friday):

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

#### To Qualify For Holiday Pay:

- You must be currently working on an on-going assignment for Staffing Solutions, Inc.
- You must have worked exclusively and uninterrupted for Staffing Solutions, Inc. for the previous six (6) months.
- Do not enter time or comments for holidays unless you actually work that day.
   Holiday pay is calculated by our accountant for eligible employees.

If you have any questions regarding qualifying for holiday pay, please contact a Staffing Solutions, Inc. representative.

## **Separation from Assignment**

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their Staffing Solutions, Inc. representative at least 5 working days in advance of the last day of work. The 5 days must be actual working days. Holidays and scheduled time off will not be counted toward the 5-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

## **Equal Employment Opportunities**

Staffing Solutions, Inc. is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, age, sex, sexual orientation, gender, gender identity, national origin, disability, results of genetic testing, service in the military or any other characteristic protected by applicable law. Equal employment opportunity applies to all terms and conditions of employment, including recruiting, hiring, placement, layoff, recall, transfer, leave of absence, compensation, training, promoting, disciplining, or terminating employees.

All employment practices and policies are applied on a non-discriminatory basis and in accordance with the information contain within this Handbook. Staffing Solutions, Inc. may, at its discretion, choose to require drug tests, physical exams, etc. where not prohibited by law.

As discussed in more detail below, Staffing Solutions, Inc. expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

## **Americans with Disabilities Act (ADA)**

To ensure equal employment opportunities to qualified individuals with a disability, **Staffing Solutions, Inc.** will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact their Staffing Solutions, Inc. Human Resource representative.

## **Harassment and Complaint Procedure**

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, religion, color, age, sex, sexual orientation, gender, gender identity, national origin, disability, results of genetic testing, service in the military or any other characteristic protected by applicable law.

It is **Staffing Solutions Inc.'s** policy to provide a work environment free of sexual and other harassment. To that end, harassment of **Staffing Solutions Inc.'s** employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. **Staffing Solutions, Inc.** will take all steps necessary to prevent and eliminate unlawful harassment.

Any employee who feels that he or she is the victim of sexual, racial or other harassment or discrimination in connection with assignment/employment at Staffing Solutions, Inc. should bring the matter to the immediate attention of the President, Vice President or Vice President of Administration.

#### **Definition of Unlawful Harassment:**

"Unlawful harassment" is unwelcome conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, religion, color, age, sex, sexual orientation, gender, gender identity, national origin, disability, results of genetic testing, service in the military or any other characteristic protected by applicable lawDefinition of Sexual Harassment:

"Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- 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.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at **Staffing Solutions, Inc.** 

#### Complaint Procedure – TO BE USED FOR ALL FORMS OF UNLAWFUL HARRASMENT:

Any employee who feels that he or she is the subject or has witnessed illegal discrimination, including sexual or other forms of unlawful harassment, in connection with assignment/employment at Staffing Solutions, Inc. should bring the matter to the immediate attention of the President, Vice President or Vice President of Administration.

If an employee does not receive a prompt or satisfactory response to his or her complaint, the employee must report the conduct directly to the President of Staffing Solutions, Inc. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, **Staffing Solutions**, **Inc.** will take immediate, appropriate, corrective action, which may include discipline, up to and including immediate termination.

#### **Conflicts of Interest**

**Staffing Solutions, Inc.** expects all employees to conduct themselves and Staffing Solutions Inc.'s and client business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. **Staffing Solutions, Inc.** recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on Staffing Solutions Inc. or a client.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a Staffing Solutions, Inc. representative for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

- 1. Simultaneous employment by another firm that is a competitor of or supplier to **Staffing Solutions, Inc.**
- 2. Conducting personal business (Mary Kay, etc.) on/during Staffing Solutions, Inc. work hours except during lunch or breaks.
- 3. Holding a substantial interest in, or participating in the management of, a firm to which Staffing Solutions Inc. or a client makes sales or from which it makes purchases.
- 4. Borrowing money from employees or a Staffing Solutions, Inc. client while on an assignment for Staffing Solutions, Inc.
- 5. Accepting substantial gifts or excessive entertainment from an outside organization or agency while on an assignment.
- 6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by Staffing Solutions Inc. or a client.
- 7. Participating in civic or professional organization activities in a manner that divulges confidential information regarding Staffing Solutions Inc. or a client.
- 8. Misusing privileged information or revealing confidential data to outsiders.
- 9. Using one's position at Staffing Solutions Inc. or a client or knowledge of its affairs for personal gains.
- 10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of Staffing Solutions Inc. or a client.

