



**Recruit
Specialized
Staffing**

Recruit Specialized Staffing of East Michigan, LLC

Temporary Employee Handbook

07/09/2018

**Recruit Specialized Staffing of East Michigan, LLC
Temporary Employee Handbook**



Table of Contents

No. Policy	Effective Date:	Revision Date:	Page
INTRODUCTION			
001 Employee Welcome Message-----	7/9/2018-----		6
002 Mission Statement-----	7/9/2018-----		7
003 Customer Relations-----	7/9/2018-----		8
EMPLOYMENT			
101 Nature of Employment-----	7/9/2018-----		9
102 Equal Opportunity Employer-----	7/9/2018-----		10
103 Personal Relationships ----- in the Workplace	7/9/2018-----		11
104 Immigration Law Compliance-----	7/9/2018-----		12
105 Conflicts of Interest-----	7/9/2018-----		13
106 Americans with Disabilities Act-----	7/9/2018-----		14
107 Outside Employment-----	7/9/2018-----		15
108 Work Product Ownership-----	7/9/2018-----		16
EMPLOYMENT STATUS & RECORDS			
201 Access to Personnel Files-----	7/9/2018-----		17
202 Employment Reference Checks-----	7/9/2018-----		18
203 Personal Data Changes-----	7/9/2018-----		19
204 Employment Applications-----	7/9/2018-----		20
205 Break in Employment-----	7/9/2018-----		21
EMPLOYEE BENEFIT PROGRAMS			
301 Employee Benefits -----	7/9/2018-----		22
302 Vacation Time-----	7/9/2018-----		23
303 Paid Holidays-----	7/9/2018-----		24
304 Workers Compensation-----	7/9/2018-----		25
305 Military Leave-----	7/9/2018-----		26
306 Health Insurance-----	7/9/2018-----		27

**Recruit Specialized Staffing of East Michigan, LLC
Temporary Employee Handbook**



No. Policy	Effective Date:	Revision Date:	Page
 Timekeeping/Payroll			
401 Timekeeping-----	7/9/2018-----		28
 Work Conditions & Hours			
501 Attendance, Punctuality, & Dependability-----	7/9/2018-----		29
502 Overtime-----	7/9/2018-----		30
503 Accidents & Emergencies-----	7/9/2018-----		31
504 Open Door Policy-----	7/9/2018-----		32
505 Company Property-----	7/9/2018-----		33
506 Smoking Policy-----	7/9/2018-----		35
 Leaves of Absence			
601 Leave Under the Family & Medical Leave Act (FMLA)-----	7/9/2018-----		36
 Employee Conduct & Disciplinary Review			
701 Non-Discrimination-----	7/9/2018-----		40
702 Sexual & Other Unlawful Harassment-----	7/9/2018-----		41
703 Confidential Nature of Work-----	7/9/2018-----		45
704 Absence Due to Illness-----	7/9/2018-----		46
705 Drug & Alcohol Use-----	7/9/2018-----		47
706 Drug Testing-----	7/9/2018-----		48
707 Personal Appearance-----	7/9/2018-----		49
708 Violence in the Workplace-----	7/9/2018-----		50
709 Internal Investigation & Searches	7/9/2018-----		51
710 Resignation-----	7/9/2018-----		52
711 At Will Employer-----	7/9/2018-----		53
712 Progressive Discipline-----	7/9/2018-----		54
713 Immediate Dismissal-----	7/9/2018-----		55
714 Weapons Policy-----	7/9/2018-----		56

**Recruit Specialized Staffing of East Michigan, LLC
Temporary Employee Handbook**



Welcome to Recruit Specialized Staffing of East Michigan, LLC!

Whether you have just joined our staff or have been at Recruit Specialized Staffing of East Michigan, LLC for a while, we are confident that you will find our company a dynamic and rewarding place in which to work and we look forward to a productive and successful association. We consider the employees of Recruit Specialized Staffing of East Michigan, LLC to be one of its most valuable resources. This manual has been written to serve as the guide for the employer/employee relationship.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your staffing specialist. Neither this handbook nor any other Company document, confers any contractual right, either express or implied, to remain in the Company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice by the Company or you may resign for any reason at any time.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Third, this handbook and the information in it should be treated as secret and confidential. No portion of this handbook should be disclosed to others, except Recruit Specialized Staffing of East Michigan, LLC. employees and others affiliated with Recruit Specialized Staffing of East Michigan, LLC whose knowledge of the information is required in the normal course of business.

