



# ASSOCIATE HANDBOOK

## IMPORTANT

You MUST call Time Staffing,

1-hour PRIOR to your shift,

if you will be late or absent from your assignment!!

24 Hour Service

**Ashland:** 419-207-0333

**Bowling Green:** 419-819-4130

**Findlay:** 419-425-9501

**Fremont:** 419-355-1409

**Mansfield:** 567-560-2667

**Napoleon:** 567-264-4022

**Norwalk:** 567-743-9271

**Oregon:** 419-720-7675

**Tiffin:** 567-220-6119

**Toledo:** 419-214-3100

**Upper Sandusky:** 419-297-1705

**Willard:** 419-951-6093

**WELCOME!** You have been chosen to join our team as a Time Staffing associate on assignment with one of our client companies. You passed our stringent screening and interviewing process, and we are now proud to have you represent Time Staffing.

**You are a step above the rest!** We have confidence in you and your ability to deliver quality customer service to the client. We know you will do your best because **YOU** are a Time Staffing associate.

### **Equal Employment Opportunity**

Time Staffing believes that equal employment opportunities should be available to all persons without regard to sex, gender stereotype, race, color, age, religion, national origin, citizenship, handicap or disability, genetic history or any other characteristic protected by law. This policy applies to all associates and applicants for employment and to all phases of employment including recruitment, hiring, job assignments, compensation, training, advancement, benefits, discipline and all other terms and conditions of employment.

Time Staffing will make reasonable accommodations for qualified individuals with known disabilities to enable them to perform the essential function of their job assignment unless doing so would result in an undue hardship on the operation of the business. Any associate in need of an accommodation in order to perform their job, you should speak to their Time Staffing local office manager or the Company's EEOC Compliance Officer at (731) 587-3161 as soon as the need for an accommodation arises. All requests will be evaluated on a case-by-case basis. Medical documentation of the disability may be required.

### **Your Responsibilities as a Time Staffing Associate**

Time Staffing matches people with jobs. The job Time Staffing will endeavor to match you with consists of work performed for one of our client companies and is typically temporary in nature or has a planned expiration date. Once Time Staffing places you on an assignment it is possible that you will be asked to work in a variety of job positions or perform various job duties depending on the client's needs. Please be sure to make your Time Staffing representative aware of any changes in the work you are performing during your assignment.

During your assignment, you may experience times when you complete tasks more rapidly than expected. In such instances, ask for additional duties. Your enthusiasm and **willingness to work will be appreciated and it may result in extended assignments or you being requested for future assignments.**

When you accept an assignment, you are committing to work for the entire duration of the assignment. Should any circumstances arise which may affect your ability to complete your assignment, you should notify your Time Staffing representative immediately. If you decide to leave Time Staffing's employment for any reason other than completion of your job assignment, an absolute minimum of 24-hour notice, or more if specified, is required to maintain good standing with our Company.

### **Open Door Policy**

If you have any questions or problems with any assignment, feel free to come in or call during regular office hours to discuss them with a Time Staffing representative. If there is a reason that you prefer not to speak to someone locally, you may contact the Company's corporate office or the Company's EEOC Compliance Officer at (731) 587-3161.

There will be no retaliation against anyone who, in good faith, submits a complaint or participates in investigation pursuant to this policy.

### **Punctuality**

Plan your travel schedule to arrive at your assignment work area *at least* ten (10) minutes prior to your scheduled starting time. You are responsible for being prompt and reporting immediately to your supervisor. If an emergency arises that will cause you to be late, you must phone your Time Staffing representative, so we can notify our client of your late arrival. Failure to do so will be noted in your personnel file. Repeated offenses may result in the termination of your employment.

### **Attendance and Call-in Procedure**

If you are unable to report to work for any reason, you must notify your Time Staffing representative of your anticipated absence at least one (1) hour prior to your scheduled starting time, unless an emergency prevents you from doing so. Proper advance notification allows us the opportunity to notify the client in a timely fashion that you will be unable to report for work. In the event that you fail to notify us of your inability to report for work, we will assume that you have terminated your employment with Time Staffing. Thereafter, you will be ineligible for re-hire.

If you have an emergency after office hours, please refer to the call-in procedures established by your Time Staffing office.

More than one (1) absence in two (2) consecutive months is considered excessive and is grounds for termination unless the absence is due to a medical or legal necessity. Written verification will be required for these instances.

Failure to work all scheduled hours during the duration of your assignment or leaving your assignment before your scheduled ending time without properly notification to Time Staffing may result in termination of your employment and/or the reduction of your pay rate to minimum wage for all hours worked on that assignment.

### **Completion of Assignment**

Your Time Staffing representative must be notified within twenty-four (24) hours of the completion of your assignment. Once notified, Time Staffing will attempt to relocate you to another assignment. Failure to notify us of your availability is considered a voluntary resignation which may affect your eligibility for unemployment benefits.

### **Dress Code**

Personal hygiene and proper grooming are basic qualities that contribute to an individual's overall appearance. Hair should be clean, well-groomed and conservatively styled.

Beards, mustaches and sideburns are discouraged, but are allowed, depending on your job assignment, if conservatively styled and neatly trimmed. All tattoos must be covered by clothing. Rings, pins, studs, barbells, labrets, expanders, mouth jewelry or other body piercing jewelry (except conservative earrings) are not permitted.

