

# FirstChoice Staffing Company Handbook



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### ***Section: Introduction***

#### **Introductory Statement**

*Revised: 08/25/2016 | Effective: 08/25/2016*

This handbook has been prepared to provide our employees with a general understanding of our personnel policies, work rules and benefits. All employees are responsible for becoming familiar with our policies and procedures. If you have any questions regarding the material in the handbook, please contact your supervisor or any other member of management for clarification.

The handbook should not be construed as an employment contract or agreement for employment for any specified period of time. We reserve the right to make changes to these policies at any time. When changes are necessary, we will provide you with amended pages for your handbook.

### ***Section: Employment Policies & Procedures***

#### **ADA Accommodation**

*Revised: 08/25/2016 | Effective: 08/25/2016*

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists.

We make all types of leaves of absence available to all employees on an equal basis. FirstChoice Staffing Company is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability.

FirstChoice Staffing Company will follow any state or local law that gives more protection to a person with a

disability than the ADA gives. FirstChoice Staffing Company is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

### **Specific to employees in Michigan**

Under the Persons with Disabilities Civil Rights Act of Michigan, accommodations are limited to:

1. Purchasing equipment and devices
2. Hiring readers or interpreters
3. Restructuring jobs and altering schedules for minor or infrequent duties.

### **Employment-At-Will**

*Revised: 08/25/2016 | Effective: 08/25/2016*

Employment with the Company is at-will which means the employment relationship may be terminated with or without cause and with or without notice at any time by you or the Company. In addition, the Company may alter an employee's position, duties, title or compensation at any time, with or without notice and with or without cause. Nothing in this Handbook or in any document or statement and nothing implied from any course of conduct shall limit the Company's or employee's right to terminate employment at-will. *Only the Company President is authorized to modify the Company's at-will employment policy or enter into any agreement contrary to this policy. Any such modification must be in writing and signed by the employee and the President.*

### **Equal Employment Opportunity**

*Revised: 08/25/2016 | Effective: 08/25/2016*

FirstChoice Staffing Company adheres to all federal, state and local laws regarding equal employment opportunity that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

We provide equal opportunities for all employees and applicants for employment without regard to any service, past, present, or future, in the uniformed services of the United States. It is the responsibility of everyone in management to ensure that equal consideration be given to all applicants and employees in personnel actions, which include recruiting and hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, layoff, recalls, and terminations.

### **Immigration Reform and Control Act**

*Revised: 08/25/2016 | Effective: 08/25/2016*

It is the company's policy to fully comply with the regulations of the Immigration Reform and Control Act of 1986 (as amended) enforced by the Department of Homeland Security. We will hire only American citizens and aliens who are authorized to work in the United States.

The law requires our company to do five things:

1. All new employees must complete Section 1 of the I-9 form within three business days of hire.
2. Check documents establishing employees' identity and eligibility to work. (Note: You are not allowed to tell the employee which documents to present and cannot ask for more than is required.)

3. The person examining the documents must complete Section 2 of the I-9 Form and the Certification Section.
4. Retain the form for at least three years. (If the company employs the person for more than three years, the company must retain the form until one year after the person leaves our employment.)
5. Present the form for inspection to the Department of Homeland Security or Department of Labor officer upon request. (At least three days advance notice will be given.)

If an employee is hired for less than three days, the company must complete Form I-9 before the end of the employee's first working day. The I-9 Form contains instructions for completion. The employee assigned to this task must follow those instructions completely.

I-9 Forms are to be kept separate from all other personnel records.

### **Right to Work**

*Revised: 08/25/2016 | Effective: 08/25/2016*

The "Right to Work" means that an employee cannot be compelled to join or pay the equivalent of dues to a union, nor can the employee be fired if he or she joins the union. In other words, the employee has the right to work, regardless of whether he or she is a member or financial contributor to such a union.

We believe that the work conditions, wages, and benefits we offer to FirstChoice Staffing Company employees are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation, we strongly encourage you to express these concerns openly and directly to your supervisor.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that FirstChoice Staffing Company fully demonstrates its commitment to employees by responding effectively to employee concerns.

### **Harassment (Anti-Harassment) - Short Version**

*Revised: 08/25/2016 | Effective: 08/25/2016*

We expect every person at FirstChoice Staffing Company to be treated with fairness, respect, and dignity. This includes customers and vendors as well as employees. Accordingly, any form of harassment based on an individual's race, color, sex, religion, national origin, age or disability is a violation of this policy and will be treated as a disciplinary matter.

The term harassment includes slurs and any other offensive remarks, jokes, graphic material, or other offensive verbal, written, or physical conduct. Unwelcome sexual advances, requests for sexual favors, and any other unwelcome, unbecoming verbal or physical conduct will not be tolerated and is not a condition of employment.

The company is committed to maintaining a safe and healthy work environment and takes all appropriate health and safety precautions consistent with current medical knowledge. Employees may not refuse to work with or cooperate with, withhold services from or otherwise harass, intimidate, degrade or isolate a coworker because of a known or suspected disability or disease, or because of a coworker's association with a person with a disability or disease.

