

TEAM MEMBER GUIDE



Welcome to The ACCU Family

The following employee guidelines, policies, and procedures have been prepared to assist you in understanding the benefits and opportunities available to you as well as your responsibilities as a Company Associate.

Please read the information carefully. If you have a question or concern, do not hesitate to call a company Staffing Consultant who will be glad to help you. When you are accepted as an Associate of our Company, you become a member of our workforce and are directly employed by us. We place you on assignments at our client's facilities over a specified time period when they request temporary help to fulfill an open job position. You are chosen for various assignments based upon your job experience, skills, educational background, and interests. The Associate Handbook is meant to inform the Company's Associates of the standards of employee conduct in a variety of important areas and to collect useful policy and benefit information for convenient reference.

This Associate Handbook is not intended to constitute a contract of employment, a promise of employment for any length of time, or a guarantee of the benefits or policies stated in it. It is not and cannot be all-inclusive. The Associate Handbook and the rules and policies contained herein are subject to change at any time at the sole discretion of the Company. The information contained within this booklet supersedes all other previous copies, formats, and revisions.

Employment-At-Will

Once hired, your employment relationship with us is “at will.” This means that you have the right to end your employment with the Company at any time, for any reason or no reason. We also have the right to end any Associate’s employment with the Company at any time, for any reason or no reason.

Non-Discrimination/Equal Employment Opportunity

The Company has been and remains committed to the principles of equal employment opportunity and nondiscrimination for all persons without regard to his/her race, color, religion, national origin, ancestry, sex, gender identity or expression, sexual orientation, marital status, familial status, disability, age, veteran status, political affiliation, or any other category protected by law, consistent with business necessity and the safe performance of the job. In keeping with this policy, the Company seeks to recruit, hire, train, and promote into available jobs the most qualified persons and to administer personnel matters such as compensation, job assignment, benefits, transfer, training, layoffs, terminations, and Company sponsored educational, social, and recreational programs in accordance with this policy. All employees are expected to conduct themselves in the workplace in a manner that is consistent with this policy. Any employee with questions or concerns about any type of unlawful discrimination in the workplace are strongly encouraged to bring these issues to the attention of their immediate supervisor, the head of their department, the Human Resources Director, or the President. Employees can raise concern and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to discipline, up to and including termination of employment.

Branch Communication

When you interview for work at any one of our branch offices, you will meet with one of

our Staffing Consultants who will work with you to find the best available assignment to match your skill set, qualifications, and personal interests. Staffing Consultants are available to assist you throughout the term of your employment with the Company and will help you resolve problems or obtain additional assignments. If you have any problems on the job, we require that you contact your branch office immediately. Our telephone lines are answered 24 hours a day.

Establishing regular communication with your local branch office is the key to successful employment with the Company. When you complete a work assignment for the Company, you must immediately contact your branch office for reassignment within two business days in New Jersey or by the following business day in Pennsylvania. Failure to fulfill this obligation will result in your being deemed unavailable for work and not actively seeking work, which may be ground for denial of unemployment benefits.

Job Migration

If a person who is not affiliated with our Company reassigns you to a task that you were not hired to perform, you must immediately contact your local branch office and get Company clearance first.

Reporting to Your Assignment

When you accept an assignment with the Company, you are expected to follow it through to completion. Don’t ever walk off an assignment. Associates must report to their work stations to begin their duties at the time assigned. Plan accordingly so that you are not late to your assignment. All non-work related activity (e.g. coffee, applying makeup, reading newspaper) should be completed prior to the start of the work day. Once you have clocked in, it is expected that all your personal matters have been completed. Dress neatly and appropriately for your assignment. If you have any questions regarding the dress code, contact your Staffing Consultant. We

encourage you to review the Dress Code Policy of this handbook so that you are well aware of the appropriate guidelines for acceptable attire.

Turning in Your Work Hours

There are two ways that your work hours are reported to our Payroll Department: (1) preparation of a time card, verified and signed by your supervisor at the assignment, or (2) by a Control Sheet, prepared by the representative at your assignment, containing your work hours for the week and approved by a representative at the assignment.

