



**Temporary  
Employee  
Policies  
&  
Procedures  
Handbook**

**EMPLOYEE HANDBOOK**

**(TEMPORARY EMPLOYEES OF K & S STAFFING SOLUTIONS)**

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**IMPORTANT NOTICE: THIS HANDBOOK IS NOT A CONTRACT**

Nothing in this Handbook should be construed as a promise of any kind, nor as creating a contract regarding wages or any other working conditions. K & S Staffing Solutions, Inc. cannot guarantee employment for its workforce. You have the unqualified right to terminate this employment relationship at any time for any reason; likewise, K & S Staffing Solutions, Inc. has the right to discharge or discipline any employee with or without cause or prior warning. Your status as an at-will employee may not be changed except in writing signed by the President of the Company. Employment at-will is the sole and entire agreement between the Company and you concerning the duration of your employment and the circumstances under which your employment may be terminated.

This takes priority over any other provision in the Handbook, and any promise, oral or written, made by an officer or employee of the Company, including your supervisor.

## **Welcome**

Welcome to K & S Staffing Solutions, Inc. We are pleased you are joining us as a temporary/contract employee (referred to as “employee” herein) and know your contributions will assist us in remaining a leader in our industry. We look forward to a mutually rewarding and beneficial work relationship.

This Handbook is intended to provide you with a summary of our work rules and procedures, as well as guidance for the successful performance and completion of your temporary assignments. Keep in mind that while on assignment(s), you are an employee of K & S Staffing Solutions, Inc., so if at any time you have any questions or concerns regarding your employment or your assignment(s), please do not hesitate to pick up the phone and speak to your temporary services counselor.

The contents of this Handbook are presented as a matter of information only and may be modified at any time. The Company retains the right to alter, amend, follow or not follow these procedures. While it is company policy to follow these procedures, the Company adopts such procedures solely for its own benefit and to the extent it helps assure that employee relations are non-discriminatory.

### **K & S STAFFING SOLUTIONS, Inc.’ CORE VALUES**

Our success is a tribute to our adherence to three core values:

- Honesty
- Integrity
- Sincerity

These values are the cornerstones for how we conduct business in our global community and treat our coworkers and our customers.

### **EQUAL EMPLOYMENT OPPORTUNITY**

K & S Staffing Solutions, Inc. is committed to providing equal opportunity in all of our employment practices. The objective of the Company is to recruit, hire and train into all job levels the most qualified applicants without regard to race, religion, color, sex, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, medical condition (cancer and genetic characteristics), handicap, disability (mental and physical) including HIV and AIDS or any other protected status in accordance with the requirements of all federal, state and local laws. Furthermore, K & S Staffing Solutions, Inc. is committed to conducting business only with clients who maintain the same standards of equal employment opportunity and job conduct.

## **PROBLEM SOLVING PROCEDURE**

K & S Staffing Solutions, Inc. does not maintain a formal grievance procedure. Instead, we employ an informal “Open Door” policy which seeks to establish open, honest, responsible communication across all lines of the company in order to adequately address and resolve any and all employment-related problems. Therefore, the Company encourages all employees to bring any problems to the attention of management or other appropriate person(s) in order to seek a prompt resolution. It should be noted that the establishment and utilization of the Open Door policy does not alter the mutual at will employment relationship.

## **NO HARASSMENT POLICY**

It is the policy of the Company to maintain a working environment free from discrimination and discriminatory harassment. We do not tolerate harassment from employees, clients or candidates. Therefore, any form of unlawful discrimination including harassment based on race, religion, color, sex, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, medical condition (cancer and genetic characteristics), handicap, disability (mental or physical) including HIV and AIDS or any other protected status in accordance with the requirements of all federal, state and local laws is strictly prohibited.

Any temporary/contract employee found to have engaged in any form of discrimination or discriminatory harassment in the course of his/her assignment will be subject to appropriate disciplinary action, up to and including termination of employment.

### **What Is Discriminatory Harassment?**

Harassing conduct is unlawful and a violation of this policy if it is based on an individual’s race, religion, color, sex, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, medical condition (cancer and genetic characteristics), handicap, disability (mental or physical) including HIV and AIDS or any other characteristic protected by applicable law.