Any employee who believes that he or she has been subject of harassment shall immediately report the conduct to a member of management. The company will promptly investigate all complaints and will endeavor to

handle these matters expeditiously, confidentially, and in a professional manner so as to protect the offended individual and other individuals providing relevant information.

Upon completion of a thorough investigation by management, prompt and appropriate action will be taken. There will be no retaliation against anyone for stepping forward with a concern regarding any type of harassment. All employees are to cooperate with any investigation into a harassment complaint. False accusations of harassment cause harm to innocent people and such conduct will not be tolerated. The company will take all steps necessary to prevent any form of harassment from occurring. All supervisors and managers are informed of this policy and have been instructed as to what constitutes proper and improper behavior. We are prepared to promptly take steps necessary to enforce this policy.

Violations of the company's harassment policy will result in disciplinary action, up to and including discharge.

### **Specific to employees in Michigan**

According to Michigan's disability laws, "The department of civil rights shall offer education and training programs to employers, labor organizations, and employment agencies to assist employers, labor organizations, and employment agencies in understanding the requirements" under Michigan's disability law.

## **Employment Applications**

*Revised: 08/25/2016 | Effective: 08/25/2016*

We rely on the accuracy of the information you put on your employment application. We expect that you and your references will give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or was left out on purpose, we may reject an applicant from further consideration. If the person has already been hired, it could result in termination of employment.

## **Introductory Period**

*Revised: 08/25/2016 | Effective: 08/25/2016*

The first 90 days of employment are considered to be the introductory period. During this time you will be evaluated by your supervisor on your job performance, personal traits and general fitness for the job.

Employees in their introductory period are not eligible for company benefits, with the exception of paid holidays.

After completing the introductory period, your continued employment will be determined by your job performance and adherence to the company's policies and code of conduct.

## **Resignation**

*Revised: 08/25/2016 | Effective: 08/25/2016*

Employees who choose to leave the company are asked to give at least two weeks' notice. Employees who do not give an appropriate notice will not be eligible for rehire.

All terminating employees will have an exit interview. The purpose of the interview is to be certain the reasons for the employee's termination are not founded on a misunderstanding or erroneous situation. The interview will also cover what compensation the employee has coming and when termination of benefits will occur.

Employees are expected to turn in all company property at the time of termination.

## **Termination**

*Revised: 08/25/2016 | Effective: 08/25/2016*

Discharge may become necessary due to the employee's lack of ability or failure to fulfill the requirements of the job. Discharges are always unpleasant and costly, and the company does not take the decision to discharge lightly. Advance notice may or may not be given depending on the circumstances surrounding the termination.

All terminating employees will have an exit interview. The purpose of the interview is to be certain the reasons for the employee's termination are not founded on a misunderstanding or erroneous situation and to solicit information on what the employee understands of the company and the company benefits. The interview will also cover what compensation the employee has coming and when termination of benefits will occur.

Employees are expected to turn in all company property at the time of termination.

## **Non-Disclosure**

*Revised: 08/25/2016 | Effective: 08/25/2016*

It is very important to FirstChoice Staffing Company that we protect our confidential business information and trade secrets. Confidential information includes, but is not limited to the following:

Compensation/Payroll Data Computer Processes Computer Programs and Codes Customer Lists Customer Preferences Financial Data and Information Marketing Strategies New Materials Research

You may be asked to sign a non-disclosure agreement as a condition of your employment.

If you improperly use or disclose a trade secret or confidential business information, you will be subject to disciplinary action, up to and including termination of employment and legal action.

## **EEO Policy**

*Revised: 08/25/2016 | Effective: 08/25/2016*

We follow state and federal laws prohibiting discrimination in hiring and employment. We do not discriminate against employees in violation of these laws.

## **Background Checks - Arrests/Convictions**

*Revised: 08/25/2016 | Effective: 08/25/2016*

To ensure that individuals who join the Company are well qualified and to ensure that FirstChoice Staffing Company maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to FirstChoice Staffing Company. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Company to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

FirstChoice Staffing Company also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

### **Specific to employees in Michigan**

All Employers:

Arrests:

Employers are prohibited from inquiring about misdemeanor arrests unless they result in a conviction. Employers also may not request or gather arrest record information about applicants or employees.

Convictions:

Employers may request criminal conviction records of applicants and employees.

Agency guidelines:

Prohibition against inquiry into arrests not resulting in conviction. Right of employer to inquire about pending felony charges and criminal convictions.

## **Work Place Bullying**

*Revised: 08/25/2016 | Effective: 08/25/2016*

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that FirstChoice Staffing Company will not *in any instance* tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

FirstChoice Staffing Company defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behavior violates the Company's Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important. The Company considers the following types of behavior examples of bullying:

**Verbal bullying:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.

**Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property

**Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.

**Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.

- Shouting or raising voice at an individual in public or in private.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Ignoring or interrupting an individual at meetings.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Inflicting menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

### **Discipline/Corrective Action Policy**

*Revised: 08/25/2016 | Effective: 08/25/2016*

Violation of Company policies and rules may warrant disciplinary action. The Company has established a policy of corrective action or discipline that may include verbal warnings, written warnings, and suspension. The system is not formal and the Company may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of employment. The Company's policy of discipline in no way limits or alters the at-will employment relationship.