Your Staffing Consultant will instruct you as to whether you or your assigned company is required to report to us the hours you worked for the week. Time cards are the responsibility of the Associate and may be delivered or faxed to any of our offices before 12 noon on Wednesday following your work week. If you plan on mailing your time card, be sure it's in the mail by Sunday. Any time cards received after Wednesday's deadline will be processed in the following week's payroll (possibly delaying your paycheck). Time cards are only valid for 30 days.

Falsification of Time Records

Falsification of time records, punching another person's time card, or knowingly permitting another person to falsify time records is cause for termination of employment and may lead to criminal prosecution. Failure to punch in or out may also result in immediate termination of employment.

Paychecks

Our Associates are paid weekly. Paycards are credited with the full net amount of your paycheck every Thursday, giving you instant access to your money. Paychecks are mailed also mailed on Thursday. We encourage all Associates to sign up for the paycard. Simply fill out the form on the back of the paycard brochure included with your welcome packet. Then mail or fax it to your local

branch office. If you need a form, please request one from a Staffing Consultant.

Lost Checks

In the event you lose your paycheck, you must notify the Company immediately. The Company will "stop payment" ten (10) business days after the date of the check. We will then issue a replacement check.

Stolen Checks

When a "stop payment" order is placed on a check and the check has been cashed, the employee needs to file a police report then fill out an affidavit at the bank. The Bank will begin an investigation. This process takes approximately four to six weeks. If a check has been found to be stolen, we must wait for the Bank to complete its investigation before reissuing another check. Unfortunately, a replacement check cannot be issued until the process has been completed, which can take several weeks. There are no exceptions to this rule.

Group Benefits Plan

We offer our Temporary Associates and their dependents Temporary Associate Group Benefits Plans. The plans that we offer meet the criteria for Minimum Essential Coverage and Minimum Value as outlined by the Affordable Care Act. Temporary associates who complete sixty (60) days of service, and who are on assignment through our company are eligible to participate in the Plans.

Premium Deductions

The Temporary Associate Group Benefits Plans are sponsored by our Company with premium deductions that meet ACA requirements. You will be **AUTOMATICALLY** enrolled in the Minimum Essential Coverage Plan on the first of the month, 60 days after your start date, unless coverage is waived. To decline this coverage, please call 866-286-8756.

Holiday & Vacation Pay

Temporary Associates are eligible to qualify for the following six paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. In order to qualify for holiday pay, you must work 40 hours per week for 14 consecutive weeks (560 hours) prior to each holiday. You must also work the day before and the day after each holiday to qualify for holiday pay (if you are scheduled to work those days). If your assigned company is closed the day before and/or the day after the holiday, you are required to work the next business day. One week of vacation pay based on a 40 hour work week will be issued once year-to-date regular hours are equal to or greater than 1,800 hours for checks dated Jan. 1- Dec. 31. You must notify the Payroll Department upon completion of hours to request your check.

Referral Bonus

If you are a current Associate of the Company and know anyone who is seeking employment opportunities, refer them to us! To reward your efforts, you will earn \$20 per referral. To qualify for the bonus, the referred applicant must not already be registered with us and must complete one full workweek. To refer a friend, simply fill out the Referral Reward form included with your Welcome Packet. A Staffing Consultant can supply you with additional forms.

Temp-to-Hire Employment

One of the many benefits of working for the Company is that on occasion, a temporary assignment may lead to a full-time position with your assigned company. To qualify for a temp-to-hire placement, you must first complete 560 hours of work as a Company Associate for the same assigned company before you can be transferred over to their payroll. Your assigned company will let you know if it would like to offer you employment after you have completed 560 hours as a temporary employee. Your Staffing Consul-

tant should be promptly notified if you or your assigned company has any interest in employing you full time. Associates are not permitted to solicit employment from client companies during assignments. Associates may not accept permanent employment with a client until they have completed 560 hours at the same assignment.

Attendance & Punctuality

Excessive or habitual lateness and/or absenteeism is unacceptable. Reporting for work regularly and on time is essential, since lateness or absence interferes with the daily running of the Company and/or customer's operations and places an extra workload on your fellow Associates. Please schedule business, medical, dental, court appearances, and other appointments so that they do not conflict with your work schedule. If you are unable to report to work as scheduled, you should call a Staffing Consultant immediately, with sufficient time before your scheduled start time so that a replacement can be arranged. We expressly reserve the right to discharge Associates for absenteeism and/or lateness even where absences or lateness are excused, when they are excessive, or exhibit a pattern of Monday/Friday or after-holiday problems, or as appropriate in the Company's sole discretion. The failure to call in as prescribed above may result in immediate termination. The first unexcused absence or lateness may result in an oral warning. A second unexcused absence or lateness may result in a written warning or termination. A third unexcused absence or lateness may result in termination.