Finally, some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits.

Mission Statement

Recruit Specialized Staffing of East Michigan, LLC's mission is to work as a dedicated partner with our clients to improve their profit through quality service, innovation, creativity, and execution. The foundation of our mission is centered around providing our employees promising opportunities driven by our dedication and passion of their success.

Customer Relations

Customers Defined: Staffing clients, prospective staffing clients, external employees, applicants, vendors, general public, administrative customers.

Customers are among our most valuable assets. Each of you represents Recruit Specialized Staffing of East Michigan, LLC to our customers and the public. The way we do our jobs presents an image of our entire staffing practice. Customers judge us by how they are treated each time they have contact with us. Therefore, one of our top business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

If a customer wishes to make a specific comment or complaint, you should direct that person to your staffing specialist for appropriate action. Remember that your contacts with the public in person, over the telephone, and through all your communications reflect not only on you but on Recruit Specialized Staffing of East Michigan, LLC as a whole. Even when you are not "at work", you are recognizable in the community. Your actions are seen and your words are heard by those around you. Positive customer relations will not only enhance the public's image of Recruit Specialized Staffing of East Michigan, LLC but also pay off in greater customer loyalty and increased business and profit.

101 Nature of Employment

Effective Date: 7/9/2018

Revision Date:

Every Recruit Specialized Staffing of East Michigan, LLC. employee has the status of "employee-at-will," meaning no one has a contractual right, express or implied, to remain an employee of Recruit Specialized Staffing of East Michigan, LLC. Recruit Specialized Staffing of East Michigan, LLC. may terminate an employee's employment, or an employee may terminate his/her employment, without cause, and with or without notice, at any time for any reason.

The policies in this handbook are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between Recruit Specialized Staffing of East Michigan, LLC and any employee. The provisions of the handbook have been developed at the discretion of management and, except for the policy of employment-at-will, may be amended or cancelled at any time, at the sole discretion of Recruit Specialized Staffing of East Michigan, LLC.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the officers of Recruit Specialized Staffing of East Michigan, LLC.

102 Equal Opportunity Employer

Effective Date: 7/9/2018

Revision Date:

It is the policy of Recruit Specialized Staffing of East Michigan, LLC. to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex (with or without sexual conduct), age, disability, [alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation] or any other characteristic protected by law. Recruit Specialized Staffing of East Michigan, LLC. prohibits and will not tolerate any such discrimination or harassment.

Recruit Specialized Staffing of East Michigan, LLC. is also committed to complying fully with applicable disability discrimination laws and ensuring that equal opportunity in employment exists at Recruit Specialized Staffing of East Michigan, LLC. for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on Recruit Specialized Staffing of East Michigan, LLC. Employees who believe that they may require an accommodation should discuss these needs with the Director of Operations and/or Human Resources Department.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

Employees' questions or concerns should be referred to Director of Operations and/or Human Resources Department.

Appropriate disciplinary action may be taken against any employee willfully violating this policy.

103 Personal Relationships in the Workplace

Effective Date: 7/9/2018

Revision Date:

Hiring of Relatives

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

(i.) Create a supervisor/subordinate relationship with a family member; (ii.) Have the potential for creating an adverse impact on work performance; or (iii.) Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, members of household. This policy also applies to romantic relationships.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within Recruit Specialized Staffing of East Michigan, LLC. to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the Company will make reasonable efforts to assign job duties to minimize problems of supervision, safety, security or morale.

Internal Employee & External Employee/Customer Relationships

Employees should refrain from entering into a dating relationship with an external employee or customer while the employee/customer works with Recruit Specialized Staffing of East Michigan, LLC. This type of relationship can cause serious conflicts and problems in job performance.