Each assignment you accept may have a different dress code. You are responsible for being dressed appropriately and conforming to the dress codes and policies of the client to which you have been assigned. All clothing must be clean and without holes. Shirts must have shirt tails tucked in at all times. Pants must be worn appropriately but, not below waist level; shirts and blouses should be buttoned; and necklines of dresses should be conservative.

At no time are tight-fitting or provocative shirts, blouses, sweaters, skirts, pants or other clothing appropriate to wear.

### **Attitude**

A positive attitude can be one of your most valuable assets. A satisfied client may recommend you or request you for future assignments. Our clients expect you to be pleasant, cooperative and efficient. Try to adjust gracefully to the client's equipment, systems and operating hours. An experienced individual or professional should have only minimum difficulty adapting to most situations.

### **Confidential Records**

Some of our client companies will have assignments dealing directly and/or indirectly with information concerning their product development, clients, customers, and/or the general public. This information should be treated in a confidential manner at all times.

### **Driving in Connection with Work**

Time Staffing prohibits associates from operating a vehicle, including their own, in the course of or in connection with their job assignment unless written authorization is obtained by the Time Staffing Executive Management.

This prohibition includes driving a client's vehicle, a Time Staffing vehicle, your vehicle or the vehicle of another associate in the course of your employment or in any manner incidental to your job assignment. This prohibition does not include your operation of a forklift, tow motor or other equipment used by a client in its manufacturing or warehousing processes. Therefore, unless you have been specifically authorized by Time Staffing, in writing, to operate a vehicle in the performance of your job assignment, you should refuse and refrain from doing so. This includes driving a vehicle even if the use is incidental to the performance of your job assignment. Such as, driving to a parts store to purchase parts to use at work or, driving to a restaurant to pick-up lunch at the request of the client.

In the event that you are requested to drive a vehicle by a client or, by a Time Staffing employee, in performance of your job assignment, you are instructed to politely refuse and then contact your Time Staffing local office manager.

### **Ethics**

Time Staffing will not require any associate to engage in any activity that may be considered illegal or unethical. Consequently, if you are asked in the course of your job assignment to engage in any activity that you believe to be

illegal, unethical or dangerous, it is your obligation to bring the matter immediately to the attention of your Time Staffing representative. There will be no retaliation against anyone who, in good faith, submits a complaint or participates in any investigation relating to such a complaint.

You are required to be honest with the Company at all times. Any dishonesty, including false or misleading statements made to Time Staffing representatives; falsification, misrepresentation or omission on any employment application, document, record or report, whether work related or not, submitted by an associate, or the unauthorized removal of property from the Company's or a client's premises will be considered a breach of the associate's obligation of honesty.

### **Harassment, Sexual Harassment and other Inappropriate Conduct**

Time Staffing is committed to maintaining a work environment that is free from discrimination. In keeping with this commitment, Time Staffing will not tolerate any unlawful harassment of its employees and associates by any Company representative, manager, supervisor, co-worker, client, an employee of one of our clients, or someone who interacts with our employees and associates through work.

Prohibited harassment consists of any conduct, whether verbal, physical, visual, or in the form of social media, regardless of the intended recipient(s), that conveys a message that disparages an individual or group because of their sex, race, age, religion, color, national origin, gender mannerisms or identity, sexual orientation, veteran status, handicap, physical or mental disability, genetic information, or any other characteristic protected by law [protected trait]. Time Staffing will not tolerate harassing behavior that affects an employee's or an associate's terms of employment; that interferes unreasonably with an individual's work performance; or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, kidding and teasing a person, or joking directed at a person because of his or her sex, gender mannerisms or identity, sexual orientation, race, color, age, religion, national origin, disability or other protected trait.

### **Sexual Harassment**

Time Staffing prohibits sexual harassment in any form. Sexual harassment is a form of sex discrimination and includes unwelcome sexual advances, requests for sexual favors, derogatory or teasing comments about another's sex, and other verbal or physical conduct of a sexual nature when:

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

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

- Explicitly or implicitly conditioning any term of employment such as wages, performance reviews,

promotions, continuation of employment, preference for assigned duties, etc. upon consenting to social activities or granting sexual favors;

- Touching, grabbing, pinching an employee in an inappropriate or sexually suggestive manner;
- Demanding or suggesting that an employee should grant sexual favors, go on dates or wear revealing clothing;
- Continuing to ask an employee to socialize on or off duty when that person has indicated that she/he is not interested;
- Engaging in sexually explicit conversations, including telling jokes, making suggestive comments, commentary or revealing facts about one's or someone else's sex life or making inappropriate comments on someone's personal appearance;
- Displaying or forwarding to others sexually suggestive pictures, objects, cartoons, jokes, posters, magazines, e-mails, messages, internet or social media materials;
- Writing sexually suggestive e-mails, notes or letters expressing inappropriate romantic or sexual interest;
- Telling sexual jokes or using vulgar or sexually explicit language in the presence of others;
- Displaying hostility towards or harassment of an individual because of their gender, masculine or feminine qualities or sexual orientation;
  
- Engaging in any of any of the above prohibited activity with another employee off premises and/or off-duty;
- Inappropriate off-duty public conduct of a sexual nature that reflects on Time Staffing, such as the use of the internet to transmit or view child pornography; and
- Retaliation of any kind against an individual for having made or supported a complaint of prohibited harassment, including shunning or ostracizing the person, or pressuring the person to drop or not support the complaint, or adversely altering the person's duties or work environment.