Workers' Compensation Anti-Fraud Policy

The Company goes to great lengths and to great expense to provide a safe working environment for our Associates. We deal promptly with meritorious and legitimate claims and injuries. We also have extensive experience investigating and defending fraudulent claims and our policy is to

vigorously defend these claims with all available resources, including legal action by our attorney. Under State law, it is a crime to make a false or misleading statement concerning any fact for the purpose of wrongfully obtaining workers' compensation benefits.

Injury Reporting & Workers' Compensation Policy

All Associates are covered by Workers' Compensation insurance for work-related injuries and illness only. This insurance is for your benefit. Any false claim of injury is considered fraud, a crime punishable by fines and imprisonment. You must report all accidents and injuries immediately to your on-the-job supervisor and your local branch office.

- Medical care for qualifying injuries will be provided, if necessary, at no cost to the Associate
- Associates must go to network medical facilities designate by the Company.
- Do not go to your family doctor for work-place injuries. Benefits may be denied and the cost may be your responsibility.
- Emergency rooms are only for critical, life threatening injuries and illnesses. ER's are not to be used by The Company's employees for routine bumps, bruises, cuts, strains or sprains. Occupational clinics are full service medical facilities that provide much prompter care and treatment for work-related injuries.
- Drug tests are required for all work-related injuries and incidents that cause injury or do property damage.
- Light duty work will be available in some cases. If you are returned to work in a light duty status by the WC doctor, you must attend to be paid.
- Bring all treatment and work status records to the Company branch or on-site office.
- You must bring a doctor's note clearing you to return to work for all other injuries or illnesses.

Dress Code Policy

As a Company Associate, we expect you to present a clean and professional appearance when you represent us, whether that is in or outside of the office. It is just as essential that you act in a professional manner and extend the highest courtesy to co-workers, visitors, customers, vendors, and clients.

Associates should dress in appropriate attire. Associates must use good judgment in determining what type of dress is considered appropriate business attire. Appropriate attire will depend on an Associate's job duties and responsibilities, degree of customer and client contact, safety issues, as required by our client, and other activities. Clothing should be clean and neat in appearance at all times.

Additional Dress Requirements

Supervisors or management personnel can specify additional or alternative dress and grooming requirements for Associate safety reasons or based on the business needs of their departments.

Grooming Guidelines

Hairstyles, make-up, the grooming of beards and mustaches, and personal hygiene should be reasonable and in accordance with customary business practices. Use of perfume, cologne, or other fragrance must be very limited. An Associate's personal grooming and hygiene should contribute to a clean and neat appearance and impression.

Tattoos and Body Piercings

Visible/exposed tattoos and/or body piercings are not acceptable unless they are evidence of a bona fide form of a religious or racial self-expression. Tattoos on legs and feet are acceptable only if covered by stockings, hose, or socks.

Religion, Ethnicity, or Disability

We make reasonable accommodations for dress or grooming directly related to an Associate's bona fide religion, ethnicity, or disability.

Illegal Drug, Alcohol, and Controlled Substances Policy

It is the policy of the Company to have a workplace free of illegal drugs, alcohol, and controlled substances and to comply with all applicable federal, state, and local laws, and regulations which prohibit or otherwise control the manufacture, sale, distribution, use, and possession of illegal drugs, alcohol, and controlled substances. The Company has an interest in the health, welfare, and safety of its Associates, including an interest in avoiding the abuse of illegal drugs, alcohol, and controlled substances by Associates that would jeopardize themselves or others on the job. The establishment of a safe, healthy, and secure work environment includes a work environment free of illegal drugs, alcohol, and controlled substances. In pursuit of a workplace free from illegal drugs, alcohol, and controlled substances, the Company has, among other things, adopted this Illegal Drug, Alcohol, and Controlled Substances Policy.