### **Medical Marijuana Card/Use Policy**

*Revised: 08/25/2016 | Effective: 08/25/2016*

Employees who have been legally issued medical marijuana cards will not be discriminated against in the workplace. However, employees may NOT be under the influence of marijuana to the extent they are impaired in the workplace. Smoking or possessing marijuana during work hours on the employer's or customer/client premises is strictly prohibited. Should an employee exhibit signs of impairment, the situation will be treated under the Drug and Alcohol procedures outlined in our policies. Being impaired in the workplace may lead to termination of employment.

### **Background/Reference Checks**

*Revised: 08/25/2016 | Effective: 08/25/2016*

To ensure that individuals who join FirstChoice Staffing Company meet the company qualifications and have a strong potential to be productive and successful, it is the policy of FirstChoice Staffing Company to check the employment references of all applicants.

In addition to checking references of applicants, FirstChoice Staffing Company will respond in writing only to those reference check inquiries that are submitted in writing on former employees. Responses to such inquiries will be limited to factual information that can be substantiated by FirstChoice Staffing Company's records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

When a criminal history record check is required, the internal or external applicant for the position must authorize in writing this background investigation. The company will inquire only about convictions and probation status, if any, and not about arrests unless required by applicable laws.

The following factors will be considered for those applicants with a criminal history in determining whether to hire the external applicant or transfer or promote the internal applicant: the nature of the crime and its relationship to the position; the time since the conviction; the number (if more than one) of convictions; and whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business. The applicant will be given an opportunity to review the criminal background check results and submit an explanation. If any applicant is found to have falsified any information regarding conviction history, the applicant will not be considered for employment. If an employee seeking a transfer or promotion to a position requiring a criminal history record check is found to have falsified any information regarding conviction history, the employee may be immediately discharged.

**Note:** The U.S. Equal Employment Opportunity Commission approved guidance on employer use of criminal background checks. The EEOC guidance does not prohibit employers from considering criminal information during the hiring process. However, it does require employers to take new steps to prevent discrimination under Title VII of the Civil Rights Act of 1964.

#### **Specific to employees in Michigan**

Background checks are required for school bus drivers; applicants to nursing homes, county medical care facilities, or homes for the aged who have lived in the state less than three years; applicants for security business employees; and teachers, school administrators, or positions requiring state board approval.

### **Re-Employment Policy**

*Revised: 08/25/2016 | Effective: 08/25/2016*

Employees who leave the company in good standing will be considered for open positions along with other applicants. Employees who leave without giving proper notice or who were discharged for cause will not be eligible for re-hire.

### **Criminal History Check Policy**

*Revised: 08/26/2016 | Effective: 08/25/2016*

FirstChoice Staffing Company may require a criminal check for all full-time and part-time internal employees upon hire once a conditional offer of employment has been extended by the hiring manager.

Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with FirstChoice Staffing Company. Depending on a variety of factors (for example, the nature of the position, the nature of the



conviction, age of the candidate when the illegal activity occurred), the candidate may still be eligible for employment with FirstChoice Staffing Company.

However, if an applicant attempts to withhold information or falsify information pertaining to previous convictions, the employee will be disqualified from further employment consideration in any position with the company due to falsification of an application.

An offer of employment may be extended to an applicant prior to the completion of the criminal conviction check. However, the applicant's first day of work in the position must not be prior to the satisfactory completion of the criminal conviction check.

**Note:** The U.S. Equal Employment Opportunity Commission approved guidance on employer use of criminal background checks. The EEOC guidance does not prohibit employers from considering criminal information during the hiring process. However, it does require employers to take new steps to prevent discrimination under Title VII of the Civil Rights Act of 1964.

### **Affirmative Action**

*Revised: 08/25/2016 | Effective: 08/25/2016*

As part of the company's equal employment opportunity policy, the Company will take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies will not be tolerated.

An Affirmative Action Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our affirmative action program throughout our Company.

#### **Specific to employees in Michigan**

General: Employers may adopt plans to eliminate present effects of past discriminatory practices or assure equal opportunity with respect to religion, race, color, national origin, or sex if the plan is filed with the Michigan Civil Rights Commission.  
MCL 37.2210 and AC, R 37.27

Veterans: Veterans are to be preferred for appointment and employment in positions in state government, county, and municipal governments.  
MCL 35.401 et seq.

## ***Section: Hours of Work and Pay***

### **Paydays**

*Revised: 08/26/2016 | Effective: 08/25/2016*

Hourly employees are paid weekly on Friday. If a holiday falls on a regular scheduled payday, payday will be on Thursday.

Salaried employees will be paid Weekly. If a holiday falls on a regular scheduled pay day, pay day will be on Thursday.

Direct deposit is available and employees are encouraged to utilize this service.

Pay cards will be issued, in lieu of payroll check, for those without direct deposit.

