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# Employee Handbook for Temporary Personnel

[www.yourstaffingfirm.com](http://www.yourstaffingfirm.com)

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# **WELCOME TO SIMPLIFIED LABOR STAFFING SOLUTIONS, INC.**

On behalf of myself and your new colleagues, welcome to **Simplified Labor Staffing Solutions, Inc.** We are happy to have you as a new member of our team!

**Simplified Labor Staffing Solutions, Inc.** has earned a reputation as a leader in the industry. We are successful because of the individual contributions made by each of our employees. You were selected to join **Simplified Labor Staffing Solutions, Inc.** team because we feel you have the skills, ability and commitment needed to help us deliver the finest service available to our customers. Since founding **Simplified Labor Staffing Solutions, Inc.** we have held to a very simple philosophy: exceptional service to our customers in order to keep our customers. We want to ensure that these relationships continue well into the future.

We hope you will find your job challenging and rewarding and will enjoy with us the special feelings of satisfaction that comes with doing a job well.

This handbook will explain many of the benefits you will enjoy as a **Simplified Labor Staffing Solutions, Inc.** employee, and some of the rules and regulations that enable our Company to run smoothly. If you have any questions, or if there is something, we can do to help you succeed and grow with us, please contact a Simplified Labor Staffing Solutions representative.

We extend to you our personal best wishes for your success and career development as a member of **Simplified Labor Staffing Solutions, Inc.**

# YOUR HANDBOOK

## PERSONNEL POLICY MANUAL

This handbook is designed to be a summary of personnel policies and practices as they apply to all **Simplified Labor Staffing Solutions, Inc.** personnel, unless otherwise provided in a valid and enforceable collective bargaining agreement. Although this handbook is not a contract or legal document, it does provide a working guide for use in understanding and applying all policies and practices. It is meant to be helpful to all temporary employees.

Please understand that circumstances may arise requiring changes in the policies, practices and benefits described in this manual. Accordingly, **Simplified Labor Staffing Solutions, Inc.** reserves the right to amend the contents as it deems appropriate.

Should any provision in this Employee Handbook be found to be unenforceable or invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

This Employee Handbook replaces and supersedes any and all other **Simplified Labor Staffing Solutions, Inc.** Employee Handbooks, or other **Simplified Labor Staffing Solutions, Inc.** policies, whether written or verbal, except valid and enforceable collective bargaining agreements.

**This manual does not constitute a contract of employment.**

## **MISSION STATEMENT**

**Simplified Labor Staffing Solutions, Inc.** succeeds by delivering outstanding performance to its' customers.

We believe in service beyond expectation, achieved through a constant desire to anticipate and fulfill evolving customer needs.

The honesty, intelligence and commitment of our people are vital to **Simplified Labor Staffing Solutions, Inc.** mission. We share pride in the Company and respect each individual's contribution at every level.

Exemplary customer relationships drive **Simplified Labor Staffing Solutions, Inc.** growth and prosperity.

**Simplified Labor Staffing Solutions, Inc.** is dedicated to pushing the limits of excellence, standing at the forefront to provide the finest and healthiest environments attainable in the industry.

**Simplified Labor Staffing Solutions, Inc.** always strives to exceed its best.

## **At Will Employment**

All employees of **SIMPLIFIED LABOR STAFFING SOLUTIONS, INC.** are employee's at-will which means the company reserves the right to terminate an employee with or without cause and with or without notice and the employees enjoys a similar right to voluntarily quit with or without cause and with or without notice.

## **Temporary Employee Definition**

A temporary employee of **Simplified Labor Staffing Solutions, Inc.** are individuals who are eligible for temporary work assignments to support a client's or Simplified Labor Staffing Solutions workforce during time periods of, including but not limited to, employee absences, temporary skill shortages, seasonal workloads, and special long and short term assignments and projects. Temporary employees may work either part time or full time, but generally are scheduled to terminate by a certain date. Temporary employees who remain on duty past the scheduled termination remain classified as temporary.

## **WHAT YOU CAN EXPECT FROM SIMPLIFIED LABOR STAFFING SOLUTIONS, INC.**

**Simplified Labor Staffing Solutions, Inc.** believes in creating a harmonious working relationship among all employees. In pursuit of this goal, **Simplified Labor Staffing Solutions, Inc.** has created the following employee relations objectives:

1. Provide an exciting, challenging and rewarding workplace and experience.
2. Select qualified people on the basis of skill, training, ability, attitude and character regardless of age, sex, color, race, creed, national origin, religion, marital status, citizenship status, ancestry, sexual orientation, affectional preference, physical or mental disability, veteran status, or any other classification protected by law.
3. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
4. Provide eligible employees with sick days consistent with the policy contained herein.
5. Provide eligible employees with health benefits consistent with the policy contained herein.
6. Assure employees, after talking with their manager, an opportunity to discuss any issue or problem with the Management, to the extent practicable.
7. Take prompt and remedial action in response to complaints brought to the attention of supervisory personnel and the Management, to the extent practicable.
8. Respect individual rights and treat all employees with dignity and respect.
9. Maintain mutual respect in our working relationship.
10. Provide a workplace that is comfortable, orderly, and safe.
11. Promote an atmosphere in keeping with **Simplified Labor Staffing Solutions, Inc.** vision, mission, and goals.



## **WHAT SIMPLIFIED LABOR STAFFING SOLUTIONS, INC. EXPECTS FROM YOU**

**Simplified Labor Staffing Solutions, Inc.** needs your help in making each working day as satisfying and rewarding as possible. Your first responsibility is to know your own duties and how to do them promptly, correctly, and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees which includes maintaining a good team attitude.

How you interact with fellow employees and those who **Simplified Labor Staffing Solutions, Inc.** serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by **Simplified Labor Staffing Solutions, Inc.** Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

You are encouraged to grasp the opportunities for personal development that are offered to you. This Employee Handbook offers insight on how you can perform positively and to the best of your ability to meet and exceed **Simplified Labor Staffing Solutions, Inc.** expectations.

**Simplified Labor Staffing Solutions, Inc.** expects all employees to be responsible for their own actions and to maintain standards of performance and behavior that reflects **Simplified Labor Staffing Solutions, Inc.** status in the industry. It is your responsibility to make sure you understand the standard of performance and behavior expected, and to conduct yourself accordingly.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making **Simplified Labor Staffing Solutions, Inc.** a company where you can approach your manager, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of **Simplified Labor Staffing Solutions, Inc.** We are all human, so please communicate with each other and with management.

Remember, you help create the pleasant and safe working conditions that **Simplified Labor Staffing Solutions, Inc.** intends for you. The result will be better performance for **Simplified Labor Staffing Solutions, Inc.** overall, and more personal satisfaction for you.

## **EQUAL EMPLOYMENT OPPORTUNITY**

**Simplified Labor Staffing Solutions, Inc.** continuing policy is to afford Equal Employment Opportunity to qualified individuals regardless of their race, color, sex, religion, age, creed, marital status, national origin, ancestry, physical or mental disability, sexual orientation, affectional preference, veteran status or citizenship status, or any other classification protected by law. This policy of equal opportunity encompasses all aspects of the employment relationships, including applications and initial employment, promotion and transfer, selection for training opportunities, wage/salary administration, recruiting, hiring, reassignments, sponsored training, compensation, benefits, layoff and rehires, termination of employment, recreation programs, and the application of services, retirement, seniority, employee benefit plan policies and other terms and conditions of employment as provided by law.

The Management is responsible for administering **Simplified Labor Staffing Solutions, Inc.** Equal Employment Opportunity Program and shall perform the following duties:

- Develop policy statements, Equal Employment programs, internal and external communication techniques and programs;
- Assist in the identification of problem areas;
- Assist management in arriving at a solution to problems;
- Design and implement audit and reporting systems that will:
  - a) measure effectiveness of the policy and implementing programs, including supervisors and management's adherence to the Equal Employment Opportunity policy;
  - b) indicate need for remedial action;
  - c) determine the degree to which the Equal Employment objectives have been met;
- Serve as liaison between **Simplified Labor Staffing Solutions, Inc.**, and enforcement agencies;
- Serve as liaison between **Simplified Labor Staffing Solutions, Inc.** and minority organizations, women's organizations, advocate organizations for other protected groups and community action groups concerned with Equal Employment Opportunity;
- Ensure adherence to this policy by periodically submitting reports to management for supervisory personnel that shall include ratings on their Equal Employment Opportunity Progress according to **Simplified Labor Staffing Solutions, Inc.** corporate principles.

**Simplified Labor Staffing Solutions, Inc.**, as part of its commitment to Equal Employment Opportunity, adheres to all City, State and Federal laws with respect to Equal Employment Opportunity.

However, if anyone feels that they have been treated unfairly in any aspect of their employment, we want to assure you that you have an opportunity to present your concerns. The Management for **Simplified Labor Staffing Solutions, Inc.** will make special efforts to ensure that all supervisory personnel understand and effectively implement this policy. Supervisory employees will be evaluated on their adherence and commitment to this policy.

Further, all complaints of discriminatory treatment in violation of this policy must be brought to the attention of the Management so that an internal investigation may be undertaken promptly. At the conclusion of an investigation and/or within a reasonable time thereafter, the Management will contact

the employee(s) and communicate their findings, if appropriate. Any employee, including managers, involved in, or condoning, discriminatory practices will be disciplined up to and including termination.

We must all realize that it is the responsibility of each and every employee of **Simplified Labor Staffing Solutions, Inc.** to give our policy of Equal Employment Opportunity real meaning through our full support.

All members of management are primarily responsible for seeing that **Simplified Labor Staffing Solutions, Inc.** Equal Employment policies are implemented, but all staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

## **IMMIGRATION LAW COMPLIANCE**

All offers of employment are contingent on verification of your right to work in the United States. You will be asked to provide original documents verifying your right to work and, as required by federal law, to sign a Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, **Simplified Labor Staffing Solutions, Inc.** may be required to terminate your employment and take such other action as required by law.