Prohibited Conduct

Associates shall not consume, manufacture, distribute, dispense, sell, or possess alcohol or “illegal drugs or controlled substances” on or off Company property (including parking lots), in Company vehicles (either owned or leased by the Company) or while conducting Company business on or off Company property. “Illegal drugs or controlled substances” are those that cannot be legally obtained, as well as those drugs which, although legal, have been obtained illegally (for example, prescribed drugs not being used for prescribed purpose, including amphetamines, and prescription drugs not prescribed for the Associate). Some examples of illegal drugs include marijuana, cocaine, “crack”, heroin, morphine, phencyclidine (PCP), hallucinogens, and narcotics. Associates may not report to work under the influence of alcohol or illegal drugs or controlled substances. “Under the influence” of alcohol means reporting for duty or

remaining on duty with a Blood Alcohol Concentration (“BAC”) of .040 or greater. Moreover, Associates assigned by the Company to work at customer manufacturing facilities perform “Safety-sensitive functions.” Those Associates shall not use alcohol while or within four (4) hours prior to performing such “safety-sensitive functions.” Associates shall not bring drug paraphernalia onto Company or customer property (including parking lots) at any time.

Violation of the Policy: Consequences

Any Associate who violates the provisions of this policy or engages in prohibited conduct as set forth in this policy shall be subject to immediate disciplinary action, up to and including, termination of employment. If there is reason to suspect that an Associate is violating this policy or engaging in prohibited conduct as set forth in this policy, the Associate will be suspended, without pay, until the results of a drug and alcohol test are made available to us by the testing laboratory.

Drug and Alcohol Testing

To conform to government regulations and/or client company policy, the Company performs testing for illegal drugs and controlled substances (“drug test” or “drug testing”) under the following four circumstances:

- Pre-Employment
- Random
- Post-Accident/Injury/Incident
- Reasonable Suspicion

The Company has decided on alcohol testing under the following two circumstances:

- Post-Accident/Injury/Incident
- Reasonable Suspicion

Pre-Employment Testing

Potential candidates may be required to take a drug test as part of their pre-employment screening. Pre-employment drug tests are administered at our on-site or branch offices.

Random Testing

Associates who work for the Company in manufacturing facilities shall be subject to random drug testing throughout the year. Random selection, by its nature, may result in some Associates being tested in successive random selections and more than once in a calendar year. Alternatively, some Associates may not be tested at all in a calendar year. Individuals selected for random drug testing will be notified by the Company. Once notified, every action the individual takes must lead to a collection of urine. If a randomly selected individual engages in conduct that does not lead to the collection of urine, the Company may consider this a refusal to test.

Post-Accident, Injury, & Incident Testing

Associates may be required to undergo a drug and alcohol test if any one of the following circumstances exists:

- An Associate is involved in a work related accident.
- An Associate is involved in an accident while driving a company vehicle.
- An Associate damages Company or customer property. If an Associate is seriously injured such that he or she cannot provide a collection sample at the time of the accident, the Associate shall provide necessary authorization to the Company to obtain hospital records or other documents in order for the Company to determine whether illegal drugs, controlled substances, or alcohol were present in the Associate's body at the time of the accident. Positive drug test results may be communicated to you immediately or very soon after the test. While waiting for the confirming test results from the licensed laboratory, you may be suspended with or without pay pending the test results. Positive test results will result in your termination from Company employment.

Reasonable Suspicion Testing

Associates shall be tested when circumstances giving rise to individualized reasonable suspicion (hereafter referred to as "cause") prompt a member of management to order drug and/or alcohol testing. In determining whether cause exists for testing, the following factors, as well as others, will be considered:

- Unusual or erratic behavior;
- Involvement in on-the-job injuries or accidents;
- Decline in quantity or quality of work performance (productivity);
- Absenteeism or lateness;
- Abuse of tools and equipment;
- Poor customer relations;
- Impulsive or violent behavior;
- Physical symptoms such as red or glassy eyes, unusual smelling breath, slurred speech, staggering, uncontrolled laughter or crying, depression, forgetfulness, runny nose or sores around the nostrils, or tremors.