### **Final Paycheck**

*Revised: 08/25/2016 | Effective: 08/25/2016*

The company follows the state regulations regarding deadlines for employees to receive their final paycheck.

Final pay will be by check.

### **Specific to employees in Michigan**

The company will pay all wages due and earned as soon as the amount can be determined.

### **Hours of Work**

*Revised: 08/25/2016 | Effective: 08/25/2016*

The company will maintain work hours for its employees in accordance with federal and state regulations, production needs, and the maintenance of an efficient and effective schedule of work.

The Fair Labor Standards Act requires employers to maintain an accurate record of hours worked and to pay one and one-half times the regular hourly rate of pay to every nonexempt employee who works overtime. Overtime will be defined as all hours worked over forty in a workweek. The Fair Labor Standards Act permits exemption of certain professional, administrative, and executive positions and certain sales positions, as defined in the statutes, from compliance with the act.

The official workweek for all employees begins at 12:01 a.m. on Monday and ends at 12:00 midnight the following Sunday.

The regular business day is from Determined by Shift to Determined by Shift

Training Time--- Any meetings, lectures, and training programs that an employee is required to attend will be considered compensable time.

## **Time Keeping**

*Revised: 08/25/2016 | Effective: 08/25/2016*

Accurately recording time worked is the responsibility of every employee. Federal and state laws require FirstChoice Staffing Company to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Nonexempt employees are responsible for accurately recording the hours they work. This information also helps FirstChoice Staffing Company comply with the laws that require us to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" is defined as all the time nonexempt staff spend performing assigned duties.

If you are a nonexempt employee, you must accurately record the time you begin and end your work, as well as the beginning and ending time of any meal periods, split shifts, or if you leave the workplace for personal reasons. Also, you always need to receive advance approval before working any overtime hours.

We consider attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, tampering with time records, or recording another employee's time record.

You are also responsible for signing your time records to certify their accuracy. Your Your supervisor will then review and initial the time records before submitting for payroll processing. In addition, if corrections or revisions are made to the time record, both the employee and supervisor must initial the changes on the time record as being accurate.

## **Overtime**

*Revised: 08/25/2016 | Effective: 08/25/2016*

It is company policy that work shall be completed, whenever possible, with one shift only. When overtime work must be scheduled, equal opportunity for participation will be given among the employees who are capable of performing the work to be done.

### **DEFINITION OF TERMS:**

#### **1. Casual Overtime:**

Means overtime of an irregular nature, not expected to continue for more than a day or so. An example of casual overtime is overtime authorized to meet an emergency or unexpected absenteeism. Casual overtime includes daily or Saturday work provided the above conditions are met.

#### **2. Regularly Scheduled Overtime:**

Means overtime that occurs at regular intervals and that is usually accurately predicted for any given period of time. For instance, if because of production need a department head announces to his/her department that a certain number of people would be required to work ten hours overtime each week for the next six weeks, this

would be classed as regularly scheduled overtime.

Employees assigned overtime work must be judged by the company as capable of performing the work to be done. Opportunity for casual overtime on a particular job will normally be given to the employee who has been working on that job during the regular shift. Opportunity for Saturday overtime of a casual nature will normally be given to the employee who does this work during the regular week.

There will be no partiality shown to any employee in the distribution of overtime.

As a condition of employment, an employee is expected to work overtime and on any shift when assigned by his/her immediate supervisor. In the event an employee has a justifiable excuse and is unable to work overtime, he/she should notify his/her immediate supervisor so that an alternate may be selected.

All overtime requests must be approved by the HR Manager. Overtime will be paid to hourly and salaried (nonexempt) payroll employees for those hours worked over and above forty hours in a workweek at the rate of 1-1/2 times regular base rate.

For the purpose of this policy, paid vacations will not be treated as time worked. No other absence will be counted as time worked. Sunday will be considered as a regular workday.

#### MISCELLANEOUS:

No employees will be asked or required to take time off from his/her regular work schedule due to his/her having worked overtime.

Any hourly or salaried (nonexempt) employee found on the premises at other than normal work hours without an approved overtime authorization request will be asked to clock out but will, of course, be paid for the full time worked.

### **Payroll Deductions**

*Revised: 08/25/2016 | Effective: 08/25/2016*

The company is required by law to deduct Federal and State Withholding Tax (where applicable) from your paycheck. The amount of tax is determined by your earnings and the number of dependents you claim. At year end you will receive a W-2 form showing your total earnings and the amount of taxes withheld.

Deductions for Social Security at the rate established by law are deducted from your paycheck. The company matches your contributions to the Social Security tax. Other deductions may include premiums for insurance, savings plan, garnishments, etc. If an employee believes that there has been an error in pay, he/she should contact your HR Manager.

### **Child Support/New Hire Law**

*Revised: 08/25/2016 | Effective: 08/25/2016*

FirstChoice Staffing Company complies with the law of the land regarding New Hire/Child Support Law. If you are subject to a child support order, monies will be withheld from your paycheck in accordance with our state's regulations.

Child support is the court-ordered payment by the non-custodial parent to the custodial parent for the care and welfare of the child.

