

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION-OFFICE/CLERICAL

GENERAL GOALS

1. To provide our customers with high quality employees who will complete each job assignment to the customer's satisfaction.
2. To provide our employees with a clean, safe workplace, and proper orientation to each workplace.
3. To have an injury-free workforce.
4. To provide year-round employment to our most responsible employees.
5. To have clear lines of communication between ourselves, our customers and our employees.
(3-WAY)

EMPLOYMENT AT WILL

It is the goal of the company to provide a positive work environment and a solid economic foundation upon which all employees may build a future. However, Personnel Source, Inc. (PSI) also recognizes that employees and management alike must sometimes initiate change. **In this regard it is expressly understood that your employment is "at will." Thus, you retain the right to terminate your employment with the company at any time for any reason and the company retains a corresponding right to end the employment relationship at any time for any reason.**

This handbook is not intended as a formal or exhaustive statement of employee rights and responsibilities, nor is it a contract of employment. Nothing contained in this handbook is intended to be part of the employment relationship. This handbook is composed of general statements of the company's current policies, rules, procedures and benefits. We feel strongly that we must retain flexibility to meet future economic challenges. Accordingly, the company reserves the right to amend, modify and/or eliminate any of these policies, rules, procedures and benefits at any time at the company's sole discretion, with or without prior notice. On termination for any reason, you are only entitled to those benefits that are offered at the time your separation takes place. Any benefits offered in this manual apply only so long as the manual is current. They do not provide vested rights.

This handbook supersedes any previous oral or written provisions, descriptions or understandings of the company's policies, rules, procedures and benefits. Any variation from these policies will only be made upon written approval from the General Manager of Personnel Source, Inc.

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION-OFFICE/CLERICAL

DRUG POLICY

Personnel Source, Inc. is committed to providing a **safe, drug-free** workplace for our employees. Using or being under the influence of illegal drugs or alcohol at any job-site by a Personnel Source, Inc. employee *will not* be tolerated.

Personnel Source, Inc. employees found to be using or under the influence of illegal drugs or alcohol will be terminated.

Applicants may be required to pass a pre-employment drug screen in order to be considered for employment at certain drug free job-sites.

Personnel Source, Inc. employees who sustain an on-the-job injury which requires attention of a physician will be given a urinalysis drug screen at the time of treatment for the injury. The results of this drug screen will be a part of the accident investigation. A positive result may result in termination.

Any accident involving property damage, physical injury or near miss may be cause for all parties involved to be asked to submit to a blood and/or urine test.

Observable changes in employee performance, appearance, behavior, speech, etc., can provide suspicion of the presence of drugs or alcohol. These changes can be grounds for requiring a fitness for duty evaluation involving blood, breathalyzer and/or urine sample testing. Such basis for reasonable suspicion may include, but is not limited to;

1. Unexcused or excessive absenteeism or repeated tardiness
2. Declining work performance
3. Suspect behavior including, but not limited to stumbling, slurred or incoherent speech, apparent confusion in orientation, emotional outbursts, unexplained behavior, inability to do normal job tasks, the unsafe handling of equipment or tools of the actual observation of behavior such as drinking alcohol or using another drug.

Personnel Source, Inc. employees will be subject to a **RANDOM DRUG TESTING** program administered by Personnel Source Management or the company at which Personnel Source employees are assigned.

When there is any reason for an alcohol and/or drug screen to be performed, the employee is **NOT** to return to work until fitness for duty is established. This time will be treated as a suspension pending the outcome of the testing. Absent any other concurrent disciplinary action, the employee will be paid for the time lost from work if the test is negative.

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION-OFFICE/CLERICAL

TIMESHEET & PAYCHECK INFORMATION

1. TIMESHEET PROCEDURE

You are responsible for your own timesheet; make sure it is turned into the PSI office on time. Timesheets are due Tuesday of each week in order to receive your pay on the following Friday. Any Late Timesheets will be held and processed the following week. If you are not paid weekly please check with your branch.

2. PAY DAYS

You may pick up your check between 8:00am and 5:00pm on payday Friday (if offered at your branch office), checks can be mailed, or you may sign up for Direct Deposit at any time. If you are not paid weekly please check with your branch.

