

# **EMPLOYEE HANDBOOK**

## WELCOME!

We are very happy to welcome. Thank you for joining us. We want you to feel that our association will be mutually beneficial and pleasant.

Your Employer is responsible for activities that are normally associated with an employer with significant administrative duties, including payment of wages, withholding of taxes, supplying workers' compensation coverage, and providing employee benefits and other human resources programs.

The person at your Worksite who is assigned the task of directing you in your work will be referred to as the "Manager" in this Handbook.

No one will be denied opportunities or benefits on the basis of color, disability, gender, national origin, race, religion, age, genetic information or other legally protected status.

Please do not hesitate to ask questions. Your Employer or your Manager will gladly answer them. We ask that you read this Employee Handbook carefully, and refer to it whenever questions arise. We also suggest that you take it home so you can become familiar with these policies.

## YOUR HANDBOOK

This Handbook and any supplemental attachments, if applicable, provide answers to most of the questions you may have about Your Employer's benefit programs and procedures. If anything is unclear, please discuss the matter with your Manager. You are responsible for reading and understanding this Employee Handbook. Your performance evaluations will reflect your adherence to these policies as well as your general job performance.

This Handbook, and its provisions, does not constitute an employment contract or a contractual commitment of continued employment. None of the provisions of this Handbook, including the Disciplinary Policy, constitute a promise of how you must be treated. Rather, the policies are guidelines. Our goal is to treat you fairly and work with you to have you as a productive member of our team.

From time to time, the information included in this Employee Handbook may change. Efforts will be made to keep you informed through suitable lines of communications, including postings at your Worksite location or notices sent directly to you. The programs and procedures described in this Handbook may be changed without notice or your consent.

## AT-WILL EMPLOYMENT

Employment with Your Employer is "at-will", which means that you, your Employer, can terminate your employment for any reason, with or without cause, and with or without notice, at any time. There is no contract of employment, either express or implied, other than "at-will". No circumstances arising out of your employment will alter the "at-will" employment relationship unless expressed in writing and signed by an officer of Your Employer.

## **EQUAL EMPLOYMENT OPPORTUNITY**

It is our policy to provide equal opportunity in employment, development, and advancement for all qualified persons without regard to color, disability, gender, national origin, race, religion, age, genetic information or other legally protected status.

This policy applies to all areas of employment, including recruitment, hiring, training, and development, promotion, transfer, termination, layoff, compensation, benefits, social and recreational programs, and all other conditions and privileges of employment, in accordance with applicable federal, state, and local laws.

Management is primarily responsible for seeing that equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that, by their personal actions, the policies are effective and apply uniformly to everyone. Any employees, including Managers, determined to be involved in discriminatory practices are subject to disciplinary action and may be terminated.

If you perceive any discriminatory actions or practices, please report them in accordance with the Open Door Policy in this Handbook.

## **ANTI-HARASSMENT POLICY**

We strive to maintain a work environment that is free of discrimination, intimidation, hostility, or other offenses that might interfere with work performance. In keeping with this desire, any unlawful harassment of employees by anyone, including any Manager, co-worker, vendor, client, or customer will not be tolerated.

## **SEXUAL HARASSMENT**

Harassment is not limited to conduct that is sexual in nature. However, sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on gender constitute sexual harassment when:

Submission to the conduct is an explicit or implicit term or condition of employment; Submission to or rejection of the conduct is used as the basis for an employment decision; or

The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding", or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, including material electronically communicated or transmitted, and physical contact such as patting, pinching, or brushing against another's body. Sexually harassing conduct may also include any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of his or her position or creates an intimidating, hostile, or offensive working environment, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. Harassment can take

many forms, including, but not limited to: words, signs, jokes, pranks, intimidation, physical contact or violence.

All employees, and particularly Managers, have a responsibility for keeping the work environment free of harassment. The individual who makes unwelcome advances, threatens, or in any way harasses another employee may be personally financially liable for such actions and their consequences. Neither Your Employer nor your Employer is required to provide legal or financial assistance, nor assistance of any kind to an individual accused of harassment, if a legal complaint is filed.

If you feel that you have experienced or witnessed unlawful discrimination or harassment, you are to notify your Manager immediately and report it to Your Employer's Human Resources Department. Your Employer will attempt to help to facilitate a resolution however; the final decision rests with Your Employer.

Although we encourage you to use the channels that are available through Your Employer, you also have the right to contact your state fair employment agency or your local Equal" Employment Opportunity Commission (EEOC) office.

All reports will be promptly investigated with due regard for the privacy of everyone involved and, if warranted, appropriate remedial action will be taken. Your Employer and your Employer forbid retaliation against anyone for reporting suspected unlawful discrimination or harassment, assisting in making a discrimination or harassment complaint, or cooperating in a discrimination or harassment investigation. To the fullest extent practicable, Your Employer will keep complaints and the terms of their resolution confidential.

Any employee found to have unlawfully discriminated against, or harassed a fellow employee or subordinate will be subject to severe disciplinary action and may be terminated.

Given the nature of this type of discrimination, we recognize that false accusations of sexual harassment can be made which would seriously injure the reputation of an innocent person. By the same token, any employee who has been found to have made a deliberately false complaint will be subject to disciplinary action up to and including termination if warranted under the circumstances. We trust that all employees will continue to act responsibly to establish a pleasant working environment free from harassment.

#### AMERICANS WITH DISABILITIES ACT

Your Employer will comply with the relevant and applicable employment provisions of the Americans with Disabilities Act (ADA) and applicable state and local laws. We will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

If you think you will need a reasonable accommodation in order to perform essential job functions, you should inform your Employer that you need an accommodation. Employers are required to provide reasonable accommodation only for the physical or mental limitations of a qualified individual with a disability of which they are aware. It is your responsibility to inform your Employer that an accommodation is needed. Report any perceived ADA problems or concerns in accordance with the Open Door Policy in this Handbook.

#### OPEN DOOR

Whenever you have a problem or complaint, we expect you to speak up and communicate directly with your Employer. First, talk to your immediate Manager. Your Manager is most familiar with you and your job and is, therefore, in the best position to assist you. If, however, you are not comfortable talking with your Manager about your concerns, you may contact Your Employer directly. Your Employer will attempt to facilitate a resolution.