### **Garnishments**

*Revised: 08/25/2016 | Effective: 08/25/2016*

A court-ordered legal claim against the wages of an employee by a creditor for nonpayment of a debt and served by the constituted legal authority is called a garnishment, and it must be recognized and executed by the company.

## **Direct Deposit**

*Revised: 08/26/2016 | Effective: 08/25/2016*

FirstChoice Staffing Company encourages direct deposit of your paycheck to your bank account(s). You can choose to have your check deposited in more than one account. For example, you may elect to have some money put into checking as well as a savings account.

Please submit a voided check or bank deposit slip with the bank's routing/account numbers to HR Manager to initiate direct deposit. It may take one pay period before the transaction can be completed. **You must identify the type of account receiving the deposit: checking, saving, debit.** In the meantime, you will receive a pay card, or manual check.

Remember to notify payroll before you change the financial institutions where your checks are being sent. It takes a week or two to retrieve a check that has been sent via electronic mail!

Pay cards will be issued for those without direct deposit.

### **Specific to employees in Michigan**

Employees in Michigan must give full, free, and written consent to permit direct deposit.

At the employers discretion and in accordance in Michigan law, payroll cards can be used in lieu of a manual payroll check

## ***Section: Mandatory Employee Benefits***

### **Social Security**

*Revised: 08/25/2016 | Effective: 08/25/2016*

The payment of Social Security and Medical Benefits is made by you and the company. The company matches your contribution to Social Security and Medicare and thereby pays one-half of the cost of your Retirement and Medicare Benefits under the Social Security Act.

Social Security provides a variety of benefits, including retirement income, death benefits, disability benefits and monthly income for certain dependent survivors of covered employees.

For additional information regarding Social Security eligibility and benefits, go to [www.socialsecurity.gov](http://www.socialsecurity.gov).

### **Unemployment Insurance**

*Revised: 08/25/2016 | Effective: 08/25/2016*

The company pays the entire cost of unemployment insurance. This insurance provides a weekly income for those who may be laid off or who may have lost their job through no fault of their own.

The amount of this income varies with the individual and state in which he/she resides because it is based on average earnings. Eligibility requirements and the amount of benefits that you may receive are specified by state law.

FirstChoice Staffing Company is a 'Temporary Staffing Firm' and as such, your assignments are considered to be temporary in nature. Under Michigan Unemployment Law, you are required within 7 days of the end of your assignment, to notify FirstChoice Staffing of your availability for new work. Failure to do so may affect your eligibility to collect unemployment benefits.

## **Workers' Compensation Insurance**

*Revised: 08/25/2016 | Effective: 08/25/2016*

Employees are provided Workers' Compensation coverage from the day they begin work. The company pays the entire cost of this coverage. Employees are covered by Workers' Compensation if they are incapacitated by injury or illness arising out of their employment.

Employees must report all accidents to their supervisor immediately, regardless of how minor. If a work-related injury requires medical attention by a physician or any other medical facility that produces a bill, a claim must be made out the same day by the employee's supervisor. If the injury causes the person to be away from work beyond three days, this injury must be reported to the state Workers' Compensation Division.

The employee's supervisor is responsible for submitting a copy of the original claim to the state office. Additionally, a copy of this claim must be forwarded to the HR Manager, who will forward it to the insurance company.

Employees are not authorized to go to a physician without first advising their supervisor or manager. Employees will not be eligible for regular compensation or vacation or holiday pay in addition to any Workers' Compensation received.

## ***Section: Optional Employee Benefits***

### **Medical Insurance**

*Revised: 08/26/2016 | Effective: 08/25/2016*

Due to the very nature of a staffing firm, master medical insurance is not offered to the employees of FirstChoice Staffing Company.

Wellness policies are available for employee purchase at nominal cost. Cafeteria-style benefits are for: wellness visits to your doctor, discounts on vision and dental, life insurance and are portable.

If interested, contact FirstChoice Staffing for more information.

### **Holidays**

*Revised: 08/25/2016 | Effective: 08/25/2016*

The company provides the following holidays to all eligible employees:

Temporary Employees

The company observes the following holidays:

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

When a holiday falls on Sunday, the following Monday shall be observed. When a holiday falls on Saturday,

the preceding Friday will be observed. Certain holidays, such as Christmas Eve, shall be observed on the day on which it falls.

Failure to report for work the day before, or after, will void holiday pay.

## **Bereavement**

*Revised: 08/25/2016 | Effective: 08/25/2016*

In the event of the death of an employee's Father Mother Brother Sister Spouse Child, unpaid time off will be given up to a maximum of Three days.

If more than Three days are needed, the employee is permitted to take personal days, vacation days, or leave without pay, with the approval of your immediate supervisor.

Part-time and temporary employees may take leave without pay upon the death of a member of the immediate family.

## **Vacation**

*Revised: 08/25/2016 | Effective: 08/25/2016*

ELIGIBILITY: {Employees}

Eligible employees earn a paid vacation based on length of continuous service.