### **Reporting Prohibited Harassment**

All employees are responsible to help assure that this policy is followed. If you feel that you have experienced or witnessed workplace harassment or other inappropriate conduct, it is your responsibility to immediately report the incident to your supervisor or your Time Staffing local office manager. However, if for some reason you would prefer to speak to someone else, please contact Time Staffing's Human Resources Administrator at (731) 587-3161 (Human Resources, press 5). All supervisors and managers are responsible for promptly responding to, and reporting, any complaint or suspected acts of abusive conduct to their manager or Time Staffing's Human Resources Administrator. Therefore; employees should not feel obligated to report their complaints to their immediate supervisor first before bringing the matter to the attention of another supervisor or manager.

All complaints and reports of prohibited harassment or other inappropriate conduct will be investigated promptly, fairly and discreetly as possible by Time Staffing's Human Resources Administrator or another management designee. The investigation may include individual interviews with employees who may have knowledge of the complained of conduct. All employees and associates are expected to cooperate in any investigation. Time Staffing forbids retaliation against anyone for reporting harassment, assisting

in making a complaint of harassment or co-operating in an investigation of a complaint of harassment. If you feel that you have been retaliated against, notify the person conducting the investigation of the complaint immediately.

Following the conclusion of its investigation, Time Staffing will communicate its finding to the parties involved. Otherwise, the findings and conclusions of the investigation will be treated as confidential to the extent practical for the operation of the business. If the investigation confirms that workplace harassment or other inappropriate conduct has occurred, Time Staffing will take corrective action including counseling, training, or discipline, up to and including termination of the offending employee's employment.

### **Bullying, Abusive and Violent Behavior**

#### ***Our Commitment***

In addition to its commitment to maintaining a work environment that is free from sexual harassment, racial harassment and other unlawful discrimination, Time Staffing is also firmly committed to a workplace free from bullying, abusive, and violent behavior. Because the Company believes that all employees have the right to be treated with dignity and respect, all complaints of bullying, abusive or violent behavior rising from work will be taken seriously and thoroughly investigated. No employee or associate who reports an incident of conduct prohibited by this policy will suffer an adverse consequence for having done so.

This policy applies to all apprentices, regular full-time, part-time, temporary, casual and probationary employees, associates, supervisors and managers while at work, at any Company sponsored activity or event or conduct away from work and includes electronic communications and social media.

#### ***Bullying, Abusive, and Violent Behavior***

Time Staffing prohibits bullying, abusive and violent behavior in any form or encouraging others to engage in this prohibited conduct. Bullying, abusive and violent behavior include acts or omissions that would cause a reasonable person, based on the severity, nature, and frequency of the conduct, to believe that they or another employee is being subjected to an abusive or threatening work environment, which may include but, is not limited to:

- Repeated verbal abuse in the workplace, including derogatory remarks, insults, and epithets;
- Verbal, nonverbal, or physical conduct of a threatening, intimidating, or humiliating nature in or away from the workplace;
- Threats of violence and other provocative behavior in or away from the workplace;
- Hazing, in any form, of new employees; or
- The sabotage or undermining of an employee's work performance in the workplace.

A single or isolated act generally will not constitute abusive conduct, unless such conduct is determined to be severe and egregious.

Abusive conduct does **not** include:

- Disciplinary procedures in accordance with adopted policies of Time Staffing;
- Routine coaching and counseling, including feedback about and correction of work performance;
- Reasonable work assignments, including shift, post, and overtime assignments;
- Individual differences in styles of personal expression;
- Passionate, loud expression with no intent to harm others;
- Differences of opinion on work-related concerns; and
- The non-abusive exercise of managerial prerogative.

### **Employer Responsibility**

Supervisors, managers and others in positions of authority have the responsibility to ensure that healthy and appropriate behaviors are exhibited at all times and that complaints to the contrary are addressed in a timely manner. Supervisors and managers will strive to:

- Provide a working environment as safe as possible by having preventative measures in place and by dealing immediately with threatening or potentially violent situations;
- Provide good examples by treating all with courtesy and respect;
- Ensure that all employees are aware and have access to the protections of this policy and have explained the procedures to be followed if a complaint of inappropriate behavior at work is made;
- Be vigilant for signs of inappropriate behaviors at work through observation and information seeking, and take action to resolve the behavior before it escalates; and
- Respond promptly, sensitively and confidentially to all situations where abusive behavior is observed or alleged to have occurred.

Supervisors and managers who allow abusive conduct to continue or fail to take appropriate action upon learning of such conduct will be subject to corrective action. Such corrective action may include but is not limited to participation in counseling, training, changes in job duties or location and disciplinary action up to and including termination of employment.

### **Employee Responsibility (including witnesses)**

Employees shall treat all other employees with dignity and respect. No employee shall engage in threatening, violent, intimidating or other abusive conduct or behavior. Employees are expected to assume personal responsibility to promote fairness and equity in the workplace and report any incidents of abusive conduct in accordance with this policy.