## **EMPLOYEE RECORDS**

Your employee records are maintained by the local Management. It is important that the following information be kept up to date.

- Legal name
- Home address
- Home telephone number
- Person to contact in case of emergency
- Change of beneficiary
- Social Security number
- Driving record or status of driver's license, if driving privileges are a part of your job responsibilities.
- Exemptions on your W-4 tax form.
- Training certificates or licenses maintained

Please be sure to notify the Simplified Labor Staffing Solutions Representative if there are any changes which may affect the above, so your records can be updated accordingly.

When on assignment, we expect you to be on time, to be dependable, to produce your best effort and to complete the full length of the assignment.

## **POLICY AGAINST DISCRIMINATION AND HARASSMENT**

Simplified Labor Staffing Solutions, Inc. is committed to taking all reasonable steps to prevent unlawful discrimination and harassment. In addition to prohibiting other forms of unlawful discrimination, the Company maintains a strict policy prohibiting sexual harassment and harassment based upon race, color, national origin, ancestry, religion, creed, physical or mental disability, cancer-related or other medical condition, marital status, veteran status, sexual orientation and age, or any other basis protected by applicable federal, state or local laws. All such harassment is strictly prohibited. The Company's anti-harassment/anti-discrimination policy applies to all employees involved in the operations of the Company and prohibits harassment by or against any employee of the Company including Supervisors and co-workers as well as Company vendors.

**Discrimination** is defined by federal and state law as any action, behavior, or attitude which negatively affects or could negatively affect the employment of an employee that is based on the employee's: ancestry, color, citizenship, nationality or national origin, ethnic background or origin, religion or creed or religious association or activity, age, sex, gender expression, gender identity, transgender, including pregnancy, the possibility of pregnancy, or circumstances related to pregnancy, gender determined characteristics, sexual orientation, marital or family status, physical or mental disability, or any other basis protected by law.

## **NON-HARASSMENT POLICY**

**Simplified Labor Staffing Solutions, Inc.** strives to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated.

### **1. What is Harassment?**

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking the place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

### **2. Responsibility**

All employees, regardless of their position(s), have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the Management. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants **Simplified Labor Staffing Solutions, Inc.** to do so.

### **3. Reporting**

Any incidents of harassment must be immediately reported to their immediate supervisor or the Management. Upon receiving a report of harassment, an appropriate investigation and disciplinary action will be taken, if appropriate. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. **Simplified Labor Staffing Solutions, Inc.** will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

# **SEXUAL HARASSMENT POLICY**

## **1. Statement of Purpose and Scope**

**Simplified Labor Staffing Solutions, Inc.** is committed to maintaining a work environment free of unlawful discrimination and harassment, and therefore, has zero tolerance for workplace sexual harassment.

Sexual harassment consists of any unwelcome conduct, whether verbal, visual or physical, that is based upon a person's gender. Such conduct is unlawful and prohibited whenever it affects tangible job benefits, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

Sexual harassment undermines the integrity of the employment relationship. All employees have the right to work in an environment free from unsolicited and unwelcome sexual overtures. **Simplified Labor Staffing Solutions, Inc.** will not tolerate any form of gender-based or sex-based discrimination, including any kind of sexual harassment against any employee or applicant for employment. Such discrimination violates federal and state law, and **Simplified Labor Staffing Solutions, Inc.** Sexual Harassment Policy.

## **2. Definition**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, and physical conduct of a sexual nature whenever:

- a. Submission to the conduct is made either in explicit or implicit condition of employment;
- b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- c. Harassing conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

## **3. Examples of Conduct Constituting Sexual Harassment**

Sexual harassment can involve an almost infinite variety of conduct. Such examples include but are not limited to the following:

- a. Unwelcome physical contact with sexual overtones;
- b. Sexually offensive comments such as slurs, jokes, epithets, and innuendo;
- c. Inappropriate, repeated, or unwelcome sexual flirtations, advances, or propositions;
- d. Inappropriate or suggestive comments about another person's physical appearance, characteristics or dress;
- e. Exchanging or offering to exchange any kind of employment benefit for a sexual concession, e.g., promising a promotion or raise in exchange for sexual favors; or
- f. Withdrawing or threatening the withdrawal of any kind of employment benefit for refusing to grant a sexual favor.

## **4. Applicability of Policy**

The prohibition against sexual harassment applies to everyone – managers, supervisors, salaried and hourly workers, temporary employees, contractors, vendors, and visitors. **Simplified Labor Staffing Solutions, Inc.** will not tolerate sexual harassment of any kind by anyone.

## **5.Reporting Sexual Harassment**

Any employees who believe that they have been sexually harassed should report the incident to their immediate supervisor. If you consider a discussion with your immediate supervisor inappropriate, you may bypass your supervisor and report the incident directly to the Management.

Complaints of sexual harassment will be investigated thoroughly and quickly. Whenever appropriate, disciplinary action will be taken against the harassing party, up to and including termination. **Simplified Labor Staffing Solutions, Inc.** will also take appropriate action to deter further sexual harassment. You will be advised of the results of the investigation and of any action taken, if appropriate.

Employees, supervisors, and managers must report any incident of sexual harassment they may observe, even if they are not the target or victim of such harassment. Such reports will be handled in the same fashion as complaints by victims of sexual harassment.

## **6.Confidentiality**

Any allegation of sexual harassment brought to the attention of their immediate supervisor or the Management will be promptly investigated. Confidentiality will be maintained throughout the investigatory process, to the extent practicable under the circumstances.

## **7.Discipline for Engaging in Sexual Harassment**

Any employee found to have engaged in misconduct constituting sexual harassment will be subject to appropriate discipline, up to and including termination. Additional action may include referral to counseling, withholding of a promotion, reassignment, and temporary suspension without pay or financial penalties.

This policy is designed to protect all employees from sexual harassment in any way associated with the workplace or work environment, regardless of the identity or status of the harasser. Although **Simplified Labor Staffing Solutions, Inc.** ability to discipline a non-employee harasser may be limited by the degree of control, if any, that it has over the alleged harasser, any employee who believes that they have been subjected to sexual harassment should file a complaint and be assured that appropriate action will be taken.

## **8.Protection against Retaliation**

**Simplified Labor Staffing Solutions, Inc.** will not in any way retaliate against any employee who makes a complaint of sexual harassment or against any participant in the investigation, nor will it permit any supervisor or employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any employee found to have retaliated against another employee for reporting sexual harassment will be subject to the same disciplinary action described above.

Further, any employee who makes an intentional or reckless false complaint also will be subject to the same disciplinary action as described above.

**EMPLOYERS MUST PROVIDE THIS INFORMATION TO NEW WORKERS  
WHEN HIRED AND TO OTHER WORKERS WHO ASK FOR IT**

**RIGHTS OF VICTIMS OF DOMESTIC VIOLENCE,  
SEXUAL ASSAULT AND STALKING**

***Your Right to Take Time Off:***

- You have the right to take time off from work to get help to protect you and your children's health, safety or welfare. You can take time off to get a restraining order or other court order.
- If your company has 25 or more workers, you can take time off from work to get medical attention or services from a domestic violence shelter, program or rape crisis center, psychological counseling, or receive safety planning related to domestic violence, sexual assault, or stalking.
- You may use available vacation, personal leave, accrued paid sick leave or compensatory time off for your leave unless you are covered by a union agreement that says something different. Even if you don't have paid leave, you still have the right to time off.
- In general, you don't have to give your employer proof to use leave for these reasons.
- If you can, you should tell your employer before you take time off. Even if you cannot tell your employer before, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, court order or doctor's or counselor's note or similar document.

***Your Right to Reasonable Accommodation:***

- You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. Your employer must work with you to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning you, or help with keeping a record of what happened to you. Your employer can ask you for a signed statement certifying that your request is for a proper purpose, and may also request proof showing your need for an accommodation. Your employer cannot tell your coworkers or anyone else about your request.

***Your Right to Be Free from Retaliation and Discrimination:***

Your employer cannot treat you differently or fire you because:

- You are a victim of domestic violence, sexual assault, or stalking.
- You asked for leave time to get help.
- You asked your employer for help or changes in the workplace to make sure you are safe at work.

***You can file a complaint with the Labor Commissioner's Office against your employer if he/she retaliates or discriminates against you.***

For more information, contact the California Labor Commissioner's Office. We can help you by phone at 213-897-6565, or you can find a local office on our website: [www.dir.ca.gov/Files/DistrictOffices.htm](http://www.dir.ca.gov/Files/DistrictOffices.htm). If you do not speak English, we will provide an interpreter in your language at no cost to you. This Notice explains rights contained in California Labor Code sections 230 and 230.1. Employers may use this Notice or one substantially similar in content and clarity.