#### **Confidential Information**

The protection of confidential business information and trade secrets is vital to the interests and success of **Staffing Solutions, Inc.** Confidential information is any and all information disclosed to or known by you because of employment with Staffing Solutions, Inc. that is not generally known to people outside of Staffing Solutions Inc. or a client about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the **President of Staffing Solutions, Inc.** 

## **Work Safety policy**

The cooperation of every employee is necessary to make Staffing Solutions, Inc. or a client's business a safe place in which to work. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor or to a member of the safety committee. 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 booklet. Begin right by always thinking of safety as you perform your job, or as you learn a new one.

All unsafe working conditions must be reported to your supervisor and Staffing Solutions, Inc. immediately. Make safety a priority in the work environment.

## **Accident reporting:**

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

#### <u>Call Staffing Solutions, Inc. immediately:</u>

- If you are asked to drive or use your vehicle for work while on an assignment for Staffing Solutions, Inc.
- If you are asked to travel for a client
- If you believe that your working conditions are unsafe
- If you are injured while on assignment or if a near miss occurs
- If you are asked to perform work which was not part of your initial job description such as:
  - Lifting over 20 lbs.
  - Performing tasks as heights greater than 8 feet
  - Operating motorized equipment or heavy machinery
  - Working in confined spaces
  - Assigned a duty where you are asked to wear a respirator

## **Employee Conduct**

#### **Dress Code**

It is the policy of Staffing Solutions, Inc. that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. In your manner of dress, you are demonstrating professionalism, as well as your respect for the client and the opportunity. For tips on acceptable business professional, business casual, and more go to <a href="http://www.staffingsolutionsinc.com/EmployeeResources-DressSuccess/htm">http://www.staffingsolutionsinc.com/EmployeeResources-DressSuccess/htm</a>

#### **Grounds For Discipline and Discharge**

As an employee and representative of Staffing Solutions, Inc., there are policies you <u>must</u> follow and failure to follow our policies can result in termination of your employment with Staffing Solutions, Inc. While temping, you will work at a variety of companies, each with its own set of rules. Remember that although Staffing Solutions, Inc. is your sole or primary employer. YOU ARE REQUIRED TO FOLLOW the POLICIES OF BOTH STAFFING SOLUTIONS INC. AND the CLIENT. IF THERE IS A CONFLICT BETWEEN THE POLICIES, YOU NEED TO CONTACT THE PRESIDENT, VICE PRESIDENT OR VICE PRESIDENT OF ADMINISTRATION FOR GUIDANCE.

Employees may be disciplined or discharged, at Staffing Solutions' discretion, for engaging in misconduct. The following are guidelines showing examples of the kinds of conduct that are prohibited and could lead to discharge or discipline. This list is not all-inclusive, and therefore includes, but is not limited to, the following:

- 1. Dishonesty, such as falsification, misrepresentation, or omissions on personnel records, timesheets, or other Staffing Solutions, Inc or Client business records, or theft or removal of Staffing Solutions, Inc or Client's, or other employee's property from Staffing Solutions, Inc or Client premises without permission.
- 2. Failure to obey a supervisor's orders, insubordination, failure to follow policies and procedures, or similar offenses.
- 3. Showing disrespect to managers, supervisors, or fellow employees by failing to handle issues in a professional manner, including, but not limited to, losing your temper, losing control, yelling, screaming, and/or threatening.
- 4. Sabotage, defacing, or willful destruction of Staffing Solutions, Inc or Client's or another employee's property or material.
- 5. Leaving the premises without permission during working time (working time does not include meal or break periods).
- 6. Sleeping during working time (working time does not include meal or break periods).
- 7. Smoking in prohibited areas.
- 8. Fighting, inciting a fight or threatening other employees.
- 9. Possession of firearms, explosives, or any weapon on Staffing Solutions, Inc. or Client's property.
- 10. Failure to immediately report an accident or injury to your manager or supervisor.
- 11. Commission of any unlawful act on Staffing Solutions, Inc. or Client's premises or