If you find you have a work-related problem or concern, you are encouraged to talk it over with your Manager, another member of management, or Your Employer representative. Even if it seems minor to you, we want you to voice your concern in hopes that it can be resolved before escalating further.

#### SUPERVISION

Your Manager wants to help you perform well on your job and will try to answer any questions you may have. Your Manager is able to give you advice about your work and is willing to discuss with you any conditions or situations that may influence your job performance. Questions regarding wages, paychecks, compensation, worksite policies, performance, and discipline should be directed to such Manager.

#### YOUR PERSONNEL FILE

Keeping your personnel file up-to-date can be important with regard to pay, deductions, benefits, and other matters. If you have a change in any of the following items, please be sure to notify your Manager and Your Employer as soon as possible:

- Change of beneficiary for insurance and retirement plans
- Driving record or status of driver's license (if you operate any Employer vehicles)
- Emergency telephone number or contact
- Exemptions on your W-4 tax form
- Home Address (this may affect receiving your W-2)
- Home telephone number
- Legal name
- Marital status
- Number of dependents

#### ACCESS TO YOUR PERSONNEL FILE

Your Employer understand that there may be times when you want to review the contents of your Personnel File. We respect your right of confidentiality regarding all records in your Personnel File and

will always employ operating procedures designed to ensure that these records are maintained accordingly.

The policy for access to your file is as follows:

Current Employee - Upon request and with a 24-hour advanced notice, you may review the contents of your worksite Personnel File with a member of management present. Access to your Employer file also requires 24-hour advance notice with an authorized firm representative present. You may photocopy any documents in your file that contains your signature.

Former Employee - Former employees are not allowed access to their files unless required by state law, court order, or subpoena.

#### **VERIFICATION OF EMPLOYMENT**

For some purposes, especially where a third party is seeking employment or payroll verification from you, you may send the request to Your Employer the request must be made in writing on the letterhead of the company making the request and must be accompanied by your signed authorization to release information.

#### **PAY AND BENEFITS**

The goal of every employer is to provide good jobs with wages that are competitive in the local market and to attract and retain good employees, who in turn are willing to apply their skills and effort to their job. You should recognize that you have a personal responsibility for upholding and furthering your Employer's reputation for quality and service. In return, the Employer intends to provide benefits that enhance your job and work experience.

#### **WORKING CONDITIONS**

Your Employer will provide you with a safe, clean and well-equipped place to work. Your Employer is always looking for possible improvements and welcomes your suggestions.

#### **METHODS OF COMMUNICATION**

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies, and general information, you also need to communicate your ideas, suggestions, personal goals, or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all methods of communication, including this Handbook, discussions with your Manager, memoranda, staff meetings, newsletters, training sessions, and bulletin boards.

Bulletins and bulletin boards, including electronic bulletin boards, are official ways of keeping everyone informed about new policies, changes in procedures, and special events. Information of general interest is posted regularly on the bulletin board(s). Please form the habit of reading the bulletin board(s)

regularly so that you will be familiar with the information posted on it. Because this is a management bulletin board, only authorized management personnel are permitted to post, remove, or alter any notice on the bulletin board(s).

You may receive other information booklets, such as your insurance booklets, from time to time. These booklets are yours to keep and take home so that your family may know more about your job and your benefits. In addition, you may receive letters from your Employer, there is no regular schedule for distribution of this information.

#### **EMPLOYEE STATUS**

It is the intent of management to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and management.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under specific provisions of federal and state laws. In addition to the above categories, each employee will belong to one other employment category:

**REGULAR FULL-TIME** employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the organization's full-time schedule. Generally, they are eligible to participate in the Employer's benefit package, subject to the terms, conditions and limitations of each benefit program.

**PART-TIME** employees are those who are not assigned to a temporary or introductory status and who are scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits, such as Workers' Compensation, they are ineligible for all of the Employer's other benefit programs.

**INTRODUCTORY** employees are those whose performance is being evaluated during an Introductory Period of up to ninety (90) days to determine whether further employment in a specific position or with the organization is appropriate.

**TEMPORARY** employees are those who are hired as interim replacements to temporarily supplement the work force or to assist in a completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits, such as Workers' Compensation, they are ineligible for all of the Employers other benefit programs.

#### **PAY PRACTICES**

## **PAY DAY**

Your Employer will determine the day of the week in which you receive your paycheck. Your Manager will advise you concerning your pay schedule. If payday falls on a holiday, every effort will be made to provide your check on the day after the holiday.

## **PAYCHECK**

You should examine your paycheck carefully when you receive it. If you have any questions, see your Manager immediately. Errors are possible, and if they occur, we want to correct them promptly.

For your protection, your Employer will not release your paycheck to anyone but you. However, you may designate another person to obtain your paycheck by completing a release authorization form. Your designee will need to provide picture identification prior to the release of your check.

## **OVERTIME**

Occasionally, schedules will make it necessary to work overtime. When feasible, you will receive notice of scheduled overtime in advance. In the event overtime is required, normal rules and conditions of employment will apply.

Hours worked in excess of forty (40) in a workweek will be paid at one- and one-half times the regular rate for non exempt, non salaried employees.

Hours paid but not worked will not be counted toward overtime pay (i.e., vacations, holidays, sick hours, PTO).

## **MANDATORY DEDUCTIONS FROM YOUR PAYCHECK**

Your Employer is required by law to make certain deductions from your paycheck. Among these are your federal, state, and local income taxes, if any as well as your contribution to Social Security and Medicare. These deductions will be itemized on your check stub. Other possible payroll deductions could include savings plan contributions, insurance coverage payment, U.S. Savings Bonds, United Way, etc. The W 2 Form you receive each year will reflect the dollar amounts that were deducted for these purposes.

The amount of these deductions will typically depend on your earnings and on the information, you furnish on your Federal W-4 Form regarding the number of dependents or exemptions you claim. Any change in name, address, marital status, or number of exemptions must be reported to your Manager and Your Employer immediately to assure proper credit for tax purposes.