## **Expectation of Privacy in the Workplace, Inspections, and Searches on Company Property**

- I. **PURPOSE:** Simplified Labor Staffing Solutions, Inc. is committed to maintaining a safe and productive work environment. In addition, SIMPLIFIED LABOR STAFFING SOLUTIONS, INC. seeks to protect against the unauthorized use and removal of company property and to safeguard the property of employees, the company, and customers. Accordingly, this workplace search policy establishes guidelines for conducting searches of persons and areas of the workplace, including when such searches may be conducted. This policy also reinforces our commitment to a drug-free and violence-free workplace by helping to prevent the possession of illegal drugs, other prohibited items, and weapons on company property. Notwithstanding this policy, SIMPLIFIED LABOR STAFFING SOLUTIONS, INC. reserves the right to monitor, search, and investigate any all activities which may be deemed detrimental to the orderly conduct and integrity of its business.
- II. **SCOPE:** It is the company's policy that from time to time, the company may conduct internal investigations pertaining to security, auditing, or other work-related matters. All company employees and others who come onto company property acknowledge and agree that they have no expectation of privacy and are subject to search of their personal work areas and property. The company may change its search processes and methods at any time with or without notice. Employees and others who come onto company property are required to cooperate fully with any search or investigations as requested by the company. Any refusal to cooperate fully with any search or investigation by the company may be considered a failure to cooperate subject to Paragraph VI below.
- III. **INSPECTIONS AND SEARCHES UPON ENTRY TO, OR EXIT FROM, OR WHILE AT THE WORKPLACE:** All persons leaving the facility will be subject to a search process. Searches will be conducted on a random basis and may also be conducted upon reasonable suspicion by SIMPLIFIED LABOR STAFFING SOLUTIONS, INC. management and/or Security personnel. The search process will not involve any intentional physical contact with the person and the individual randomly selected will always be treated with respect. The search will be conducted in the following manner:
- The individual will be asked to remove a coat, jacket, sweater, or similar type of clothing so that it can be inspected.
  - The individual will be asked to turn his/her pockets inside out.
  - Purses, briefcases, bags, boxes, lunch boxes, tool kits must be opened and ready for search and inspection and contents of these items may be requested to be emptied when deemed necessary.
  - Vehicles parked in the company property may be subject to search and inspection.
- IV. **OTHER SEARCHES:** To ensure that employees are not in possession of stolen merchandise, weapons, alcohol, prohibited items or drugs, SIMPLIFIED LABOR STAFFING SOLUTIONS, INC. reserves the right, in its sole discretion and without prior notice, to conduct inspections or searches at any time on company property. Such searches may include work areas such as

offices, desks, file cabinets, lockers, computer files, voicemail, electronic mail, or similar places where employees may store company property, company information, stolen merchandise, weapons, alcohol, or drugs.

Because such searches might result in the discovery of an employee's personal possession, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to the company. At no time will a person be subject to any search procedure against his or her will. However, any refusal to cooperate fully with any search or investigation by the company or inspection personnel may be considered a failure to cooperate subject to Paragraph VI below:

- V. DISCOVERY OF UNLAWFUL PROPERTY:** Any person that is found to be in possession of company property, stolen merchandise, weapons, or other prohibited items such as alcohol or drugs, will be asked possession of the item to the person performing the inspection. The person inspected may be asked to remain at the facility to resolve and/or fully conclude the search or inspection. Inspection personnel will maintain discretion to determine the type, manner, and form of further action to be taken whenever prohibited materials are found. This can include, but is not limited to, documenting the search, notifying SIMPLIFIED LABOR STAFFING SOLUTIONS, INC. management, or contacting local authorities. At no time will any person subject to search be detained against his/her will by inspection personnel. However, any refusal to cooperate fully with any search or investigation by the company or inspection personnel may be considered a failure to cooperate subject to Paragraph VI below.
- VI. FAILURE TO COOPERATE:** Any person that refuses to fully cooperate in the search and inspection process, refuses to comply with this policy, or that is found to be in possession of company property, stolen merchandise, weapons, alcohol, prohibited items, drugs, or otherwise is deemed to be in violation of company policy, appropriate action will be taken, including but not limited to further investigation. Customers, visitors, vendors, and/or contractors may be denied access to a facility and/or escorted immediately off the premises, and, when and if appropriate, local law enforcement may be notified. Employees, agents, contractors, or temporary personnel may be relieved of duty immediately and subject to further disciplinary action including, but not limited to suspension, probation, and/or the immediate termination of employment or contract.
- VII. CONSENT:** I acknowledge that I have read, understand, and agree to comply with SIMPLIFIED LABOR STAFFING SOLUTIONS, INC.'s policy regarding "Expectation of Privacy in the Workplace and Inspection and Searches on Company Property." I consent to each of the searches discussed above and agree to abide by the policies stated herein. I understand and agree that I have no expectation of privacy in my personal belongings/items, and company property, including, but not limited to desks, computers, lockers, storage devices, bags, briefcases, purses/wallets, and/or vehicles, and that these items may be searched at any time. I understand that a violation of the policy regarding "Expectation of Privacy in the Workplace and Inspection and Searches on Company Property" or the possession of stolen merchandise, weapons, alcohol, or drugs on company property may result in disciplinary action, up to and including termination. I further understand that nothing in this policy modified the "at-will" nature of my employment.

## **Anti-Corruption Policy**

### **1. PURPOSE:**

To prevent the payment of bribes or kickbacks in any transaction worldwide. Simplified Staffing's business relies on the trust we build with our customers, partners and suppliers. Paying bribes or kickbacks breaks that trust. Bribery influences the decisions made by our customers and is inconsistent with Simplified Staffing's mission to empower every individual and organization on the planet to achieve more. Simplified Staffing is a global company, and our business is subject to the laws of the countries in which we operate. Paying bribes or kickbacks is against the laws of the countries where we do business. In addition, the U.S. anti-corruption law, the Foreign Corrupt Practices Act ('FCPA'), extends to Simplified Staffing's activities worldwide. Simplified Staffing is committed to observing the laws and regulations that govern our operations wherever we do business.

### **2. SUMMARY:**

Simplified Staffing is committed to doing business with integrity and transparency. This means you must not pay or offer a bribe or kickback of any kind, including to Government Officials ('officials'), or employees of government-owned or controlled companies, and in commercial transactions. You also may not solicit or accept a bribe or kickback. This policy also applies to payments that our representatives—such as our suppliers, partners, consultants, and lobbyists—make on our behalf. Do not deal with unethical representatives, and report any suspicions you might have that a representative is taking an action that would be prohibited by Simplified Staffing's policies. You will not be punished for refusing to pay or take a bribe or kickback, even if your refusal results in a loss of business to Simplified Staffing.

### **3. REQUIREMENTS:**

A. All Bribes are Prohibited You may not give, promise, offer, or authorize payment of anything of value in order to obtain or keep business or to secure some other improper advantage for Simplified Staffing. Do not give anything of value to influence an official's actions. Do not solicit, or accept a bribe or kickback of any kind. Do not permit a partner to take actions that this policy prohibits you from taking directly. 2 This prohibition on bribery applies to giving anything of value, not only money. This includes providing business opportunities, jobs, favorable contracts, donations, travel, gifts, and hospitality. This prohibition on bribery applies in all of the following situations. These specific situations often have a higher risk for bribery, and have additional requirements designed to address them: 1. Know Your Representative: Our representatives (such as partners, consultants, and suppliers) help us earn and maintain the trust of our customers and the public. You must only deal with representatives that you believe are legitimate businesses and that have a reputation for integrity. Do not ignore signs that a representative is unethical or could be paying a bribe. Before doing business with any representative, review and comply with the Trustworthy Representatives Policy. 2. Transactions

Must Be Transparent: Transactions that are transparent reduce the risk of a bribe or kickback. Make sure that contracts accurately reflect the economics of the agreement. Unusual arrangements such as side agreements and prepayments may be used to cover up improper payments. If the payment terms are confusing, ask why. Transactions must comply with the Ethical Sales Policy. 3. Gifts, Hospitality, and Travel Must Be Reasonable: Before offering gifts, hospitality, or travel, you must ensure they are not bribes or kickbacks and that there is a legitimate business purpose. Review and comply with the Gifts, Hospitality, and Travel policies before you offer gifts, hospitality, or travel.

#### 4. **Charitable Donations:**

May Not Benefit Government Officials: Do not make a charitable donation if it confers a personal benefit on an official or if the donation is part of an exchange of favors with the official. Before making a charitable donation, review and comply with the Charitable Donations Policy.

#### 5. **Hiring Decisions:**

May Not Benefit Government Officials: Do not hire an official or someone suggested by an official to help Simplified Staffing obtain or keep business, or if the official offers to give a benefit to Simplified Staffing or threatens to act in a way that harms Simplified Staffing if the requested hiring decision is not taken. Always use Simplified Staffing's normal hiring process. Before hiring an official or a candidate suggested by an official, review and comply with the Procedure for Hiring Decisions Involving Government Officials.

#### 6. **Do Not Make Facilitating Payments:**

A facilitating payment is a small payment to secure or expedite a routine government action by an official. Do not make facilitating payments. However, if there is an imminent threat to your health or safety, such as a threat of physical violence, you may provide a payment to avoid immediate harm. Whenever possible, you should first consult with and obtain authorization from the company before making the payment. If prior approval is not possible, you must report the payment within 48 hours of its occurrence to the human resources department. B. Keep Accurate Books and Records You must accurately record payments or any other type of compensation made to a third party in Simplified Staffing's corporate books, records, and accounts. Do not: • Establish or use any undisclosed or unrecorded company funds, such as 'offbook' accounts, for any purpose. 3 • Make false, misleading, incomplete, inaccurate, or artificial entries in Simplified Staffing's books and records, including in tools such as MS Expense, My Order, and SAP. • Use personal funds or third parties, including partners, to circumvent Simplified Staffing procedures and controls, or to accomplish what is otherwise prohibited by Simplified Staffing policy. C. Raise Concerns and Ask Questions If you have a question or concern about corruption, contact the human resource department. D. No Retaliation You will not suffer adverse consequences for refusing to pay or take a bribe or kickback, or engage in other activities that violate this policy, even if this results in the loss of business to Simplified Staffing. Simplified Staffing will not tolerate any retribution or retaliation against anyone for raising a concern in good faith about a potential violation of this policy, or for cooperating with an investigation. When you raise a concern, we will maintain your confidentiality to the extent permitted by the local law in your country. E. Understand Who is a Government Official When conducting Simplified Staffing business, you are responsible for taking reasonable steps to identify when you are dealing with an official. A government official means any of the following:

• Any employee of a government entity or subdivision, including elected officials; • Any private person acting on behalf of a government entity, even if just temporarily; • Officers and employees of companies that are owned or controlled by the government ('State Owned Enterprises' or 'SOEs'); • Candidates for political office; • Political party officials; and • Officers, employees and representatives of public international organizations, such as the World Bank and United Nations. Be aware that in some countries and industries, a person who seems to work for a private entity may be considered an official if they are employed by an SOE. 4. PROCEDURE You must review and comply with these related policies and procedures: Situation Policy or Procedure 4 Working with representatives • Trustworthy Representatives Policy Offering or providing gifts, hospitality, or travel • Giving Gifts, Hospitality & Travel to Government Officials Policy; or • Giving Gifts, Hospitality, & Travel to Commercial Recipients Policy Making a charitable contribution • Charitable Donations Policy Hiring decisions • Hiring Decisions Involving Government Officials Procedure 5. EXCEPTIONS There are no exceptions to this policy. 6. ENFORCEMENT Violation of this policy may result in disciplinary action, up to and including termination of employment. 7. APPLICATION This policy applies to all employees.