Employees should cooperate with preventative measures introduced by supervisors and recognize that a finding of unacceptable behaviors at work will be dealt with through appropriate disciplinary procedures.

### **Training for Supervisors and Employees**

All supervisors, managers and employees are required to participate in abusive conduct prevention training as provided by Time Staffing. This training will be structured to provide guidance concerning:

- identifying factors that contribute to a respectful workplace;
- participants' responsibilities under this policy; and
- addressing incidents of abusive conduct.

### **Reporting Abusive Conduct**

All employees are responsible to help assure that this policy is followed. If you feel that you have experienced or witnessed bullying, abusive or violent behavior prohibited by this policy by a supervisor, manager, co-worker, vendor, customer or visitor at your work site or off premises, you are required to report the incident or situation as soon as possible to your supervisor or your Time Staffing local office manager. However, if for some reason you would prefer to speak to someone else, please contact Time Staffing's Human Resources Administrator at (731) 587-3161 (Human Resources, press 5). All supervisors and managers are responsible for promptly responding to, and reporting, any complaint or suspected acts of abusive conduct to their manager or Time Staffing's Human Resources Administrator. Therefore; employees should not feel obligated to report their complaints to their immediate supervisor first before bringing the matter to the attention of another supervisor or manager. Supervisors are also required to take reasonable steps, when necessary, to protect the complaining employee, including, but not limited to, separation of employees involved.

All complaints and reports of bullying, abusive and violent behavior prohibited by this policy will be investigated promptly, thoroughly, objectively, with sensitivity and due respect for all parties by Time Staffing's Human Resources Administrator or another management designee. An investigation may include separated interviews with the parties involved and interviews with other individuals who may have observed the complained of conduct or who may have other relevant information concerning it. All employees are expected to cooperate in any investigation of prohibited abusive conduct.

Except as may be necessary to successfully complete an investigation, the identities of the person(s) making the complaint, the person(s) complained of and any witnesses participating in investigation will be protected. Following the conclusion of its investigation, Time Staffing will communicate its finding to the parties involved. Otherwise, the findings and conclusions of the investigation will be treated as confidential to the extent practical for the operation of the business. If the investigation confirms that abusive conduct has occurred, Time Staffing will take immediate and appropriate corrective action, including counseling, training, or discipline, up to and including termination of the offending employee's employment.

While Time Staffing encourages all employees to raise any concern(s) under this policy, it also recognizes that intentional or malicious false allegations can have a serious effect on innocent people. Therefore; any employee who is found to have intentionally falsely accused another employee of conduct prohibited by this policy will also be subject to appropriate disciplinary action, up to and including termination of employment.

## No Retaliation

Time Staffing will continue to review the circumstances leading up to and surrounding a complaint of abusive behavior and may take additional preventative or corrective actions if necessary.

Time Staffing forbids retaliation against anyone for reporting bullying, abusive and violent behavior, assisting in making a complaint of abusive conduct or co-operating in an investigation of a complaint of abusive conduct. Retaliation is any act of reprisal, including shunning and use of the Company's disciplinary policies and procedures that is intended to interfere, restrain, penalize, discriminate, intimidate, or harass an individual or individuals for exercising their rights under this policy. If you feel that you have been retaliated against, notify the person conducting the investigation of the complaint immediately.

## Workplace Violence

Time Staffing endeavors to promote a safe environment for our associates that is free from violence, threats of violence, or other disruptive behavior.

In recognition that workplace violence is a growing nationwide problem which must be addressed by all employers, Time Staffing expressly prohibits the use of violence, threats of violence, intimidation, and other provocative behavior which involves or affects associates, or which occurs at Time Staffing offices or job locations. Such prohibited behavior includes oral or written statements, gestures, or expressions, which may communicate a direct or indirect threat of physical harm.

All associates are requested to assist in maintaining this policy by reporting all incidents of violence or any potential threat of violence. Do not ignore violent, threatening, intimidating or other provocative behavior. If you observe or experience such behavior by anyone at a Time Staffing office or a job location, whether he or she is a Time Staffing employee or not, report it immediately to your supervisor or your Time Staffing local office manager.

All reports of incidents will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and will be subject to disciplinary action up to and including termination of their employment. Offenders may also be reported to the appropriate law enforcement officials.

## Substance Abuse

Time Staffing explicitly prohibits:

1. An associate reporting to work while under the influence of alcohol or any drug that could adversely affect their job performance or that could jeopardize their safety or the safety of another associate or employee, the public or cause damage to the Company's or a client's property.
2. The use, possession, sale, or transfer of illegal drugs and alcohol or the improper use, possession, sale, or transfer of legal drugs on the Company's or a client's property.
3. The possession, sale, transfer or use of illegal drugs or the improper use possession, sale, or transfer of legal drugs or alcohol away from work and during non-working hours, or while performing company business.

Any employee who is currently taking a prescribed drug or medication should retain a copy of the prescription on his or her person as proof that he or she is not in violation of this policy.