#### **1. What Is Sexual Harassment?**

Sexual harassment includes, but is not limited to, unwelcome or unwanted sexual advances, requests for sexual favors, as well as other conduct of a sexual nature when:

- I. The submission to or rejection of such conduct is made a condition of the employee's continued employment, or used as the basis for any employment decisions affecting the employee; or
- II. The conduct, if unwelcome and severe or pervasive, creates an intimidating, hostile or offensive working environment, or unreasonably interferes with an employee's work environment.

Examples of what may, if unwelcome and severe or pervasive, constitute sexual harassment, besides sexual advances and requests for sexual favors include, but are not limited to:

- Verbal: suggestive comments, statements or questions about personal sexual matters, insults, threats or jokes about personal or physical traits, or jokes of a sexual nature.
- Non-verbal: suggestive or insulting noises, visual conduct of a sexual nature that would include leering, obscene gestures, or the use of literature or pictures that are sexually suggestive, revealing, demeaning or pornographic.
- Physical: touching, pinching, rubbing or massaging the body; coercing sexual intercourse; or assault.

## **2. What Is Other Discriminatory Harassment?**

Any conduct based on an individual's race, religion, color, sex, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, medical condition (cancer and genetic characteristics), handicap, disability (mental or physical) including HIV and AIDS or any other characteristic protected by applicable law is considered harassing if it creates a hostile, intimidating or offensive work environment, or unreasonably interferes with an employee's work performance. Like sexual harassment, other discriminatory harassment can be verbal, non-verbal, or physical.

Examples of what may, if unwelcome and severe or pervasive, constitute other discriminatory harassment include, but are not limited to, the use of racial or ethnic slurs, jokes, or derogatory remarks; the use of insults, threats, literature, pictures or cartoons based on a protected characteristic; or any physical aggression based on a protected characteristic.

### **How Should Discriminatory Harassment Be Reported?**

Any employee who believes that discriminatory harassment has occurred should immediately report the incident to their counselor, another management official and/or Human Resources. **Human Resources can be reached at (530) 605-4517 or direct correspondence to: K & S Staffing Solutions, Inc. Corporate Human Resources, 2815 Bechelli Lane, Redding, CA 96002.**

Employees who experience harassment by a non-employee or who observe harassment of an employee by a non-employee should report such harassment to his/her counselor. Harassment of our candidates by clients or harassment initiated by our employees on client premises is strictly prohibited. Notification of any type of harassment to the Company is essential in order for us to investigate accordingly. The Company prohibits employees from hindering our internal complaint procedure and any subsequent investigation.

The Company takes matters of discriminatory harassment very seriously and will conduct a prompt investigation of all complaints and take appropriate action based upon that investigation. Any employee found to have engaged in any form of discriminatory harassment will be subject to appropriate disciplinary action, up to and including termination of employment. Absolute confidentiality cannot be guaranteed. However, every effort will be made to handle all complaints and investigations with as much

discretion and confidentiality as circumstances permit. The Company will not tolerate any retaliation against any employee for making a complaint, bringing inappropriate conduct to the Company's attention or for participating in an investigation of an alleged act of harassment.

### **Additional Information**

The California Department of Fair Employment and Housing (DFEH) and the California Fair Employment and Housing Commission are state agencies that resolve complaints of discrimination, including sexual harassment. You may contact the California Department of Fair Employment and Housing at 2000 O Street, #120, Sacramento, California 95814-5212 or at (916) 445-9918. The Equal Employment Opportunity Commission is a federal agency and works with the DFEH to resolve complaints of discrimination, including sexual harassment. You may contact the Equal Employment Opportunity Commission at 1801 L Street, Northwest, Washington, D.C. 20507 or at (800) 669-4000. The Company will not retaliate against an employee for opposing the practices prohibited by state or federal laws or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by, the Department of Fair Employment and Housing, the Fair Employment and Housing Commission or the Equal Employment Opportunity Commission.