## **Workplace Violence Policy**

**Simplified Labor Staffing Solutions, Inc.** will not tolerate, in any manner, any oral or written threats, acts, or intent to commit a violent act that jeopardizes or appears to jeopardize the safety of employees, visiting guests, or company property.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on client or Simplified Labor Staffing Solutions, Inc property is subject to immediate removal from the premises. Persons removed from the premises will remain off the property, pending the outcome of an investigation of the incident.

If an investigation substantiates that violations of this policy have occurred, Simplified Labor Staffing Solutions, Inc will initiate a decisive and appropriate response. This response may include, but is not limited to:

- Disciplinary action
- Suspension or termination of employment
- Suspension or termination of any business relationship
- Civil and/or criminal prosecution of all persons involved

You are responsible for reporting threats or threatening behavior to your staffing manager or the Human Resource department of Simplified Labor Staffing Solutions, Inc.

## **Open Door Policy**

Simplified Labor Staffing Solutions, Inc. has an open-door policy and takes employee concerns and problems seriously. The company values each employee and strives to provide a positive work experience. Employees are encouraged to bring in any workplace concerns or problems they might have or know about to their Simplified Manager or any other Simplified Labor Staffing Solutions Representative.

## **EMPLOYEE ABSENTEEISM POLICY**

Our philosophy at **Simplified Labor Staffing Solutions, Inc.** on absenteeism is this: First, absenteeism is controllable; second, there is no reason why all employees cannot be at work, on time, all the time, and last, a few employees cause most of the lost time. Therefore, absence control is best achieved through individual treatment aimed at the irresponsible, chronic absentee.

We define an absence as failure to report and remain at work as scheduled; this includes late arrival at work and leaving early as well. Absence then includes all time lost from the job whether excused or unexcused, avoidable, or unavoidable. The only exceptions to this definition of absence are holidays, vacations, death in the immediate family, worker's compensation cases, approved leaves of absence, and days for which no work is scheduled.

You are expected to report to work on time, on a regular basis. Unnecessary absenteeism and lateness are expensive, disruptive, and places an unfair burden on other employees and your supervisor. Unsatisfactory attendance will also result in disciplinary action, including suspension and discharge. It will also have an adverse effect on any promotion considerations.

If you are going to be late or absent for any reason, you are required to notify your supervisor as far in advance as possible, minimum 2 hours in advance. Explain why you are going to be absent and when you expect to return to work.

**NOTE: It is your responsibility to ensure that proper notification is given. Asking another employee, friend, or relative to give this notification is not considered proper, except under emergency conditions.**

Any employee who fails to give such notification will be charged with an unexcused absence. If an employee is absent for three consecutive days without notifying **Simplified Labor Staffing Solutions, Inc.**, he or she is subject to disciplinary action up to and including termination. If notice is given and **Simplified Labor Staffing Solutions, Inc.** does not think it justifies the absence, it will be considered unexcused.

If you are absent because of an illness for three (3) or more successive days, your supervisor may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work, unless otherwise provided in a valid and enforceable collective bargaining agreement.

A consistent pattern of questionable absences can be considered excessive and may be cause for concern. In addition, excessive lateness or leaving early without approval will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

## **SMOKING POLICY**

As you are aware, in most states, employers are required to comply with the Clean Air Act, as well as with other city, state and federal laws governing smoking in the workplace. As such, **Simplified Labor Staffing Solutions, Inc.** policy was designed to provide a smoke-free environment for employees. These considerations include your job assignments as well so please respect the smoking policies at your assignment.

Smokers have a responsibility to refrain from smoking in all shared and public spaces, including:

- common work areas not separated by floor to ceiling walls; hallways;
- conference rooms;
- kitchens, pantries and lunchrooms;
- restrooms;
- waiting areas elevators;
- Areas containing copiers, files, printers, and other shared equipment; and conference rooms (unless every person present consent to smoking).

Smoking is permitted only in:

- Designated areas; which is outside the building and
- Any other rooms designated for smoking by **Simplified Labor Staffing Solutions, Inc.** Management.

Notwithstanding the designation of smoking rooms, each employee is entitled to a smoke-free workplace. Therefore, every effort must be made to limit the drift of secondhand smoke into prohibited areas.

**NOTE: Smoking in the smoking room should be limited and monitored by department managers. If you are leaving your work area for a cigarette, please be sure to take appropriate and non-confidential paperwork with you into the room, so as not to be unproductive.**

Any problems regarding this policy should be addressed to the Management. Please remember to observe this policy and respect the rights of your co-workers, both smokers and non-smokers. Retaliatory acts against employees exercising their rights under this Act is strictly prohibited.



## **Drug Free/Alcohol Free Environment**

**Simplified Labor Staffing Solutions, Inc.** has a vital interest in maintaining safe, healthful, and efficient working conditions for its employees. Being under the influence of a drug or alcohol on the job may pose serious safety and health risks not only to the user, but to all those who work with the user, as well as our customers.

**Simplified Labor Staffing Solutions, Inc.** also recognizes that its own health and future are dependent upon the physical and psychological health of its employees. Accordingly, Simplified Labor Staffing Solutions, Inc. has established the following guidelines regarding use, possession or sale of alcohol or drugs.

**Simplified Labor Staffing Solutions, Inc.** maintains pre-employment screening practices per client instruction designed to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs or alcohol indicates a potential for unsafe or impaired performance. An applicant whose screening tests positive or refuses to submit to a screening test will be ineligible for hire.

The company may also conduct further screenings to enforce our Drug-Free Workplace Policy. These screenings may be random selection, reasonable suspicion, or job-site accident testing. Any refusal to submit to these screenings may result in disciplinary action, up to and including termination.

The manufacture, possession, use, distribution, sale, purchase, transfer of, or being under the influence of, alcohol or illegal drugs is strictly prohibited while on Simplified Labor Staffing Solutions, Inc., or Client's premises or while performing company business.

Employees will not be permitted to work under the influence of drugs or alcohol. Individuals who appear to be unfit for duty may be subject to a medical evaluation, which may include drug or alcohol screening. Refusal to comply with a fitness for duty evaluation may result in disciplinary action up to and including discharge.

### **Meal and Rest Break Policy for Non-Exempt Employees**

Simplified Labor Staffing Solutions, Inc. provides its non-exempt employees with all legally required meal and rest breaks in accordance with state and federal law, as outlines in this Policy, which replaces and supersedes all previous memos, agreements and policies regarding the provision of meal and rest breaks.

**First Meal Break.** Non-exempt employees who work more than five hours in a day will be provided a minimum 30-minute unpaid, uninterrupted meal break, starting no later than the end of the fifth hour of work.

**Example: If an employee begins work at 8:00 AM, he/she must start the first meal and break at or before 12:59 PM.**

**Second Meal Break.** Non-exempt employees who work more than 10 hours in a day will be provided a second unpaid, uninterrupted meal break of at least 30 minutes starting no later than the end of the tenth hour of work.

**Meal Break Waiver.** Non-exempt employees who work six hours or less in a workday may voluntarily waive their first meal break. Employees who work 12 hours or less in a day may waive their second meal break as long as they took their first meal break that day. On-duty meal breaks are not permitted under any circumstances.

**Rest Breaks.** Non-exempt employees are authorized and permitted to take a 10-minute, off-duty rest period for each four hours worked, or major fraction thereof, when they work at least three and one-half hours in a workday. Employees who work up to six hours in a day may take a second 10-minute rest break, and when they work more than 10 hours in a day, may take a third 10-minute rest break. Employees should take their rest breaks in the middle of each work period to the extent it is practicable to do so, and not combine them with meal breaks or skip them to leave work early.

**Relieve of All Duty.** During meal and rest breaks, employees will be relieved of all duty and Simplified will not exercise control over their activities. Employees are free to spend their meal breaks as they choose and are free to leave the worksite.

Employees are entitled, encouraged, and expected to take all rest and meal breaks in accordance with this Policy. By signing below, you acknowledge that you have received and read this Policy and you agree that if you have not been provided a meal or rest break that complies with this Policy, it is your obligation to inform your Supervisor immediately. Failure to comply with this Policy will lead disciplinary action up to and including termination of employment.

## **REST BREAKS AND MEAL PERIODS**

You are entitled to, and will never be denied, any statutory Meal Break or Rest Break periods. It is Simplified Labor Staffing Solutions, Inc.'s policy that you take all rest breaks and statutory meal breaks and that you record your meal breaks by clocking in and out, as is company policy. Prescribed 10-minute Rest breaks are taken after your 2<sup>nd</sup> hour, 6<sup>th</sup> hour, and 12<sup>th</sup> hour (if worked). Your meal breaks and mandated 30-minute rest break, should be taken between the 4<sup>th</sup> and no later than the end of the 5<sup>th</sup> hour, and between the 10<sup>th</sup> and no later than the end of the 11<sup>th</sup> hour (if worked) however, it is imperative that you record all meal breaks no matter when you take them. If for some reason you do not take a meal break or rest break, you must e-mail HR a notification for the reason that the break was missed on the day you do not take a meal break. If this does happen, HR will follow up with you and your Supervisor to find out why your required break(s) was (were) not taken and counsel you as to the importance of adherence to required breaks. It is your responsibility to take these breaks and record the meal breaks. Failure to do so will result in counseling and further discipline up to and including termination.