Time Staffing may test for substance abuse in the following circumstances:

1. **Pre-Employment:** testing may be conducted prior to being placed on a job assignment.
2. **Randomly:** a random number of associates may be chosen for testing with or without prior notice or announcement.
3. **For-Cause:** in the event the Company believes that an associate is in violation of this policy he or she will be requested to submit to testing.
4. **Workers' Compensation:** all associates involved in a work-related accident will be requested to submit to testing immediately following the accident.

Refusal to submit a sample or the falsification of a sample for substance abuse testing will result in disqualification of the candidate for employment or the immediate termination of the associate's employment.

Time Staffing pays the cost of an associate's pre-employment substance abuse test. However, any associate who begins an assignment and voluntarily quits and/or resigns their employment before working a minimum of thirty (30) days may be charged the cost of the drug screen, in applicable States.

Any associate who is arrested for drunkenness or the possession, sale, or transfer of legal or illegal drugs, as prohibited by law, must report this to their Time Staffing representative within three (3) days after the occurrence.

## Social Media

Social media has many applications. It may be used for purely personal reasons, or it can be an invaluable business tool. This policy is intended to address our associates' use of social media for personal reasons.

Before you use/participate in social media, please consider that:

- You are personally responsible for your commentary. Defamation, infringement of intellectual property, antitrust violations, and disclosure of trade secrets are all legal risks that every employee needs to be aware of when posting content on social media sites. Additionally, not all social media mistakes have only legal consequences. Poorly drafted comments and unintentional disclosures can create ethical dilemmas and can embarrass a company, its employees and the employee making the disclosure.
- Social media postings are permanent and can go viral within a matter of days. Therefore, inappropriate or careless postings can create immediate and lasting damage for an employee or a business.

Time Staffing is interested in ensuring that its confidential information and reputation are protected from intentional or careless disclosure through the use of social media. Accordingly, we ask that our associates follow these rules when using social media:

1. **Do not imply that you represent Time Staffing or one of its Client Companies.** It is imperative that the person speaking of a company is the person that has been appointed to do so. Therefore, it is essential that you avoid posting comments or material that would lead

others to believe that you are an authorized spokesperson for Time Staffing or one of its clients.

2. **Copyright, trademarks and other intellectual property laws must be respected.** Associates should properly cite material in postings and provide links to original sources when possible. With a few exceptions, associates should obtain the express permission of the author, publisher, company or organization, before using their or its copyrighted materials or trademarks on social media.
3. **Confidential information must not be revealed.** It is the duty of every associate to protect Time Staffing's or its client companies' trade secrets, confidential and proprietary business information. Accordingly, associates should take precautions not to disclose this information through the use of social media. Such confidential information includes, but is not limited to, the following: customer names and customer referral lists; customer information and preferences; customer agreements and contracts; company financial and performance data; price lists, to the extent that they are not generally known to the public or competitors; marketing information, strategies and plans; and computer software, programs, processes and codes. Remember, even seemingly innocent postings and communications can disclose proprietary information.
4. **Show consideration for the privacy of others.** Associates should be mindful that disclosing personal information about others can be embarrassing and often dangerous. For instance, disclosing that a person or family is vacationing may unintentionally invite a home break-in. Associates are also reminded that they are prohibited from recording people and work-related discussions using a camera, cellular phone camera, voice recorder, or other recording device (audio or video) when they should be working, when such activity interferes, or may interfere, with the work of another associate or employee during the time that the associate or employee is or should be working, or in work areas that the public does not normally have access to, or in restrooms.
5. **You should be respectful of others.** Although an employee may not be speaking on behalf of a company, he or she may still be viewed as representative of the employees that work for that company. Therefore, you should avoid posting material that may be seen as threatening, offensive, demeaning, abusive or bullying to fellow associates and employees, or anyone associated or doing business with Time Staffing or its clients. Likewise, the use of sexually explicit, photographs, images, messages, or cartoons is strictly prohibited. Other such misuse includes, but is not limited to, material containing ethnic slurs, racial comments, off-color jokes, or anything that may be construed as prohibited harassment by Time Staffing or its clients. If you are a party to a conversation that becomes disrespectful, lewd, sexist or racist you should withdraw from it.
6. **Employees should promptly clarify any post or statement that appears to have been misinterpreted.** Even well-thought-out posts and statements can create confusion. It is strongly recommended that associates review sites after they have posted statements or comments and if they appear to have been misinterpreted or taken out of context by others, clarify them immediately.

Associates should notify their supervisor, or their Time Staffing local office manager upon learning of a violation of

this policy. Associates who violate this policy will be subject to disciplinary action, up to and including termination of their employment.

Associates are cautioned that they should have no expectation of privacy while using the Internet or social media. Your postings can be reviewed by anyone, including the management of Time Staffing or its clients while investigating a complaint.

#### **Use of Cameras, Camera Phones and Voice Recorders**

The use of a camera, cellular phone camera, voice recorder, or other recording or electronic imaging device to photograph, record and/or transmit any information that is treated as a trade secret or confidential business information by Time Staffing, or its clients is strictly prohibited.

To maintain individual privacy, encourage open communication, and further protect confidential information, associates are prohibited from recording people and work-related discussions using a camera, cellular phone camera, voice recorder, or other recording device (audio or video) when the associate should be working, or when such activity interferes, or may interfere, with the work of another associate or employee during the time that person is or should be working. Video recordings in work areas in which proprietary machinery or processes are utilized is also prohibited. Furthermore; associates are prohibited from using recording devices in ways that are prohibited by state or federal law.

