

## GENERAL EMPLOYMENT REGULATIONS

The following regulations are applicable to employees of Staffing Companies, Inc. d.b.a. StaffCo.

### 1 Mission Statement

- 1.1 Our Mission is to make a positive impact on our community through a higher standard of customer service and integrity.
- 1.2 Learn and follow the Mission Statement.

### 2 Employment Relationship

- 2.1 The employment relationship begins with clock-in or sign-in to work on the first position at a Client Company location or StaffCo location.
- 2.2 Insofar as the state in which you are employed recognizes employment at-will exceptions, employment is at-will.
- 2.3 StaffCo does not guarantee employment to any person.

### 3 Employee Records

- 3.1 Employee records are held in strict confidence by StaffCo.
- 3.2 StaffCo may verify at any time prior to or during the employment relationship by means deemed appropriate by StaffCo, previous employment, personal and professional references, education, certifications, criminal background, driving records, etc. of the employee.
- 3.3 StaffCo may not release employee information to another person or entity without written consent from said employee except in the event of an employee workplace medical emergency.
- 3.4 StaffCo may release employee information to StaffCo payroll, benefits and insurance processing providers, background check services, drug screening facilities, and state and federal governments.
- 3.5 StaffCo may release to Client Companies only information which may be found on a typical resume (e.g., previous employment, education, certifications, contact information, etc.).
- 3.6 Immediately report changes in address, telephone number, email address or other contact information to StaffCo.
- 3.7 Provide a person to contact in case of emergency.
- 3.8 Immediately report incurrence or status change of occupational certifications, drivers licenses, criminal charges, communicable disease, or education.

### 4 Timekeeping

- 4.1 Know and understand the timekeeping procedure before starting a position.
- 4.2 Timekeeping administration and responsibility is dependent on the position requirements.
- 4.3 Timekeeping may be recorded via time clock, paper timesheet, sign-in sheet, online system, etc.
- 4.4 Follow all timekeeping procedures for the position.
- 4.5 Maintain a personal log of time worked from which to verify accuracy of timekeeping records.
- 4.6 Allowing an unauthorized person to clock-in / out, sign-in / out, etc. a StaffCo employee is strictly prohibited.
- 4.7 Unauthorized clock-in / out, sign-in / out, etc. of another StaffCo employee is strictly prohibited.
- 4.8 Contact StaffCo with timekeeping questions.

### 5 Compensation

- 5.1 Know and understand the position pay rate and payroll process before starting a position.
- 5.2 All positions pay at least the higher of state or federal minimum hourly wage.
- 5.3 Pay for work may be hourly, salary, commission, or production according to position requirements.
- 5.4 The payroll work week is Monday through Sunday.

- 5.5 Hours worked in excess of 40 during the payroll work week are paid overtime at 1.5 times the straight time pay rate unless otherwise specified by state or federal guidelines.
- 5.6 Payroll is issued Friday for work performed the previous week.
- 5.7 Payroll can be issued in paper check form or via direct deposit.
- 5.8 Delivery of a paycheck may be at the Client Company location or StaffCo location.
- 5.9 Paychecks are not mailed via U.S. Postal Service.
- 5.10 A \$25.00 administrative fee will be charged for a paycheck or direct deposit reissue.
- 5.11 Payroll advances are not authorized.
- 5.12 Refrain from discussing pay rates with Client Company employees and StaffCo employees.
- 5.13 Immediately report an overpayment of payroll wages.
- 5.14 Immediately report payroll discrepancies (e.g., incorrect hours, incorrect employee information, etc.).
- 5.15 Payroll discrepancies are resolved within 48 hours.
- 5.16 Submit changes in payroll tax withholdings, address, direct deposit accounts, etc. in writing to StaffCo.
- 5.17 Per Diem is paid by StaffCo per Client Company specifications.
- 5.18 Submit work-related reimbursable expenses along with receipts to StaffCo.
- 5.19 Reimbursable expenses are subject to StaffCo approval.
- 5.20 Reimbursable expenses are paid the next payday.
- 5.21 W2 forms are issued for the previous year by January 31<sup>st</sup>.
- 5.22 Contact StaffCo with payroll questions and concerns.
- 5.23 StaffCo adheres to the Fair Labor Standards Act (FLSA).