### **EMPLOYEE CLASSIFICATION**

The Company classifies temporary/contract employees according to specific terms and definitions in accordance with state and federal law.

Temporary/Contract Non-Exempt Employee: A work assignment for a temporary/contract non-exempt employee is intended to be of limited duration on an indefinite regular or irregular work schedule. Temporary/contract employees are called in to work only as needed, are paid only for actual time worked, are not subject to the Introductory Period and are eligible for limited company-sponsored benefits.

A non-exempt employee is subject to minimum wage and hour standards, overtime, meal period/rest breaks and timecard provisions of the Federal Labor Standards Act (as amended).

### **Temporary-to-Hire Positions**

A "temporary-to-hire" opportunity is generally defined as a temporary assignment which has the potential of becoming a full-time (regular) position with a K & S Staffing Solutions, Inc. client. The benefit to the temporary employee is that he/she has the ability to gain experience while assessing whether or not the client company will offer the most suitable environment for him/her. In addition, the client company is under contract with K & S Staffing Solutions, Inc. and therefore obligated to negotiate salaries with a temporary services counselor, thus relieving the temporary employee of this burden. The benefit to the client is that they will be able to evaluate the performance of the temporary employee to ensure a good match for their company. There are no defined time perimeters determining when the transition from K & S Staffing Solutions, Inc.' payroll to the client's payroll will happen, although the average is approximately two to five

months. Upon accepting a "temporary-to-hire" assignment, the temporary candidate will be considered for hire and is therefore expected to discontinue interviewing for other positions until a decision has been made in regard to the "temporary-to-hire" opportunity.

### **WORK SCHEDULE AND OVERTIME POLICY**

As part of our responsibility to our customers and to other employees, K & S Staffing Solutions, Inc. expects you to be at work as scheduled, to arrange your personal schedule to accommodate established working hours and to notify the office immediately when it is known that an absence or tardiness will occur. You are expected to be in the client's office, ready to begin the day's scheduled activities, at the start of each assigned work shift. Punctual and consistent attendance is a condition of employment. It is always best to arrive 10 to 15 minutes early on the first day of each assignment.

Overtime must be approved by the client in advance, worked as scheduled and be initialed on timecards by the client. Working overtime without your supervisor's approval may result in disciplinary action, up to and including termination of employment.

### **YOUR PAY**

Temporary assignments will have varying rates of pay, depending upon the nature of the work and the skill required. Your counselor will inform you of the hourly rate at the time you are contacted about the assignment. If you have a concern regarding pay for an assignment, do not hesitate to speak with your counselor. In addition, while on an assignment, it is important to keep your salary information confidential.

### **Pay Periods and Paychecks**

Paychecks are available for pick up by the temporary employee as follows:

- **Redding, CA. Thursday after 3:00 pm**

**To be paid in a timely manner, your timecard from the previous week must be completed in ink, signed by you and by the client or supervisor and returned to K & S Staffing Solutions, Inc. by Monday at 12:00 noon.**

If you find yourself at an assignment without a timecard, you may call our payroll office and request that one be faxed to you. We will accept a faxed timecard in order to process your paycheck, and it is NOT necessary to mail the original. **If faxing your timecard, please call our payroll office to confirm that your timecard was received and to confirm that your check will be available where and when you expect it.**

If you want your check to be held at a K & S Staffing Solutions, Inc. office for pick-up, you must call the office and notify your counselor prior to the outgoing mail on Friday, otherwise **your paycheck will be mailed automatically to the address that you listed on your W-4 form.** Checks will be held in the office from which you were placed, unless specifically requested to be held at an alternate office. To request your check be held in an office other than the one through which you worked, check the appropriate box. Checks are mailed on Friday via standard first class mail..

K & S Staffing Solutions, Inc. will abide by all applicable laws relative to pay. In order to be paid for overtime hours worked (assuming the client has approved in advance) and avoid delays, the supervisor MUST initial the line provided on timecard, authorizing us to pay those hours.

Please round the hours worked to the nearest fifteen minute increment. For example, if you work from 9:00 am to 5:12 pm with a one hour lunch, you will write 7 1/4 hours in the regular hour's column. Keep in mind that the lunch period is not paid and should therefore be deducted from the total number of hours worked.