Any other mandatory deductions to be taken from your paycheck, such as court ordered attachments (i.e., garnishments, child support), will be explained whenever your Employer is ordered to make such deductions.

## **ERROR IN PAY**

If you believe an error has been made in your paycheck, tell your Manager immediately. He or she will research the problem and report any necessary corrections to Your Employer. Generally, Your Employer will make needed corrections to your pay for the next payroll period.

#### TIME CARDS /RECORDS

By law, your Employer is obligated to keep accurate records of time worked by employees in "non-exempt" positions. Either time clock cards, or other written, or electronic documentation can provide these records. This documentation is the way the number of hours you have worked is determined. It should indicate when you arrived at work and when you departed. You are to record time off for unpaid meal breaks and for absences. All employees are required to keep their Manager advised of their activities and of their departures from and returns to the premises during the workday.

You are responsible for your time records. Remember to record your time. If you make an error on your card or forget to punch in, your Manager must make the correction and you and your Manager must initial the correction.

No one may record hours worked on another employee's time document. Tampering with another employee's time document is cause for disciplinary action, including termination of employment, of both employees. Do not alter another employee's time document or influence anyone else to alter your time document or sheet for you, as this could cause your termination and that of the other employee.

#### WAGE CONFIDENTIALITY

All employees are to be equitably compensated with reference to the level of skill, effort, responsibility and training required for a particular job.

Your Employer believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in the area and in this industry. If employees have concerns about work conditions or compensation, they are encouraged to voice these concerns openly and directly to their managers.

#### PAYCHECK DISTRIBUTION

If you have chosen to have your pay directly deposited into your account, a paycheck statement, rather than an actual check, will be given to you. Please open your paycheck statement and review it for accuracy and for occasional notices that may be included with your paycheck.

#### EMPLOYEE BENEFITS

##### FAMILY AND MEDICAL LEAVE ACT (FMLA)

What is it? The Family and Medical Leave Act is a federal law which entitles an eligible employee to take up to twelve (12) weeks of unpaid, job-protected leave for certain family, military and medically related absences and up to twenty-six (26) weeks of leave to care for an injured or ill servicemember. With limited exceptions, an eligible employee generally is entitled to be restored to his or her original

position, or a position that is equivalent in terms of compensation, benefits and other terms and conditions of employment, after the leave has ended. The FMLA does not supersede any state or local law or collective bargaining agreement that may provide increased protection or greater benefits. All references to "the Company" in this policy are to your Employer and you should look to your Employer for information about your rights and responsibilities under the FMLA, unless your Employer has designated another entity or organization to act on its behalf with respect to a specific issue or question.

**Only Applies to Employers.** Only private employers who employ 50 or more employees for each working day during each of 20 or more calendar weeks in the current or preceding calendar year are covered employers under the FMLA. Pursuant to regulations issued by the U.S. Department of Labor, Your Employer is not an employer for purposes of the FMLA because it performs administrative employer functions such as payroll processing, benefits administration, regulatory compliance, and promulgating generic policies without sharing or co-determining wages, working conditions, or other worksite specific terms and conditions of employment that are determined by your Employer. Therefore, unless your Employer alone meets the requirements to be deemed a covered employer under the FMLA (i.e., 50 or more employees)- and you will be informed if it does-- you will not be entitled to the rights and protections of the FMLA merely because of your receipt of this Handbook.

**General Eligibility Requirements.** Under the FMLA, an eligible employee is one who has been employed by the Company for at least twelve (12) months and has worked at least 1,250 hours in the 12-month period directly preceding the first day of requested leave. In addition, the employee must be employed by an employer who employs 50 or more employees within 75 miles of the worksite where the employee who has requested leave works. In addition, an employee on leave due to a workers' compensation injury will have the leave designated as FMLA leave without a specific request from the employee if the injury meets FMLA criteria. The FMLA makes it unlawful for an employer to interfere with, restrain, or deny the exercise of any right provided under the FMLA. In addition, the law prohibits discharge or discrimination against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to enforcement of the FMLA.

**Basic FMLA Leave.** All employees who meet the time-of-service and other requirements are eligible for FMLA leave for the following reasons:

- birth and care of a newborn child;
- placement of a child with the employee for adoption or foster care;
- to care for a spouse, child, or parent with a serious health condition;
- due to a serious health condition that renders the employee incapable of performing the functions of the job;
- Because of any qualifying exigency (as described below) arising out of the fact that the employee's spouse, son, daughter or parent is on active duty or has been notified of an impending call or order to active duty in the regular or reserve Armed Forces.

The Company uses a "rolling" 12-month period upon which FMLA leave eligibility is based. Under this method, each time FMLA leave is requested, the available leave entitlement is the balance of the 12

weeks that has not been used during the immediately preceding 12 months. If spouses are employed, FMLA leave is limited to a combined twelve (12) weeks total for both, if the leave is for the birth or care of a newborn child or the placement of a child for adoption or foster care. The Company will not grant leave for childbirth, adoption or placement after twelve (12) months have passed from the date of birth, adoption or placement.

**Serious Health Condition.** In general, a serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care (e.g., an overnight stay in a hospital) and related treatment OR incapacity (defined as an inability to work, attend school, or perform regular daily activities) for three consecutive full calendar days and continuing treatment by a health care provider (at least two visits within 30 days of the first day of incapacity or one visit and a regimen of prescribed treatment). The first visit to the health care provider in either case for continuing treatment must be within seven (7) days of the first day of incapacity. The definition of serious health condition also includes any incapacity due to pregnancy or prenatal care, a chronic serious health condition (e.g., asthma, epilepsy, diabetes), a long-term condition (e.g., Alzheimer's or terminal stages of disease), or a condition that requires multiple treatments (e.g., chemotherapy or radiation for cancer, physical therapy for severe arthritis, or kidney dialysis). Ordinarily, unless complications arise, ailments such as the common cold or flu, upset stomach, headaches, or routine dental problems do not qualify as serious health conditions.