## 6 Benefits (Visit [www.staffco.com/benefits](http://www.staffco.com/benefits) for more information)

### 6.1 Health Insurance

- 6.1.1 Visit [www.staffco.com/benefits](http://www.staffco.com/benefits) for important health insurance information.
- 6.1.2 Enroll within 30 days of the employment start date of the first position or the occurrence of a qualifying life event.
- 6.1.3 Enroll during the company-wide open enrollment period if choosing not to elect coverage within the first 30 days of employment.
- 6.1.4 Premium payments are deducted weekly via payroll deduction.

### 6.2 Holiday Pay

- 6.2.1 Holiday pay is Client Company specific and subject to StaffCo approval.
- 6.2.2 Eligibility for holiday pay begins after working 1200 hours during the calendar year.
- 6.2.3 Work 130 hours within 30 days before the holiday.
- 6.2.4 Work the last scheduled day before the holiday.
- 6.2.5 Paid holidays are Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- 6.2.6 Holiday pay is paid as straight time at the current position pay rate the next payroll day after the holiday.
- 6.2.7 Submit holiday pay requests to the corporate office exactly 1 week in advance of the holiday.
- 6.2.8 StaffCo reserves the right to cease any holiday pay program for any reason whatsoever regardless of Employee accrued hours.

### 6.3 Vacation Pay

- 6.3.1 Vacation pay is Client Company specific and subject to StaffCo approval.
- 6.3.2 Eligibility for vacation pay begins after working 1950 hours during the calendar year.
- 6.3.3 Vacation pay is paid as straight time at the current position pay rate the next payroll day.
- 6.3.4 Submit vacation pay requests to the corporate office 30 days in advance.
- 6.3.5 Vacation pay is forfeited if not requested by December 31<sup>st</sup> of the calendar year.
- 6.3.6 StaffCo reserves the right to cease any vacation pay program for any reason whatsoever regardless of Employee accrued hours.

6.4 Referral Bonus

- 6.4.1 StaffCo will pay a per-referral, one-time bonus of \$40.00 to the referent when the referred StaffCo employee works the first 40 hours.

6.5 Workers Compensation

- 6.5.1 StaffCo employees are insured by StaffCo's workers compensation insurance in the event of a workplace injury only.
- 6.5.2 Review the Panel of Physicians in the StaffCo location before accepting a position.

6.6 Family and Medical Leave Act (FMLA)

- 6.6.1 StaffCo adheres to the FMLA of 1993.

6.7 401(k) Retirement Plan

- 6.7.1 Visit [www.staffco.com/benefits](http://www.staffco.com/benefits) for important retirement plan information.
- 6.7.2 Employee is eligible for participation after 3 months of employment.
- 6.7.3 Employee must be 21 years old to participate.
- 6.7.4 Employee is automatically enrolled upon meeting eligibility requirements.
- 6.7.5 Employee can opt-out of automatic enrollment.
- 6.7.6 Auto-enrolled employee will have one percent (1%) of gross pay contributed to a default fund via payroll deduction.

7 Progressive Disciplinary Action

- 7.1 First disciplinary action is a verbal warning.
- 7.2 Second disciplinary action is a written warning.
- 7.3 Third disciplinary action is termination.
- 7.4 StaffCo will make every effort to quickly investigate and provide opportunity for explanation from employees of violations of StaffCo and Client Company regulations.
- 7.5 StaffCo reserves the right to immediately terminate the employment relationship with an employee for any reason.

8 Availability

- 8.1 If not working, contact StaffCo every day to record immediate availability for positions.
- 8.2 At the end of a position, contact StaffCo every day to record immediate availability for additional positions.
- 8.3 Failure to contact StaffCo every day to record immediate availability after the completion of a position may constitute termination of the employment relationship.
- 8.4 Failure to contact StaffCo every day to record immediate availability after the completion of a position may cause state unemployment benefits to be denied.

9 Work Performance

- 9.1 Only accept positions that match current personal physical ability.
- 9.2 Only accept positions that match existing personal occupational skill set.
- 9.3 Know and understand the level of performance expected by the Client Company and StaffCo before accepting a position.
- 9.4 Perform job duties in a professional workmanlike manner.
- 9.5 Perform only those job duties specifically assigned by StaffCo.
- 9.6 Immediately contact StaffCo if unable to complete a job duty.
- 9.7 Immediately contact StaffCo if unable to complete a position.
- 9.8 Immediately contact StaffCo if feeling overwhelmed.