Employees are paid for actual time worked during the pay period. Regular time, overtime, required taxes and any authorized deductions are itemized on each payroll stub. Year-to-date totals are also itemized as a courtesy to employees.

For your convenience and in compliance with applicable labor statutes, the annual payroll schedule is published during the last two weeks of December and shows each payday for the New Year. Copies of the schedule may be obtained upon request.

The Company is required by law to recognize certain court orders, liens and wage assignments. When the Company receives notice of a pending garnishment or wage assignment, the employee will be notified by the appropriate accounting personnel.

#### **Advance Payment of Wages**

Payroll advances are not customary, however, in the event of a rare, extenuating emergency, a payroll advance will be considered. Employees must place their request in writing along with supporting documentation to be reviewed by an appropriate member of senior management.

#### **Direct Deposit**

Once placed on an assignment, a temporary employee may request for the payroll checks to be automatically deposited into their bank account. In order to make arrangements for direct deposit, the employee must contact the K & S Staffing Solutions, Inc. payroll department.

#### **Lost Paychecks and Special Requests**

Employees maintain sole responsibility for their paychecks after they have been distributed. If a check is lost or otherwise missing, it must be reported immediately so that stop-payment may be initiated. A check will be reissued 24 hours after a confirmation is received from the bank.

K & S Staffing Solutions, Inc. will try to accommodate special employee requests regarding holding or mailing checks, replacement of lost checks and other special situations. If you have a one-time, special or unusual need, contact the payroll department in the **corporate office at (530) 605-4517.**



Employees working 10 hour shifts or longer should contact their counselor to obtain additional meal period/rest break requirements.

### **Jury Duty/Witness Duty**

If an employee receives a jury summons, he/she may request to be excused from their assignment without pay to attend to this duty. The Company must be notified immediately after the summons is received, so that arrangements to cover the employee absence may be made.

If time off without pay for jury duty would present a financial hardship for the employee, upon request, the Company will provide the employee with a letter confirming its non-pay policy for jury duty. It is the responsibility of the employee to bring the summons to their counselor. The Company will provide the letter to attach to the summons and it is the employee's responsibility to bring the letter and the summons to the court on the date required to report for jury duty. Keep in mind, the letter does not automatically allow for dismissal from jury duty. Employees should coordinate time off for jury duty with their counselor.

If an employee is required by law to appear in court as a witness on a personal matter, time off without pay may be requested and granted, provided reasonable advance notice is given to the counselor.

### **Voting**

Time off to vote may be requested and granted to employees in compliance with existing laws and statutes.

### **Vacation**

Please see "Employee Benefits" section of this Handbook.

### **Illness or Injury Leave**

If you are disabled for eight or more consecutive calendar days due to illness, injury, or pregnancy, you may be eligible for benefits through the State Disability Insurance (SDI) program (contact your counselor for details on whether SDI is available in your respective state). By law, employers are required to deduct a certain amount from your pay to provide this employee-funded benefit. If your claim is approved by the Employment Development Department (EDD), it will pay a portion of your pay for the period of disability. The benefits may be subject to reduction based on your income from other sources (e.g., workers compensation, etc.).

### **CA Paid Family Leave Insurance Program**

The California Paid Family Leave law allows employees up to six weeks off to care for a seriously ill family member or bond with a new child. By law, employers are required to deduct a certain amount from your pay to provide this employee-funded benefit. CA Paid Family Leave insurance provides partial pay to eligible employees. Paid Family Leave insurance does not provide job protection or return rights. More information of

this benefit is available at [www.edd.ca.gov](http://www.edd.ca.gov).

**Active Military Duty Leave**

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of state and federal laws. You are expected to notify your counselor of upcoming military duty by providing them with a copy of your orders from the Armed Forces as soon as possible. A leave of absence for active military duty is unpaid.

**Reserve Military Duty Leave**

If you are required to serve two weeks' reserve military duty, you must submit a copy of your orders from the reserve unit to your counselor.