## **WORK SCHEDULE**

Work schedules for employees vary throughout the Company. Operational demands may make it necessary for occasional changes in starting and ending times and in the total hours that may be needed each day and week in order to meet the varying demands of our business. Your manager will inform you of your hours, as well as how to complete weekly or daily time sheets, unless otherwise provided in a valid and enforceable collective bargaining agreement.

To maintain efficiency, you are expected to be ready to start work at the established starting time and remain at work for the entire work period, excluding meal periods.

Should an unavoidable circumstance cause you to be late, notify your manager of your anticipated arrival time. If it is necessary for you to leave work because of a personal emergency, you must inform your manager before leaving.

## **Work Assignments**

Although you will be performing work for a variety of Simplified Labor Staffing Solutions, Inc. clients, we are your employer. Your timecard and wages are processed and paid by Simplified Labor Staffing Solutions, Inc. and we are your employer of record through various employment regulatory agencies. Therefore, your Staffing Manager is your point of contact to address any questions or concerns about your assignment, working environment, work schedule and pay.

Please do not approach the client about full time employment. If you have an interest in a position, let your staffing manager know and we will work diligently on your behalf to obtain permanent placement for you if available.

### **While on assignment**

- It is the responsibility of the Employee to comply with all codes of conducts, safety policies, operational policies and procedures of the Company and our client while on assignment.
- Assigned employees are also expected to:
  - Promptly bring all complaints or disputes about your pay, your assignment, or working conditions to Simplified Labor Staffing Solutions representative.
  - Behave in a professional manner.
  - Follow timekeeping and reporting procedures.
  - Arrive on time each day of your assignment.
  - Dress appropriately for each assignment. Your assignment information sheet (orientation form) will tell you what to expect, but when in doubt always dress more conservatively.
  - Be professional and do not be afraid to ask questions on the job about the tasks you are performing. If you are unsure of something, check with a jobsite supervisor.
  - Refrain from making personal calls, do so during a break. Making long distance calls while on assignment is not permitted and could result in disciplinary action including termination.

Contact your Simplified Labor Staffing Solutions, Inc. representative if any of the following occur:

- You are requested to perform any duties other than the ones described to you when you accepted the assignment.
- The client has dismissed you for cause.
- You are entitled to a meal break but are not being provided time for one or are being prevented from taking one.
- Upon completion of assignment, contact your Simplified Labor Staffing Solutions, Inc representative.
- You cannot report to work or will be late for any reason.
- You are injured while on assignment.
- Your assignment is ending, contact Simplified Labor Staffing Solutions, Inc representative within 24 hours.
- You change your name, telephone number or address.
- You believe you are experiencing any type of harassment, unlawful discrimination or discrimination prohibited by Simplified Labor Staffing Solutions, Inc policy while on assignment, please let us know immediately.
- You have a complaint or dispute about your pay, assignment or working conditions.

### **While not on assignment**

For time periods when you are not on an assignment, to be considered available for work you must register yourself as available for work each day by calling your pertaining branch to place yourself on their available log.

## **TIMEKEEPING PROCEDURES**

All employees are required to record all hours they work. You must record your entry/exit at the beginning and end of every shift and at the beginning and end of every meal period, unless otherwise provided in a valid and enforceable collective bargaining agreement. In addition, if you leave the premises for any other reason, you must record your entry/exit upon your departure and your return.

Please comply with our procedure to ensure that you are paid accurately and on a timely basis.

Employees are prohibited from engaging in any conduct to falsify their own or another employee's hours worked. Tampering, altering or falsifying time records, or recording time on another employee's attendance roster or time record is a serious infraction of policy and may result in disciplinary action, up to and including termination, unless otherwise provided in a valid and enforceable collective bargaining agreement.

If you have any questions about these timekeeping procedures, please contact Simplified Labor Staffing Solutions, Inc representative/ your staffing manager.

## **OVERTIME PAY**

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time, unless otherwise provided in a valid and enforceable collective bargaining agreement. **All overtime must be approved by your supervisor/ Staffing manager.** When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. There are two types of overtime work:

- 1. Scheduled Overtime:** Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required work week of the people who are members of the department or operation. If you need to be excused from performing scheduled overtime, please speak with your supervisor. He/she will consider your situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.
- 2. Incidental Overtime:** Incidental overtime is not scheduled; it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be given first to the employee who normally performs the task. If that employee cannot perform the overtime, the supervisor will offer the overtime to a suitably qualified person who is available to perform the overtime work.

## **PAY DAY AND YOUR CHECK**

The pay period at **Simplified Labor Staffing Solutions, Inc.** is weekly and starts Monday and ends Sunday. Changes will be made and announced in advance whenever **Simplified Labor Staffing Solutions, Inc.** holidays or closings interfere with the normal pay schedule.

Payday is Friday following the pay period that you worked unless otherwise notified in writing.

Please note: Payment schedules will sometimes vary due to holidays or weather, if payday falls on a holiday, payroll will be disbursed the prior or preceding business day.

**Simplified Labor Staffing Solutions, Inc** offers the following for receiving payment of wages:

- Payment by Direct Deposit
- Payment by Check

Your paycheck will include earnings for all work performed through the end of the previous pay period. Your pay is subject to all deductions required by law, federal tax, social security payment, and state and local income taxes, as applicable. The amount of the deductions will depend on your earnings and on the information, you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the Business Office. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes. Any other mandatory deductions to be made from your paycheck, such as court ordered garnishments, will be explained whenever **Simplified Labor Staffing Solutions, Inc.** is ordered to make such deductions. Questions about your pay and your deductions should be discussed with your manager or the Business Office. Do not discuss your pay with co-workers.

Should there be an underpayment of any kind, we will make every effort to repay you as quickly as possible. In the event that there is an overpayment of any kind, it is your responsibility to bring this to the attention of the Business Office.

### **Lost Check Policy**

Notify your staffing manager if your paycheck has been lost or stolen. The company reserves the right to charge a replacement fee for any lost paycheck.

# TIME OFF & LEAVES OF ABSENCE

## Sick Pay

**Eligibility:** Employees who work at least 30 days in a year are eligible to receive paid sick leave. Employees can begin using accrued sick leave once they have worked for an employer for 90 days. A few, Specific types of employees are not eligible to receive paid sick leave, including certain employees covered under a collective bargaining agreement, certain individuals employed by air carriers and employee of the California In-Home Supportive Services Program.

**Accrual of sick leave:** Employees will accrue one hour of paid sick leave for every 30 hours worked. Paid sick leave must carry over from year to year, but employers can place a cap on accrual of 48 hours (or six days)

**Use of sick leave:** Employers can limit an employee's use of sick leave to 24 hours (or three days) per year. Employers can also require employee to take sick leave in a least two-hour increment, but not more.

**Reasons for taking sick leave:** California's sick leave law allows employees to take sick leave for their own health condition or the health condition of a family member, including preventative treatment. "Family member" is defined broadly and includes a spouse, domestic partner, parent, child, parent-in-law, grandparent, grandchild, and sibling. Employees may also take sick leave if they are victims of domestic violence, sexual assault, or stalking.

**No Payout on separation:** Employers do not need to pay out accrued sick leave when an employee leaves the company. However, if an employee leaves and is rehired within one year, accrued sick leave must be reinstated.

## Personal Time

With the exception of specific client service agreements **Simplified Labor Staffing Solutions, Inc** is unable to provide paid personal time off due to the inherent short-term nature of temporary employment. Personal time will be unpaid, and requests are in accordance with the attendance policies in this handbook.

## Vacation

With the exception of specific client service agreements, **Simplified Labor Staffing Solutions, Inc.** is unable to provide paid vacation due to inherent short-term nature of temporary employment. Any vacation taken by a temporary employee will be unpaid.

## Holidays

With the exception of specific client service agreements, **Simplified Labor Staffing Solutions, Inc.** is unable to provide paid Holidays due to inherent short-term nature of temporary employment. In fact, the demand for a temporary employee may arise to fill the void of a client's workforce taking holiday leave.

## MEDICAL LEAVES OF ABSENCE

### Unpaid Leave of Absence

Under emergency circumstances, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with **Simplified Labor Staffing Solutions, Inc.** It is the policy of **Simplified Labor Staffing Solutions, Inc.**, to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

Unless otherwise provided in a valid and enforceable collective bargaining agreement, time off for any reason during a working day will count first against your allotted paid time off. Thereafter, unless specifically exempted, any time off will be without pay.

Failure to return to work as scheduled from an approved leave of absence or to inform your project executive or department head of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to the Management. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

Regular full-time employees who have completed one year of service are eligible for an unpaid personal leave of absence of thirty calendar days, unless otherwise provided in a valid and enforceable collective bargaining agreement. During that time, you will remain covered under **Simplified Labor Staffing Solutions, Inc.** medical plans.

A request for a personal leave will be evaluated on several factors, including anticipated operational and staffing requirements during the proposed time of absence. Pending approval, you should take available paid time off prior to the effective date of the personal leave of absence.

In the case where the initial 30 calendar days are insufficient, consideration may be given for an extension of 30 more days if your manager is informed in writing. If you are on leave for more than 30 days, you must pay the full costs of your insurance benefits. **Simplified Labor Staffing Solutions, Inc.** will resume payments when you return to active employment.

### Family and Medical Leave of Absence (FMLA)

**Simplified Labor Staffing Solutions, Inc.** will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave.

In general, a leave of absence is an official authorization to be absent from work without pay for a specified period of time. Eligible employees may be entitled to job-protected family or medical leave of absence if they are unable to come to work due to pressing family or medical concerns as described within this Leaves of Absence Policy. Unless otherwise provided in a valid and enforceable collective bargaining agreement, any leaves of absence under this policy will be administered in accordance with applicable state and federal laws as follows:

1. Employees are eligible, if they have been actively employed for twelve (12) months and worked at least 1250 hours (an average of twenty-five (25) hours per week) during those twelve (12) months.