9.9 Immediately contact StaffCo of job duty or position modification.

10 Attendance

10.1 Work scheduled hours.

10.2 Report to work on time.

10.3 If late, contact StaffCo at least 15 minutes before the scheduled start time.

10.4 For unplanned absences, contact StaffCo at least 2 hours before the scheduled start time.

10.5 Failure to contact StaffCo prior to an unplanned absence will result in a \$50.00 refill fee.

10.6 Provide written documentation for unplanned absences.

11 Safety

11.1 Perform assigned job duties in a careful and workmanlike manner.

11.2 Only perform job duties specifically related to the position.

11.3 Follow all safety rules and regulations set forth by the Client Company and StaffCo.

11.4 Immediately report any unsafe work conditions to a Client Company supervisor and StaffCo.

11.5 Wear personal protective equipment when required.

11.6 Utilize personal protective equipment according to the manufacturer's instructions.

11.7 Keep personal protective equipment in good working condition.

11.8 Immediately report failure, malfunction, or damage to personal protective equipment to Client Company and StaffCo.

11.9 Know the locations of fire extinguishers at Client Company locations.

11.10 Know the locations of first aid kits at Client Company locations.

11.11 Know the locations of Material Safety Data Sheets (MSDS) at Client Company locations.

11.12 Immediately report the presence of a hazardous material in a Client Company or StaffCo location, package, container, rail car, aircraft, motor vehicle, or vessel to Client Company and StaffCo.

11.13 Refrain from handling a hazardous material when present in a Client Company or StaffCo location, package, container, rail car, aircraft, motor vehicle, or vessel.

11.14 Attend Client Company and StaffCo sponsored safety meetings, orientations, and certification courses as required.

11.15 Refrain from removing or abusing Client Company and StaffCo safety devices.

12 Workplace Injuries

12.1 Call 9-1-1 in the event of a medical emergency.

12.2 Immediately cease working in the event of a minor or major workplace injury.

12.3 Immediately contact the Client Company and StaffCo in the event of a minor or major workplace injury.

12.4 Never treat an injured co-employee unless there is immediate danger.

12.5 Never move an injured co-employee unless there is immediate danger.

12.6 Submit to a drug screen within 8 hours of a workplace injury.

12.7 Follow all instructions given by the physician(s) treating the workplace injury.

12.8 Take medications as prescribed by the physician(s) treating the workplace injury.

12.9 Contact StaffCo weekly following a workplace injury until returned to full duty.

12.10 Accept light or modified duty positions during recovery as recommended by the treating physician.

13 Substance Abuse

13.1 Consent to a drug screen using Substance Abuse and Mental Health Services Administration (SAMHSA) standards by four methods: (1) pre-employment; (2) random; (3) for cause; (4) post incident/injury.

13.2 Commercial drivers have 72 hours after a DOT test is confirmed positive to request the second bottle be tested at a different NIDA approved lab.

- 13.3 Commercial drivers will assume cost of any second testing should the results of the second testing be positive.
- 13.4 Failure to take a drug screen results in immediate termination.
- 13.5 Positive drug screen result is grounds for immediate termination. StaffCo employee reserves the right to provide doctor's authorization letter for said positive drug screen.
- 13.6 Refrain from illegal use, possession, sale, or solicitation of alcohol, illegal drugs, narcotics, and/or prescription medication on Client Company or StaffCo rented, leased, or owned property.
- 13.7 Refrain from being under the influence of alcohol, illegal drugs, or legal drugs off Client Company or StaffCo rented, leased, or owned property in a way that adversely affects work performance.
- 13.8 Refrain from being under the influence of alcohol, illegal drugs, or legal drugs off Client Company or StaffCo rented, leased, or owned property in a way that adversely affects working in a safe manner.
- 13.9 Allow inspection for suspicion of illegal use, possession, sale, or solicitation of alcohol, drugs, narcotics, and/or prescription medication of person, possessions, and workspaces while on Client Company or StaffCo rented, leased, or owned property.