## **EMPLOYEE BENEFITS**

### **Medical Benefits**

K & S Staffing Solutions, Inc. provides you with information on an employee paid, limited benefit medical plan. This Plan is immediately available to employees who complete a minimum of one assignment. See your counselor for information on this benefit.

### **Retirement Savings Plan – 401(k)**

Temporary employees are eligible for 401(k) benefits after one year of service, having completed 1000 hours of service and met the minimum requirement of being 21 years of age or older. Please see your counselor for further enrollment instruction.

### **Vacation**

Vacation time makes for happier and more productive employees. Temporary employees accrue eight hours vacation pay for every 500 hours worked. All vacation benefits are paid at the rate of the current assignment or at last assignment worked if the employee is not currently on assignment. No vacation benefits may be used in advance of accrual.

Vacations are scheduled at the mutual convenience of the employee and K & S Staffing Solutions, Inc. and could depend upon whether or not the employee is currently on assignment and if the client's office workload can spare the employee for a day. It is also possible to collect vacation pay while on assignment in lieu of paid time off. Your vacation time is available for payout upon accrual. See your counselor for further details.

### **Workers' Compensation Insurance**

The Company pays the entire amount of the workers' compensation insurance premium which provides benefits to employees who experience injury or illness connected with employment. To be eligible for workers' compensation benefits, the injury must be a direct result of the job. Benefit entitlements are governed by law, but it is essential that you report all work-related accidents, injuries and illnesses immediately.

You should be aware that California law makes it a crime to file a knowingly false or fraudulent claim for workers' compensation benefits or to submit knowingly false or fraudulent information in connection with any workers' compensation claim. Violation of this law is punishable by imprisonment of up to five years, a fine of up to \$50,000 or both. Filing a false or fraudulent worker's compensation claim is also a violation of company policy and will result in disciplinary action, up to and including immediate termination.

## **COMPANY POLICIES**

### **K & S Staffing Solutions, Inc.' Code of Conduct**

Our success has been built upon a reputation of fair dealing, integrity and ethical business practices. To continue this proud tradition, we are committed to ensuring that all K & S Staffing Solutions, Inc. employees and officers follow the policies set forth in the K & S Staffing Solutions, Inc. Code of Conduct. The result of your effort will be a more efficient, productive and pleasant atmosphere for you, your co-workers and our candidates and clients.

A summary of our core conduct standards are as follows:

- Non-Discrimination: Employees must deal with clients, co-workers or other individuals they interact with throughout the course of their assignment without regard to race, religion, color, sex, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, medical condition (cancer and genetic characteristics), handicap, disability (mental and physical) including HIV and AIDS or any other protected status in accordance with the requirements of all federal, state and local laws.
- Conflicts of Interest: Employees must not permit any business decision to be influenced, or appear to be influenced, by interests unrelated to K & S Staffing Solutions, Inc. and/or the client. Employees must not knowingly permit themselves to be placed in a position where their interest could become adverse to K & S Staffing Solutions, Inc. and/or the client.
- Outside Business Activities: Employees should discuss with their counselor any outside employment arrangement that could be construed as a conflict of interest or in direct competition with K & S Staffing Solutions, Inc. and/or the client.
- Accurate Records: K & S Staffing Solutions, Inc.' business records must always be prepared with accuracy and reliability. The details of our relationships and transactions with those we do business must be free of error. Employees must not alter or falsify information on any record, document, application, timesheet, investigative questionnaire, medical history record, wage statement or other business documents.
- Personal Conduct: Occasionally, it becomes necessary to use disciplinary measures when personal conduct is contrary to accepted practices. In an effort to provide some guidance, the following are examples of the most common types of conduct which are not acceptable and may result in disciplinary action up to and including termination of employment:
  - Falsifying or withholding information on personnel records, employment applications, work performance reports, time records or any other records or reports.
  - Failure to perform assigned duties or performance of work below required standards.
  - Insubordinate behavior and/or failure to follow the directions of a management official and/or treat a supervisor, counselor or management official in an insubordinate manner. Refusal to fully disclose information

in the course of a company investigation is insubordinate behavior.