This twelve (12) month period "rolls back" from the date of leave to the prior twelve (12) month period.

2. The total amount of leave taken cannot exceed twelve (12) work weeks in any twelve (12) month period.
3. A family leave shall be granted upon the birth or adoption of a child of the employee, or upon the serious health condition of the employee's child, spouse, or parent
4. A medical leave shall be granted upon the employee's own serious health condition.
5. In appropriate circumstances, we may require you to be examined by a **Simplified Labor Staffing Solutions, Inc.** designated physician, at **Simplified Labor Staffing Solutions, Inc.** expense.
6. In the event of a serious health condition to the employee or his/her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee must provide us with notice, as soon as practicable, of any needed time off, and a written doctor's certificate. The certification must include the date on which the health condition occurred, the probable duration of the condition, an estimate of the amount of time you need to be off work to care for the family member or for your own health condition, and confirmation that the nature of the condition warrants you to be away from work to care for yourself or your dependent.
7. Employees shall be required to give thirty (30) days advance notice in the event of foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with two (2) weeks advance notification of your intended return date. Failure to do so may delay your return date.
8. Upon completion of a leave granted under this section, you shall be reinstated to your original position, or an equivalent one.
9. You must use any accrued paid time off during your family care or medical leave. If the leave is related to your own serious health condition, you must use any accrued paid time off during your medical leave.
10. While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of twelve (12) weeks leave during any one (1) year period. If your leave extends beyond twelve (12) weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules. (Applies to Non-Union only) Union Employee's must consult their Union's.
11. Other accumulated fringe benefits such as retirement, paid time off, and the like,  
Shall be preserved at the level accrued as of commencement of the leave, but shall not  
Accrue further during any such leave period.
12. During a period of disability, you may be eligible for disability pay benefits. Please

Contact **Simplified Labor Staffing Solutions, Inc.** Business Office for details on eligibility, through State Disability (SDI) amounts, and other particulars.

13. If additional family care or medical leave is required you must, prior to expiration of the Family care or medical leave submit additional certification to **Simplified Labor Staffing Solutions, Inc.**
14. Should you seek a leave of absence for reasons other than described above, we will Evaluate such a request based on particular circumstances present at that time, including But not limited to your current and anticipated work responsibilities, performance, and **Simplified Labor Staffing Solutions, Inc.** needs. **Simplified Labor Staffing Solutions, Inc.** reserves the right to refuse such a request at its sole discretion.

### **Disability Leave of Absence (including leaves of absence due to maternity or pregnancy)**

Unless otherwise provided in a valid and enforceable collective bargaining agreement, **Simplified Labor Staffing Solutions, Inc.** may grant an unpaid leave of absence for illness, disability, or pregnancy. To request a disability, leave of absence from **Simplified Labor Staffing Solutions, Inc.**, you must submit a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of this policy, the same as an illness or disability.) Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence.

In the case of pregnancy, please inform your supervisor or department head as soon as possible of the date you and your doctor anticipate that you will begin your leave. Your job status will be protected in that we will make every effort to hold your position open or return you to a similar position if one is available, for which you may be qualified.

At the time the disability leave begins, any accrued personal leave or sick leave will be used. Vacation time previously accrued (but not used) at that time will also be paid if the employee so desires. These benefits do not continue to accrue during a leave of more than thirty (30) days. This policy applies to all employees. Your group insurance booklet should be reviewed to determine your insurance coverage during a leave of absence.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to **Simplified Labor Staffing Solutions, Inc.** usual hiring policies.

Employees who develop a physical condition which requires medical treatment or restrictions and precautions will be required to submit a physician's statement. This statement must give approval that continued full-time employment in his/her present position will not jeopardize his/her health or the safety of others, in the event she/he continues to work. A similar statement is required upon return from a disability leave.

## **Insurance Premium Payment during Leave of Absence**

**Simplified Labor Staffing Solutions, Inc.** will continue to pay its share of insurance premiums for employee coverage for a maximum of 3 months while you are on a disability leave of absence, unless otherwise provided in a valid and enforceable collective bargaining agreement. While you are on any other type of unpaid leave of absence from **Simplified Labor Staffing Solutions, Inc.**, you will be responsible for paying the total premiums for your coverage and that of your dependents. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated. Please consult with Management to set up a payment schedule.

## **JURY DUTY**

We encourage you to fulfill your civic responsibility by serving on a jury when required to do so. Leave of this nature is unpaid.

If you are called for jury duty, you must notify your immediate supervisor within forty-eight (48) hours to accommodate your absence.

Employees called for jury duty are expected to take all action necessary – up to and including requesting a deferral – to ensure that their absence does not impede the Company’s ability to perform on a business as usual basis.

Unless otherwise provided in a valid and enforceable collective bargaining agreement, your insurance benefits will remain in effect and unchanged and paid time off will continue to be earned as per **Simplified Labor Staffing Solutions, Inc.** Policy during the full term of your jury duty.

## **NATIONAL GUARD OR MILITARY LEAVE**

If you are a member of a National Guard or Reserve Unit, you may take the time required for training. Leave is normally for two weeks, but in exceptional cases may be as long as seventeen calendar days. Leave of this nature is unpaid. However, you may elect to use your paid time off if you wish.

You may also take military leave in accordance with applicable law if you are inducted into or enlisted in the Armed Forces of the United States or are called to active duty as a member of a Reserve Unit.

Please be sure to inform your manager of your absence for National Guard or Military Reserve Leave, as far in advance as possible.

According to this policy, and consistent with state and federal law, time spent on military leave will be counted as continuous service for the purpose of computing service awards and determining your eligibility for various benefits plans. However, unless otherwise provided in a valid and enforceable collective bargaining agreement, some of your benefits may be affected by your leave, as follows:

### **Job Reinstatement**

Following a military leave and application for reinstatement, every effort will be made to reinstate you to the same job or job level you would have reached had military leave not occurred. This is in accordance with applicable federal and state laws. If no such position is available, the Management will attempt to place you in a similar assignment with another department. If this is impossible, your original division must re-employ you on an overstaff basis until an appropriate position is available with the division or elsewhere in the Company.

### **Medical Examination**

After reinstatement, you may be required to have an evaluation to update your medical history.

# YOUR BENEFIT PACKAGE

## MEDICAL INSURANCE

**Simplified Labor Staffing Solutions, Inc.** is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving a competitive salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction.

**Benefits:** Due to inherit short term nature of temporary employment, Simplified Labor Staffing Solutions, Inc. is generally unable to provide the benefits one would expect from a traditional full-time employer. The company does provide benefits mandated by law, specific client service agreements, and other unique circumstances. The following benefits are provided to qualifying temporary employees required by law:

### Medical Insurance- MEC Insurance Premium

In accordance to the Affordable Care Act, temporary employees, who have reached a total of 60 working days with Simplified Labor Staffing Solutions, Inc. are eligible for medical coverage.

Employees can receive details about benefits provided, contribution rates, and eligibility by contacting a Simplified Labor Staffing Solutions, Inc representative.

**Please note that all medical insurance benefits are subject to change at any time at Simplified Labor Staffing Solutions, Inc. discretion, unless otherwise provided in a valid and enforceable collective bargaining agreement.**

## DISABILITY INSURANCE

**Simplified Labor Staffing Solutions, Inc.,** does not have a company disability insurance program. All eligible employees are covered under the State Disability Plan.

## GOVERNMENT REQUIRED COVERAGE

### Workers' Compensation

All employees are entitled to workers' compensation benefits. This coverage is automatic and immediate and protects you following an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is directly related to performing your assigned job duties. This job-injury insurance is paid for by **Simplified Labor Staffing Solutions, Inc.** If you cannot work due to a job-related injury or illness, workers' compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

All injuries or illnesses arising out of the scope of your employment must be reported to your job site superintendent or supervisor immediately. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until **Simplified Labor Staffing Solutions, Inc.** knows about the injury. Please have your job site superintendent or supervisor inform the accounting department so they can report the incident to our insurance company.

## Unemployment Compensation

Depending upon the circumstances, employees may be eligible for unemployment compensation upon termination of employment with **Simplified Labor Staffing Solutions, Inc.** Eligibility for unemployment compensation is determined by the Division of Unemployment Insurance of the State Department of Labor.

Unemployment compensation is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed.

## Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, **Simplified Labor Staffing Solutions, Inc.** is required to deduct this amount from each paycheck you receive. In addition, **Simplified Labor Staffing Solutions, Inc.** matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Your Social Security number is used to record your earnings. You are encouraged to protect your Social Security record by ensuring your name and Social Security number on your pay stub and W-2 form are correct. You may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or you may even access them on-line at [www.ssa.gov](http://www.ssa.gov).

## COBRA NOTIFICATION

Under federal law, **Simplified Labor Staffing Solutions, Inc.** is required to offer covered employees and covered family members the opportunity for a temporary extension of health coverage (called COBRA) at group rates when coverage under the plan would otherwise end, due to certain qualifying events. This notice is simply intended to inform you (and your covered dependent(s) if any), in a summary fashion of your potential future options and obligations under the continued coverage provisions of the law. Should an actual qualifying event occur in the future, the plan administrator will send you the appropriate notification. Please take special note, however, of your notification obligations (See item L for details).

### A. **Qualified Person. Persons who qualify for Continuation:**

- (1) An employee (and any covered dependents) whose coverage ends due to:
  - (a) Termination of employment for a reason other than gross misconduct, or
  - (b) A reduction in work hours; and
- (2) An employee's spouse (and any children) whose coverage ends due to divorce or legal separation; and
- (3) An employee's surviving spouse and/or children, whose coverage ends due to the employee's death; and
- (4) An employee's spouse and/or children whose coverage ends due to the employee's entitlement to Medicare; and
- (5) An employee's child whose coverage ends due to ceasing to be a dependent child under the terms of the plan; and
- (6) Under certain circumstances, an employee whose coverage ends due to the sale or business reorganization of the employer.