Drug Testing: On-Site or At Branch

Drug testing administered on-site or at branch offices will use Multi-Drug, Multi-Line Screeners® Dip Drug Test, which is a rapid urine drug test. These drug tests detect elevated levels of specific drugs, controlled substances, and/or metabolites as follows:

- Amphetamines (AMP)
- Barbiturates (BAR)
- Benzodiazepines (BZO)
- Cocaine (COC)
- Marijuana (THC)
- Methadone (MTD)
- Methamphetamine (mAMP)
- Methylenedioxy-methamphetamine (MDMA)
- Morphine (MOP 300 or OPI 300)
- Opiates (OPI 2000) Phencyclidine (PCP)
- Tricyclic Antidepressants (TCA)

Individual test results shall be released to the Company and shall be kept confidential by the Company unless consent for release is authorized by law or the Associate. An individual who has submitted to drug testing under this policy is entitled to receive the results upon making a timely written request to the Company. A positive test result shall be grounds for rejection of an application for pre-placement drug tests, and immediate disciplinary action, up to and including, termination of employment for current Associates.

Positive Drug Test Results

If the Branch or On-Site Drug Test is positive for drugs or deemed inconclusive, you will be asked to take a second, confirming test at an approved medical facility. If you test positive through the licensed laboratory analysis, you will be ineligible for employment at the Company. Failure to go to the designated medical facility for the confirming drug test will declare you ineligible to work for us.

Alcohol Testing

The Company shall perform alcohol testing using an evidential breath testing device (EBTD). An Associate shall report to the site of an EBTD as directed by the Company. The Associate shall follow all instructions given by the Breath Alcohol Technician. Any Associate who has a BAC of .040 or greater shall be subject to immediate disciplinary action, up to and including, termination of employment.

Refusal to Test

The Associate shall provide a sample for screening or testing, whether it is for breath for alcohol testing or urine for drug testing. Refusal to submit to the types of drug and alcohol tests employed by the Company shall be immediate grounds for refusal to hire applicants, and for termination of employment of existing Associates. A “refusal to test” is defined as any conduct that obstructs the proper administration of a test, including, but not limited to, refusing the screening test,

adulterating or diluting the sample, substituting the sample of another person, sending an impostor, refusing to sign the required forms, or refusing to cooperate in the testing process in such a way that prevents completion of the test. A delay in providing a urine or breath sample may constitute a refusal. If an individual cannot provide a sufficient urine or breath sample to test, he or she will be evaluated by a licensed healthcare provider (LHP) of the Company’s choice. If the LHP cannot find a legitimate medical explanation for the inability to provide a sample (either urine or breath), the individual will be considered to have refused the test.

Reporting Violations

Each Associate is required immediately to report any violation of the Company’s Illegal Drug, Alcohol, and Controlled Substances Policy to his or her supervisor. Any Associate who fails to report such violation shall be subject to immediate disciplinary action, up to and including, termination of employment.

Costs of Drug Testing

The Company will pay the cost of any drug and alcohol testing that it requires or requests of Associates, including re-testing of positive results. Any additional tests that the Associate may request will be paid for by the Associate.

Release and Consent

By signing the Company’s Application for Employment, all Associates give the Company permission to release the results of drug screen tests to authorized management personnel and/or the Company’s clients on a “need to know” basis and consent to the testing described in this policy. Associates who receive this Drug Policy are assumed to have read the policy and understand it. Associates agree to abide by the Drug Policy’s terms as a condition of being employed by the Company and acknowledge and accept this policy as evidenced by their signature on the Application for Employment.

Inspection of Lockers, Possessions, and Vehicles

The Company expressly reserves the right to conduct a search of an Associate's person, locker, lunch box, briefcase, purse, packages, personal belongings, desk, vehicles, or any other receptacle that he or she uses or has access to. Such search or inspection shall always be conducted in the presence of at least one witness other than the Company representative performing the search or inspection, and the contents resulting from such a search or inspection shall be inventoried. Entry onto Company premises (including parking lots) constitutes consent to search and inspection. Refusal to consent to search or inspection shall be grounds for immediate disciplinary action, up to and including, termination of employment.