- Refusing to work assigned schedule and/or overtime.
- Fighting, threats or attempting injury to another. Possession of weapons of any kind on company and/or client premises.
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage.
- Destroying or willfully damaging the Company and/or client's information assets or property or the property of another.
- Violation of the Company's policy on Alcohol and Drugs, No-Harassment or any other policies noted in the Employee Handbook or outlined by management and/or the client.
- Using the Company and/or client's property or services for personal gain or removing or disposing of the Company and/or client's materials, supplies, equipment or confidential information assets without proper authority.
- Direct contact with the client after an assignment ends that is inappropriate, disruptive and/or threatening in nature.
- Dishonesty or theft.
- Excessive tardiness or absenteeism.
- Unprofessional behavior inclusive of disrespectful interaction of a serious nature with co-workers, management, counselors, candidates, client and vendors, chronic negativity or unwillingness to work in a team environment.

It is not possible to list all potentially unacceptable conduct; as noted, the above list is not exhaustive, merely illustrative.

Any K & S Staffing Solutions, Inc.' employee who compromises or violates the ethical standards outlined in this Code of Conduct may be subject to disciplinary action up to and including termination of employment. You are expected to comply with these standards while on assignment, when visiting a K & S Staffing Solutions, Inc. office or while interacting with any K & S Staffing Solutions, Inc.' employee. Employees must promptly report any violation of this Code to their counselor.

### **Confidentiality**

In the course of employment, you will have access to confidential information with respect to the business of the Company and its clients. Confidential information includes (but is not limited to); all letters or any other information concerning transactions with clients, candidates, payroll or personnel records of past or present employees, financial records of the Company and/or client, records from vendors or suppliers and any documents concerning business operations of the Company and/or client. You will be expected to respect and maintain the confidentiality of this information and to utilize it solely in connection with the facilitation of your responsibilities. Failure to comply may be grounds for termination. Please keep in mind, when you end an assignment or terminate your relationship with the Company, you may not remove, destroy, or use such information for your benefit, or on behalf of a different employer.

## **E-Mail/Phones/Internet Security**

The Company and/or client's computers, networking resources and electronic mail systems are the property of the Company and/or client and should be used to provide service to customers and for other business purposes. Accordingly, electronic mail and internet use should be used exclusively for matters of concern to Company operations and not for communication of a personal, private or non-business nature. Electronic mail and other electronic information systems of the Company and/or client are not to be used in a way that may be disruptive, offensive to others or harmful to morale. For example, there should be no display or transmission of sexually explicit images, messages, or cartoons, or any transmission or use of electronic mail or other electronic system communications that contain ethnic slurs, racial epithets or anything that may be construed as harassment or disparagement of others based on their race, religion, color, sex, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, medical condition (cancer and genetic characteristics), handicap, disability (mental and physical) including HIV and AIDS or any other protected status in accordance with the requirements of all federal, state and local laws.

In addition, subject to local laws, the Company and/or client reserves the right to examine, copy or disclose all e-mail or other information stored on its computers. You should have no expectation of privacy associated with the information that you store on or send through the Company or client's systems. Subject to the local laws of your jurisdiction, the use of your computer and/or the Company or client's computer systems represents your consent to be monitored and authorization to search either your personal computer or any of the computer systems you use in order to assure compliance with Company policies. Consult your counselor for additional information.

Similarly, employees should exercise discretion with regard to personal phone calls and cell phone usage in order to keep the work environment free of disruption. Utilizing company and/or client phones to place long distance or international calls is strictly prohibited. Please limit any personal phone calls to your break or lunch period (with the exception of extreme emergencies). K & S Staffing Solutions, Inc., and most client companies, prefers that you give the phone number for K & S Staffing Solutions, Inc., to your family or friends as your emergency contact number. If someone needs to contact you during the day, please instruct them to call K & S Staffing Solutions, Inc.; we will then immediately relay the message to you. Violations of our phone policy may be subject to disciplinary action as outlined in the Code of Conduct section of this Handbook.