104 Immigration Law Compliance

Effective Date: 7/9/2018

Revision Date:

Recruit Specialized Staffing of East Michigan, LLC is required by federal immigration laws to verify the identity and work authorization of all new employees. In keeping with the obligation, documentation that shows each person's identity and legal authority to work must be inspected. Each new employee must also attest to his/her identity and legal authority to work on an I-9 Form provided by the federal government. This verification must be completed as soon as possible after an offer of employment is made and in no event more than three (3) business days after an individual is hired and before the individual begins work. A copy of this form will be provided to you for your completion. All offers of employment with Recruit Specialized Staffing of East Michigan, LLC are conditioned upon furnishing evidence of identity and legal authority to work in the United States in compliance with the federal law. Providing falsified documents of identity and eligibility to work in the United States will result in cancellation of your consideration for employment or dismissal if employed. Every rehired employee must also satisfy this requirement. It is the employee's responsibility to ensure that the work authorization on file is current. The Department of Homeland Security recommendation is to apply for renewed authorization a minimum of ninety (90) days in advance of expiration. Inability to provide renewed authorization on or prior to the expiration date of the original document will result in the employee's immediate termination.

105 Conflicts of Interest

Effective Date: 7/9/2018

Revision Date:

During your employment with Recruit Specialized Staffing of East Michigan, LLC you are prohibited from directly or indirectly competing with Recruit Specialized Staffing of East Michigan, LLC including, but not limited to, providing, owning an interest in, or assisting any other person or entity that is in competition with Recruit Specialized Staffing of East Michigan, LLC or that provides any product, service or offering of a type that is the same or similar to that provided by Recruit Specialized Staffing of East Michigan, LLC from time to time. Additionally, during your employment with Recruit Specialized Staffing of East Michigan, LLC, you are prohibited from at any time directly or indirectly working for, assisting or owning an interest in any business or venture that constitutes a conflict of interest. Recruit Specialized Staffing of East Michigan, LLC will determine in its sole discretion whether any work or interest constitutes a violation of this policy. Before you begin to directly or indirectly work for, assist or own an interest in any other business or venture other than Recruit Specialized Staffing of East Michigan, LLC, you must notify your supervisor.

The Company expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Company. Business dealings that appear to create a conflict between the interests of the Company and an employee are unacceptable. The Company recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the Company may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Company's business dealings.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact your staffing specialist to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

106 Americans with Disabilities Act

Effective Date: 7/9/2018

Revision Date:

Recruit Specialized Staffing of East Michigan, LLC is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is the Company's policy not to discriminate against any qualified employee or applicant regarding any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Director of Operations and of the Human Resources Department. Recruit Specialized Staffing of East Michigan, LLC encourages individuals with disabilities to come forward and request reasonable accommodation.

107 Outside Employment

Effective Date: 7/9/2018

Revision Date:

Subject to other policies, including Conflict of Interest, Recruit Specialized Staffing of East Michigan, LLC has no objection to an employee holding another job (in addition to his or her employment with Recruit Specialized Staffing of East Michigan, LLC) as long as he or she can effectively meet the performance standards for his or her position with Recruit Specialized Staffing of East Michigan, LLC. However, we ask employees to think seriously about the effects that another job may have on their endurance, personal health and well being, performance, and effectiveness with Recruit Specialized Staffing of East Michigan, LLC. Employees holding another job must remember that Recruit Specialized Staffing of East Michigan, LLC is the primary employer and is entitled to the loyalty and primary efforts of the employee while employed with Recruit Specialized Staffing of East Michigan, LLC.

All employees will be held to the same scheduling demands and standards of performance. We cannot make exceptions for those who also hold outside jobs. If an outside position interferes with the employee's ability to work for Recruit Specialized Staffing of East Michigan, LLC, that employee will be subject to disciplinary action for tardiness and unsatisfactory attendance or work performance in accordance with normal disciplinary policy.

From time to time, Company employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the Company must be given priority. Employees are hired and continue in Recruit Specialized Staffing of East Michigan, LLC's employ with the understanding that Recruit Specialized Staffing of East Michigan, LLC is their primary employer and that other employment or commercial involvement which is in conflict with the business interests of Recruit Specialized Staffing of East Michigan, LLC is strictly prohibited.