Sexual and Other Unlawful Harassment Prohibited

Sexual and other types of unlawful harassment on the basis of race, color, religion, national origin, ancestry, sex, gender identity or expression, sexual orientation, marital status, familial status, age, disability, veteran status, political affiliation, or any other category protected by law, are serious offenses. It is the Company's objective to provide a working environment free from such unacceptable behavior and will not tolerate this behavior in any way. All employees, regardless of position, are responsible for ensuring that our workplace is free from any form of harassment. Sexual and other unlawful harassment are also forms of employment discrimination and are prohibited by law. Violation of this policy will be cause for appropriate disciplinary action, up to and including termination.

Basic Definition of Sexual Harassment

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

- Submission to such conduct is made to either explicitly or implicitly a term or condition of an individual's continued employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or
- Such conduct is intended to, or has the effect of unreasonably interfering with an individual's work performance; or
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment. The gender of the alleged harasser and alleged victim is immaterial.

The following illustrates the type of conduct that may constitute sexual harassment:

- Threatening adverse employment action if sexual favors are not granted;
- Promising preferential treatment in return for sexual favors;
- Unwanted physical contact, including pinching or touching;
- Sexually offensive remarks, including inappropriate comments about appearance, leering, whistling, obscene jokes or other inappropriate use of sexually explicit or offensive language;
- The display in the workplace of inappropriate or sexually suggestive objects or pictures, and
- Unwelcome sexual propositions or advances.

This is not meant to be an exhaustive list of the conduct that may constitute sexual harassment and the Company expects you to use common sense and good judgment to avoid any offensive conduct. To the extent there is any question as to whether any conduct falls within this definition, you should err on the side of not engaging in the conduct. If you have any questions regarding the scope of this policy, please contact your local Branch Manager.

Definition of Other Unlawful Harassment
Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or his/her relatives or associates because of his/her race, color, religion, national origin, ancestry, sex, gender identity or expression, sexual orientation, marital or domestic partner status, familial status, genetic information, age, disability, veteran status, political affiliation, or any other category protected by law, or toward that of his/her relatives, friends, associates, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive environment, or
- Has the purpose or effect of unreasonably interfering with an individual's work performance, or
- Otherwise adversely affects an individual's employment opportunities.

The following illustrates conduct that may constitute harassment:

- Verbal or physical attacks
- Written threats or slurs that relate to a person's membership in a protected class
- Unwelcome banter, teasing, or jokes that are derogatory, or depict members of a protected class in a stereotypical and demeaning manner
- Or any other conduct which has the purpose or effect of interfering unreasonably with an individual's work or academic performance or creates an offensive, hostile, or intimidating working or learning environment. This includes "jokes" or "pranks" that are hostile or demeaning.

This is not meant to be an exhaustive list of the conduct that may constitute harassment, and the Company expects you to use your common sense and good judgment to avoid any offensive conduct.

Unlawful HIV-Related Discrimination

According to the Centers for Disease Control, the Human Immunodeficiency Virus (HIV), the organism identified to be the cause of Acquired Immunodeficiency Syndrome (AIDS), is not transmitted by casual contact. Consequently, there is no rational, scientific, or medical reason to fear working with or having close, personal, non-sexual contact with a person who has been exposed to HIV. Consistent with this reality and applicable anti-discrimination laws, no applicant or employee who has AIDS or AIDS-related Complex (ARC) or who has been exposed to HIV, whether symptomatic or asymptomatic, will be unlawfully discriminated against with regard to the terms and conditions of his/her employment because he/she has an HIV-related condition.

Persons Covered

This policy addresses sexual and other unlawful harassment and discrimination by all employees and applicants for employment, as well as by non-employees (for example, by clients, vendors, suppliers, consultants, and the general public) with whom our employees or applicants may come into contact in connection with their employment or application with the Company.

Enforcement

1. Report the Complaint: The Company strives to provide a workplace that is free from all forms of harassment, including discrimination. If you believe that you or a co-worker have been subject to discrimination, sexual harassment, or any other unlawful harassment in the workplace, you should promptly take the following actions:

- a) Politely, but firmly, tell the harasser that his/her conduct is not welcome and must stop. However, if the harassed individual does not feel comfortable confronting the harasser, immediately proceed to step (b).

b) If the conduct persists, if you are afraid for any reason to confront the harasser, or if you believe that you have been retaliated against by the harasser for invoking step (a), you should bring the problem to the attention of a supervisor, without fear of any retaliation, humiliation, or recrimination.