## **Drug and Alcohol Policy**

To protect employees, the Company and our clients from the abuses of illegal or controlled substances, the Company's policy calls for disciplinary action up to and including termination for anyone who uses, sells, possesses or is under the influence of illegal drugs or inappropriate or excessive use of alcohol while conducting business for the Company, whether or not consumed during working hours or whether or not

consumed on the Company or client's premises. Furthermore, the use of prescription drugs and/or over-the-counter drugs may also affect an employee's job performance and ability to make sound business decisions. Driving a vehicle on company time while under the influence is strictly prohibited.

In addition, the use or possession of these substances constitutes a potential danger to the welfare and safety of other employees and exposes the Company and/or client to risks of property loss, damage or injury to other people. The Company reserves the right, in certain circumstances, to test for the presence of illegal or controlled substances when reasonable suspicion exists. Failure to comply may be grounds for termination.

### **Visitors**

Visitors are prohibited while on assignment, with the exception of drop off, pick-up or meal breaks (off premise).

### **Personal Appearance and Behavior**

In keeping with the high standards of a professional service organization, K & S Staffing Solutions, Inc. requires its temporary employees to attire themselves in clothing suitable for the position you are assigned too. Some client companies have more strict standards than others, so be sure to ask your counselor if you have questions about your attire for the assignment. In all cases, however, our general rule is that all articles of clothing must be neat, clean, pressed, suitably matched and of a fabric and color appropriate for a professional appearance. Socks or hosiery should be worn at all times, unless otherwise instructed. Extreme styles of makeup or dress should be avoided.

Today's variety of fashions, together with the rate in which they change, make it impractical to list all attire that is appropriate, however, listed below are guidelines to keep in mind with regard to your attire:

- Do not wear excessively tight, sheer, short or revealing clothes
- Avoid clothes that are soiled or wrinkled
- Tennis shoes or sandals may be inappropriate in certain business environments
- Nails should be short, neat and clean
- Keep perfume or cologne use to a minimum
- Avoid too much jewelry. Piercings, tattoos or other artistic impressions should be kept unexposed while in a professional business environment
- Hairstyle, hair length, facial hair, make-up, hair color and body hygiene should be neat, clean and well groomed, not eccentric.

Employees who report to work in unacceptable attire may be required to leave work and return in acceptable attire.

Additionally, unprofessional behavior in the workplace, such as sexually-related conversations, inappropriate touching (e.g., kissing, hugging, massaging, and sitting on laps) and any other behavior that is of sexual nature or could be offensive to another employee is prohibited. Employees who fail to observe these standards will be subject to

the provisions outlined in the No Harassment Policy.

### **Workplace Violence Policy**

It is the policy of K & S Staffing Solutions, Inc. to maintain a workplace free of threats, intimidation, or violence against our employees, candidates or clients; also, weapons of any kind are not allowed in the workplace. Failure to comply may be grounds for termination.

Any employee who is subjected to or threatened with violence by a co-worker, candidate, or client or who is aware of another individual who has been subjected to or threatened with violence, must report this information to his/her counselor as soon as possible. Please bring all threats to our attention so we can act accordingly. All threats and complaints will be thoroughly investigated.

### **Theft**

K & S Staffing Solutions will not tolerate theft of any kind. To protect you, your co-workers, the Company and client, we reserve the right to inspect all purses, briefcases and packages on company property when reasonable suspicion exists. If you remove company property from the premises, you must obtain written permission in advance from your client supervisor or K & S Staffing Solutions, Inc. counselor.

## **CHANGES IN STATUS**

### **Personnel Records**

Each employee is required to complete forms for withholding federal and state income taxes, as well as furnishing other employment related information on various employment documents.

It is the responsibility of the employee to immediately inform the Company of any relevant change of personal information, including change of name, address or telephone number or change of information affecting employee benefits, such as marital status, number of dependents, etc.

Because personnel records are confidential, employees should provide written authorization to their inquiring party for employment verifications or reference checks if they wish to have information released for any reason. Otherwise, it is company policy to verify dates of employment and job title only.