108 Work Product Ownership

Effective Date: 1/1/2011

Revision Date: 2/9/17

Recruit Specialized Staffing of East Michigan, LLC employees must be aware that Recruit Specialized Staffing of East Michigan, LLC retains legal ownership of the product of their work. No work product created while employed by Recruit Specialized Staffing of East Michigan, LLC can be claimed, construed, or presented as property of the individual, even after employment by Recruit Specialized Staffing of East Michigan, LLC has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for Recruit Specialized Staffing of East Michigan, LLC, regardless of whether the intellectual property is actually used by Recruit Specialized Staffing of East Michigan, LLC. Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume, in a freelancer's meeting with a prospective client), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of Recruit Specialized Staffing of East Michigan, LLC. Freelancers and temporary employees must be particularly careful in the course of any work they discuss doing, or actually do, for a competitor of Recruit Specialized Staffing of East Michigan, LLC

201 Access to Personnel Files

Effective Date: 7/9/2018

Revision Date:

At Recruit Specialized Staffing of East Michigan, LLC we maintain a personnel file on each employee that includes the job application/resume and related hiring documents, training/continuing education records, performance evaluations, disciplinary actions, awards, and other employment records.

Personnel files are the property of Recruit Specialized Staffing of East Michigan, LLC. Because this information is highly confidential, and we respect your privacy, only persons with a legitimate business reason will be allowed access to personnel files.

If you wish to see your personnel file, contact your staffing specialist. With reasonable advance notice, you may review your own personnel file in our offices and in the presence of a person authorized by Recruit Specialized Staffing of East Michigan, LLC.

202 Employment Reference Checks

Effective Date: 7/9/2018

Revision Date:

Recruit Specialized Staffing of East Michigan, LLC recognizes the importance of employees who are honest, trustworthy, qualified, and reliable. For purposes of furthering these concerns and interests, before hiring an individual, Recruit Specialized Staffing of East Michigan, LLC reserves the right to investigate the individual's prior employment history, personal and/or business references, educational background, and or other relevant information that is reasonably available.

Recruit Specialized Staffing of East Michigan, LLC will respond to all reference check inquiries from other employers. We will provide information that can be substantiated by our records.

203 Personal Data Changes

Effective Date: 7/9/2018

Revision Date:

To keep necessary Company records up to date, it is extremely important that you notify your account manager of any changes in:

- Name and/or marital status
- Address and/or telephone number
- # of eligible dependents
- W-4 deductions
- Person to contact in case of emergency

204 Employment Applications

Effective Date: 7/9/2018

Revision Date:

Recruit Specialized Staffing of East Michigan, LLC will accept applications for employment at any time. Applications are kept on the Avionte data base. Submitting an application does not guarantee employment but is the first step in the hiring process. Any information given in the application, resume, or interview is subject to confirmation.

Recruit Specialized Staffing of East Michigan, LLC relies on the accuracy of the information provided on the employment application, as well as the accuracy of other data presented during the hiring process and employment. If there are any misrepresentations, falsifications, or material omissions in any of this information, we may exclude that applicant from further consideration. If the person was already hired, it could result in termination of employment.

205 Break In Employment

Effective Date: 7/9/2018

Revision Date:

Employees may choose to leave employment at Recruit Specialized Staffing of East Michigan, LLC for various reasons. Recruit Specialized Staffing of East Michigan, LLC may choose to rehire these individuals in the future if they have left employment in good standing.

In all cases, the rehire date will be considered the employee's anniversary date.

If the break in service was 21 days or less, Recruit Specialized Staffing of East Michigan, LLC will give credit for previous full years of service when enforcing policies that give preferential treatment based on seniority. If the break in service is greater than 21 days, no credit will be given for previous years of service. This policy is meant to encourage and reward the loyalty of employees who remain in continuous service to Recruit Specialized Staffing of East Michigan, LLC

301 Employee Benefits

Effective Date: 7/9/2018

Revision Date:

Recruit Specialized Staffing of East Michigan, LLC provides a wide range of benefit programs to eligible employees. Certain legally required programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner required by the laws. Your eligibility for each benefit program depends on a variety of factors. To better understand exactly which benefit programs you are eligible for, talk to your staffing specialist. You will find details about many of these programs elsewhere in the employee handbook. In some cases, a policy may also refer you to other sources, such as the Summary Plan Document for that benefit.

The following benefit programs are available to eligible employees, subject to terms and conditions of each program:

- * 401 (k) Savings Plan – Coming soon!
- * Bereavement Leave
- * Dental Insurance – Coming Soon!
- * Health Insurance
- * Holidays
- * Jury Duty Leave
- * Vacation Benefits
- * Vision Care Insurance – Coming Soon!