Regular, full-time employees are eligible to earn a paid vacation based on the following requirements:

Completion of the required number of years of continuous employment. In order to qualify for paid vacation an employee must have worked at least 2,080 hours in the twelve (12) month period preceding the anniversary date. Time off for which the employee receives pay from the company, excluding leaves of absence, will count as hours worked for purpose of vacation eligibility The employee will have one year from the day on which he/she earns vacation to take his/her vacation.

Vacation periods should be scheduled as far in advance as possible. Vacation periods should be scheduled and approved by employee's supervisor at least two (2) weeks prior to the date requested. Preference in selection of dates will be granted based on length of service

A written authorization should be submitted in all instances where the employee is granted a vacation day(s). Scheduled vacation must be canceled no later than the end of the work shift on the last workday prior to the scheduled vacation time.

Vacation days cannot be borrowed from future years.

## ***Section: Employee Conduct/ Responsibilities***

### **Drug Free Workplace**

*Revised: 08/25/2016 | Effective: 08/25/2016*

FirstChoice Staffing Company is committed to being a drug-free and safe workplace. Our employees must be physically and mentally fit to perform their duties in a safe and efficient manner. Therefore, no employee shall work or report to work while under the influence of alcohol, illegal drugs, marijuana (including medical card) or any substance that would affect his/her ability to perform the job in a safe and efficient manner.

No employee shall consume, display, or have in his/her possession, including the workplace or in company vehicles, alcoholic beverages or illegal drugs at any time during the workday, including during lunch, breaks, and on-call hours. To do so could jeopardize the safety of other employees, company equipment, , and is a prime cause for disciplinary action, up to and including discharge.

When employees are required to take any kind of prescription or nonprescription medication that may potentially affect their job performance, they are required to report this to their immediate supervisor, who will determine if it is necessary to temporarily place them on another assignment or take other appropriate action. Additionally, any changes in medication (by addition or substitution) must be reported immediately to their supervisor.

To protect the best interests of employees and the public, the company will take whatever measures are necessary to determine if alcohol or illegal drugs are located on or are being used on company property. Measures that may be used will include but not be limited to searches of people and of personal property located on company premises, which may be conducted by law enforcement authorities or by management, as well as drug and /or alcohol tests to be conducted when there is reasonable suspicion of substance abuse.

When urinalysis and/or blood tests are requested or necessary, samples will be taken under the supervision of an appropriate health-care professional. The above-mentioned searches and drug tests will not be conducted if an individual refuses to submit; however, refusal to submit will result in immediate removal from service and may result in termination.

Under the Drug Free Workplace Act, if you perform work for a government contract or grant, you must notify FirstChoice Staffing Company if you have a criminal conviction for drug-related activity that happened at work. You must make the report within five (5) days of the conviction.

## **Workplace Safety**

*Revised: 08/25/2016 | Effective: 08/25/2016*

The Occupational Safety and Health Act (OSHA) require all employers to provide a safe and healthful workplace for their employees. In this regard, it is important that adequate policies and procedures be developed and adhered to in order to ensure safe, efficient operating conditions, thereby safeguarding employees and facilities.

Our company will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. Since the employee on the job is frequently more aware of unsafe conditions than anyone else, employees are encouraged to make recommendations and/or suggestions regarding unsafe conditions to their immediate supervisor so that they may be corrected. The Company guarantees the employee's right to report injuries and illnesses without fear of retaliation.

## **Reporting Work Related Injuries**

*Revised: 08/25/2016 | Effective: 08/25/2016*

FirstChoice Staffing Company pays 100% of the premium on insurance provided by our Workers' Compensation under the WC Act. This law was designed to provide you with benefits for any injury which you receive arising out of your employment with the company.

Under the provisions of the law, if you are injured while at work for the company, this injury must be reported



immediately to your supervisor, no matter how slight it might seem. Failure to do so could result in your claim for Workers' Compensation benefits to be denied by the insurer.

## **Workplace Violence**

*Revised: 08/25/2016 | Effective: 08/25/2016*

The company will not tolerate workplace violence. Any employee who commits an act of violence at work against a person or property will face disciplinary action up to and including discharge. If circumstances warrant, the matter will be referred to legal authorities for prosecution. Workplace violence is violence against employees and is committed by persons who either have an employment-related connection with the company or are outsiders, and involves:

1. Physical acts against persons or employer property
2. Verbal threats, or vicious statements that are meant to harm or cause a hostile environment
3. Written threats, vicious cartoons or notes, and other written material that is meant to threaten or create a hostile environment
4. Visual acts that are threatening or intended to convey injury or hostility

All employees are expected to report any act of violence. Employees should bring their concern directly to the attention of their immediate supervisor. All such reports shall be fully investigated. Any employee who takes any adverse action against a person who reports any act of violence or a suspicion of violence shall be subject to immediate discipline, up to and including discharge.

## **Attendance/Punctuality**

*Revised: 08/25/2016 | Effective: 08/25/2016*

We expect FirstChoice Staffing Company employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your immediate supervisor as soon as possible.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

Failure to call, or show, for your assignment will automatically change your status to: quit.

FirstChoice Staffing maintains a 24/7 voicemail system for messages.