**Qualifying Exigency.** FMLA leave may be used for any of the following in the situation involving an employee's spouse, son, daughter or parent who is on active duty or who is called to active duty status in the regular or reserve Armed Forces: for situations involving short-term deployment; for attending military events or activities; for making childcare and school arrangements; for addressing financial and legal arrangements; for periods of rest and recuperation; to attend counseling provided by someone other than a healthcare provider; for attending post-deployment briefings or events; and for other activities arising out of active duty service or call to active duty that are agreed upon by the employee and the employer. The Company has the right to obtain documentation to support qualifying exigency FMLA leave and may provide forms for the employee to complete and return.

**Servicemember Family Leave.** In addition, an eligible employee is entitled to take up to 26 workweeks of leave during a rolling 12-month period measured backward from the date an employee uses this leave to care for a spouse, son, daughter, parent, or next of kin (i.e., nearest blood relative) who is a current member (including a member of the National Guard or Reserves) or a veteran of the Armed Forces, and who has been rendered medically unfit to perform his or her duties due to a serious injury or illness incurred in the line of duty while on active duty, or within the 5 years preceding treatment in the case of a veteran, and is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list. However, during the 12-month period, such 26 workweeks is the maximum amount of leave for any qualifying reason that an employee can take, whether due to care for an eligible servicemember or for any other reason authorized by the FMLA. In addition, if a husband and wife both work for the employer, the aggregate number of

workweeks available is 26 workweeks total for both spouses. In all other respects, servicemember family leave shall be provided and regulated under the rules applicable to other forms of FMLA leave.

**Notice and Documentation Requirements.** An employee requesting leave should submit a written request to their supervisor or a designated Company official. The completed request must state the reason for the leave, duration of the leave, starting and return to work dates. Employees expecting a birth, adoption or placement of a child, or a planned medical treatment must submit the request for leave at least thirty (30) days before the leave is to begin. If leave is requested to begin less than thirty (30) days from the employee's request, the employee must give notice as soon as the need for leave arises. If the need for leave is unforeseen, an employee generally must provide the request as soon as practicable. A request for FMLA leave must be based on a Medical Certification form or other documentation which will be given to you in blank for you to complete and return, ordinarily within fifteen (15) days. Failure to timely request leave or submit the applicable Medical Certification or other documentation may result in denial of the leave until such time as a proper request or supporting documentation is supplied. If a Medical Certification or other supporting documentation is required and is not provided, the leave may not be considered FMLA qualified and may result in the loss of protection provided for the absence. When an employee requests leave, the Company will inform the employee whether he or she is eligible for the leave requested under the FMLA. If the employee is eligible, he or she will be given notice of any additional requirements that may apply and may be provided with additional forms to complete and return. If the employee is not eligible for the leave sought, he or she will be given a written notice stating the reason for ineligibility. If the FMLA leave is approved, the employee is expected to keep in contact with the Company during the leave, to comply with the Company's regular call-in procedures for absent employees (unless excused), and to answer inquiries from any designated Company spokesperson with regard to the employee's status and intended return date. Likewise, if there is a change in the employee's status, the employee must bring the change to the prompt attention of the Company.

**Intermittent or Reduced Schedule Leave.** In some cases, FMLA leave may be taken on an intermittent basis (i.e., less than a full day) if medically necessary (or deemed necessary by military authorities in the case of qualifying exigency leave) or the employee's work schedule may be reduced or restructured to accommodate the situation. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company's operations. Except for extraordinary cases, which require specific Company approval, intermittent leave will not be available for leave requests involving childbirth, adoption or placement. With approval and dependent on availability, an employee may be transferred temporarily to another position in the Company for which the employee is qualified to better accommodate recurring periods of leave. Seniority and employment benefits do not accumulate during an FMLA leave, but any such benefits that have accumulated before the leave is taken will not be lost.

**Pay and Benefits.** Leave taken under the FMLA is unpaid. However, unless the employee voluntarily chooses to do so (which is his or her right under the FMLA), the Company will require the employee to substitute any accumulated but unused vacation, sick or personal leave in conjunction with any FMLA

leave, as determined by the Company's already-existing paid leave policies. The Company is not required to provide paid FMLA leave in any situation in which it would not ordinarily provide paid leave outside the FMLA context. During FMLA leave, an employee's insurance coverage under any "group health plan" will remain in force under the same conditions as if the employee had continued working. However, the employee must continue to make any contributions that he or she made to the plan while working (such contributions will be deducted as usual if the leave is paid leave). Failure by the employee to timely pay his or her share of the premium may result in loss of coverage. Moreover, if an employee does not return to work after leave and the Company had paid any portion of the insurance in the employee's absence, the employee must reimburse the Company for the portion it paid on the employee's behalf. This does not apply if the employee does not return from leave due to a serious health condition or circumstances beyond the employee's control. Health insurance benefits will not be maintained after the twelve (12) week FMLA period expires if the employee does not return to work; however, the employee will be entitled to his or her applicable rights under COBRA.

**Restoration and Return to Work.** Most employees are entitled after FMLA leave to be restored to their original job or an equivalent position, generally with the same pay and benefits as when the employee went on leave. In addition, the use of FMLA leave cannot result in the loss of any employment benefit that was available to the employee prior to the start of the leave. You will be given written notice if you fall into the limited class of employees who can be denied restoration under certain circumstances (i.e., highly compensated salaried employees whose restoration would cause the employer substantial and grievous economic injury). Following any medical leave involving the employee, a fitness to return to work will be required from the treating health care provider before the employee will be allowed to return to work. If an employee fails to return to work on the day noted on the leave request (or on such date subsequently agreed for return), it will be considered a voluntary resignation by the employee. A leave request may be investigated at the discretion of the Company and any deliberate falsification of an FMLA leave request, Medical Certification, or other documentation may result in disciplinary action, up to and including termination.

**Enforcement & More Information.** If you have any questions about your rights or responsibilities under the FMLA, ask your supervisor or other designated Company official for assistance. An employee who believes his or her rights have been violated may file a complaint with the U.S. Department of Labor or bring a private lawsuit. General information on the FMLA also is available on the website of the U.S. Department of Labor at [www.dol.gov](http://www.dol.gov).