302 Vacation Time

Effective Date: 7/9/2018

Revision Date:

Recruit Specialized Staffing offers paid vacation for full time employees for the purpose of rest, relaxation, and personal pursuits. 5 days of vacation is earned after 1960 hours of continuous employment. If you have a break in employment over 21 days, the accrual period starts over. Each year on your anniversary date, you must have completed 1960 hours to be eligible for the 5 days of vacation. Vacation time must be submitted at least two weeks prior to when the requested time off will begin. Vacation not used in the allotted time (Anniversary date to Anniversary date), can be paid out if you are working that same week and are not able to get vacation time approved by the client. If you are no longer working, quit or released vacation time will be forfeited. Vacation time cannot be carried over to the next year.

Requesting & Using Paid Time Off

Request for paid time off must be formally submitted to your staffing specialist on the Recruit Specialized Staffing of East Michigan, LLC "Temporary Employee Request for Paid Time Off" form, and approved, at least two weeks prior to the desired days off.

You may use Vacation Time in minimum increments of 1 hour. Each request will be reviewed based on a number of factors, including the approval of the client supervisor you work for. We encourage you to use your available paid time off for rest, relaxation, and personal pursuits.

Popular vacation weeks are spring break, 2 weeks surrounding Christmas, and the fourth of July week. If you wish to request one of these weeks, requests should be submitted as early as possible.

303 Holidays

Effective Date: 7/9/2018

Revision Date:

Recruit Specialized Staffing of East Michigan, LLC gives paid holiday time off to all eligible employees on the following holidays:

- * **New Year's Day (January 1)**
- * **Independence Day (July 4)**
- * **Thanksgiving (fourth Thursday in November)**
- * **Christmas (December 25)**

All full-time employees are eligible for 4 paid holidays per year after 1960 hours of continuous service. The holidays per year are as follows: If you have a break in employment over 21 days, your 1960 hours of service will start over. Also, you must work the scheduled work day before, and the scheduled work day after each holiday regardless of circumstance, or you will not receive Holiday pay.

304 Workers Compensation Insurance

Effective Date: 7/9/2018

Revision Date:

Recruit Specialized Staffing of East Michigan, LLC provides a comprehensive workers' compensation insurance program to our employees. The workers' compensation program covers injuries or illnesses sustained during employment that require medical, surgical, or hospital treatment. Subject to the applicable legal requirements, this program provides benefits after a short waiting period or, in the event of hospitalization, immediately.

It is critical that you inform your supervisor and your staffing specialist immediately about any work-related injury or illness, regardless of how minor it might appear at the time. Immediate reporting ensures that, if eligible, you will qualify for workers' compensation benefits as quickly as possible and lets us investigate the matter promptly.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither Recruit Specialized Staffing of East Michigan, LLC nor our insurance carrier will be liable for the payment of workers' compensation benefits for injuries that might occur during employees' voluntary participation in off-duty recreational, social, or athletic activities that we or the client you work for may sponsor.

305 Military Leave

Effective Date: 7/9/2018

Revision Date:

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted an unpaid leave of absence for military service, training or related obligations in accordance with applicable law. At the conclusion of the leave & upon the satisfaction of certain conditions, an employee has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform.

Requests for Leave:

Leave for Active or Reserve Duty

Upon receipt of orders for active or reserve duty, an employee should notify his/her supervisor, as soon as possible, and submit a copy of the military orders to his/her supervisor (unless he/she is unable to do so because of military necessity or it is otherwise impossible or unreasonable).

Leave for Training and Other Related Obligations (e.g., fitness for service examinations)

Employees will also be granted unpaid time off for military training and other related obligations, such as for an examination to determine fitness to perform service. Employees should advise their supervisor and/or department head of their training schedule and/or other related obligations as far in advance as possible.

306 Health Insurance

Effective Date: 7/9/2018

Revision Date:

Coming Soon!

401 Timekeeping

Effective Date: 7/9/2018

Revision Date:

The attendance of all employees is recorded daily by each department and is submitted to the office manager. Our attendance records are Company records, and care must be exercised in recording the hours worked, overtime hours, and absences. Employees are not to clock or sign in or out for other employees. Violations of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

Each client of Recruit Specialised Staffing has specific ways to track your time while on your assignment. These matters should be discussed and understood day one of your employment. If you have any questions on tracking your time please discuss with your supervisor and/or staffing specialist.