The Company policies outlined in this Employee Handbook are not all inclusive, but provide employees with an overview of general expectations. K & S Staffing Solutions, Inc.' identification of corporate policies does not alter the at-will nature of your employment. Employees have the right to terminate employment at any time, with or without cause or notice, and the Company has a similar right.

Should you have any questions, please consult with your counselor.

**In Closing**

We are excited you are part of our team and ask that you keep the contents of this Handbook in mind during your business endeavors. The work you do makes an important contribution to K & S Staffing Solutions, Inc.' reputation and outstanding success. Once again, welcome to the Company.

**EMPLOYEE**

**SAFETY**

**HANDBOOK**

## **Workplace Safety**

K & S Staffing Solutions, Inc. recognizes the value of a safe and productive working environment. The Company, our clients and our employees have a joint obligation and responsibility to ensure a safe workplace. The Company requires all employees to familiarize themselves with all safety and emergency procedures, including (but not limited to), building fire and evacuation procedures. If an employee becomes aware of any unsafe condition, he/she must report it immediately to management.

All employees should take care to secure and safeguard his/her personal belongings. Employees are responsible for keeping their work area tidy, free from clutter or other potential tripping hazards.

Some simple rules to live by:

1. Do not take short cuts.
2. Do not use equipment without proper instruction and/or permission.
3. Always remember to follow safety rules and safe practices; when in doubt - ask your counselor/supervisor.
4. Keep your footing safe and limit dangling cords under your desk.
5. Do not play practical jokes or disturb others around you.
6. Make sure you are always aware of emergency exits and Evacuation procedures.
7. Assist your fellow employees in being as safe as possible too.
8. Get First Aid immediately if necessary; do not neglect even a simple scratch or wound.
9. Report an injury no matter how small to your counselor.

One out of every four work injuries results from improper handling of materials. A safety program helps reduce the number of these accidents - but no program can protect thoughtless workers. There is a way to lift properly - and here are a few suggestions:

**Before you lift:** Look over your path for possible obstacles and tripping hazards. Inspect the object you are going to lift for sharp corners, nails and other things that might cause injury.

**When you are ready to lift:**

- Do not over lift. Make a trial lift to determine if you can lift without strain. If not, GET HELP.
- Set your feet solidly, somewhat apart and get a firm grip on the object. Sometimes it may be best to get down on one knee.
- Crouch as close to the load as possible. Do not get into a full squat, but bend your legs.
- Keeping your back straight and bending at the hips so you are over the load, lift by straightening your legs and swinging your back into a vertical position.

- To set objects down, bend your legs and the trunk of your body at the waist.

Make the leg muscles, **NOT** the back muscles, do the work. Keeping the legs straight and arching the back to set something down can result in serious injury.

To change the position of a load when carrying, rest it against something for support. Do not try to adjust your grip while you support it - the object may fall or cause you to strain a muscle.

When one or more people are carrying an object, only one person should give instructions. People should decide beforehand what route to take and should understand clearly how the object will be handled. People should keep in step and have a signal for changing directions, stopping, putting the object down and so on. Teamwork reduces injury.

Emergencies occur without warning. Be prepared ahead of time.

1. Know the evacuation procedures for fires, earthquakes and bomb threats.
2. Make a mental note of all exits.
3. Be aware of the locations of fire extinguishers and how to use them.
4. Know where emergency numbers are located or who to contact in the department if an emergency should occur.

Do not be caught unprepared. Preparedness could save a life.....maybe yours.

### **Equipment Usage**

Serious injuries occur in the office due to lack of knowledge. Be sure to use equipment manuals or ask for an explanation when using unfamiliar office equipment. Remember, loose clothing, jewelry and hair can get caught in common office equipment.

### **Accident Reporting**

It is the employee's responsibility to report a work incurred injury to a K & S Staffing Solutions counselor immediately. The counselor is responsible to see that medical care is provided and the accident report is completed. Be certain you understand the cause of the accident and make a record of all the facts on the report so that a similar incident can possibly be prevented.

Report all accidents as soon as they happen, regardless of how minor they seem at the time of the occurrence. Reports must be prompt and complete so that compensation benefits to the injured employee will not be delayed.

Thank you for keeping safety a priority.