

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION

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 and safe workplace, and proper orientation to each workplace.
3. To have an injury-free work force.
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.

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION
Attendance & Reporting Policy

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

1. If you know you will be absent from work, notify your supervisor and PSI two days prior to the day you will be absent. This will be recorded in your employment file.
2. If you must be absent due to unforeseen circumstances, you must call the PSI office AND your job site at least two hours before the start of your shift EACH day that the circumstance keeps you from work.
3. After you have been absent, report to your supervisor before returning to your job.
4. In some cases, such as absences resulting from serious injury or accident, you may be asked to consult a doctor before returning to work to protect yourself from future illness or injury.
5. 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 their permission before leaving the job site for any reason.
6. 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 as a voluntary quit.
7. Not having a home phone is NOT considered a 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 eight 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).

*A PSI employee who is between assignments, on temporary layoff, or on a modified release due to an on-the-job injury, is required to report by telephone or in person at least once a week that they are 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 availability and suitable employment.

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION
Oregon Sick Leave Policy

Personnel Source provides its employees with paid sick leave pursuant to Oregon law. In the event of any conflict between this policy and applicable law, the law will be followed.

Employees are entitled to accrue and use up to 40 hours of paid sick leave each year. The employee will accrue eligible hours in accordance with current statute (one hour for every 30 hours worked). Accrued sick leave hours will not be allowable until the employee has been employed at least 90 days.

Each employee will be provided a written accounting at least quarterly of the amount of unused leave time available.

Under Oregon's paid sick leave law:

Paid time off may be used for the following reasons:

- (a) An employee's mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or need for preventative medical care.
- (b) Care of a family member with mental or physical illness, injury or health condition; care for a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care of a family member who needs for preventative medical care.
- (c) Leave pursuant Oregon's statutorily protected domestic violence leave.
- (d) Any purpose permitted under the Oregon Family Leave Act.
- (e) When the Company or an employee's child's school (or place of care), closes for a public health emergency.
- (f) When an employee or family member is determined to be a risk to the health of others, and requires assistance.
- (g) When law requires an employer to exclude an employee from work for health reasons.

For purposes of sick leave, "family member" is defined to include any of the following persons in relation to the employee:

- (a) spouse or domestic partner
- (b) biological, adoptive, or foster parent
- (c) biological, adoptive, step child, foster child or child of domestic partner
- (d) grandparent or grandchild; (d) parent-in-law
- (e) person with whom the employee was or is in a relationship of in loco parentis.

Use of Paid Sick Time

Paid sick time may be taken in increments of no less than one hour.

When using sick time, employees will be paid at the rate the employee would have earned had they not been absent.

Unused paid sick time will carry over from one year to the next as minimally required by current statute. The maximum amount of accrued sick time will be limited to the minimum allowed by current statute. Unused sick time is NOT paid to the employee upon termination, resignation, retirement, or other separation of employment. If an employee separates from employment with the Company (whether voluntarily or involuntarily), and is re-hired by the Company within 180 days, any previously accrued and unused sick leave will be reinstated and be made available for use as soon as the employee's combined total of days of employment with the employer exceeds 90 calendar days.

Employee Notice

Employees must make reasonable efforts to schedule planned sick leave in a manner that does not unduly disrupt operations and should attempt not to schedule leave during peak work hours, when work is time-sensitive, or when mandatory meetings are scheduled. If the need to use sick time is foreseeable, the employee must give 10 days advance notice of employee's intention to use sick time.

When the need to use sick time is unforeseeable, the employee shall provide notice as soon as practicable and must comply generally with the employer's procedural requirements for requesting or reporting other time off.

Additional Hours or Shifts

A client or Personnel Source may offer an employee who called in sick additional hours or shifts that the employee may not normally be scheduled to work in a week the employee called in sick. Any of these hours or shifts the employee agrees to work will compensate for hours or shifts during which the employee was absent from work without using, or being paid for, accrued sick time for the hours or shifts missed.

Employer Notice

A statement of the employee's sick time accrual, use and balance will be provided in the payroll statement provided to employees on pay day.

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION
Washington Sick Leave Policy

Personnel Source provides its employees with paid sick leave pursuant to Washington law. In the event of any conflict between this policy and applicable law, the law will be followed.

Employees working in Washington are entitled to accrue and use paid sick leave. The employee will accrue eligible hours in accordance with current statute (one hour for every 40 hours worked). Accrued sick leave hours will not be allowable until the employee has been employed at least 90 days.

Each employee will be provided a written accounting at least monthly of the amount of unused leave time available. Such accounting will be listed on the employee's paystub.

Under Washington's paid sick leave law:

Paid time off may be used for the following reasons:

- (a) An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care.
- (b) To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care.
- (c) When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason.
- (d) Leave pursuant Washington's statutorily protected domestic violence leave act.
- (e) Any purpose permitted under RCW 49.46.210 (1)(b) and (c).

For purposes of sick leave, "family member" is defined as provided under RCW 49.46.210 (2) and includes any of the following persons in relation to the employee:

- (a) A child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status
- (b) A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child
- (c) A spouse
- (d) A registered domestic partner
- (e) A grandparent

(f) A grandchild

(g) A sibling

Use of Paid Sick Time

When using sick time, employees will be paid at the rate the employee would have earned had they not been absent.

Unused paid sick time will carry over from one year to the next as minimally required by current statute. Unused sick time is NOT paid to the employee upon termination, resignation, retirement, or other separation of employment. If an employee separates from employment with the Company (whether voluntarily or involuntarily), and is re-hired by the Company within 12 months, any previously accrued and unused sick leave will be reinstated and be made available for use as soon as the employee's combined total of days of employment with the employer equals 90 days. Employees are not allowed to donate unused sick leave to a co-worker.

Employee Notice

Employees must make reasonable efforts to schedule planned sick leave in a manner that does not unduly disrupt operations and should attempt not to schedule leave during peak work hours, when work is time-sensitive, or when mandatory meetings are scheduled. If the need to use sick time is foreseeable, the employee must give 10 days advanced notice of employee's intention to use sick time.

When the need to use sick time is unforeseeable, the employee shall provide notice as soon as practicable and must comply generally with the employer's procedural requirements for requesting or reporting other time off.

Additional Hours or Shifts

A client or Personnel Source may offer an employee who called in sick additional hours or shifts that the employee may not normally be scheduled to work in a week the employee called in sick. Any of these hours or shifts the employee agrees to work will compensate for hours or shifts during which the employee was absent from work without using, or being paid for, accrued sick time for the hours or shifts missed.

Employer Notice

A statement of the employee's sick time accrual, use and balance will be provided in the payroll statement provided to employees on pay day.

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION
Timesheet & Paycheck Information

Timesheet Procedure

If you are responsible for your own timesheet, make sure it is turned into the PSI office on time. Turning in your time card late may prevent PSI from being able to pay you on time.

Timesheets must be received each week by Tuesday at 12:00 NOON to be paid that Friday. Week ending date is always on Saturday.

You may fax, mail, email or personally bring in your timesheet. If your timecard is turned in via email our payroll specialist will send a confirmation email. When faxing you may keep the white copy. If you drop off your timesheet you may use the drop box provided outside our main entry.

Direct Deposit

You agree to be paid by PSI using ACH direct deposit. You should provide Personnel Source with a completed direct deposit enrollment form including a voided check or authorization letter from your bank 3 days before your first pay day. If Personnel Source does not receive direct deposit information within 3 days of your first payday then you agree that PSI can issue a pay card and deposit your pay into that account.

Pay Days

If someone other than yourself is picking up your paycheck or pay card, they must have written permission signed and dated by you and must present photo ID to us.

If your payday falls on a holiday or weekend, direct deposit will be made to your account on the banking day prior to the holiday or weekend.

Your payroll statement including a summary of your earnings and taxes withheld will be furnished to you on paydays and is available for you to pick up from our office during regular business hours. You may also contact us to request your statement be sent electronically.

Tax Withholding Changes

Any changes to your tax withholdings must be made by turning in a completed W4 form to PSI 3 business days prior to your pay day.

Final Paychecks

If you are separated from a job, your direct deposit will be made on the next regularly scheduled pay day. Discharge from a job assignment does not necessarily mean discharge from PSI.

Safety Equipment Deductions

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

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION

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

PERSONNEL SOURCE, INC.

NEW EMPLOYEE ORIENTATION

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 American's with Disabilities Act or applicable state law.

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION
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 the individual's work environment. This policy also prohibits harassment or offensive conduct directed towards 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 can be defined as, offensive action directed as 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 unwelcome sexual advances, requests for sexual favors and other verbal and 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 unreasonably interfering with an employee's work performance
- Submitting to such conduct is made a term or condition of employment
- Submitting to or rejecting such conduct is used as the basis for employment decisions affecting that individual
- 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. PSI 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.

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 circumstance, up to and including

termination. If the harasser is a non-employee, the company will take reasonable steps to address the situation. PSI 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 of Personnel Source.

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION
Drug Policy

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

PSI employees found to be using or under the influence of illegal drugs, THC 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.

PSI employees who sustain an on-the-job injury which requires the attention of a physician will be given a 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, THC 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 complete normal work tasks, the unsafe handling of equipment or tools, or 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
Job-Site Rules

We can accomplish our work effectively only with the cooperation and respect of our fellow employees. Every employee is expected to exercise common sense and show cooperation and courtesy to other employees, customers and the public. In order to accomplish these objectives and avoid misunderstandings, certain rules are necessary.

1. Obey all safety rules, signs and procedures. Report accidents and incidents immediately.
2. Prescribed clothing and safety equipment must be maintained in good condition and worn at all times for work being performed. We require all employees to present themselves in a professional manner, with regard to attire, personal hygiene and appearance.
3. Lockout procedures must be understood and followed. If there is any uncertainty, ask your supervisor.
4. All employees will wear shirts and long pants at work. No shorts or cut offs allowed.
5. All shoulder length and longer hair must be contained behind your head and kept from falling in front of your shoulders while working.
6. Smoking is allowed in designated areas only – no exceptions.
7. Theft of or damage to, company property or the property of others is prohibited.
8. Refusal to follow instructions, failure to maintain acceptable production standards and insubordination are prohibited.
9. Do not walk on belts, chains or rolls at any time. Always use appropriate walkways.
10. Possession or use of firearms on company property is prohibited.
11. Fighting, horseplay, running and intoxication (being under the influence of drugs or alcohol) are prohibited.
12. Use good judgment in performing your work in a safe manner to avoid injury to yourself and your fellow workers.
13. No Personnel Source employees are permitted to enter a confined space under any circumstances. Confined space is defined as a space that: Is not large enough and so configured that an employee cannot bodily enter and perform assigned work; and has limited or restricted means for entry or exit (Example: tanks, vessels, silos, storage bins, hoppers, vaults and pits); and is not designed for continuous employee occupancy

***If you are not sure if you are being asked to perform work in a confined space – STOP – and immediately contact Personnel Source for further direction. ***

PERSONNEL SOURCE, INC.
NEW EMPLOYEE ORIENTATION
Return to Work

OBJECTIVES

Personnel Source has developed a Return to Work policy. Its purpose is to return workers to employment at the earliest date following any injury or illness. We desire to speed recovery from injury or illness and reduce insurance costs. This policy applies to all workers and will be followed when appropriate.

Personnel Source defines “transitional” work as temporary modified work assignments within the worker’s physical abilities, knowledge and skills.

Where feasible, transitional positions will be made available to injured employees in order to minimize or eliminate time loss.

For any business reason, at any time, we may elect to change the working shift of any employee based on the business needs of this company.

The physical requirements of transitional/temporary work will be provided to the attending physician. Transitional/temporary positions are then developed with consideration of the worker’s physical abilities, the business needs of Personnel Source, and the availability of the transitional work.

IN CASE OF AN ON-THE-JOB ACCIDENT

If you have a work-related injury and are missing time from work, contact your Human Resources or Personnel Department.

Transitional Temporary Work Assignment

Personnel Source will determine appropriate work hours, shifts, duration, and locations of all work assignments. Personnel Source reserves the right to determine the availability, appropriateness, and continuation of all transitional assignments and job offers.

Communication

It is the responsibility of the worker and/or supervisor to immediately notify Personnel Source of any changes concerning a transitional/temporary work assignment. Personnel Source will then communicate with the insurance carrier and attending physician as applicable.

Employee Responsibilities

Worker's Physical Condition

If professional medical treatment is sought, the worker should inform the attending physician that Personnel Source has a return-to-work program with light duty/modified assignments available.

The worker should obtain a Release to Return-to-Work form and completed Job Description form (if available) from Personnel Source. This should be provided to the treating physician and should be returned to Personnel Source following the initial medical treatment.

Worker Able to Return to Work

If the attending physician releases the worker to return to work, as evidenced by completion of a Release to Return-to-Work form and Job Description Form, the form(s) must be returned to Personnel Source within 24 hours for assignment of light duty/modified work. The worker must report for work at the designated time.

The worker cannot return to work without a release from attending physician.

If the worker returns to a transitional/temporary job, the worker must make sure that they do not go beyond either the duties of the job or the physician's restrictions. If the worker's restrictions change at any time, he or she must notify his or her supervisor at once and give the supervisor a copy of the new medical release.

Worker Unable to Return to Work

If the worker is unable to report for any kind of work, the worker must call in at least weekly to report medical status.

It is the responsibility of the worker to supply Personnel Source with a current telephone number and an address where the worker can be reached while off work.

The worker will notify Personnel Source within 24 hours of all changes in medical condition.

Employer Responsibilities

Accident Reporting

The supervisor will conduct an accident analysis on all accidents, regardless if an injury occurs.

When an accident occurs which results in injury requiring professional medical treatment, Personnel Source will forward a completed workers' compensation 801 form to the insurance carrier within five calendar days of knowledge of the injury or illness.

Other information will be forwarded as soon as developed, including:

- Name of worker's attending physician
- Completed Release to Return-to-Work Form from attending physician and medical documentation, if appropriate
- Completed transitional/modified or regular Job Description
- Job Offer letter and responses
- The supervisor will notify the insurance carrier of any change in the worker's medical or work status as soon as possible

Medical Treatment and Temporary/Transitional Duty Physical Condition

A Release to Return-to-Work form and a completed Job Description form (if available) will be provided to the worker to take to the attending physician for completion and/or approval.

At the time of first medical treatment the Release to Return-to-Work form must be completed and returned to Personnel Source. If one is not, Personnel Source will request one from the physician.

The completed Release to Return-to-Work form will be reviewed by Personnel Source. A temporary/transitional Job Description form will be prepared from information obtained from the attending physician for review and approval.

Job Offer Letter

Upon receipt of a signed temporary/transitional Job Description form from the attending physician, a written Job Offer letter will be prepared by the employer. It will be mailed by both regular and certified mail to the worker's last known address or presented to the worker.

The letter will note the doctor's approval and will explain the job duties, report date, wage, hours, and report time duration of work assignment, phone number, and location of the transitional assignment.

Copies of the Job Description, Work Releases, and Job Offer letters will be forwarded to the insurance carrier.

Supervisor

The supervisor will monitor the worker's performance to ensure the worker does not exceed the worker's physician release.

The supervisor will monitor the worker's recovery progress through regular contact to assess when and how often duties may be changed. The supervisor will assess the company's ability to adjust work assignments upon receipt of changes in physical capacities.