All employees must record the time they arrived/departed, each day, on his/her time record. Each employee is responsible only for his/her own recordkeeping.

Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.

If an employee forgets to clock or sign in or out, he or she must notify his or her supervisor immediately so the time may be accurately recorded for payroll.

501 Attendance, Punctuality, & Dependability

Effective Date: 7/9/2018

Revision Date:

Recruit Specialized Staffing of East Michigan, LLC depends heavily upon its employees. It is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time.

Moreover, an employee must notify his/her supervisor at their job assignment as well as their staffing specialist at Recruit Specialized Staffing of East Michigan, LLC as far in advance as possible, but not later than one hour before his/her scheduled starting time if he/she expects to be late or absent. This policy applies for each day of his/her absence.

An employee who fails to contact his/her immediate supervisor and their staffing specialist at Recruit Specialized Staffing of East Michigan, LLC may be considered as having voluntarily resigned. A careful record of absenteeism and lateness is kept by the employee's supervisor and becomes part of the personnel record. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

502 Overtime

Effective Date: 7/9/2018

Revision Date:

Depending on the assignment you are at you may be required to work overtime. This is something you should know and expect when accepting a position with a client of Recruit Specialized Staffing of East Michigan, LLC's. Prior approval of a supervisor, however, is required before any non-exempt employee works overtime. Employees working overtime without approval will be subject to disciplinary action.

Non-exempt full-time employees are eligible for additional pay for work performed beyond their regularly scheduled 40 weekly hours.

Employees are responsible for calculating their own hours on a daily basis.

Each day, the time the employee starts and finishes work must be recorded on a time record. The employee's supervisor and payroll must approve his/her hours worked at the end of each week. All additional overtime worked must be approved by a supervisor each day. Additionally, time records with overtime must be countersigned by the supervisor and must be in the Payroll Department by 10:00 a.m. the Monday preceding payday in order for an employee's pay to be processed for payday.

503 Accidents & Emergencies

Effective Date: 7/9/2018

Revision Date:

You are expected to obey all safety rules and use caution in your work activities. You must immediately report any unsafe condition to the appropriate supervisor. If you violate Recruit Specialized Staffing of East Michigan, LLC's safety standards or the client which you are on assignment at, cause a hazardous or dangerous situation, or fail to report or, where appropriate, remedy such situations, you may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in an injury, regardless of how insignificant the injury may appear, you should immediately notify your manager.

Prompt reporting can ensure legal compliance and quick initiation of insurance and worker's compensation benefits procedures.

Workplace Injury

Help avoid accidents by immediately reporting such things as defective equipment, wet or slippery floors, fire hazards, etc.

If you are injured in the course of your job, report to your manager immediately and fill out an Incident Report. The supervisor will help you decide whether you will need medical attention.

504 Open Door Policy

Effective Date: 7/9/2018

Revision Date:

Recruit Specialized Staffing of East Michigan, LLC promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their staffing specialist with any problems so appropriate action may be taken. If the staffing specialist cannot be of assistance, Leadership Team is available for consultation and guidance. Recruit Specialized Staffing of East Michigan, LLC is interested in all our employees' success and happiness with us. We, therefore, welcome the opportunity to help employees whenever feasible.

505 Company Property

Effective Date: 7/9/2018

Revision Date:

The protection of Recruit Specialized Staffing of East Michigan, LLC & our clients business information, property and all other Company assets are vital to the interests and success of Recruit Specialized Staffing of East Michigan, LLC. Recruit Specialized Staffing of East Michigan, LLC related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of Recruit Specialized Staffing of East Michigan, LLC) may, therefore, not be removed from the Company's premises. In addition, when an employee leaves Recruit Specialized Staffing of East Michigan, LLC, the employee must return to the Company all related information and property that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including discharge.

Recruit Specialized Staffing of East Michigan, LLC's clients may provide you equipment, automobiles (Certain Employees) and materials necessary for you to perform your job. These items are to be used solely for the Company's purposes. Employees are expected to exercise care in the use of Company equipment and property and use such property only for authorized purposes. Loss, damages or theft of Company property should be reported at once. Negligence in the care and use of Company property may be considered grounds for discipline, up to and including termination.