#### **FLORIDA DOMESTIC VIOLENCE LEAVE**

Florida law provides that an eligible employee may take up to 3 days of unpaid leave (in a 12-month period) from work to participate in certain activities resulting from an act of domestic violence. Please check with your Manager or Your Employer regarding this law if you have

any questions. To be eligible for Domestic Violence Leave, you must meet the circumstances specified below:

1. Employees may be eligible if they have been actively employed by their Employer for at least 3 months.
2. Under the circumstances set forth below, each eligible employee will have up to a total of 3 days unpaid leave during a 12-month period (unless available Paid Time Off applies). Whether leave is paid or unpaid has been left to the discretion of your Employer.
3. Domestic violence leave will be granted for the following activities if the employee, or a family or household member is a victim of domestic violence:
  - Seeking a protective or injunctive order for protection
  - Obtaining medical care or mental health counseling
  - Obtaining services from a victim-services organization
  - Making the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator
  - Seeking legal assistance in relation to the act of domestic violence or to attend and prepare for court related proceedings arising from the act of domestic violence
4. Employees are required to provide "appropriate advance notice" of the need for Domestic Violence Leave, unless prevented from doing so because of imminent danger to the health or safety of the employee or a family member.

For purposes of the policy, a family or household member means...spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

5. The Company may, at their option, require employees taking domestic violence leave to exhaust all vacation, sick, or personal leave.
6. The Company is permitted to request documentation from the employee substantiating the need for leave.
7. Information regarding leave taken for domestic violence will be maintained as confidential by the employer.
8. The law prohibits retaliation against an employee for using or attempting to use domestic violence leave for its intended purpose.

Should you require an extended leave beyond the 3 days described in this policy, please refer to your Employer for further information regarding Leave of Absence policies. Your Employer may provide paid or unpaid Leaves of Absence to employees.

#### **MILITARY LEAVE**

Employees who serve in U. S. military organizations or state national guards may take the necessary time off to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. Non-exempt employees have the option of taking the leave without pay or applying any Available Paid Time Off to the leave. Military leave for exempt employees will be paid (although their

salary may be offset by any military pay received) unless the leave is for a full week or more; if the leave is unpaid, exempt employees will have the option of applying any Available Paid Time Off.

#### JURY DUTY POLICY

It is your civic duty to report for jury duty whenever called. If you are called for jury duty, we will permit you to take the necessary time off, as required by law. Unless otherwise stated in the addendum or required by state or local law, employees in non-exempt positions may use Available Paid Time Off, otherwise the leave for jury duty will be without pay. Exempt employees will be paid their regular salary in accordance with the requirements of law during jury duty (although their salary may be offset by any jury duty fees received).

#### GROUP INSURANCE

Please check with your Manager for any benefits that may be available to you.

#### PTO/SICK TIME/ VACATIONS

Please check with your Manager regarding Paid Time Off.

#### COMPANY HOLIDAYS

Please see your Manager for a list of these holidays. (See Exhibit *Company Holidays*)

#### BEREAVEMENT

Employer may provide paid or unpaid Bereavement Leave to employees. Please see your Manager to determine if your Employer provides this benefit.

#### WORK PERFORMANCE AND JOB CHANGES YOUR RESPONSIBILITIES

You are vitally important to the operation of your Employer. Consequently, in return for pay and other benefits you are asked to:

- Exercise safe work practices.
- Make the fullest use of your skills.
- Make the most of your time, materials and efforts.
- Always be on the job promptly and regularly.
- Make sure that your day's work meets work standards to the very best of your ability.
- Exercise care in maintaining and improving the quality of your work.

#### INTRODUCTORY PERIOD

If you are a newly hired employee, you will be subject to an introductory period of up to 90 days. This time is designed to allow you to determine whether you are satisfied with your job and with your Employer and to allow them to periodically evaluate how well you are performing on the job. Your status as an at-will employee does not change upon successful completion of the Introductory Period.

#### PERFORMANCE REVIEWS

Performance reviews are an important part of communication between your Employer and yourself. Employer has their own scheduled time for performance reviews. Questions regarding this schedule should be addressed with your Manager directly.

## COMPANY POLICIES AND RULES

### ATTENDANCE

Your attendance on the job is essential to your Employer's business. We understand that illness or personal problems can affect your attendance on occasion. Therefore, it is important you understand and comply with your Employer's attendance policy.

### LEAVING WORK EARLY

You are required to work your entire schedule. If it is necessary for you to leave before the end of your shift, you must notify your Manager and receive permission before leaving your Employer's premises.

### REPORTING ABSENCES

You are expected to report to work each day you are scheduled. Your Employer is aware that from time to time you may be absent because of illness or some other legitimate reason. Since your Employer's business operations depend on your being on the job, these rules should be followed if you must be absent from work:

- If you know you will be absent from work, notify your Manager as far in advance as possible and, in any case, prior to the beginning of your scheduled shift.
- Report ongoing absences to your Employer as required by the Employer.
- After you have been absent, report to your Manager upon returning to work.
- In some cases, you may be asked to provide a doctor's release to return to work in order to protect yourself from further illness or injury (i.e., absences resulting from a serious injury or accident)
- Excessive absenteeism will result in disciplinary action up to and including termination.

### TARDINESS

You are required to report to work on time. If you will be late, you must notify your Manager as soon as possible. You are expected to notify your Manager prior to the start of your shift in accordance with the requirements of your Employer.

### DRESS CODE

You are expected to dress and groom yourself in accordance with accepted business standards, particularly if your job involves meeting with customers or visitors. Your Employer may establish a specific dress code appropriate to the job you perform. Your Manager will inform you as to any particular dress standards.

### PERSONAL PHONE CALLS AND MAIL

Generally, employees are not permitted to use personal cell phones or send or receive text messages during working time. You must also keep personal phone calls to a minimum. They must not interfere with your work. Emergency calls regarding illness or injury to family members, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you. No unauthorized personal outgoing long-distance calls are allowed. The company may monitor all calls on company property or when using company equipment.

Do not use your Employer for your personal mailing address, and do not place personal mail in the stacks that are to be run through the postage meter. Although the amount may seem small, it is still considered theft.

#### HOUSEKEEPING

You are expected to keep your work area neat and orderly at all times. Please report anything that needs repairing or replacing to your Manager immediately.