If someone other than yourself is picking up your pay check, they must have written permission signed by you each time; and provide proper identification to prove their identity.

If your pay day falls on a holiday or weekend, you can pick up your check on the business day before. If you are not paid weekly please check with your branch.

Any changes on your withholdings must be made in writing 10 days prior to payday.

If you are separated from a job, your check will be available on the next regular scheduled payday.

Discharge from a job assignment does not necessarily mean discharge from PSI.

As a service to our employees, we provide payroll deductions for safety supplies.

PROBLEM SOLVING

It is our sincere intention to maintain honesty and fairness in dealing with our employees. Consistent with the concepts of honesty and fairness, PSI maintains an open-door policy.

An open-door policy simply means that, should a problem arise, you are invited and encouraged to discuss the problem with the PSI manager. An important part of every

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION-OFFICE/CLERICAL

supervisor's job is to listen to employees' concerns, answer questions and resolve problems.

ATTENDANCE & REPORTING POLICY

A PSI employee who is between assignments, on temporary lay off, or on a modified release due to an on-the-job injury, is required to report by telephone or in person daily between 8:00am and 5:00pm that he/she is available for work. When reporting, leave your name, telephone number where you can be reached and until what time you can be reached. Failure to report as stated above will be interpreted to mean that you are not seeking an assignment and will be recorded as a voluntary quit. If you are on a modified work release and fail to report as stated above, it will be interpreted as a refusal of available and suitable employment.

You are expected to report to work each day that you are scheduled. We are aware that from time to time you may be absent because of illness or some legitimate reason, but since our business depends on you being on the job, these rules must be followed.

1. If you know you will be absent from work, you must personally notify your job-site supervisor and PSI two days prior to the day you will be absent. If you must be absent due to unforeseen circumstances, you must personally call both the PSI office AND your job-site at least two hours before the start of your shift EACH day that the circumstances keeps you from work. This will be recorded in your employment file. Notice of the employee's absence from a spouse, parent or other person is *not* acceptable, unless an emergency prevents the employee from personally calling. You must state why you are unable to attend work and must leave a phone number where you can be reached. Notifying the company of an absence or tardiness does not excuse the absence or tardiness.
2. PSI has a 24-hour telephone number. Failure to notify PSI and your job-site of absence before the beginning of the shift will be considered a voluntary quit.
3. Incarceration for any alleged criminal or civil law violation is not a valid excuse for not following this call-in policy.
4. After you have been absent, report to your supervisor before returning to your job.
5. A doctor's release may be required after any illness. A doctor's release may be required verifying that you are able to return to work following an injury or illness resulting in three (3) or more consecutive days' absence.
6. You are required to work your entire shift. If it is necessary for you to leave before the end of your shift, you must notify your supervisor and receive his or her permission before leaving the job-site for any reason.

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION-OFFICE/CLERICAL

7. Not having a home phone is NOT considered valid reason for failing to call due to illness, quitting or any other reason.
8. PSI is a temporary personnel service and absenteeism with or without good cause may result in loss of your job assignment.
9. If your job assignment ends, it is your responsibility to notify PSI within 8 hours following your last shift or PSI will assume that you have voluntarily quit and are not seeking another assignment.
10. You are required to report for work on time. If you will be late, you must notify your supervisor as soon as possible (prior to the start of your shift).
11. Your attendance on the job is essential to our business. We understand that illness or pressing personal problems can affect your attendance, but the job must still be done.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

We are an equal opportunity employer. It is our policy to provide equal employment opportunities to all qualified individuals regardless of race, color, creed, religion, national origin, sex, age, disability, veteran status or other status protected by law. We will provide reasonable accommodation to qualified employees with a known protected disability or for an employee's religious beliefs providing the accommodation does not cause undue hardship to Personnel Source, Inc. or cause a direct threat to health and safety as defined by the Americans with Disabilities Act or applicable state law.

POLICY AGAINST HARASSMENT

Personnel Source, Inc. prohibits harassment or offensive conduct in any form, including harassment or offensive conduct directed toward the protected status of an employee, customer, vendor, contractor or their relatives, friends or associates. "Protected status" includes race, color, religion, gender, national origin, veteran's status, age, disability and any other status protected by law.