Recruit Specialized Staffing of East Michigan, LLC's clients equipment, such as telephone, postage, facsimile and copier machine, is intended to be used for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with the permission of his or her supervisor. Personal usage, in an emergency, of these or other equipment that results in a charge to the Company should be reported immediately to your staffing specialist so that reimbursement can be made.

Use of the Company Computer System

It is the policy of Recruit Specialized Staffing of East Michigan, LLC of East Michigan, LLC that the use of its computers and software is limited solely to appropriate business use. Employees are not allowed to use the computer system for their personal benefit. Employees are strictly forbidden from installing software on the system. Further, this policy reaffirms that the Company's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether employees have private access or an entry code into the computer system. The Company reserves the right to monitor the use of its computer system.

Use of Company Vehicles

Only employees with an unrestricted, current driver's license and who have adequate insurance coverage may operate vehicles or use a vehicle to conduct business. An employee operating a Company vehicle or a vehicle to conduct Company business must provide proof of adequate insurance to their supervisor and Recruit Specialized Staffing of East Michigan, LLC. Company vehicles may only be used for authorized Company business. Any employee operating a Company vehicle must do so in a safe manner. Any employee operating a Company vehicle under the influence of drugs or alcohol or in an unsafe or negligent manner will be immediately terminated. The Company has the right to search any Company vehicle at any time. Therefore, employees have no reasonable expectation of privacy with respect to Company vehicles. All employees must sign the safe driving waiver before driving for the company in a company or personal vehicle.

Return of Property

As part of your job you may be given temporary possession of Recruit Specialized Staffing of East Michigan, LLC property.

You are expected to be responsible for and maintain control of any Recruit Specialized Staffing of East Michigan, LLC and/or client of Recruit Specialized Staffing of East Michigan, LLC's property in your possession. If your employment ends, all Recruit Specialized Staffing of East Michigan, LLC property must be returned on or before your last day of work. In situations where you do not return Recruit Specialized Staffing of East Michigan, LLC property, we may take steps to recover the item or its cost by withholding from your regular or final paycheck when allowed by law, or by taking legal action.

506 Smoking Policy

Effective Date: 7/9/2018

Revision Date:

In keeping with Recruit Specialized Staffing of East Michigan, LLC intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

Each client of Recruit Specialized Staffing of East Michigan, LLC has their own smoking policy and designated areas of smoking. While working at your assignment you must understand and adhere by the smoking policy in place. Failure or violation of the client's smoking policy may result in termination.

601 Leave Under the Family & Medical Leave Act (FMLA)

Effective Date: 7/9/2018

Revision Date:

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

Employee Eligibility Criteria

To be eligible for FMLA leave, an employee must have been employed by Recruit Specialized Staffing of East Michigan, LLC for at least 12 months (which need not be consecutive); ii.) for at least 1,960 hours during the 12-month period immediately preceding the commencement of the leave; and iii.) at a worksite (a) with 50 or more employees; or (b) where 50 or more employees are located within 75 miles of the worksite.

Events Which May Entitle an Employee to FMLA Leave

FMLA leave may be taken for any one, or for a combination of, the following reasons: i.) the birth of the employee's child or to care for the newborn child; ii.) the placement of a child with the employee for adoption or foster care or to care for the newly placed child; iii.) to care for the employee's spouse, child or parent (but not in-law) with a serious health condition; and/or iv.) the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.

A "serious health condition" is an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

How Much FMLA Leave May Be Taken

The 12 Month Period

An eligible employee is entitled to up to 12 workweeks of unpaid leave during a 12-month period for any FMLA qualifying reason(s). The 12-month period is the 12 months beginning on the employee's anniversary date of employment.

Limitations on FMLA Leave

Leave to care for a newborn or for a newly placed child must conclude within 12 months after the birth or placement of the child.

Recruit Specialized Staffing of East Michigan, LLC Temporary Employee Handbook



When both spouses are employed by Recruit Specialized Staffing of East Michigan, LLC, they are together entitled to a combined total of 12 workweeks of FMLA leave within the designated 12-month period for the birth, adoption or foster care placement of a child with the employees, for aftercare of the newborn or newly placed child, and to care for a parent (but not in-law) with a serious health condition. Each spouse may be entitled to additional FMLA leave for other FMLA qualifying reasons (i.e., the difference between the leave taken individually for any of the above reasons and 12 workweeks, but not more than a total of 12 workweeks per person).