#### SMOKING

Smoking may be available at your Employer location. There may be specific areas that are designated for smoking. Please see your Manager for the location of these areas.

#### CONFIDENTIALITY OF COMPANY INFORMATION

You are required to abide by the following Confidentiality and Anti-Piracy requirement. Confidential information is defined as any item that is valuable, special, and unique property of Your Employer and/or your Employer. Any unauthorized disclosure of the aforementioned by the employee will result in irreparable harm.

Confidential information consists of proprietary information, and information that is not generally available to the public and gives one who uses it an advantage over competition. Confidential information may include methods, products, trade secrets, formulae, resources, databases, internal office structure, personnel, financial data, price lists, technical data and information, marketing, marketing research and practices, business plans, prospects, referral sources, client customer lists of Your Employer and/or your Employer, and personal or financial information concerning customers. Confidential information can be in any form and on any medium, whether written or otherwise tangible. Proprietary information can be information that an employee, acting alone or together with other persons, may discover, create, develop, or improve while employed by your Employer.

- Employee shall not, during the term of his or her employment or thereafter, disclose to others or use any confidential information as described herein belonging to your Employer, or a customer or client of Your Employer except as authorized in writing.
- Employee acknowledges that a violation of this confidentiality agreement could result in disciplinary action taken against the employee in order to compensate for damages in accordance with state law. This will include recovery of reasonable attorney's fees and costs.

- This commitment will be binding on the employee individually and in his/her capacity as a partner, joint venture, employee, agent, consultant, officer, director, shareholder or other equity owner, or debtor or creditor of a corporation, associations, or other entity.

This provision in no way alters the "at-will" employment status of the employee to the employer.

#### **CONFLICTS OF INTEREST OR OTHER EMPLOYMENT**

No employee of your Employer shall maintain an outside business or other employment, or engage in any outside business or financial activity which conflicts with the interests of the Employer or any client to whom the employee is assigned, or which interferes with his or her ability to fully perform job responsibilities. Violators of this policy will be subject to immediate dismissal.

#### **ENTRY AFTER HOURS**

You are not allowed to enter your Employer's property after normal working hours for any reason without the express approval of your Manager or the Manager on duty.

#### **REMOVAL OF COMPANY PROPERTY**

The penalty for any incident of unauthorized possession or removal of company property may be immediate dismissal. If you are dismissed because of unauthorized possession or removal of company property, the reason for your dismissal may be provided to any future employer that contacts your Employer. In addition, you may be subject to prosecution. Unauthorized tampering or use of Employer property or any willful damage to such property of other employees, suppliers, or vendors is also prohibited.

#### **PERSONAL USE OF EMPLOYER PROPERTY**

In some instances, employees may be allowed to borrow certain Employer tools or equipment for their own personal use while on Worksite/Employer premises. In no instance may equipment be used off the premises without prior written management approval. Your Employer is not liable for personal injury incurred during the use of company property for personal projects. You accept full responsibility for any and all liabilities for injuries or losses that occur when you use company property for personal use. You are responsible for returning the equipment or tools in good condition, and are required to pay for any damages that occur while using the equipment or tools for personal projects.

#### **ELECTRONIC WORKPLACE POLICY**

Within your Employer's offices, employees are provided access to a variety of electronic devices designed to improve efficiency and productivity. Such devices include your Employer's voice mail, electronic mail, personal computer, and Internet access systems (collectively, "Electronic Media").

Electronic Media are to be used for Employer business purposes only and may not, under any circumstances, be accessed or utilized for personal reasons. The use of Electronic Media for the transmission of offensive comments, discriminatory language, vulgarities and/or obscenities is strictly

prohibited. In addition, using your Employer's Electronic Media for purposes of obtaining or transmitting materials of a sexual nature is strictly prohibited.

While it is your Employer's intention to treat communications via Electronic Media as confidential, it may occasionally be necessary for your Employer to access employee communications. Accordingly, all employees waive any right to privacy in communications via Electronic Media regardless of whether they pertain to personal or business matters.

Employees violating this policy will be subject to disciplinary action, up to and including termination of employment and where appropriate, criminal prosecution.

#### **SOFTWARE GUIDELINES**

For the purpose of maintaining a secure computer Information System environment, employees will utilize only company-approved, licensed software and programs for business purposes. Employees will not at any time copy or upload personal or unapproved computer software or programs onto your Employer's computer Information System. Also, employees will not download or upload from the Information System or remove software or programs for personal and unapproved use outside the company. Any and all information received by disk or other portable devices from outside of your Employer environment must be virus checked prior to upload.

#### **SOLICITATIONS AND DISTRIBUTIONS**

Because solicitation not only causes an employee to neglect his own work, but also interferes with the work of others, employees are not permitted to solicit for any purpose during their working time.

An employee shall not solicit another employee for membership or subscriptions for any public or private enterprises or for gifts of any nature during either employee's working time.

The circulation or passing of any petition or notices or other printed material among employees during working time is prohibited.

The distribution of any literature, pamphlets or other material in any work area of the employer is likewise prohibited.

Solicitation or distribution of any materials for any purpose by non-employees is prohibited at all times on the premises of the employer.

Remember working time is for work!

#### **INSPECTION OF PACKAGES**

In order to protect against theft, your Employer reserves the right to inspect all packages or closed containers brought into or taken from the work area.

## **PERSONAL PROPERTY**

Your Employer is not liable for the security, care, safety, loss or damage of any employee's personal property, vehicle or its contents.

## **UNIFORMS**

You may be required to wear a uniform while on duty at your Employer. Your Employer may provide these uniforms or deductions may be taken from your pay for these uniforms in compliance with the Fair Labor Standards Act (FLSA). Please see your Manager for uniform information.

## **MEAL AND BREAK PERIODS**

Each Employer sets their own meal and break periods. Please see your Employer for meal and break periods that you will need to comply with.

## **GENERAL DISCIPLINARY PROCEDURE**

To ensure uniformity and fairness in the treatment of everyone, certain disciplinary procedures have been established.