Under no circumstances may camera or cellular phone be used in the workplace to store or transmit lewd, abusive, threatening, violent, demeaning or otherwise offensive photos, videos or audio recordings.

#### **Solicitation and/or Distribution of Non-Work-Related Literature**

To prevent disruption of business activities, to minimize distractions for all associates and employees and to preserve Time Staffing's and its client companies' security, solicitation and/or distribution of literature or information either in paper or electronic form is strictly prohibited in work areas and when an associate should be working or when such activity interferes with the work of another associate or employee during the time that associate, or employee should be working. Furthermore, use of Time Staffing's or its clients' information systems, including the internet, intranet, E-mail and messaging, to solicit or distribute literature or information unrelated to Time Staffing's or its clients' business and which interferes with sales, production, or the work of another employee is likewise strictly prohibited.

#### **Payroll**

Unless otherwise specified, you will be paid once each week for the previous week's work. Time Staffing's pay period starts on Monday and ends on Sunday. Your time slip must be turned in to the Time Staffing local office by noon on Monday. Some clients assist our employees by turning in the time for them. For each assignment, you will be informed of any special arrangements and how you will receive your paycheck.

### **Direct Deposit**

You may have Time Staffing deposit your paychecks directly into your checking/savings account. If you do not have a checking/savings account, a list of local banks and/or other companies with which you may open an account for direct deposit will be provided to you. Check with your local office for additional details.

### **Changes in Personnel Information**

It is the responsibility of every associate to promptly notify Time Staffing of any changes in their personal information. Personal mailing addresses, e-mail addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such information should be accurate and current at all times. If any personal information has changed, it is the associate's duty to notify their Time Staffing local office immediately.

For purpose of notifying an associate, Time Staffing will use the associate's last phone number(s), E-mail address or mailing address on file.

### **Rate of Pay**

Your rate of pay may vary with each assignment. You will always be informed of your pay rate before you start an assignment. Time Staffing considers your pay rate to be confidential and will not discuss it with anyone unless they have a need to know. We ask that you do the same.

### **Payroll Deductions**

There is no charge to our associates for our services. The only deductions from your pay are those required by federal and state laws.

### **Errors in Pay**

Time Staffing takes reasonable precautions to ensure that associates are paid correctly. However, if an error does occur or, you believe that you are being incorrectly paid, you are to immediately notify your Time Staffing local office manager. Time Staffing will make every attempt to adjust the error no later than your next pay period.

## **BENEFITS**

### **Insurance**

Time Staffing offers a group insurance benefits program. Please refer to the insert in the orientation packet for additional information regarding these benefits.

### **401(K) Program**

As an active associate, you will be eligible to participate in Time Staffing's 401(k) Retirement Plan. Enrollment is open at the first of each month. You must be twenty-one (21) years of age and work for Time Staffing for a minimum of ninety (90) days to be eligible for participation.

### **Deferrals: Up to the maximum percentage permitted for the plan year.**

Following the initial enrollment, a participant may revoke their salary deferral election at any time during the plan year. However, they may re-enter the plan as the first day of any month. Any increase or decrease in the amount of a participant's deferral may be made as of the first day of any month.

**Vesting: You are always 100% vested in your deferral account.**

### **Distributions - Distributions may be requested for:**

- Termination of Employment
- Death or Disability
- Financial Hardship: this distribution option is offered under certain financial hardship situations. The Summary Plan Description (SPD) will outline the restrictions in detail. Salary deferral contributions will be suspended for six (6) months after withdrawal.

### **Referral Bonus**

All eligible associates will receive a \$25 bonus check for individuals whom they refer, provided the following conditions are met:

1. The person(s) whom you refer to Time Staffing must enter your name on their application as the one who referred him/her to us.
2. The person(s) whom you refer must pass all hiring procedures, be placed on an assignment(s), and complete eighty (80) safe working hours as a Time Staffing associate.
3. You must be employed by Time Staffing before the person(s) whom you refer is employed by Time Staffing.
4. You must be currently working for Time Staffing when that associate reaches his/her eighty (80) safe working hours.

## **SAFETY**

Time Staffing and our client companies are vitally concerned with your health and safety and make a sincere effort to provide a safe work environment. Safety statistics tell us, however, unsafe acts, rather than unsafe conditions, cause 90% of all employee injuries.

The wise associate learns the hazards of his or her particular job and follows the necessary safe practices to reduce the chances of an accident. Every associate is expected to demonstrate a willingness to help fellow associates and respect their welfare by observing safe work practices.

You are responsible for familiarizing yourself with the safety and health conditions of your job site. If your job site appears to be unsafe, call the Time Staffing local office manager immediately.

### **Safety Rules**

For your safety and protection, Time Staffing has developed the following safety rules which comply with the Federal and state guidelines. Please read and become familiar with these rules:

1. Report an injury and/or unsafe condition to your onsite supervisor or Time Staffing's local office manager and immediately.
2. Horseplay and/or fighting is prohibited at all times.
3. The consumption of alcohol and/or drugs on the job is prohibited.
4. Do not move or treat an injured person unless you have current First Aid Training.
5. Appropriate clothing and/or footwear must be worn on

each assignment. Requirements may vary from assignment to assignment.