PSI will actively enforce its policy against harassment. The policy applies to all conduct on company property or company time and to all conduct off the job that affects an individual's work environment. This policy also prohibits harassment or offensive conduct directed toward any employee by customers, vendors or contractors or their relatives, friends or associates.

PSI considers violation of this policy a serious offense that will lead to discipline, up to and including discharge.

Harassment is any offensive action directed at a person's protected status. Some examples of prohibited conduct, if directed at a person's protected status, include foul language, jokes, slurs, derogatory comments, negative stereotyping, threatening or intimidating acts or posting or circulating offensive written or visual material. Additional examples of harassment include

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION-OFFICE/CLERICAL

unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Personnel Source, Inc. prohibits such conduct if:

- The conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment or of unreasonably interfering with an employee's work performance; or
- Submitting to such conduct is made a term or condition of employment; or
- Submitting to or rejecting such conduct is used as the basis for employment decisions affecting that individual; or
- The conduct otherwise adversely affects an individual's employment opportunities.

If an employee feels that someone's conduct is harassing or improperly offensive, the employee should promptly and firmly tell the offender that the behavior is unwelcome. Although not required, doing so places the offender on notice that someone considers his or her conduct inappropriate. The company encourages any employee who believes he or she has been subject to harassment or offensive conduct or any employee who witnesses a violation of this policy, to report the offense immediately to your PSI branch manager at the number provided by your recruiter.

PSI will keep complaints confidential to the extent possible, while allowing the investigation to proceed (meaning information may be revealed on a "need to know" basis). PSI will investigate all complaints promptly.

Any employee whom the company finds after investigation to have violated this policy will be subject to appropriate sanctions, depending on the circumstances, up to and including termination. If the harasser is a non-employee, the company will take reasonable steps to address the situation. The company will design its action to provide redress, to eliminate the harassment or offensive conduct, to prevent retaliation against the person who made the complaint and to prevent retaliation against any employee for providing information as a witness or participating in the investigation.

Any form of retaliation, including derogatory comments, against people who make harassment complaints, against witnesses or any other employees who are involved in complaints, is against the company's policy. Personnel Source, Inc. will strictly enforce this policy and will treat retaliatory action as a violation that is subject to the same disciplinary measures, up to and including termination.

The question of whether a particular action is prohibited or merely the result of a personality conflict that produces no discriminatory effect on someone's employment requires a determination based on all the facts. Given the serious nature of harassment and discriminatory offensive conduct, we trust that all employees of PSI will continue to act responsibly in order to establish and maintain a pleasant working environment. PSI encourages every employee to raise any question that he or she may have about this policy against harassment or any other matter that relates to equal employment opportunity. For answers to such questions, employees should contact the branch manager at Personnel Source at the number provided by your recruiter.

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION-OFFICE/CLERICAL

ACCIDENT/INCIDENT REPORTING

All injuries and other incidents must be reported to your job-site supervisor AND to PSI immediately.

1. Reporting provides proof of occurrence and protects the individual in case treatment becomes necessary.
2. Reporting indicates where safety awareness training should be focused.
3. If an injury causes an employee to miss three or more days of work, a current address and telephone number must be provided to PSI. This must be done in person and in writing within 72 hours of the injury.
4. In the event of an injury, a written release from the treating physician must be provided to the PSI Risk Manager stating the status of your release (modified or regular) and identifying any and all restrictions placed upon you as a result of the injury, if applicable. This must be provided before you can return to work
5. If released for modified duty by the treating physician, you must report to the PSI Risk Manager immediately, in person, for an available and suitable assignment until you are released without restriction. The modified work assignment will be at the discretion of the PSI Risk Manager.
6. 100% cooperation and participation are necessary for an effective safety program.
7. Failure to report all accidents, injuries, near misses or property damage will result in disciplinary action.

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION-OFFICE/CLERICAL

8. Failure to comply with these reporting policies will constitute a voluntary separation from PSI and/or refusal of available and suitable employment.