Usually an oral or written warning is used to let you know when you have violated a worksite rule or policy. There are some offenses, however, because of their nature that are serious enough to warrant going directly to a final written warning, or a discharge without previous warning. Your Manager will review warnings with you and assist you in avoiding a recurrence.

## **STANDARDS OF CONDUCT**

By accepting employment, you have a responsibility to adhere to certain standards of conduct. The purpose of these standards is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each employee is aware that he or she can fully depend upon fellow workers to follow expected standards of conduct, then the organization becomes a better place to work for everyone. If you have a question regarding any work or safety standard, please see your Manager for an explanation.

The occurrence of any of the following activities, as well as violations of any of your Employer's rules or policies listed in this Handbook or elsewhere, may subject you to disciplinary action from your Employer, including termination of employment. These lists are not all- inclusive. They merely provide guidelines.

- Any act of dishonesty, including, but not limited to, falsification or misrepresentation on your application for employment or other work records, lying about sick or personal leave, giving false reasons for a leave of absence, or alteration of company records or other company documents;
- Any act of illegal harassment, whether sexual, racial, or other;
- Being intoxicated or under the influence of alcohol or illegal drugs while at work;
- Engaging in criminal conduct or acts of violence;
- Failure to keep proper time records or alteration of your own timecard, records, or attendance documents;

- Fighting or provoking a fight on company property;
- Insubordination or refusing to obey instructions issued by your Manager pertaining to your work;
- Making threats of violence toward anyone on company premises or when representing the company off the company's premises;
- Action at work that endangers the life or safety of another person;
- Damage of company property;
- Possession of firearms, weapons, or explosives on company property (unless permitted by applicable law) or while on duty;
- Theft of company property or the property of fellow employees;
- Unauthorized possession or removal of any company property from the premises without prior permission from management;
- Unauthorized use of company equipment or property for personal reasons;
- Use, possession, or sale of alcohol or illegal drugs while on company premises;
- Violation of any company rules or deliberate action that is extreme in nature and is obviously detrimental to your Employer's efforts to operate continuously and profitably;
- Violation of security or safety rules or failure to observe safety rules or safety practices.
- Excessive absences or lateness;
- Excessive use of your Employer's telephone for personal calls;
- Failure to immediately report damage to, or an accident involving, company equipment;
- Failure to maintain a neat and clean appearance or any departure from accepted conventional modes of dress or personal grooming;
- Interfering with the work of another employee on the job;
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your Manager;
- Leaving your work during work hours without the permission of your Manager;
- Loafing during working time;
- Malicious gossip, spreading rumors, or engaging in behavior not otherwise protected by law, which could create discord and lack of harmony;
- Neglect of duty;
- Use of obscene or abusive language;
- Smoking in restricted areas or at non-designated times;
- Speeding or careless driving of any Employer vehicle, or your own vehicle or a rented vehicle while on Employer's business;
- Unauthorized soliciting for another business during working hours and/or in working areas;
- Unsatisfactory or careless work;
- Violation of the policy against solicitation and distribution.

## WORKPLACE SAFETY

### SAFETY IN THE WORKPLACE

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all company activities. Safety violations will be taken seriously, and employees who violate safety rules will be disciplined up to and including termination of employment. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production. Report safety hazards or dangerous conditions to your Manager immediately. Below are some general safety rules that you are expected to follow. Your Manager or department head may post other safety procedures in your department or work area.

- Ask for assistance when lifting heavy objects or moving heavy furniture. Don't assume that you are expected to do such things alone.
- Avoid "horseplay" or practical jokes.
- Avoid overloading electrical outlets with too many appliances or machines.
- Do not drink alcohol during working hours or report to work under the influence of alcohol.
- Do not use illegal drugs at work or report to work under the influence of illegal drugs.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Keep your work area clean and orderly, and the aisles clear.
- Never empty an ashtray into a wastebasket or open receptacle.
- Operate motorized equipment only if authorized by your immediate Manager.
- Report to your Manager if you or a co-worker becomes ill or is injured.
- Smoke only in designated smoking areas.
- Stack materials only to safe heights.
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
- Use flammable items, such as cleaning fluids, with caution.
- Use the right tool for the job, and use it correctly.
- Use stairs one at a time.
- Walk - don't run.
- Watch out for the safety of fellow employees.
- Wear appropriate personal protective equipment, e.g., shoes, hats, gloves, goggles, spats, and hearing protectors etc., in designated areas or when working on an operation that requires their use.
- Wear or use appropriate safety equipment as required in your work.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and may result in disciplinary action from your Employer.

#### OSHA PROGRAMS

Your Employer may have established OSHA programs to minimize safety hazards in the workplace. You are responsible for reading and abiding by any such programs. Please speak with your Manager if you have any questions about OSHA programs.

## WORKPLACE VIOLENCE

Your Employer will not tolerate acts of workplace violence committed by or against employees.

Employees are strictly prohibited from making threats or engaging in violent acts.

Prohibited conduct includes, but is not limited to:

- Injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury in another person;
- Engaging in behavior that subjects another individual to extreme emotional distress;
- Possessing, brandishing, or using a weapon (unless permitted by applicable law) while on company premises or engaged in company business;
- Damaging property intentionally;
- Threatening to injure an individual or damage property; or
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

Your Employer will immediately investigate any reported violence, harassment, or threats committed on company premises.

Employees who commit violent acts, make threats, or who otherwise violate this policy are subject to discipline and may be terminated.

Your Employer may seek the prosecution of those who engage in violence on its premises.

## WORKERS' COMPENSATION WHAT IS WORKERS' COMPENSATION?

Workers' compensation is provided by Your Employer to assure the quick and efficient delivery of disability and medical benefits to an injured worker and to facilitate the worker's return to gainful employment.

## WHAT IS AN ASSIGNED EMPLOYEE?

An Assigned Employee is an employee that has been assigned to perform at one or more of a Client's worksites. Job functions are identified by a workers' compensation class code. No person shall be deemed an Assigned Employee or otherwise covered by Your Employer workers' compensation policies, unless and until such time the person has fully completed the employee documents, including but not limited to: employment application, W-4 withholding form, Employment Eligibility Verification form 1-9, and such documents have been accepted by Your Employer and notification to the client of acceptance thereof.