(c) If the supervisor is involved in the alleged harassment, the complaint may be made to your local Branch Manager or to a Company representative.

2. Investigation: The Company will promptly investigate all allegations of unlawful harassment or discrimination to the extent appropriate in as confidential a manner as is reasonably possible.

3. Communication: If the investigation concludes that a violation of this policy has occurred, then appropriate remedial action will be taken promptly, which may include discipline or discharge of the harasser.

4. No Retaliation: Retaliation in any form against a complainant who has exercised his or her right to make a complaint or provide truthful information in an investigation under this policy is strictly prohibited. If you believe you are being retaliated against, you should report the complaint to a supervisor. If the supervisor is involved in the alleged retaliation, the complaint may be made to the local Branch Manager or to a Company representative.

Additional Rules of Conduct

To assure orderly operations and provide the best possible work environment, the Company expects all employees to follow rules of conduct that will protect the interests and safety of all employees, clients and the Company.

The following are some examples (although not meant to include all) of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment

- Theft, or inappropriate possession or removal of company property or assets
- Falsification of time or any company records
- Fighting, threatening violence or general horse play in the workplace
- Boisterous or disruptive activity in the workplace
- Gambling or other illegal activity
- Insubordination or other disrespectful conduct to supervisor or customer
- Violation of safety or health rules
- Smoking in prohibited areas
- Mobile devices must be turned off/not used while on the clock
- Failure to follow job procedures

The above listed examples are not meant to be inclusive. This list is provided for illustration purposes only. The company maintains the right to discharge any employee for any reason.

Family Medical Leave Act (FMLA)

All Family Medical Leave Act (FMLA) forms are available at our local branch offices. You can also download them from our website from a link in the Associate Center section. Please contact your local branch office for information about NJ Family Leave Act and paid family leave.

Social Media Policy

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication. You may be personally responsible for any

litigation that may arise should you make unlawful, defamatory, slanderous, or libelous statements against any customer, manager, owner, or employee of the Company. Before creating online content, you may want to consider the following:

- Refrain from using social media while on your work time, unless it is work-related as authorized by your manager or consistent with Company Equipment policy.
- Postings that include unlawful discriminatory remarks, harassment (as defined by our EEO policy), and threats of violence, or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
- Avoid using statements, photographs, video or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute harassment (as defined by our EEO policies). Examples of such conduct might include defamatory or slanderous posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, national origin, religion, veteran status, or any other status or class protected by law or Company policy.
- Do not create a link from your blog, website or other social networking site to a Company website that identifies you as speaking on behalf of the Company and do not represent yourself as a spokesperson for the Company.

Safety Orientation

Safety awareness is extremely important to the Company. We work very hard to eliminate accident and health hazards for the benefit of all employees. In taking responsibility for your own safety and adhering to general rules, you can assure a safe and enjoyable employment with the Company. Associates assigned to a light industrial, commercial packing, or warehouse assign-

ment are expected to learn the following General Safety Rules in addition to the safety rules for the job site that they are assigned to.

General Workplace Safety Rules

- Report any and all unsafe work conditions to us immediately.
- Personal Protective Equipment (PPE) must be worn in designated areas when required, including but not limited to: eye protection, ear/hearing protection, bump caps, work gloves, dust masks, steel toe shoes or work boots.
- Do not walk on, over or leave empty pallets or skids on the floor.
- You may ONLY use authorized/approved spring-loaded safety box cutters. Leather work gloves or cut resistant work gloves are required when using authorized/approved safety box cutters.
- No riders are permitted on forklifts or pallet jacks at any time.
- No person is allowed to operate a forklift, electric pallet jack, or other powered equipment unless specifically trained and authorized to use it. This is a serious safety violation and will never be tolerated.

Lockout / Tagout

At times, machines have to be repaired or adjusted. During this process, machinery is locked and/or tagged to warn others not to operate or go near. If you see locks or tags hanging from power sources or from the machine itself, this a warning to stay away and not operate until an authorized person gives authority to do so. You must be absolutely sure that you know lockout/tagout procedures, whether performing the lockout, affected by it or just working in the area.