Exception: Continuation is not available to any employee or dependent who after the qualifying event becomes covered under another group health plan which does not

contain any exclusion or limitation with respect to a preexisting condition. Persons covered by Medicare are not eligible for COBRA Continuation.

**B. Continuation Period. Health coverage can continue up to the maximum continuation period. The following are the maximum continuation periods.**

- (1) 18 months following a termination of employment or reduction in work hours for all qualified persons (qualified employees and their qualified dependents).

Exception: Qualified persons who are determined to have been disabled by the Social Security Administration at any time during the first 60 days of COBRA continuation coverage may request an 11 month extension of continuation for a maximum continuation period for 29 months. (See item H. for details)

- (2) 36 months from the qualifying event for dependents following the death of the member, a loss of dependent status under the plan, and a divorce or legal separation.
- (3) 36 months for qualified spouses and children following the date of a member entitlement to Medicare.
- (4) Second qualifying events. If any of the qualifying events described in A(2) through A(5) above occur during the 18 month continuation period, described in B(1) above, such period will be extended for the affected dependents to 36 months dating from the beginning of the original 18 month period.

Exception: The maximum COBRA period for dependents following an employee's entitlement to Medicare is 36 months regardless of time period already satisfied under COBRA. Requests for such extended continuation must be sent to **[SIMPLIFIED LABOR STAFFING SOLUTIONS, INC.]** within 60 days after the occurrence of any qualifying event.

You will be notified of applicable continuation periods in the event of loss of coverage due to employer bankruptcy or sale or reorganization of the employer's business.

**C. Termination of Continued Coverage. Continuation ends the earliest of the following:**

- (1) The date maximum continuation period expires; or
- (2) The date the qualified person becomes covered by Medicare, or
- (3) The date the qualified person becomes covered by another group health plan, which does not contain any limitation or exclusions with respect to any preexisting condition; or
- (4) If the required amount is not paid on a timely basis, the end of the last coverage period for which timely payment was made (see grace period below.); or
- (5) The date the employer's group health plan is terminated. (The continuation period may be completed under the replacement plan, if any); or
- (6) A qualified beneficiary extended continuation coverage to 29 months due to a Social Security disability and a final determination has been made that the qualified beneficiary is no longer disabled; or
- (7) A qualified beneficiary notifies the Management that they wish to cancel continuation of coverage.

**D. Monthly Cost.**

If you elect COBRA Continuation, you can be required to pay all the applicable premium plus a 2% administrative fee. If you qualify for the 11-month extension due to disability, **Simplified Labor Staffing Solutions, Inc.** can charge up to 150% of the applicable premium, during the extended coverage period.

**E. Election Requirement.**

You or your qualified dependents must make written election within 60 days after the later of, (1) date coverage would otherwise end, or (2) the date of the employer's notice. The election form must be returned to **Simplified Labor Staffing Solutions, Inc.** Within the 60-day period; otherwise, the continuation option expires. COBRA continuers must have 45 days after the initial election of COBRA to remit the first payment. All other payments must be received no later than 30 days following the first day of each month of continued coverage or within the **Simplified Labor Staffing Solutions, Inc.** Grace Period.

**F. Grace Period.**

The payment of the required plan contribution (with exception of any re- election charges, which have been deferred, see item E) will be considered to be timely if it is made within 30 days of the due date (date of Statement) or within the grace Period of the plan, if it is longer than 30 days. Benefits will still be paid during the grace period, provided payment is made prior to the end of the grace period.

**G. Plan Changes.**

Your continued coverage(s) will be subject to the same benefit and rate changes as the Group Plan.

**H. Disabled Continued Extension.**

Qualified persons who are determined by the Social Security Administration to have been disabled at any time during the first 60 days of COBRA continuation coverage or a reduction in work hours can request an extension of continuation coverage from 18 months to 29 months. The disabled person must provide a copy of the Social Security determination to Simplified Labor Staffing Solutions, Inc. within 60 days after receiving the determination. If the determination is not received before the 18-month continuation ends, the right to extension ends. The continuer must be continuously disabled. The extension of continuation will end 30 days after the person is no longer determined to be disabled.

**I. Acquired Dependents.**

Any qualified person may elect coverage for a dependent, spouse, newborn child, adopted child, etc. acquired during a continuation period. The acquired dependent must be a person who would have been an eligible dependent had she or he been acquired by an active employee under the normal terms of the plan. A qualified person must apply for the coverage of acquired dependents within the same time limits that pertain to enrollment of like dependents acquired by active employees. Applications that are not made on a timely basis may be subject to medical evidence depending upon plan provisions. Coverage, provided an acquired dependent will end on the same date as described for qualified person in C above, except that, in no event, will coverage be provided beyond the end of the continuation period in effect for the qualified person on the date the dependent is acquired. That is, if continuation is extended for a qualified person as described in B (4) above, such extension will not apply to acquired dependents.

**J. Other Group Health Coverage or Medicare.**

If during the continuation period you become covered by Medicare or another group health plan which does not contain any provision which excludes or limits preexisting conditions, your continuation coverage will terminate. Any payment of benefits after your coverage should have otherwise been terminated due to other coverage through another group plan or coverage through Medicare, will be considered to be benefits overpayment. You are required to repay any benefit overpayment.

**K. Other Purchase (Conversion).**

When the maximum continued group coverage period ends, you, and/or your dependents) may apply for individual coverage, provided you/they are not then eligible for similar benefits, which would result in over-insurance. Application for individual coverage and payment of the required premium, must be made within 31 days after the continued group coverage ends. Dental and Prescription Drug coverages are not included with the individual coverage conversion option.

**L. Employee, Spouse and Dependent Notifications.**

Under the law, the employee, spouse, or other family member has the responsibility to notify Management of a divorce, legal separation, or child (ren) losing dependent status under **Simplified Labor Staffing Solutions, Inc.** Health Plan. This notification must be made within 60 days from whichever date is later, (1) the date of the event, or (2) the date on which coverage would be lost under the terms of the insurance contract because of the event. Carefully read the dependent eligibility rules contained in the (summary plan description) so you are familiar with when a dependent cease to be a dependent under terms of the plan.



# RULES & REGULATIONS

## TEAMWORK AND SERVICE TO THE CUSTOMER

As you learned from our Mission Statement, excellent service to our customers is a primary goal. Our success is a result of consistently performing beyond our client's expectations.

To perform at this level, it is essential that all **Simplified Labor Staffing Solutions, Inc.** employees/departments operate as a team. Whatever your job function, you are a member of the team that services clients because all our jobs are related to and dedicated to that end.

As a member of a team you do not work in a vacuum because the quantity and quality of the work you do affects your co-workers and, ultimately, the client. We expect you to set high standards for yourself, in the job you do, the way you communicate and the manner in which you interact with others.

## ETHICAL STANDARDS

**Simplified Labor Staffing Solutions, Inc.** strives to maintain the highest standards of personal and business ethics and corporate conduct. As an employee, you are required to do the same. Your daily activities on behalf of **Simplified Labor Staffing Solutions, Inc.** should always be carried out in an ethical and legal manner, and conflicts of interest should be avoided.

## GUIDELINES FOR CONDUCT

Every organization requires a set of rules so that the group as a whole may operate smoothly and safely to accomplish its goals. This is particularly so at **Simplified Labor Staffing Solutions, Inc.**, where any failure to adhere to high standards of conduct may affect the wellbeing of residents and customers. Because the safety and comfort of everyone depends on these rules, violators may be subject to discipline up to and including discharge, unless otherwise provided in a valid and enforceable collective bargaining agreement. We ask the cooperation of all employees of **Simplified Labor Staffing Solutions, Inc.** in the observance of these policies.

Additional standards of conduct are contained elsewhere in this Employee Handbook. Obviously, it is not possible to list every type of conduct which may result in disciplinary action. You should, therefore, talk to your supervisor if you are unsure of what to do in a given situation. The following kinds of conduct are absolutely prohibited:

1. Abuse, mistreatment, or threatening of a customer or another employee, either physical, verbal, or psychological.
2. Falsification of employment application or other employee records.
3. Insubordination.
4. Using foul and/or abusive language.
5. Gambling on **Simplified Labor Staffing Solutions, Inc.** premises.
6. Smoking in any unauthorized area.
7. Loafing or sleeping on the job during the employee's working hours.
8. Soliciting tips or gratuities from patients or visitors.
9. Unauthorized posting or removal of bulletins or notices.
10. Disregard of one's appearance, uniform, dress, or personal hygiene.

11. Dishonesty.
12. Commission of a crime.
13. Violation of any and all safety rules.
14. Swiping another employee's magnetic timecard, signing in or reporting time of arrival or time of departure for another employee, or requesting another employee to register time on a timecard or sheet other than your own.
15. Tardiness or absenteeism or unauthorized absence by an employee from his or her workstation during an employee's working time.
16. Failing to be in uniform ready to work prior to swiping in at the start of your shift and remaining in uniform at work until after you have swiped out after the completion of your shift.
17. Leaving one's work area without authorization or interfering with the work of other employees.
18. Entering or remaining inside **Simplified Labor Staffing Solutions, Inc.** property outside of your scheduled working hours, except for seven (7) minutes before and after those hours.
19. Immoral, indecent, or disorderly conduct of any nature, or lending money for interest on **Simplified Labor Staffing Solutions, Inc.** premises.
20. Unauthorized use and/or possession of narcotics, dangerous drugs, intoxicating beverages, or substances, or being under the influence of intoxicants or drugs on premises or during working hours.
21. Threatening, intimidating, coercing, or fighting with another employee or a customer by word or deed, whether on or off **Simplified Labor Staffing Solutions, Inc.** premises.
22. Any discourtesy, unkindness, or impatience with customers or with any member of the public visiting **Simplified Labor Staffing Solutions, Inc.**
23. Possession of firearms or any other type of weapon while on **Simplified Labor Staffing Solutions, Inc.** property.
24. Creating or contributing to unsafe or unsanitary condition by act or omission or engaging in "horseplay" while on **Simplified Labor Staffing Solutions, Inc.** property.
25. Unauthorized possession of property belonging to **Simplified Labor Staffing Solutions, Inc.**, of another employee or of a customer or visitor to **Simplified Labor Staffing Solutions, Inc.**
26. Negligent or deliberate destruction of or misuse of property belonging to **Simplified Labor Staffing Solutions, Inc.** Or to a customer or visitor to **Simplified Labor Staffing Solutions, Inc.**
27. Failure to follow the rules concerning solicitation and/or distribution of literature.
28. Unauthorized possession, use, copying or reading of **Simplified Labor Staffing Solutions, Inc.** records, or disclosure of information contained in such records to unauthorized persons.
29. Poor attitude or disrespect to management, your supervisor, the customers, or visitors to **Simplified Labor Staffing Solutions, Inc.**
30. And any act of misconduct, incompetence, or any violation of this Employee Handbook which may, in management's sole discretion, be grounds for disciplinary action and/or termination of employment.