## WHO IS COVERED?

Your Employer shall provide Workers' Compensation coverage for Assigned Employees while they are employees of Your Employer as required by and in accordance with state laws. Workers' Compensation coverage is only available to Assigned Employees and in no event will either coverage or benefits under any of Your Employer workers' compensation policies be available to any employees, laborers,

independent contractors or other persons providing labor or services to Client other than Assigned Employees.

#### WHAT IS COVERED?

The law covers all accidental injuries and occupational diseases arising out of and in the course and scope of employment. This includes diseases or infections resulting from such injuries. The law also covers death resulting from such injuries within specified periods of time. You must report any/all injuries immediately to your manager and Your Employer Compensability and compensation are determined under state laws.

#### HOW DO I REPORT AN INJURY?

All injuries, no matter how minimal in nature, must be reported immediately to Employer Service's Claims Department and to your manager to assure timely reporting of your injury. You will need to obtain an Accident Packet from your manager and complete the "Accident Investigation Report". You will be required to bring a Chain of Custody Form, located in your Accident Packet along with a picture ID to a local authorized provider to have the mandatory post-accident drug test completed.

#### WILL I BE REQUIRED TO TAKE A POST-ACCIDENT/INJURY DRUG TEST?

Yes. You will be required to submit to a post-accident/injury drug and alcohol test where permitted by law. Failure or refusal to submit for drug screening within 24 hours after the injury has occurred will be considered a refusal to test, and will result in disciplinary action, up to and including termination. A positive drug screen will result in disciplinary action, up to and including termination of your employment. A positive drug screen may also jeopardize your entitlement to workers' compensation benefits.

#### WHAT IF I HAVE QUESTIONS OR CONCERNS ABOUT MY WORKERS' COMPENSATION CLAIM?

You can contact your Employer they will assist you with any concerns or questions you may have in regards to your workers' compensation claim.

#### CONFIDENTIALITY

Information gathered in the course of your workers' compensation claim will be respected as confidential and will be disclosed only as necessary in the administration of your claim.

#### RETURN TO WORK

It is your responsibility to keep your manager notified any time your work status or medical restrictions change. You are to provide your manager with medical documentation from your authorized treating physician after each appointment. You will be expected to report to your manager when work is available that meets your restrictions. Failure to comply with return to work may jeopardize your entitlement to workers' compensation benefits.

#### FRAUD

Any person who, knowingly and with intent to injure, defraud, or deceive any employer, employee, or insurance company, files a statement of claim containing any false or misleading information commits insurance fraud, punishable by The Florida Division of Insurance Fraud. Your Employer pro-actively investigates all reports of fraudulent activity.

#### LEAVING YOUR EMPLOYER

##### GIVING NOTICE

We hope that you will continue to enjoy and benefit from your employment with us; we realize that it may become necessary for you to leave your job. If you anticipate having to resign your position, we ask, but do not require, that you notify your Manager in writing at least two weeks in advance of the date you must leave. At its discretion, your Employer may decide to make your last day of employment effective on an earlier date.

##### RETURN OF EMPLOYER PROPERTY

Any company property issued to you, such as product samples, tools, keys, uniforms, portable phones, computers, pagers or cars must be returned at the time of your separation, or whenever requested by your Manager, or a member of management. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck in compliance with the Fair Labor Standards Act.

##### EXIT INTERVIEWS

In instances where you leave your employment, your Employer may wish to discuss your reasons for leaving and/or any other impressions you may have about your Employer. During the exit interview, you can express yourself freely. It is hoped that this exit interview will help your Employer facilitate an amicable separation, as well as provide insights into possible improvements.

##### REFERENCES

Reference requests must be in writing and on the company letterhead of the company requesting the reference and must include a release of liability form signed by you. Your Employer may provide information regarding your overall job performance. Your Employer is responsible for confirming your dates of employment and pay rates.

##### YOUR FINAL CHECK

You will be paid your final wages on your next regularly scheduled pay date, in accordance with the Fair Labor Standards Act, unless an earlier payment is required by the state where you are employed. Your check will be mailed to your home address or an address you have given to us prior to your departure.

##### UNEMPLOYMENT COMPENSATION

If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs, due to no fault of their own. To be eligible, you must have earned a

certain amount of wages and be willing and able to work, but unable to find work. Be sure to indicate Your Employer when applying for benefits.

When your employment ends for any reason, you must notify Your Employer within 72 hours of the end of your employment. Failure to do so may result in a denial of your Unemployment benefits.

All communications should be notified to HR/ Manager by email at: CompanyHRsystem@gmail.com

Exhibit- A  
**PERSONNEL POLICIES**

**EMPLOYEES WILL BE ELIGIBLE FOR PAID LEAVES/ PAID HOLIDAYS AFTER COMPLETING 3 YEARS (THREE YEARS) OF EMPLOYMENT**

**APPROVED PAID HOLIDAYS:**

New Year's Day	January 1 <sup>st</sup>
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	First Monday in September
Thanksgiving Day	Last Thursday in November
Christmas Day	December 25 <sup>th</sup>

Employees are eligible for paid holidays after three (3) year of employment

**VACATION:**

- Employees are eligible for one (1) week of paid vacation after Completion of three (3) year of employment.

Paid vacation time must be submitted in writing at least thirty (30) days prior to the requested date(s).

**SICK LEAVE:**

- Employees are eligible for three (3) days of paid sick leave after Completion of three (3) year of employment.

To be paid for sick leave, a physician's statement must be provided.

**GENERAL POLICIES:**

The following is a list of policies and rules of your employer. This is not a complete list of rules that may lead to disciplinary action. A violation of these policies and rules may result in disciplinary action and/or termination of employment:

Each work day begins at 8:00 a.m. and ends at 5:00 p.m./ or as per the schedule assigned by your Manager. One (1) hour is allowed for lunch. This applies to everyone, unless there is an agreement prior to employment. All overtime must be approved in writing and in advance by manager.

Employees must call Office Manager 8:15 a.m. if they are going to be late. Any exceptions must be addressed by management. Excessive tardiness and absenteeism will not be tolerated.