## **Standard of Conduct**

*Revised: 08/25/2016 | Effective: 08/25/2016*

The purpose of this policy is to outline what FirstChoice Staffing Company expects from its employees in terms of appropriate behavior. Employees who violate the work rules are subject to disciplinary action, up to and including termination.

Infractions of the following work rules are deemed to be unacceptable and may result in termination upon the first offense.

### **Unacceptable Violations**

1. Theft of company property or personal property of another employee.

2. Punching another employee's time card or permitting someone to punch your time card.
3. Falsification of an application or company record.
4. Sleeping while on duty.
5. Unauthorized disclosure of confidential information.
6. Serious violation of harassment policy.
7. Fighting, threatening, or attempting bodily injury to another person on the company property.
8. Deliberately damaging company property, property belonging to a co-worker or to a vendor.
9. Failure to wear safety equipment where required.
10. Unauthorized use of company time, materials, tools, etc. for personal gain.
11. Unauthorized alteration of company machinery or equipment.
12. Violation of safety rules which could result in serious injury to self or others.
13. Reporting to work under the influence of drugs and/or alcohol.
14. Possession of guns, knives, weapons, explosives, etc. on company property.
15. Testing positive for drugs on a company-administered drug test.
16. Refusal to cooperate with the investigation of a work-related matter.
17. Insubordination.
18. Indecent or immoral behavior on company property.
19. Conviction of a felony.

#### General Violations

The following violations do not generally pose a major threat to the operation of the business or to the safety and well-being of the individual or other employees.

1. Horseplay
2. Contributing to unsanitary conditions
3. Leave work area without permission
4. Failure to provide an acceptable quality of work
5. Repeated tardiness or absence; failure to report to work without satisfactory reason
6. Smoking in restricted areas
7. Unauthorized solicitations or posting of materials on company bulletin board
8. Improper operation of any vehicle on company property
9. Unauthorized use of company telephones or computers

The above lists are not all-inclusive and the company reserves the right to take corrective action for any behavior it deems inappropriate for the efficient operation of the business.

#### **Confidentiality**

*Revised: 08/25/2016 | Effective: 08/25/2016*

Information regarded as confidential, including payroll, financial statements, customer lists, price lists and other information, should be handled carefully. Managers should instruct their staff coming in contact with this information as to what is confidential and should require that staff write "PERSONAL AND CONFIDENTIAL" on such materials on the outside of any envelopes and correspondence.

Employees should be instructed that upon receipt of materials marked Personal and Confidential, these materials should be left sealed, to be opened by the individual to whom they are addressed.

Confidential information regarding the company or the customers we serve should in no way be divulged verbally, in written correspondence or e-mail. Failure to abide by this policy will result in disciplinary action, up to and including discharge.

## **Computer Policy, Including Internet Usage and Email**

*Revised: 08/25/2016 | Effective: 08/25/2016*

Internet access is provided to individuals based upon business needs to benefit the Company through connection to worldwide information resources. Employees have a responsibility to maintain and enhance FirstChoice Staffing Company's public image while accessing the Internet by following these guidelines:

Employees using Internet access via Company hardware and software are representing FirstChoice Staffing Company. As such, their conduct should be ethical and lawful at all times. Channels may be accessed for official company business to gain technical or analytical information and to establish business contacts.

Internet access should not be used for personal gain or advancement of personal views, for solicitation of non-company business, or result in the disruption of the company network operation or interfere with personal productivity at work.

Employees are responsible for the content of all text, audio, or images they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages on the Internet should be identified with the employee's name. Employees may not obscure the origin of messages and the information published should not violate or infringe upon the rights of others. Abusive, profane or offensive language transmitted through the Company system is strictly prohibited.

Employees may not download software without the express acknowledgement and support of the Network Administrator to ensure that proper licenses are obtained and viruses are not transmitted.

Employees may not send or upload Company copyrighted materials, trade secrets, proprietary information, or similar materials to third parties. Employees may not violate the copyright laws in regard to receipt/download of materials available on the Internet by copying and disseminating information, except for purposes falling under the category of "fair use".

All messages created, sent, or retrieved over the Internet are the property of the Company and should be considered public information. The Company reserves the right to access and monitor all messages and files on the computer system at any time. All communications can be disclosed to law enforcement officials or other third parties without prior consent of the sender or the receiver.

Harassment of any kind is strictly prohibited. Messages with derogatory or inflammatory remarks regarding race, religion, national origin, sexual orientation, or other protected attributes may not be transmitted.

Violations of the Internet Code of Conduct may result in disciplinary action up to and including termination and illegal activities may result in prosecution by legal authorities.

## **Cell Phone Usage**

*Revised: 08/25/2016 | Effective: 08/25/2016*

Use of personal cell phones is discouraged, as it is disruptive to the workflow of the office. Personal cell phones should be turned off while at work. Use of your personal cell phone is permitted during your lunch break.

## **Social Networking Policy - Short Version**

*Revised: 08/25/2016 | Effective: 08/25/2016*

The company recognizes that social media is an integral part of doing business today. The proper role of social networking is to convey information about the company, its products and services, search for possible new

markets and discuss company activities and events.