## ATTENDANCE AND PUNCTUALITY

Since working as a team is an effective way to conduct our business, we feel that absenteeism and tardiness adversely affect our collective performance and place a burden on co-workers.

You will be at work promptly every workday. If you cannot avoid being late to work or are unable to work as scheduled, you must notify your manager within two hours of your starting time or as soon as possible if you are not near a phone (e.g., delayed on public transportation). If you are unable to speak to your manager directly,

contact the Business Office. Excessive absenteeism and/or tardiness may be grounds for disciplinary action, up to and including termination, unless otherwise provided in a valid and enforceable collective bargaining agreement. See Employee Absenteeism Policy for details.

## **NON-DISCLOSURE OF CONFIDENTIAL INFORMATION**

In the course of your employment with **Simplified Labor Staffing Solutions, Inc.** you may see confidential information such as customer lists and proposals, and/or other financial information. It is against **Simplified Labor Staffing Solutions, Inc.** policy to disclose to anyone confidential information regarding the operations of **Simplified Labor Staffing Solutions, Inc.**

Because it is vital to the interest and success of the Company that business information and trade secrets be protected, certain individuals may be asked to sign a non-disclosure agreement as a condition of their employment.

Disclosure of confidential information concerning the operations of [SIMPLIFIED LABOR STAFFING SOLUTIONS, INC. SERVICE, INC] is strictly prohibited.

## **SOLICITATION OR DISTRIBUTION OF LITERATURE**

**Simplified Labor Staffing Solutions, Inc.** strictly prohibits both employees and others from soliciting and/or distributing literature on **Simplified Labor Staffing Solutions, Inc.** premises during business hours, unless otherwise provided in a valid and enforceable collective bargaining agreement. **Simplified Labor Staffing Solutions, Inc.** has established specific policies on solicitation for employees and for non-employees.

### **EMPLOYEES:**

- May neither engage in solicitation of any kind, nor allow themselves to be solicited during their work time;
- May not distribute or post any kind of literature in work areas or on bulletin boards; and
- May be subject to immediate dismissal or corrective action if they violate the policies.

### **NON-EMPLOYEES:**

- May not solicit and/or distribute literature of any kind anywhere on **Simplified Labor Staffing Solutions, Inc.** premises including bulletin boards; and
- Are subject to the strict enforcement of this policy by managers and others in authority at **Simplified Labor Staffing Solutions, Inc.**

## **CREDIT AND INVESTIGATIVE REPORTS**

**Simplified Labor Staffing Solutions, Inc.** may, at the time you begin your employment (based upon your assignment), or at any time during your employment, wish to obtain a consumer credit report and/or investigative report concerning your creditworthiness for employment purposes, unless otherwise provided in a valid and enforceable collective bargaining agreement. In order to procure these report **Simplified Labor Staffing Solutions, Inc.** will require you to complete its Authorization and Disclosure Forms. Please read these Forms very carefully before you sign them, and make sure to retain copies of them for your own records after you sign them.

**Simplified Labor Staffing Solutions, Inc.** may take adverse action against you in connection with the information in the consumer report and/or investigative report, which may include a denial of employment or any other

employment decision that adversely affects you, unless otherwise provided in a valid and enforceable collective bargaining agreement.

However, **Simplified Labor Staffing Solutions, Inc.** will not take any adverse action against you on the basis of the consumer report and/or investigative report without first providing you with both a copy of the report which is the basis for the adverse action and also a copy of A Summary of Your Rights under the Fair Credit Reporting Act.

In the event that **Simplified Labor Staffing Solutions, Inc.** does take adverse action against you based upon a consumer report or investigative report, **Simplified Labor Staffing Solutions, Inc.** will, either orally, electronically, or in writing, within thirty (30) days: (1) notify you of the action taken; (2) provide you with the name, address, and telephone number, including a toll-free number, if any, of the consumer reporting agency which provided the report to **Simplified Labor Staffing Solutions, Inc.**; and (3) notify you of your rights to (i) obtain a free copy of the report from the consumer reporting agency within the applicable sixty (60) day period, and (ii) dispute the accuracy and completeness of the report with the consumer reporting agency; and (4) inform you of the reason for the adverse action and the nature of the information upon which the adverse action was based.

Please review carefully, sign, and immediately return to Management the accompanying Consumer Report Authorization and Disclosure Form, if you have not done so already.

Please feel free to contact Management if you have any questions.

## **CRIMINAL BACKGROUND CHECKS**

Every employee of **Simplified Labor Staffing Solutions, Inc.**, whether full-time, part-time, will be subject to a criminal background check (after a conditional offer of employment).

As part of this background check, **Simplified Labor Staffing Solutions, Inc. Service** may request the disclosure of criminal convictions which are related to a person's job, except those which have not been expunged or sealed. However, a conviction or convictions may not necessarily be an absolute bar to employment. **Simplified Labor Staffing Solutions, Inc.** will not request the disclosure of a person's criminal arrest record.

Please review carefully, sign, and immediately return to Management the accompanying Background Investigation Authorization, if you have not done so already.

Please feel free to contact Simplified Labor Staffing Solutions, Inc. representative if you have any questions.

## **DRESS CODE**

Please understand that you are expected to dress and groom in accordance with accepted social and business standards, particularly if your job involves dealing with customers or visitors in person.

A neat, tasteful appearance contributes to the positive impression you make on our clients. You are expected to be suitably attired and well-groomed during working hours or when representing **Simplified Labor Staffing Solutions, Inc.** A clean and neat personal appearance bolsters your own poise and self-confidence and enhances **Simplified Labor Staffing Solutions, Inc.** image. Please refer to your orientation form or by contacting a Simplified Labor Staffing Solutions, Inc representative to confirm the required jobsite attire based on your assignment/client requirements.

## **USE OF SIMPLIFIED LABOR STAFFING SOLUTIONS, INC. EQUIPMENT**

The equipment used in accomplishing your work is expensive and may be difficult to replace. Exercise care when using tools and equipment and follow all operating instructions, maintenance requirements and safety guidelines. Report damages or deterioration of equipment immediately to the Business Office and the Management.

You are responsible for all property, materials or equipment issued to you or in your control during your employment with **Simplified Labor Staffing Solutions, Inc.** unless otherwise provided in a valid and enforceable collective bargaining agreement. Should you leave **Simplified Labor Staffing Solutions, Inc.** for any reason, you are required to return it to your manager before your last day of work.

## **SAFETY**

### **General Employee Safety**

**Simplified Labor Staffing Solutions, Inc.** is committed to the safety and health of all employees and recognizes the need to comply with regulations governing Injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

**Simplified Labor Staffing Solutions, Inc.** will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

### **Reporting Safety Issues**

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents which occur during the workday. The State Workers' Compensation Act may also require that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

## **SEPARATION OF EMPLOYMENT**

### **Termination of Employment**

Unless otherwise provided in a valid and enforceable collective bargaining agreement, **Simplified Labor Staffing Solutions, Inc.** operates under the principle of employment at-will. This means that neither you nor **Simplified Labor Staffing Solutions, Inc.** has entered a contract regarding the duration of your employment. You are free to terminate your employment at any time, with or without reason. Likewise, **Simplified Labor Staffing Solutions, Inc.** has the right to terminate your employment, or otherwise discipline, transfer, or change your position at any time, with or without reason, consistent with applicable state and federal law.

**Simplified Labor Staffing Solutions, Inc.** expects that you will give at least two (2) weeks' notice in the event of your resignation. No paid time off will be paid out at the time of employment termination, unless otherwise provided in a valid and enforceable collective bargaining agreement.

### **Insurance Conversion Privileges**

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, described above, in the event of termination of employment, or loss of eligibility to remain covered under **Simplified Labor Staffing Solutions, Inc.** group health insurance program, you and your eligible dependents may have the right to continued coverage under or health insurance program for a limited period of time at your own expense. Please refer to the section above on your Group Health Insurance Benefits or contact the Management for more details.

### **Exit Interviews**

At termination, **Simplified Labor Staffing Solutions, Inc.** Management may request an exit interview to discuss your reasons for leaving and any other impressions that you may have. Your insights would be helpful. Every attempt will be made to keep all information confidential.

### **Return of Simplified Labor Staffing Solutions, Inc. Property**

## **CLOSING STATEMENT**

The Management of **Simplified Labor Staffing Solutions, Inc.** thanks you for taking the time to thoroughly read our Employee Handbook.

The Management expects everyone to abide and follow the policies as set forth and described. However, all employees are encouraged to bring forward their suggestions and good ideas about how **Simplified Labor Staffing Solutions, Inc.** can be made a better place to work, our jobs improved, and our services to our clients enhanced. When you see an opportunity for improvement, please talk in over with your supervisor. They can help you bring your idea to the attention of the people in **Simplified Labor Staffing Solutions, Inc.** who will be responsible for possibly implementing it. All suggestions are valued and will be listened to.