6. An approved hard hat must be worn in areas of falling objects.
7. You may be assigned safety equipment. This must be worn when required.
8. Learn safe work practice before you begin a task.
9. Never remove or by-pass safety devices.
10. Do not approach a co-worker operating machinery from their blind side.
11. Learn where fire extinguishers and first aid kits are located.
12. Always complete Haz-Com Training before you begin an assignment.
13. Learn where the Material Safety Data Sheet Display is located.
14. Maintain good housekeeping in work areas at all times.
15. You must wear a seat belt when driving and/or riding in a personal vehicle if you are on company business. Obey all traffic regulations.
16. Obey safety signs, tags and labels.
17. Do not take shortcuts. Perform your job in a safe and proper manner.
18. Never operate a forklift unless you are certified and have completed on-site training.

### **Right to Know**

State and federal laws give associates the right to know what chemicals they work with and the hazards, if any, associated with the use of those chemicals. You will be trained and informed of the hazardous material, if any, with which you will come in contact during your assignment at a particular site. If a Hearing Conservation Program is required of a client to whose facility you have been assigned, you will be trained in compliance with the requirements of that program.

### **Reporting an Accident or Injury**

If an accident or injury occurs to you while are on assignment, no matter how minor it may be, you **MUST** immediately report it to your on-site supervisor and the local Time Staffing office. Depending upon your needs, you will receive first aid treatment or be sent to a medical facility accompanied by a Time Staffing representative. Should you need additional treatment, you will be given the opportunity to select a doctor from a panel of physicians. We will strive to assist our associates in receiving the best medical attention available. Following an injury, you may be required to complete an On-the-Job Accident/Injury Report. A Time Staffing representative can assist you in completing the report. Failure to notify Time Staffing of a work-related accident or injury or to submit an On-the-Job Accident/Injury Report may result in your claim for Workers' Compensation being denied by Time Staffing's insurance provider.

### **Workers' Compensation Philosophy**

Time Staffing takes seriously its responsibility as an employer to provide a safe working environment for all of our associates and to deal promptly with legitimate claims for work related accidents and injuries. We want an injured associate to receive the best medical attention available. However, we also have extensive experience investigating fraudulent or malingering claims and will contest these types of claims with all of our available resources.

### **Leaves of Absence and Reporting Back to Work**

Time Staffing recognizes that there will be times when an associate, due to no fault of their own, will be unable to report to work. Normally, time missed from work due to illness, injury, or other reasons will be less than three (3) days and is covered under the Company's attendance policy. However, in event an employee's absence from work is expected to last more than three (3) days or involves repeated absences for continuing treatment of a serious health condition, or the employee's absence is necessary due to a death in the family or a military obligation, the employee may apply for one of the types of leaves of absence described in this Handbook.

If you require a leave of absence, you should make a request for the leave, as far in advance as possible, by signing a leave of absence request form provided by your local Time Staffing office. The request should set forth the reasons for the leave and the date you expect to return to work. You may be requested to provide certification that the leave is required and that you intend to return to work after the expiration of the leave of absence. Failure to provide certification, if requested, could result in denial or revocation of the leave of absence and/or discipline up to and including discharge.

Any associate who misrepresents the reason(s) for requesting a leave of absence or who otherwise fraudulently obtains a leave of absence will be subject to discharge. Furthermore, any associate who obtains employment, works at another job, or engages in any activity while on an approved leave of absence that is inconsistent with the associate's stated reason to be absent from work will be subject to discharge.

When an associate is available to return to work either at the expiration of the leave of absence or before, the associate must notify their local Time Staffing office of their intent to return to work and if before the expiration of his scheduled leave of absence, the date he or she is available to report to work. The associate may be requested to provide, upon returning to work, a medical certificate releasing the associate to work with or without restrictions.

In the event an associate will be unable to report to work with or without medical restrictions on the date his or her leave of absence expires, the associate must request an additional leave of absence on or before the leave's scheduled expiration date. Failure to report for work on the work day following the expiration of a leave of absence or failure to request an additional leave of absence on or before the expiration date of the leave of absence will subject the associate to discharge, even if the associate continues to be under a doctor's or medical facility's care. Therefore, in order to avoid confusion, it is the duty of every associate on a leave of absence to keep Time Staffing informed, from time to time, regarding their availability to return to work.

### **Family and Medical Leave**

Time Staffing's Family and Medical Leave Policy allows eligible associates to take up to twelve (12) weeks of unpaid leave per year. An eligible associate may be granted an unpaid Family Medical and Leave provided:

1. The associate becomes unable to work because of a serious health condition resulting from an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a health care provider;
2. The associate must be absent from work in order to care for a sick spouse, son, daughter or parent who is unable

- to participate in school or his or her regular activities because of a serious health condition;
3. The associate's absence is required because of the birth of a child, the care of such newly born child, or the placement of a child with the associate for adoption or foster care;
  4. The associate requires leave because of a qualifying exigency or pressing necessity arising out of his or her current tour of active duty in the armed forces or because the associate has been notified of an impending call of duty in support of a contingency military operation;
  5. The associate's spouse, son, daughter or parent is on active duty in the armed forces or has been notified of an impending call or order to active duty in the armed forces; or
  6. The associate is a spouse, son, daughter, parent or nearest blood relative caring for a recovering armed forces service member who has suffered an injury or illness while on active duty that may render the service member unable to perform the duties of his or her office, grade, rank or rating.