Only persons authorized to do so may prepare or modify content for the company's official website(s) and/or blogs. You are expected to comply with the following guidelines:

1. Employees must identify themselves by name and their position in the company.
  2. Written approval to publish copyrighted information must be obtained in advance. If you are using information provided by another person, be certain you have permission to use it and acknowledge the author's contribution.
  3. Maintain the highest level of professionalism. Be respectful to all, the company, your co-workers, customers and competitors. Remember you represent the company and will be held responsible for your posts.
  4. Do not disclose any confidential information about the company and/or its customers.
  5. Check your facts before you publish. Honesty is imperative as information can be verified quickly on the internet. False statements will damage both the company's and your credibility.
  6. Promptly correct your mistakes to avoid misunderstanding and irritation.
- Information published on the internet becomes part of a permanent record. Exercise good judgment and common sense. If in doubt, don't post until you clear it through the appropriate channels.

All social networking activities must be in compliance with the company's policy on electronic communication.

### **Personal Blogs/Social Networking**

Employees are not allowed to use company-owned equipment, including computers, company licensed software or other electronic equipment or facilities on company time to conduct personal blogging or social network activities.

Employees may not use the company logo or trademark on their personal blogs or networks.

Employees may not post photographs of other employees, customers, or vendors on personal posts.

Employees are not to link from a personal blog or social network to the company's internal or external websites.

Bloggers are responsible for their commentary on blogs and social networks. Bloggers can be held personally liable for commenting that is slanderous, obscene, defamatory or libelous by any offended party.

Social networking and blogging must be done on the employee's equipment during breaks or lunch.

If you have any questions regarding the proper use of social networking/blogging, please contact your HR Manager.

### **Non-Smoking (Including Electronic Cigarettes)**

*Revised: 08/25/2016 | Effective: 08/25/2016*

To protect the health, welfare and safety of the visitors, employees and/or volunteers, the FirstChoice Staffing Company knows that:

- Smoking is unhealthy and detrimental to the health of others.

- Cigarettes once consumed in public spaces are often discarded on the ground, thus causing a litter problem.

Therefore, the FirstChoice Staffing Company agrees to prohibit smoking within 50 feet of entrances for any or all Company offices or buildings.

## **Company Property**

*Revised: 08/25/2016 | Effective: 08/25/2016*

FirstChoice Staffing Company may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you. You must also return any property given to you promptly upon request. If you terminate your employment at FirstChoice Staffing Company, you must return all company property immediately.

The following are items that may be issued to you. Not all employees will receive each and every item nor will every item be assigned:

Client Lists Keys Cell Phones Protective Equipment Written Material(s)

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

## **Outside Employment**

*Revised: 08/25/2016 | Effective: 08/25/2016*

The company understands that there may be instances where it is necessary for an employee to have a part-time job in addition to their regular full time position.

Employees should understand that other employment must not interfere with their current position. Please advise your supervisor if it becomes necessary for you to take a part-time job. We strongly discourage the taking of another full time position. This generally results in a fatigued employee who cannot do either job properly.

Performance issues will be addressed if it becomes apparent that the other employment is interfering with your current position. Employees are not allowed to accept positions with our competitors as this represents a conflict of interest.

## **Parking**

*Revised: 08/25/2016 | Effective: 08/25/2016*

The company provides parking facilities for your convenience and safety. The company is not liable for theft or damage to your personal property. Lock your car and report any suspicious behavior to your supervisor.

## **Solicitation**

*Revised: 08/25/2016 | Effective: 08/25/2016*

FirstChoice Staffing Company's policy regarding solicitation is to prevent disruptions and protect our employees from harassment.

During working hours, no employee shall solicit or distribute literature or other materials to another employee for any purpose. Working hours do not include such times as lunch, break time or time before or after work.

No employee not on working time shall distribute literature or other material to an employee who is on working time. No employee shall solicit or distribute literature or other materials to any visitors at any time for any purpose.

### **Visitors at Work**

*Revised: 08/25/2016 | Effective: 08/25/2016*

All visitors, including an employee's family members, who wish to see an employee during working hours, must first check in the front office. Visitors may be required to sign in and receive a visitor's badge. If a visit involves an emergency, the employee will be notified immediately, and will receive all possible cooperation from management.

Visitors do disrupt business. Please remind your friends and relatives that unless there is an emergency involved, they should not disturb you while you are working.

### ***Section: Acknowledgement***

#### **Acknowledgement of Receipt of Company Handbook**

*Revised: 08/26/2016 | Effective: 08/25/2016*

This handbook has been prepared to provide you with a general understanding of our personnel policies, work rules and benefits. All employees are responsible for becoming familiar with our policies and procedures. If you have any questions regarding the material in the handbook, please contact your supervisor or any other member of management for clarification. The handbook should not be construed as an employment contract or agreement for employment for any specified period of time. We reserve the right to make changes to these policies at any time.

I acknowledge that I must access the FirstChoice Staffing Company handbook on line and have been advised to do so.