Common Mistakes

- Failing to use a lock for brief repairs
- Removing lock while coworker is still working
- Leaving the key in the lock
- Only locking out the control circuit

Simple Precautions

- Never work on equipment that has not been de-energized and locked out
- Make sure that multiple lockout procedures are followed when more than one person is servicing equipment
- Never leave the key in the lock; it's protecting someone's life
- Each worker must perform the shutoff and lockout by themselves
- The main disconnect must always be locked out
- Before anyone does any repairs, they must take a few moments to test the controls to make sure they are definitely inoperative

Machine Safety

Workers that come into contact or are in close proximity to machines and moving parts must be aware of potential hazards to avoid serious injury. By taking some very simple precautions, you may save a life or a limb. Remember...if it has an on and off switch, it has potential dangers!

Potential Hazards

- Getting your hands or an article of clothing caught in the machine while attempting to clear faults or jams
- Operating a machine without giving your coworkers enough warning
- Sticking your hand or body parts near nip and pinch points
- Unexpected energization of machines
- Getting struck by debris or getting caught in unguarded moving parts

Simple Precautions

- Never work on equipment that has not been de-energized and locked out
- Make sure that multiple lockout procedures are followed when more than one person is servicing equipment
- Never stick your hands in the machine
- Never reach in and try to clear a jam
- Do not bypass any machinery or powered equipment safety guards

Heat Illness

Exposure to heat can cause illness and death. The most serious heat illness is heat stroke. Other heat illnesses, such as heat exhaustion, heat cramps and heat rash, should also be avoided. Environments where the heat and humidity are high, especially when exposed to direct sunlight for extended periods of time, are recipes for heat stroke and other heat related illnesses.

The following symptoms are clear signs of distress from the heat:

- Headaches, dizziness, or fainting
- Weakness and wet skin
- Irritability or confusion
- Thirst, nausea, or vomiting
- May be confused, unable to think clearly, pass out, collapse, or have seizures (fits)
- May stop sweating

To Prevent Heat Illness, You Should

The biggest preventative tip to combat heat related illness is drinking plenty of fluids - most importantly water. When working in hot weather you must drink water frequently to replace the water you sweat. Keeping yourself hydrated is your first line of defense. If you feel thirsty, then your body is already dehydrated!

The following methods will assist you in combating the heat:

- Take water breaks in a cool area
- Try to take extra breaks and stay hydrated
- Prepare and acclimate yourself to working in the heat
- Routinely check on others that may be at risk of heat stress due to protective clothing and high temperature
- Consider protective clothing that provides cooling
- Know signs/symptoms of heat illness- es; monitor yourself; use a buddy system

- Try to stay in the shade when possible
- Avoid beverages containing alcohol or caffeine (soda, coffee)
- Wear lightweight, light-colored, loose-fitting clothes

Helping an ill Coworker

If you notice the signs and symptoms of a heat related illness in one of your coworkers, you can help by doing the following:

- Call a supervisor for help
- Have someone stay with the worker until help arrives
- Move the worker to a cooler or shaded area
- Fan and mist the worker with water; apply ice (ice bags or ice towels)
- Provide cool drinking water, if able to drink

Lifting and Carrying Guidelines

Improper lifting techniques are responsible for a large percentage of back injuries when the job calls for lifting and carrying heavy objects. Follow these important guidelines to avoid a painful injury:

- If there is lifting and moving equipment available, such as a hand cart, use it. DO NOT attempt to lift or carry any load that is beyond your capability. The normal limit is 50 pounds.
- Visually check the floor for slipping and tripping hazards. Can you carry the load and still clearly see where you are walking? If not, get help.
- Get a good grip on the object.
- Tuck in the chin to keep the back as straight as possible when lifting.
- DO NOT twist your body while lifting or carrying an object.
- Bend at your knees and lift with the strong leg muscles.
- Take your time. Lift slowly and evenly with controlled movement.

- Draw the load close to your body to reduce stress placed on your back.
- Never twist your back to turn or change direction. Only turn or change direction by moving your feet and legs.
- Put the load down just as carefully as you lifted it and carried it.
- DO NOT attempt to lift without proper coordination.

Retaliation is Prohibited

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

THANK YOU
FOR CHOOSING
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AS YOUR
EMPLOYER!