To be eligible for Family and Medical Leave an associate must have been employed for at least twelve (12) months and have worked at least 1,250 hours during the twelve (12) months immediately preceding the date the leave of absence is to begin. Additionally, the associate must request the leave at least thirty (30) days in advance (or as soon as possible in cases of emergencies) by completing and signing a Request for Family or Medical Leave form provided by their local Time Staffing office. Associates may also be requested to furnish medical certification supporting the request for the leave of absence and provide an estimated length of time that the need for the leave of absence will continue. Time Staffing may also require the associate to furnish additional medical certificates if the need for the leave of absence continues for any length of time.

Time Staffing may grant Family and Medical Leave up to a period of time not to exceed twelve (12) weeks in any calendar year. In the event the associate is requesting leave to care for a recovering armed forces service member, the Company may grant Family and Medical Leave up to a period of time not to exceed twenty-six (26) weeks in a single twelve (12) month period.

Except in cases of childbirth and placement of a child, when necessary, the leave may be taken intermittently on an incremental basis or may be used to reduce the employee's work schedule.

During the period of the leave of absence, Time Staffing will continue to pay its employer's required contribution, if applicable, for the associate's health care benefits, provided the associate gives reasonable assurances that they will return to work after expiration of his or her leave of absence.

Upon proper notice and the associate's return to work, the associate will be returned to his or her regular job duties or to an equivalent position with equivalent pay and benefits unless business necessity makes it unfeasible to do so.

**If you need to be absent or away from work and feel that you may qualify for Family and Medical Leave, it is important that you contact your local Time Staffing office manager or the**

**Company's EEOC Compliance Officer at (731) 587-3161 to discuss your needs and to obtain the appropriate documents needed to request and verify your eligibility for a leave of absence. Calling in to report your absence from work is not sufficient to notify the Company of your need for Family and Medical Leave.**

If you cannot qualify for Family and Medical Leave, you may be eligible for a Personal Leave as described below.

#### **Personal Leave**

An associate may be granted an unpaid personal leave of absence at the discretion of Time Staffing if the associate is unable to qualify for Family and Medical Leave, is unable to return to work after the expiration of an approved Family and Medical Leave, or for other compelling reasons. A personal leave may be granted for no more than ten (10) consecutive workdays in any calendar year. The Company may, in case of an emergency or other compelling circumstance, extend the leave of absence or grant additional leave.

All requests for a Personal Leave must be submitted and approved by **your local Time Staffing office manager** at least thirty (30) days in advance (or as soon as possible in cases of emergencies).

#### **Jury Duty**

Any associate receiving a summons to report for jury duty will be granted a leave of absence for the period of time necessary for the associate to complete their civil duty.

Any associate receiving a summons should immediately present it to their Time Staffing representative. Thereafter, the employee shall be excused from working for the day or days required while serving jury duty and compensated in accordance with state law.

#### **Conclusion**

This Orientation Handbook is designed to acquaint you with our Company and to provide you with a reference which we hope will answer most of your questions regarding your employment with Time Staffing. It is not intended to be a contract of employment. **Your employment relationship with the Company is at-will. This means that the employment relationship between you and Time Staffing is not for a definite duration of time and can be terminated by either by you or Time Staffing at any time and for any lawful reason whatsoever with or without prior warning.**

This Handbook is intended to be only a summary description of the policies and practices the Time Staffing currently has in place. These may change periodically as we strive to improve the way that we conduct business. Therefore, it is important for you to stay informed by staying in touch with your local Time Staffing office. Additionally, the law regulating the work environment changes from time to time. If a policy or practice stated in this Handbook appears to be inconsistent with either federal or state law, that policy or practice nevertheless will be applied in conformity with current law despite the policy's actual wording or Time Staffing's past practice.

Violation of any policy set forth in this Orientation Handbook governing associate conduct and safety, or an associate's inattention or neglect of his or her job duties, or negligence in performing his or her job duties will result in discipline up to

and including termination of employment with or without prior warning.

**Notice of Revision:** The policies, procedures, practices and benefits described herein supersede all written and/or unwritten handbooks, manuals, statements or memos which have been previously issued on subjects covered by this Handbook.

**Receipt of Employee Handbook**

I, the undersigned, hereby acknowledge receipt of the Time Staffing's Orientation Handbook. I understand that it is my responsibility to read and familiarize myself with the Handbook's contents.

I understand and agree that the Orientation Handbook, my application for employment or any other document used by Time Staffing unless expressly identified as such, are not to be interpreted as being a contract of employment. Furthermore, that the terms of employment are indefinite and can be terminated at any time, without notice, by either myself or Time Staffing, for any reason legal whatsoever, including failure to follow Time Staffing's policies and without resorting to the disciplinary procedure as contained elsewhere in the Employee Handbook.

Signature of Employee: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_