- commission of any unlawful act off Staffing Solutions, Inc. or Client's premises which affects the employee's relationship to his job or his fellow employees.
- 12. Drinking or possession of, or being under the influence of, an alcoholic beverage during the work day or reporting for work under the influence of alcohol.
- 13. Sale, use, possession or being under the influence of a controlled substance during the work day, or reporting to work under the influence of a controlled substance. Also failure to report the sale or use of a controlled substance on Staffing Solutions, Inc. or Client premises.
- 14. Violating any safety rules.
- 15. Selling services or products for your personal business, or for another company (for example, Avon, Amway, Tupperware, etc.) during the workday (including meal or break periods)
- 16. Leaving an assignment in order to take another agency's temporary assignment.
- 17. Failure to follow procedures, including but not limited to, proper "check-in" procedures, or procedures for changes in work schedule, or for applying for work at a client company.
- 18. Violating any of the rules set forth in this Handbook.

Discipline can consist of a verbal warning, written warning, suspension, or discharge, although the particular discipline imposed for misconduct, if any, will depend on the facts and circumstances in each case, and will be decided at the sole discretion of Staffing Solutions, Inc.

## **Drug-Free Workplace**

It is the policy of **Staffing Solutions, Inc.** to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on Staffing Solutions Inc.'s and/or client's premises or while performing services for Staffing Solutions Inc. and a client is strictly prohibited. **Staffing Solutions, Inc.** also prohibits reporting to work or performing services while impaired by the use of alcohol or consuming alcohol while on duty or during workday (including meal and break periods).

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

## **Required Testing**

An employee will be required to submit to a controlled substance and/or alcohol test in the following situations, at Staffing Solutions' discretion:

Pre-employment testing will be required for all prospective employees who receive a conditional offer of employment.

Reasonable suspicion testing will be required of any employee when Staffing Solutions has reasonable suspicion to believe the employee may be under the influence of alcohol and/or a controlled substance. The suspicion may be based on, among other things, the employee's erratic on-the-job behavior, odor or the smell of alcohol on breath, slurred speech, appearance, or attendance issues such as excessive and/or suspiciously patterned absences, leaving early, or absenteeism.

Post-accident testing will be required if an employee is involved in a workplace accident that results in an injury requiring treatment to the employee, or another individual, damage to any property, or where safety policies were violated or unsafe acts performed.

## **Smoke-Free Workplace**

Smoking is not allowed in Staffing Solutions Inc.'s and client's buildings or work areas at any time. "Smoking" includes the use of any tobacco products, electronic smoking devices, and ecigarettes containing nicotine cartridges.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

#### **Workplace Violence Prevention**

**Staffing Solutions, Inc.** is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at Staffing Solutions Inc.'s and client's -sponsored functions.

All **Staffing Solutions, Inc.** employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against Staffing Solutions Inc.'s or client, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

**Staffing Solutions, Inc.** prohibits the possession of weapons on its property at all times, including Staffing Solutions Inc.'s or client's parking lots or vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to,

handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The Staffing Solutions Inc.'s and client's reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on Staffing Solutions Inc.'s or client's property.

#### **Commitment to Safety**

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying a Staffing Solutions, Inc. representative when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

#### EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of **Staffing Solutions, Inc.** I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, Staffing Solutions Inc.'s or client's practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by management at any time without notice.

I further agree that neither this document nor any other communication shall bind Staffing Solutions Inc. to employ me now or hereafter and that my employment may be terminated by me or Staffing Solutions Inc. or client without reason at any time. I understand that no representative of Staffing Solutions Inc.'s or client has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the President of Staffing Solutions, Inc. may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the President of Staffing Solutions, Inc..

Employee's Name in Print	
Signature of Employee	
	_
Date Signed by Employee	_

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE