



**STAFFING INC.**<sup>SM</sup>

POWERED BY AXIOS HR



**OFFICE STAFFING**<sup>SM</sup>

POWERED BY AXIOS HR

# **Staffing Inc. & Office Staffing, LLC**

## **New Employee Handbook**

Updated October 1, 2017

## **Belief Statement**

### **To Add Value and Improve the Quality of Life for the Individuals, Families, and Communities that We Serve**

#### **WELCOME**

Welcome to Staffing Inc. and Office Staffing, LLC! We are proud to have you as our partner in productivity and success. We strive to offer you the best position possible based upon qualifications and compatibility with our open positions. In return, we ask for your commitment to work to your greatest potential.

This Handbook applies to employees of Staffing Inc. and Office Staffing, LLC and will provide you with our guidelines and expectations necessary for success. Specific provisions that are unique only to Staffing Inc. employees or Office Staffing, LLC employees will be explicitly noted and identified in the Handbook. For any policies or provisions where notification or reporting to Staffing Inc. and Office Staffing, LLC is required or encouraged, employees of Staffing Inc. must notify or report to Staffing Inc. and employees of Office Staffing, LLC must notify or report to Office Staffing, LLC. During your employment with us, let us know if there is anything we can do to help you achieve success.

#### **ABOUT THIS HANDBOOK**

It is our belief that a well-informed employee makes the best employee. We prepared this Handbook to provide you with an overview of our policies, practices, benefits, rules, and other information about Staffing Inc. and Office Staffing, LLC and your privileges and responsibilities as employees. This Handbook supersedes all previous employee handbooks and all management memos issued in the past on the subjects covered.

However, please understand: **This Handbook is not a contract or an offer to enter into a contract. Moreover, your employment with Staffing Inc. or Office Staffing, LLC is “at will,” which means that either you or Staffing Inc. or Office Staffing, LLC may terminate the employment relationship at any time, with or without cause, and with or without notice. No officer, agent, representative, or employee at Staffing Inc., except Shannon Burkel, Executive Vice President, or at Office Staffing, LLC, except Shannon Burkel, Executive Vice President, has the authority to enter into any agreement regarding the term of your employment or that modifies the “at will” relationship. Nothing in this Handbook or any Staffing Inc. or Office Staffing, LLC policy, procedure, practice, benefit or rule shall create an express or implied contract with you or modify your “at-will” employment agreement.**

Also, it is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. Circumstances will undoubtedly require that the policies, practices, benefits, rules or other information described in this Handbook change from time to time. Accordingly, Staffing Inc. and Office Staffing, LLC reserve the right to modify, supplement, rescind, or revise any provision of this Handbook as they deem necessary or appropriate. Therefore, from time to time, you may receive modifications to this Handbook.

Please read the Handbook carefully and keep it available for future use. Should you have any questions about this Handbook, or regarding any other employment matters, please ask your supervisor or any Staffing Inc. or Office Staffing, LLC manager. It is very important that you have a full and complete understanding of Staffing Inc.'s and Office Staffing, LLC's policies, practices, benefits, and rules.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

Staffing Inc. and Office Staffing, LLC provide equal employment opportunities to all employees and applicants without unlawful discrimination based on race, color, creed, religion, sex, age, marital status, national origin, ancestry, citizenship status, disability, height, weight, genetic information, sexual orientation, gender identity, veteran status, or any legally protected category. This policy applies to all terms and conditions of employment, including but not limited to recruitment, hiring, job assignment, compensation, discipline, termination, and access to benefits and training.

If an employee or applicant believes this policy has been violated, that individual should immediately notify the Staffing Inc. or Office Staffing, LLC Human Resources department. Employees can raise concerns and

make reports without fear of retaliation. Anyone found to have violated any Staffing Inc. or Office Staffing, LLC policy that prohibits discrimination and/or harassment will be subject to disciplinary action, up to and including discharge.

## **NON-DISCRIMINATION AND NON-HARASSMENT**

Staffing Inc. and Office Staffing, LLC are committed to maintaining a work environment free of discrimination and harassment. All employees are responsible for ensuring that our workplace is free from discrimination or harassment based on or as a result of a person's race, color, creed, national origin, age, religion, height, weight, disability, marital status, sex, sexual orientation, gender identity, veteran status or other characteristic protected by law, whether or not this behavior constitutes a violation of the law.

Discrimination or harassment of employees, applicants, clients, customers, independent contractors, suppliers, visitors, or other non-employees who conduct business with Staffing Inc. and Office Staffing, LLC is strictly prohibited and will not be tolerated. Any employee violating this policy will be subject to disciplinary action, up to and including discharge.

### **Definition of Harassment**

Harassment includes any behavior, intended or unintended, that creates or could lead to an intimidating, hostile or offensive work environment that unreasonably interferes with an individual's work performance or otherwise adversely affects employment opportunities because of an individual's protected characteristic. Such prohibited harassment includes, but is not limited to, slurs, insults, epithets, derogatory comments or visual depictions, unwelcome jokes and teasing, or negative stereotyping.

Sexual harassment is only one type of harassment, but it deserves special mention. Sexual harassment refers to behavior which is not welcome, is personally offensive, undermines morale, and interferes with the work performance and effectiveness of its victims. Unwelcome and unsolicited sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. submission to or rejection of that conduct by an individual is used as the basis for employment decisions affecting the individual such as hiring, promotion, performance evaluation, pay adjustment, discipline, work assignments, and work schedules; or
- c. the conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can include sexually-based conduct, as well as gender-based conduct whether verbal, non-verbal, visual or physical in nature. Men can harass men, and women can harass women. It can happen onsite or offsite, and it may involve someone like a vendor or customer. Examples include: unwelcome sexual advances; requests for sexual favors and/or physical conduct of a sexual nature; sexually related drawings, pictures, jokes or teasing; and uninvited touching or other sexually related comments.

Harassment of any type is prohibited. Other types of harassment include verbal or physical conduct that shows disrespect, hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, citizenship status, marital status, creed, genetic information condition or any other characteristic protected by law, and that affects or creates an intimidating, hostile or offensive work environment; affects or interferes with an employee's work performance; or otherwise adversely affects an employee's employment opportunities.

### **Complaint Reporting Procedure**

Staffing Inc. and Office Staffing, LLC require the prompt reporting of any discrimination or harassment, regardless of who the offender may be, or the offender's relationship to Staffing Inc. and Office Staffing, LLC, so that quick response and appropriate action may be taken by us. Any individual who believes a violation of this policy has occurred should immediately report the matter to his or her Human Resources Consultant or respective Human Resources department. If an employee is uncomfortable with discussing violations of this

policy with the individuals designated, he/she may bypass these individuals and escalate the matter to the Risk Manager or the Chief Executive Officer of Staffing Inc. or Office Staffing, LLC.

We will promptly and objectively investigate any complaint of harassment. Employees will be required to cooperate in any investigation. The findings and intended actions will be communicated to the employee who made the complaint and to the alleged offender.

Following the investigation, we reserve the right to terminate or discipline any employee, at our sole discretion, should we conclude a violation of this policy has occurred.

### **Non-Retaliation**

Staffing Inc. and Office Staffing, LLC will not tolerate retaliation against any individual for making a good-faith report of potential safety issues, discrimination, harassment, or other inappropriate conduct. If an employee believes that he/she, or someone else is experiencing retaliation, he/she should promptly report it to his/her Human Resources Consultant or to a member of his/her respective Human Resources department. An investigation will be conducted and appropriate discipline, up to an including discharge, will be taken if a violation of this or any policy has occurred. Employees are expected to cooperate with an investigation under this policy.

### **DISABILITY ACCOMMODATION**

Staffing Inc. and Office Staffing, LLC are committed to complying fully with the Americans with Disabilities Act (ADA) and the Michigan Persons with Disabilities Civil Rights Act (PWDCRA). We will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges or conditions of employment, including, but not limited to hiring, advancement, termination, compensation and training.

Reasonable accommodations may be available to all qualified individuals with a disability, unless such accommodation would impose an undue hardship or pose a direct threat. It is the employee's responsibility to notify his/her Human Resource Consultant or respective Human Resources department as soon as the associate believes a reasonable accommodation is necessary. Importantly, an employee or applicant with a disability may allege a violation regarding a failure to accommodate under the PWDCRA only if the person with a disability notifies the employer in writing of the need for accommodation within 182 days after the date the person with a disability knew or reasonably should have known that an accommodation was needed. A request for accommodation will be evaluated by means of an interactive process with the employee, and if necessary, the employee's health care provider.

### **ABC'S FOR SUCCESS**

Attendance  
Being Flexible  
Communication

### **ATTENDANCE POLICY**

To be successful, you need to be on time for work every day! You are expected to complete the entire shift and finish each assignment you accept. The company you are assigned to may ask for a replacement for you if they feel your attendance does not meet their expectations. Policy violations will be documented and may negatively impact your work record. Anytime that you are unable to make it into work, you must notify your employer, either Staffing Inc. or Office Staffing, LLC. Notifying the host company alone does not satisfy the Staffing Inc. or Office Staffing, LLC call-in requirements. **Remember, you are an employee of Staffing Inc. or Office Staffing, LLC, and therefore Staffing Inc. or Office Staffing, LLC must be notified for every absence, leave-early, and tardy.**

**Infractions** – If you arrive to work late or leave work early, we will consider the time missed as an infraction that is subject to discipline.

**Planned Absences** – If you know in advance you will miss work, you must speak directly with your Human Resources Consultant as soon as possible. In all cases, you will also need to notify the supervisor at the

client company. Failure to notify your Human Resources Consultant and the supervisor at the client company of a planned absence will be considered an “Unplanned” absence and/or “No call / No Show.” Your Human Resources Consultant will be able to provide you more detail regarding this type of absence.

**Unplanned Absences** – If you do not know in advance you will miss work, you must notify your Human Resources Consultant as soon as possible. Do not miss work without notifying us directly! Unplanned absences are subject to discipline.

**No call / No show** – If you fail to report to work and fail to contact your Human Resources Consultant, we will consider you a voluntary quit until you call your Human Resources Consultant to explain your circumstances. A no call/no show may result in your voluntary resignation if you do not contact your Human Resources Consultant within 24 hours.

**\*Continuous policy violations and/or excessive absenteeism are subject to discipline up to and including termination.\***

## **CALL-IN PROCEDURE**

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We realize circumstances arise which make it difficult to be at work, so we created attendance guidelines as well as a call-in procedure. If you are going to miss any part of your scheduled work time, you **must** contact your Human Resources Consultant before the time is missed or as soon as possible.

### **Staffing Inc. Employees:**

#### **You must call our office at:**

Staffing Inc. Van Andel Arena  
616-742-6177

Staffing Inc. Muskegon  
231-755-0550

West Michigan Whitecaps  
616-784-1182

Staffing Inc. North  
616-451-0511

Staffing Inc.  
Cascade Engineering  
616-975-4813

Staffing Inc. Ionia  
616-522-0500

Staffing Inc. Holland  
616-396-6712

If you are calling after Staffing Inc. business hours, you must leave a message on our 24-hour voice mail system:

1. Leave your **first and last name** – speak slowly and clearly
2. Leave your **phone number and a brief message**
3. Leave the **name of your assigned client company**
4. **If your message is not clear, you will be considered a no-call/no-show**

### **Office Staffing, LLC Employees:**

#### **You need to call the following number:**

**616-726-2483**

If you are calling after Office Staffing, LLC business hours, you must leave a message on our 24-hour voice mail system:

1. Leave your **first and last name** – speak slowly and clearly
2. Leave your **phone number and a brief message**
3. Leave the **name of your assigned client company**
4. **If your message is not clear, you will be considered a no-call/no-show**

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## **COMMUNICATION**

Communication is very important for your success as an employee. Because we have an **open-door policy**, you should call us with any concerns that you may have. If you are not on assignment, it is your responsibility to call our offices to establish your availability each week.

**You are considered a “voluntary quit” if we do not hear from you after seven days from the completion of an assignment.** By not contacting our offices with your availability, this could inhibit your ability to obtain unemployment benefits. If you need to end an assignment for any reason, please call us as soon as possible. For **Staffing Inc. employees**, we need at least a three days’ notice. For **Office Staffing, LLC employees**, we need at least two weeks’ notice. Let us know immediately if your assignment changes from the original agreement. For example, call us if your duties change, your assignment ends, the company offers you a position, etc. **Call us immediately if your address or phone number changes.**

## **PAY CHECK/TIME CARD PROCEDURE**

### **Staffing Inc. Employees:**

Paychecks are deposited weekly on Thursday for the hours you have worked the previous week. At your assignment, you may need to use a time clock or sign in sheet. All time is then turned in by the client company by Tuesday at noon.

Failure to punch in or out may result in your hours being turned in late. If your time is late due to your failure to punch in/out, you may not be paid until Friday, or the following week.

You have two options on how you can be paid: Direct Deposit or Global Cash Card. If you do not supply us with direct deposit information your first payment will be a live check, and you will then automatically be issued a Global Cash Card. If a check is lost you must wait 10 business days before issuing another one or you will be responsible for the cost of the stop payment orders made to the bank.

***Please verify your address and social security number on your first check.***

### **Office Staffing, LLC Employees:**

Time cards are to be entered online and submitted to Office Staffing LLC weekly. All time must be submitted via the below website no later than 9:00am on Mondays. Failure to do so may result in no paycheck for that week. If your time is submitted late (after 9:00am on Mondays), there is no way to receive a check until the following week. To successfully submit your hours to Office Staffing, LLC, please follow the below procedure:

You will submit your hours at:

<http://avionte.axiosincorporated.com/avionte/portals/main.aspx?App=3&CompanyID=Axios>

Enter username and password (This is the same username and password you created when you did your online application)

- Enter username and password (This is the same username and password you created when you did your online application)
- Click ‘Time Entry’ at the top of the screen
- Select “Work Week End date”
- Click “Customer” (customer name)
- Enter your time in each day
- Click “Save” for daily time entry
- Click “Submit” to enter for weekly hours (if you enter your hours for the entire week one time)

Paychecks are distributed weekly for the hours you have worked the previous week. Your paycheck will be available by direct deposit on Thursday afternoons. If your direct deposit has not been approved by the time your first paycheck is issued, a check will be mailed to you at the address you provided. If a check is lost, we will wait 10 days before issuing another one. You may be responsible for the cost of any “stop payment” orders made to the bank.

## **BENEFITS**

**Insurance:** We have affordable insurance programs available to you upon request. Staffing Inc. and Office Staffing, LLC agree to cover the administration cost associated to the program for their employees. You would be responsible for 100% of the premium costs. Ask your Human Resources Consultant for more information.

**Referral Bonus:** If you refer an individual to us who we are able to employ for a minimum of 2 weeks, we will pay you a \$25 bonus. Remember, referral bonuses have to be treated just like payroll according to the IRS, so taxes will be taken out. You must notify your Human Resources Consultant of your referral prior to the start of the referral's assignment in order to qualify.

## **WORKPLACE GUIDELINES**

The spirit of these rules is to create a safe, healthy and productive work environment at Staffing Inc. They are subject to everyday common sense. We realize that no single set of rules can cover all situations. Each situation will be considered and weighed on a case-by-case basis. These rules do not modify the at will employment relationship. The following offenses may result in disciplinary action, up to and including discharge:

1. Repeated tardiness, absenteeism, incompleteness of shift, or repeated requests for time off. All missed time must be verified and we will ask for documentation.
2. Theft or misappropriation of any money or property from Staffing Inc. or Office Staffing, LLC, or customer or other employee.
3. Giving away food, drinks, supplies, or other company or customer property from Staffing Inc. or Office Staffing, LLC, a customer or other employee.
4. Verbally or physically abusing, threatening or fighting with another person, including other employees, customers or supervisors.
5. Falsification of any company record, including employment application, time card, accident or injury reports, insurance forms, inventory records, educational or criminal background, etc. (Includes punching the time card of another employee.)
6. Insubordination. (Includes walking off the job or leaving without permission.) Failure to follow the instructions of a supervisor.
7. Possession, use, or sale of alcohol or illegal drugs on company premise or reporting for work under the influence of the same.
8. Possession of weapons on Company or customer premises.
9. Horseplay.
10. Gross misconduct. (Includes commission of a crime on the job.)
11. Damage to property or equipment of the Company, customer or an employee.
12. Failure to report an on-the-job injury.
13. Smoking on Company property.
14. Demonstrated and repeated failure to meet our standards of skill or responsibility. Includes failure to meet quality standards, and inability to perform the job.
15. Discourtesy of any kind to a customer or co-worker, no matter how slight.
16. Lying to management personnel.
17. Failure to observe safety rules or practices.
18. Conducting personal business during working time.
19. The use of cell phones and all personal mobile devices during work hours is prohibited without your supervisor's permission. Phones/mobile devices need to be put away and only taken out on breaks, before or after work.
20. Failure to abide by any appearance and grooming standards.
21. Violation of policies regarding equal employment opportunity, or harassment or other inappropriate behavior.
22. Failure to comply with any other policy or procedure set forth in this Handbook, or any policy or procedure otherwise communicated by Staffing Inc. or Office Staffing, LLC.

## **SAFETY PROCEDURES**

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Staffing Inc. and Office Staffing, LLC support a safe clean work environment for the health and well-being of all employees. We will maintain working conditions that provide you with a reasonable degree of comfort, protect you from injury or dangerous situations, and assure orderly and efficient performance of your duties. You are expected to work safely, observe safety regulations, wear appropriate safety equipment, and report unsafe conditions. First aid kits are available to take care of minor injuries to employees. Failure to comply with safety regulations may subject you to disciplinary action. Your safety is very important to us!

Staffing Inc. and Office Staffing, LLC encourage employees to report unsafe working conditions and injuries and illnesses that arise out of the workplace (no matter how slight). These reports are critical to our understanding of how we can improve safety for everyone. You have a right to make such reports and will not be retaliated against for doing so. Specific incidents that result in immediate injury or illness must be reported as soon as possible. Reports should also be made when you first believe that unsafe working conditions exist or an injury or illness may be related to work.

Basic Safety Standards:

- **Always follow safety rules.** Take responsibility for the safety of yourself and others.
- **Never assume anything.** Ask questions if you are unsure of the proper safety procedure.
- **Use proper safety habits.** Transport goods correctly, lift with proper lifting techniques, etc. **Anything weighing over 50 pounds must involve two people.**
- **Proper Training:** Do not operate a machine or perform a task unless you have been trained to do so properly.
- **Cleanliness:** Pick up what you drop. Wipe up spills immediately. Correct minor hazards when you see them. Immediately report hazards you are unable to correct to your supervisor.
- **Know Your Surroundings:** Learn where fire extinguishers are located and know how to use them.
- **Equipment:** In addition to shutting it off, unplug equipment before changing out components or before putting your hand into an area with moving parts. If you are unsure, contact your supervisor.
- **Ask for safety equipment.** Proper safety equipment can be provided if you do not have your own.

**\*\*\*\*Disciplinary action including and up to termination will result if an employee has endangered himself/herself by failing to report or covering up accidents, or practicing unsafe work habits or resorting to horseplay.**

At Staffing Inc. and Office Staffing, LLC we take our responsibility as an employer very seriously. We go to great lengths and great expense to provide a safe working environment and workers' compensation insurance for our employees and to deal promptly with legitimate claims or injuries. In addition, we have extensive experience investigating and disputing fraudulent or malingering claims and will fight these types of claims with all available resources.

## **EMERGENCY PROCEDURES**

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### **What should I do if I am injured on the job?**

As an employee of Staffing Inc. and Office Staffing, LLC, it is very important the following procedures are followed if you get injured while at work. If these procedures are not followed, you may be responsible for payment of medical bills.

#### **In cases where treatment is necessary:**

1. Notify the supervisor at your assignment immediately.
2. During regular business hours, contact your Staffing Inc. or Office Staffing, LLC office for authorization, instructions and approval to treat.
3. After hours, please contact the Staffing Inc. or Office Staffing, LLC representative who is on call 24 hours a day for authorization, instructions and approval to treat.
4. If you are not in a condition to contact us please make sure you tell your assignment supervisor to contact Staffing Inc. or Office Staffing, LLC immediately.
5. Treatment will be administered by an approved occupational medical facility. All injured employees will be drug screened at the treatment facility if there is indication that drug or alcohol use possibly contributed to the injury.



6. After you have been treated for your injury, you must return immediately to your Staffing Inc. or Office Staffing, LLC office to complete the injury report.
7. If you have been treated after Staffing Inc. or Office Staffing, LLC business hours, you must report the next day to your Staffing Inc. or Office Staffing, LLC office to complete an injury report.

Once the injury report has been completed and the doctor's report has been reviewed, we will determine if you may return to your current job or if light duty accommodations need to be made to adhere to doctor's restrictions. It is your responsibility to update us on follow-up visit schedules and status updates, and to make sure you attend all scheduled appointments.

### **SMOKING POLICY**

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Smoking, already defined as a definite health hazard to the smoker, is being implicated in many illnesses suffered by the nonsmoker. Smoking is prohibited on Company property, including but not limited to, all Company buildings, facilities, and enclosed areas, entrances and exits to Company buildings and facilities, parking lots, Company vehicles, and any outdoor areas on Company property where employees are present and engaged in regular work. This policy also applies to electronic cigarettes.

### **DISCIPLINE PROCEDURES**

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You have the primary responsibility for knowing and abiding by all of Staffing Inc.'s and Office Staffing, LLC's policies. To enforce our policies and assure your success, we follow consistent disciplinary procedures. We may give you an opportunity to correct behavior that violates policy; however, we may also immediately terminate employment based on certain policy violations. We reserve the right to determine the extent of discipline for each situation.

**Levels of discipline** include:

1. Verbal warnings
2. Written warnings
3. Termination

These procedures need not occur in this particular order. Each situation deems a case-by-case analysis. In other words, Staffing Inc. and Office Staffing, LLC retain the right to bypass levels of discipline at their discretion. This procedure is a guideline and does not constitute an employment agreement by itself.

If you are suspected of stealing, if we believe you are in possession of alcohol, illegal drugs in violation of the Substance Abuse Policy, or a weapon in violation of the Concealed Weapon Policy, or if we believe you committed a policy violation, your supervisor has the right to search you, your clothes, handbag, locker, vehicle, or other property on our premises. If you refuse to consent to any such search you may be disciplined, up to and including discharge.

### **CONCEALED WEAPONS POLICY**

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Staffing Inc. and Office Staffing, LLC strictly prohibits possession of weapons of any type on all Company and client property (including leased properties), including guns, both concealed and visible, and without regard to the validity of any permits. Also included are knives, explosives or any other deadly object. We reserve the right to search a person, vehicle, his or her personal effects, or other locations on Company or client property when there is suspicion that an employee is in possession of a weapon in violation of this policy. Violators are subject to termination of employment, criminal prosecution or any combination of sanctions. Additionally, if you refuse to consent to a search you may be disciplined, up to and including discharge.

### **PRIVACY POLICY**

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We recognize the importance and sensitivity of an individual's social security number. Staffing Inc. and Office Staffing, LLC will ensure to the extent practicable the confidentiality of social security numbers held by the Companies. Social security numbers will not be disclosed to those outside of the Companies, except as authorized by law. Access to information or documents that contain social security numbers will be limited to those requiring access.

Social security numbers may be used in the ordinary course of business. More than four sequential digits of a social security number will not be publicly displayed; used as an account number, password, or identifier; or

included in or on any document sent outside the Companies unless applicable law requires, permits, or authorizes that the social security number appear in the document. Documents that are no longer needed that contain social security numbers must be shredded. Under no circumstances should any document with all or any portion of a social security number be disposed of without first being shredded.

Violation of this policy may result in discipline, up to and including discharge.

## **FAMILY MEDICAL LEAVE ACT**

Pursuant to the Family and Medical Leave Act of 1993 (“FMLA”), Staffing Inc. and Office Staffing, LLC will provide up to 12 weeks of unpaid leave (or 26 weeks in the case of Servicemember Leave) in a rolling 12-month period to eligible qualified employees for the following reasons (collectively “FMLA Leave”):

1. To care for the employee’s son or daughter after the birth of that son or daughter or to care for a son or daughter placed with the employee for adoption or foster care (hereinafter referred to as “New Child Leave”); and/or
2. To care for the employee’s spouse, son, daughter or parent who has a condition defined as a “serious health condition” (hereinafter referred to as “Family Medical Leave”); and/or
3. To care for the employee’s own condition defined as a “serious health condition” which renders the employee unable to perform his or her job (hereinafter referred to as “Employee Medical Leave”); and/or
4. Because of any qualifying exigency (see definition below) arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty in the Armed Forces (hereinafter referred to as “Qualifying Exigency Leave”); and/or
5. To care for a covered family member who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member unfit to perform duties of the member’s office, grade, rank or rating (hereinafter referred to as “Servicemember Family Leave”).

### **Eligible Employees**

An employee is eligible for FMLA Leave only if the employee has been employed with Staffing Inc. or Office Staffing, LLC for at least twelve (12) months; the employee has worked at least 1,250 hours during the past 12 months; and the employee works at a location where Staffing Inc. or Office Staffing, LLC has at least 50 employees within 75 miles.

An employee is eligible for Servicemember Family Leave to care for a covered servicemember with a Serious Injury or Illness if, in addition to meeting the foregoing eligibility requirements listed above, they are the spouse, son, daughter, or next of kin of a covered servicemember who is needed to care for the service-member.

### **Amount of FMLA Leave**

Employees are not entitled to more than a total of 12 work weeks of New Child Leave, Family Medical Leave, Employee Medical Leave and Qualifying Exigency Leave during a rolling 12-month period. However, a husband and wife who are eligible for FMLA leave and are both employed by the same Company (either Staffing Inc. or Office Staffing, LLC) may be limited to a combined total of 12 weeks of leave during any 12-month period for certain leave.

Employees are not entitled to more than a total of 26 work weeks of leave in a rolling 12-month period if Servicemember Family Leave is combined with the leaves mentioned in the prior paragraph.

### **Manner in Which Leave May Be Taken**

New Child Leave must be taken and completed within 12 months of the birth of an employee’s son or daughter or within 12 months of the placement of a son or daughter with the employee for adoption or foster care. New Child Leave must be taken continuously. It may not be taken on an intermittent or reduced leave basis except with express written consent of Staffing Inc. or Office Staffing, LLC.

Family Medical Leave, Employee Medical Leave, Qualifying Exigency Leave and Servicemember Leave may be taken on an intermittent or reduced leave schedule if the employee provides appropriate certification setting forth the need for the intermittent or reduced schedule leave. (See Medical Certification provisions below). In the case of a Qualifying Exigency Leave related to active duty or call to active duty, eligible employees must provide a certification and/or documentation of the call to active duty. An employee who takes intermittent leave that necessitates an absence for only part of a shift, is expected to report back to work to complete the remainder of his/her scheduled shift (if applicable), unless specifically authorized by his/her supervisor prior to employee's departure.

If an employee requests intermittent leave or leave on a reduced leave schedule based upon foreseeable planned medical treatment, Staffing Inc. and Office Staffing, LLC may require the employee to transfer temporarily to an available alternative position for which the employee is qualified, provided that such position has equivalent pay and benefits and can better accommodate recurring periods of leave than the regular employment position of the employee.

### **Request for Leave**

An employee must provide Staffing Inc. or Office Staffing, LLC with sufficient information to support a determination that the leave qualifies as FMLA Leave. FMLA Leave request forms are available from the employee's respective Human Resource department.

Requests for a leave qualifying as FMLA Leave must be made at least 30 days prior to the first date of the requested leave, if practicable. An employee requesting leave as a Qualifying Exigency Leave for active duty of a family member must provide prior notice to Staffing Inc. or Office Staffing, LLC as is reasonable and practical under the circumstances.

If the need for a leave qualifying as FMLA Leave is not foreseeable 30 days in advance, an employee must request the leave as soon as the need for the leave becomes foreseeable. If an employee is unable to provide any advance warning or a leave qualifying as a FMLA Leave, the employee must notify the HRC of his or her intent of requesting such a leave within one to two days of becoming aware of the need for leave.

If an employee does not provide information and notice in accordance with the above provisions, the absence will not be considered FMLA Leave and will be dealt with in accordance with the Attendance Policy.

### **Scheduling Planned Treatment**

In the event an employee needs Family Medical Leave or Employee Medical Leave for planned medical treatment of a qualifying serious health condition, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt his or her employer's operations. The employee is expected to consult with the HRC prior to scheduling treatment in order to work out a treatment schedule which best suits the needs of the employee and [his or her employer].

### **Medical Certification**

Family Medical Leave and Employee Medical Leave must be supported by certification from a health care provider. If employees are absent from work because of their own serious health condition or the serious health condition of a family member, employees must have their health care provider complete Staffing Inc.'s or Office Staffing, LLC's Medical Certification form, which is available from your designated Staffing Inc. or Office Staffing LLC field office. Employees should direct their health care provider to give complete answers to the information requested on the Medical Certification. This information is necessary for us to ascertain whether an absence qualifies as FMLA Leave.

Failure to timely provide (within 15 days of a written request for such Certification) a completely answered Medical Certificate to support a medically related absence may result in disqualification of the absence as FMLA Leave.

### **Verification of Certification**

If we have reason to doubt the validity of medical certification provided by the employee, we may require second and third medical opinions in accordance with the FMLA. We shall bear the cost of such opinions.

Additionally, we may require subsequent recertification from the employee on a reasonable basis (normally no more often than every 30 days unless changed circumstances requires more frequent re-certifications).

### **Exhaustion of Paid Time Off as Part of Leave**

Employees are required to use, at the beginning of FMLA leave, any unused earned paid vacation they may have. All paid vacation days used will also count as part of the 12-week leave period available to employees.

### **Pay During Leave**

All FMLA Leaves are unpaid, to the extent not covered by another benefit program.

### **Keeping Us Informed**

An employee must keep Staffing Inc. or Office Staffing, LLC apprised of his/her leave of absence status while on leave, including his or her intent to return to Staffing Inc. or Office Staffing, LLC at the end of the leave.

### **Reinstatement**

When an employee returns from an FMLA Leave, we will restore the employee to the position he or she held when the leave commenced or to the same or equivalent position with equivalent benefits. Employees on leave shall be required to submit to a fitness for duty certification in order to be reinstated.

### **Confidentiality**

All medical certification and related health histories of the employee or family member are handled and treated as a confidential medical record by all involved parties. Any medical documentation/certification is kept in a separate confidential file with limited access and is not part of the employee's personnel file.

### **Fraud**

Fraudulent use or abuse of FMLA leave or fraudulent submission of related documentation will be considered an act of dishonesty and will subject the employee to disciplinary action up to and including discharge, as well as other remedies provided by law.

### **Worker's Compensation and FMLA**

All worker's compensation leaves that otherwise qualify as a serious health condition will also be counted toward the employee's 12-week FMLA entitlement. The leaves will run concurrently until such time as the FMLA leave entitlement has been exhausted.

### **Definitions**

**Spouse:** A husband or wife as defined or recognized by state law for purposes of marriage.

**Parent:** Includes a birth parent and adoptive, step or foster parent or a person who has stood in as a parent for a child ("*in loco parentis*"). This definition does not include "in-laws".

**Child:** A biological, adopted or foster child, a stepchild, a legal ward or a child of an employee who has all of the rights and responsibilities of a parent to that child, provided that the child is either under the age of 18 or age 18 or older and incapable of self-care because of a mental or physical disability. However, in the case of Military Exigency Leave and Military Medical Leave, the definition includes a child of any age.

**Next of Kin:** "Next of Kin" is defined in accordance with the applicable Department of Labor regulation and generally means the nearest blood relative other than the covered service member's spouse, parent, or child.

**Serious Health Condition:** A serious health condition means an illness, injury, impairment or physical or medical condition that involves at least one of the following:

1. Inpatient hospitalization, including any subsequent period of incapacity or treatment related to that same condition.

2. Absence plus treatment.
3. More than three consecutive full calendar days of incapacity plus at least two treatments within a 30-day period by a health care provider; or
4. More than three consecutive full calendar days of incapacity plus one treatment by a health care provider plus a treatment regimen (e.g., prescription medication or therapy using special equipment).
5. Prenatal care and any period of incapacity due to pregnancy.
6. Chronic conditions requiring periodic (at least twice a year) treatments by a healthcare provider. Periods of incapacity may be less than three days.
7. Long term or permanent incapacity due to an incurable condition; the individual is under continuing supervision of health care provider but may not be receiving treatment (for example, Alzheimer's, severe stroke, terminal stages of a disease).
8. Any period of incapacity to receive multiple treatments for restorative surgery or for a condition that would result in more than three days incapacity without the treatment (for example, chemotherapy for cancer, physical therapy for arthritis, or dialysis for kidney disease).

*Covered Servicemember with a Serious Injury or Illness:* A covered servicemember is defined as a member of the Armed Forces who has a serious injury or illness incurred in the line of duty on active duty for which he/she is undergoing medical treatment, recuperation or therapy; or otherwise in outpatient status; or otherwise on the temporary disabled retired list. A covered servicemember suffers from a "serious injury or illness" if he/she has incurred such injury or illness in the line of duty on active duty in the Armed Forces (or the condition existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and such injury or illness renders the individual medically unfit to perform the duties of his/her office, grade, rank or rating. A covered service member with a serious injury or illness also includes a veteran who is undergoing medical treatment, recuperation or therapy, for a serious injury or illness and who is a member of the Armed Forces during the period of five years preceding the date on which the veteran undergoes a medical treatment, recuperation or therapy and incurred the injury or illness in the line of duty on active duty (or the condition existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty) in the Armed Forces.

*Qualifying Exigency:* A "qualifying exigency" is defined in accordance with the applicable Department of Labor regulation, and generally permits an employee to take FMLA leave while his/her spouse, child or parent is on active duty or call to active duty status for one or more of the following reasons: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities and/or additional activities arising out of the covered military member's active duty or call to active duty status.

**Additional Information.** For additional information about the FMLA, see the document titled "Employee's Rights and Responsibilities Under the Family and Medical Leave Act" which can be found on the Department of Labor's website ([www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf](http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf)) and is posted in Company's facilities.

## **THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT - USERRA**

Staffing Inc. and Office Staffing, LLC comply with all aspects of The Uniformed Services Employment and Reemployment Rights Act (USERRA and applicable state law equivalent), including the right, for eligible employees, to be reemployed if he/she leaves Staffing Inc. or Office Staffing, LLC to perform in the U.S. uniformed services, provided the employee ensures that Staffing Inc. or Office Staffing, LLC receives advanced written or verbal notice of his/her service; has five years or less of cumulative service while a Staffing Inc. or Office Staffing, LLC employee; and returns to work or applies for reemployment in a timely manner after conclusion of service; and the employee has not been separated from service with a disqualifying discharge. USERRA is quite detailed.

If you need to request a military leave, contact your Human Resources Consultant.

## **ADDENDUM A – For Staffing Inc. Employees**

### **PERSONAL PROTECTIVE EQUIPMENT**

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The following are guidelines for personal protective equipment (PPE). This equipment will be supplied to you by our company or your supervisor. A representative from our company has conducted a site evaluation and identified the PPE's, which may be needed.

Please help us continue to provide a safe working atmosphere for you, our valued employee. If you feel, given the following guidelines that you need PPE to effectively perform your assignment, please let us know immediately.

**Eye protection** is required at each client location unless specified otherwise. This will protect you if you are working around a source of:

- Extreme heat
- Chemical exposures
- Harmful dust
- Light radiation
- Flying objects

**Eye protection might include safety glasses, goggles or face shields.**

You will need **hand protection** if you are working around a source of:

- Extreme heat or cold
- Chemical exposures
- Moving parts
- Sharp objects
- Electrical hazards

Hand protection might include latex gloves, leather gloves, or hand lotions.

### **PERSONAL PROTECTIVE EQUIPMENT Continued:**

You will need **foot protection** if you are:

- Rolling heavy objects
- Lifting heavy objects
- Working on wet floors
- Exposed to extreme heat or cold
- Working around chemical storage
- Working around falling objects
- Working in static sensitive areas

Foot protection might include steel-toed boots, metatarsal guards, rubber-soled shoes, or wood soled sandals.

You will need **hearing protection** if you are working in an area where:

- Noise levels exceed 85db
- Hearing protection might include earplugs or earmuffs.

If Staffing Inc. does not provide you with the specific PPE items necessary for your assignment, we will gladly direct you to a source in which you can purchase the items on your own.

### **ELECTRICAL SAFETY PRACTICES**

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The following is a list of general rules regarding electrical safety.

1. All extension cords must be inspected on a monthly basis. Each cord should be tagged so the last inspection date is known by the user.
2. All extension cords and temporary wiring must contain three prongs, and must be connected only to properly grounded outlet components.
3. Before working on or around an exposed wiring area, be certain that the wires are not energized.
4. Be sure to follow proper lock out/tag out procedures while servicing equipment.

5. Do not make electrical repairs, connections or installations unless you are qualified to do so.
6. Never use a damaged extension cord.
7. Never wear metal or conductive hard hats when working around exposed overhead wires, or other exposed electrical components.
8. Never use electrical power tools that are not properly grounded or double insulated. Never use a power tool which has the third (ground) prong missing.
9. Always tape cords to the ground when they are lying across a path of motion.

### **ERGONOMIC PRACTICES FOR THE WORKPLACE**

The following list contains some general practices to enhance your working environment in regards to ergonomics.

1. Notify your supervisor immediately if you feel awkward or uncomfortable while performing a certain aspect of your assignment.
2. Any job function, which requires a high rate of manual repetition, should be brought to our attention immediately.
3. Never use your hand as a "hammer".
4. If you are performing an assignment in an area which is constantly extremely cold, or hot, notify us immediately.
5. If you are performing an assignment, which causes constant vibration, notify us immediately.
6. Make sure that your work area is properly lit.
7. You are required to use ergonomic equipment if provided.
8. It is our concern if you are not comfortable performing your assignment. Please let us know if your assignment contains any of the above or other discomforts.

### **FALL HAZARD PROTECTION PRACTICES**

**Please review these important points related to fall hazards at the workplace.**

1. As our employee, you are not to work above the ground level, unless approved by a representative from our company.
2. You are to never perform work on a ladder or scaffolding apparatus, unless approved by a representative of our company.
3. If an assignment requires you to perform work above ground level, you are required to wear proper safety equipment.
4. Always use handrails when climbing or descending stairs.
5. When carrying heavy loads, use elevators, not stairs.
6. Never hang from, or lean over safety rails.
7. Always report spills, poor lighting, absent safety rails, and broken stairs to your supervisor immediately.
8. Never use a forklift as an elevator.

### **MACHINE GUARD GUIDELINES**

A representative from our company has inspected the work site in which you will be performing and we have checked machines for safety guards. However, please help us in continuing to provide a safe work place by informing us if you feel your work area may be unsafe.

#### **Machine Guards Should:**

- Prevent contact with the moving parts of the machines. Guards will prevent fingers, hands, arms and clothing from being dragged into a dangerous situation.
- Be secure. A loose guard might hinder you from performing at full capacity. A guard should be stable, not easily removed, and made of a durable material.

#### **Machine Guards Should Not:**

- Disable you from performing your job accurately.
- Create a new hazard. Check to make sure the guard does not expose sharp edges. Also, make sure the guard will not fall into the machine while being used.

- Make sure that you know when the guards can be removed and by whom. Make sure you tell your supervisor immediately if the guards are not present. Never operate equipment, which has a defective guard, or a removed guard.

## **SAFE LIFTING PRACTICES**

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The following is a ten-step checklist for safe lifting practices.

1. Size up the load.
2. Use gloves if necessary.
3. Feet must be at least shoulder width apart.
4. Knees should be bent.
5. Straighten your spine. Shoulders should be “cocked” perpendicular to your spine.
6. Center your body weight evenly between your feet.
7. Tuck your elbows into your body. Your upper arms should touch your ribs.
8. Lift with your legs, not your back.
9. Never twist your back while you are lifting or carrying a load.
10. When setting items down, bend at the knees, not the back.

## **EMPLOYEE RIGHT TO KNOW**

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The Michigan “Right to Know” (RTK) provisions are designed to provide information to employers and employees exposed to hazardous chemicals in their workplace.

### **Michigan’s Right To Know Provisions...**

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It has been estimated that there may be as many as 500,000 different chemicals present in the American workplace, with new chemicals being introduced every day. Because many chemicals are potentially hazardous and workers may need protection against them, Michigan enacted Right to Know provisions as part of the Michigan Occupational Safety and Health Act. (MIOSHA).

#### **1. What are the major components of Right to Know?**

There are six areas covered under the Right to Know provisions:

- Evaluation of hazardous chemicals
- Written Hazard Communication Program developed by employer
- Labeling of hazardous chemicals
- Maintaining Safety Data Sheets(s) called SDS(s)
- Posting requirements to inform employees of information regarding SDS
- Training of employees

#### **2. Who enforces Right to Know Provisions?**

Both the Michigan Departments of Public Health and Labor administer these important provisions of MIOSHA. Enforcement activity is similar to other MIOSHA rules and standards.

#### **3. Who is responsible for conducting a hazardous chemical evaluation?**

Chemical manufacturers and importers are required to evaluate chemicals they produce or import. Other employers are not required to evaluate chemicals unless they choose not to rely on the evaluation performed by the chemical manufacturer or importer. Employers are required to perform a hazard determination if they mix chemicals and produce a new hazardous chemical.

#### **4. What is “SDS”?**

A Safety Data Sheet, or SDS, is the document prepared by the chemical manufacturer or importer after the chemical evaluation has been conducted. This sheet contains important information to help you work safely. It includes information on the chemical’s physical and health hazards, routes of entry, exposure limits, known or suspected cancer causing ingredients (carcinogen), control measures, precautions for safe handling and use, and emergency and first-aid procedures. Employers are required to have an SDS sheet for each hazardous chemical used in the workplace, and to make them available to employees.

#### **5. Are there specific requirements for container labels?**

Container labels must contain the following:



- The identity of the hazardous chemical (the name used on the label must be the same on the SDS sheet)
- Appropriate hazard warnings  
Name and address of the chemical manufacturer, importer or other responsible party. This is required only for items entering your facility that will remain in the original packaging. The employer must also have a warning system for pipes and piping that contain hazardous chemicals. For piping systems, vats, mixing tanks, and other stationary process containers, an employer is allowed to use signs, placards, and process sheets, operating instructions or other written material instead of labels. Portable containers which are filled from a labeled container by one employee for use only by the same employee in one work shift are not required to be labeled.

**6. What is covered by the written hazard communication program?**

An employer must develop a written hazard communication program that describes how the requirements for container labeling, SDS sheets and employee information and training will be met.

The written program must also contain a list of the hazardous chemicals present in the workplace and describe the methods the employer will use to inform employees of the hazards of non-routine tasks (such as cleaning a tank or pit).

**7. What must be covered to meet employee training requirements?**

Training must be provided by the employer and should include the purpose and requirements of the Michigan Right To Know provisions, an overview of the company's written hazard communication program, a list of the hazardous chemicals used in the workplace and the location(s) where SDS's can be found for these chemicals.

Employer training must also help employees understand the information found on the SDS and on the container labels. The goal is to increase the employee's understanding of how the chemicals can hurt them and how they should be correctly used to minimize the hazards. Company procedures and the use of proper equipment when handling hazardous chemicals must be included in the training.

Such training is to be provided at the time of initial assignment, whenever a new hazard is introduced in the employee's work area and when the employee is transferred to a new job with new hazards. Employers may receive training assistance, free of charge, by contacting the Michigan Department of Public Health and/or Labor.

**STAFFING INC. LOCATIONS**

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Staffing Inc. Van Andel Arena  
130 West Fulton  
Grand Rapids, MI 49503  
616-742-6177

Staffing Inc. Muskegon  
1645 West Sherman Blvd  
Muskegon, MI 49441  
231-755-0550

West Michigan Whitecaps  
4500 West River Drive  
Comstock Park, MI 49321  
616-784-1182

Staffing Inc. North  
632 W. Fulton Street  
Grand Rapids, MI 49504  
616-451-0511

Staffing Inc. Cascade Engineering  
5141 36<sup>th</sup> Street  
Grand Rapids, MI 49508  
616-975-4813

Staffing Inc. Ionia  
2031 South State Street Ste. A  
Ionia, MI 48846  
616-522-0500

Staffing Inc. Holland  
777 Washington Ave  
Suite 50  
Holland, MI 49423