#### 14 Conduct

- 14.1 Act professionally at all times.
- 14.2 Follow all rules and regulations set forth by the Client Company.
- 14.3 Treat all Client Company employees and StaffCo employees with patience, respect, and consideration.
- 14.4 Provide truthful and accurate information to Client Company employees and StaffCo employees.
- 14.5 Report in writing any perceived or actual forms of harassment, sexual harassment, discrimination, safety violations, or threats of violence to a StaffCo supervisor.
- 14.6 Refrain from discrimination against Client Company employees and StaffCo employees on the basis race, color, gender, sexual orientation, religion, disability, age, veteran status, ancestry, or national or ethnic origin.
- 14.7 Refrain from rude, offensive, outrageous behavior or speech directed toward or with Client Company employees and StaffCo employees on Client Company or StaffCo rented, leased, or owned property.
- 14.8 Refrain from violent behavior directed toward or with Client Company employees and StaffCo employees on Client Company or StaffCo rented, leased, or owned property.
- 14.9 Wear appropriate clothing according to position requirements.
- 14.10 Practice good personal hygiene.
- 14.11 Refrain from making threats of violence against Client Company employees and StaffCo employees.
- 14.12 Refrain from engaging in physical altercations with Client Company employees and StaffCo employees while on Client Company or StaffCo rented, leased, or owned property.
- 14.13 Refrain from engaging in horseplay with Client Company employees and StaffCo employees while on Client Company or StaffCo rented, leased, or owned property.
- 14.14 Refrain from engaging in the coercion of Client Company employees and StaffCo employees.
- 14.15 Refrain from engaging in intimidation or taunting of Client Company employees and StaffCo employees.
- 14.16 Refrain from engaging in stalking of Client Company employees and StaffCo employees.
- 14.17 Refrain from engaging in sexual harassment of Client Company employees and StaffCo employees.
- 14.18 Refrain from bringing weapons onto Client Company and StaffCo rented, leased, or owned property.
- 14.19 Refrain from falsifying time cards and timekeeping records.
- 14.20 Refrain from making false workplace injury claims.
- 14.21 After the last day of a position at a Client Company, wait 4 months before accepting work directly from the same Client Company.
- 14.22 Keep confidential any internal reports, policies, procedures, co-employee information, or regulations of Client Company and StaffCo.
- 14.23 Refrain from posting on the internet any internal reports, policies, procedures, co-employee information, or regulations of Client Company and StaffCo.

15 Property

- 15.1 Follow instructions for proper and safe use of Client Company and StaffCo rented, leased, or owned property.
- 15.2 Utilize Client Company and StaffCo rented, leased, or owned property for its intended use only.
- 15.3 Utilize Client Company and StaffCo rented, leased, or owned property for work purposes only.
- 15.4 Only utilize Client Company and StaffCo rented, leased, or owned property for which permission is granted by Client Company or StaffCo.
- 15.5 Utilize Client Company and StaffCo rented, leased, or owned property requiring specialized certification, license, or training only after obtaining said specialized certification, license, or training from a Client Company or StaffCo authorized provider.
- 15.6 Immediately report to Client Company and StaffCo any damage to Client Company or StaffCo rented, leased, or owned property.
- 15.7 Immediately report missing Client Company or StaffCo rented, leased, or owned property to Client Company and StaffCo.
- 15.8 Refrain from utilizing damaged Client Company and StaffCo rented, leased, or owned property.
- 15.9 Refrain from vandalizing Client Company and StaffCo rented, leased, or owned property.
- 15.10 Refrain from altering Client Company and StaffCo rented, leased, or owned property.
- 15.11 Refrain from abusing Client Company and StaffCo rented, leased, or owned property.
- 15.12 Refrain from repairing Client Company and StaffCo rented, leased, or owned property.
- 15.13 Refrain from stealing Client Company and StaffCo rented, leased, or owned property.
- 15.14 Immediately return Client Company and StaffCo rented, leased, or owned property after use.
- 15.15 Relinquish possession of Client Company and StaffCo rented, leased, or owned property upon request.
- 15.16 Submit to a drug screen within 8 hours of an accident or incident involving use of Client Company or StaffCo rented, leased, or owned property.
- 15.17 Damage to Client Company and StaffCo rented, leased, or owned property incurred through negligence or improper use of Client Company or StaffCo rented, leased, or owned property may be the financial responsibility of the employee.

You acknowledge that you have read, understand, agree with, and will abide by the regulations set forth herein. Failure to abide by these regulations may result in disciplinary action up to termination. You agree this document is not an employment contract. Signing this document does not constitute an offer of employment.

Candidate Name:

Date:

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Signature:

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