For example, if each spouse took 6 weeks of leave to care for a newborn child, each could later use an additional 6 weeks due to his/her own serious health condition or to care for a child with a serious health condition.

Intermittent Or Reduced Work Schedule Leave

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday.

Leave to care for a newborn or for a newly placed child must be taken all at once and may not be taken intermittently or on a reduced work schedule.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to unduly disrupt the Recruit Specialized Staffing of East Michigan, LLC operations. When an employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment, Recruit Specialized Staffing of East Michigan, LLC may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

Requests for FMLA Leave

An employee should request FMLA leave by completing the Employer's Request for Leave form and submitting it to their Recruit Specialized Staffing of East Michigan, LLC representative.

When leave is foreseeable for childbirth, placement of a child or planned medical treatment for the employee's or family member's serious health condition, the employee must provide Recruit Specialized Staffing of East Michigan, LLC with at least 30 days advance notice, or such shorter notice as is practicable (i.e., within 1 or 2 business days of learning of the need for the leave).

When the timing of the leave is not foreseeable, the employee must provide Recruit Specialized Staffing of East Michigan, LLC with notice of the need for leave as soon as practicable (i.e., within 1 or 2 business days of learning of the need for the leave).

Required Documentation

When leave is taken to care for a family member, Recruit Specialized Staffing of East Michigan, LLC may require the employee to provide documentation or statement of family relationship (e.g., birth certificate or court document).

An employee may be required to submit medical certification from a health care provider to support a request for FMLA leave for the employee's or a family member's serious health condition.

If Recruit Specialized Staffing of East Michigan, LLC has reason to doubt the employee's initial certification, Recruit Specialized Staffing of East Michigan, LLC may: (i.) with the employee's permission, have a designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or (ii.) require the employee to obtain a second opinion by an independent Recruit Specialized Staffing of East Michigan, LLC -designated provider at Recruit Specialized Staffing of East Michigan, LLC expense. If the initial and second certifications differ, Recruit Specialized Staffing of East Michigan, LLC may, at its expense, require the employee to obtain a third, final and binding certification from a jointly selected health care provider.

During FMLA leave, Recruit Specialized Staffing of East Michigan, LLC may request that the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, the employee must provide Recruit Specialized Staffing of East Michigan, LLC with periodic reports regarding the employee's status and intent to return to work. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide Recruit Specialized Staffing of East Michigan, LLC with reasonable notice (i.e., within 2 business days) of the employee's changed circumstances and new return to work date. If the employee gives Recruit Specialized Staffing of East Michigan, LLC notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned.

Before the employee returns to work from FMLA leave for the employee's own serious health condition, the employee may be required to submit a fitness for duty certification from the employee's health care provider, with respect to the condition for which the leave was taken, stating that the employee is able to resume work.

FMLA leave or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner. Also, a failure to provide requested documentation of the reason for an absence from work may lead to termination of employment.

Return from FMLA Leave

Upon return from FMLA leave, Recruit Specialized Staffing of East Michigan, LLC will place the employee in the same position the employee held before the leave or an equivalent position with equivalent pay, benefits and other employment terms.

Limitations on Reinstatement An employee is entitled to reinstatement only if he/she would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force or other reason, the employee would not be employed at the time job restoration is sought.

Recruit Specialized Staffing of East Michigan, LLC reserves the right to deny reinstatement to salaried, eligible employees who are among the highest paid 10 percent of Recruit Specialized Staffing of East Michigan, LLC's employees employed within 75 miles of the worksite if such denial is necessary to prevent substantial and grievous economic injury to Recruit Specialized Staffing of East Michigan, LLC 's operations.

Failure To Return To Work Following FMLA Leave

If the employee does not return to work following the conclusion of FMLA leave, the employee will be considered to have voluntarily resigned.

701 Non-Discrimination

Effective Date: 7/9/2018

Revision Date:

Recruit Specialized Staffing of East Michigan, LLC is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

702 Sexual & Other Unlawful Harassment

Effective Date: 7/9/2018

Revision Date:

Definitions of Harassment

- a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i.) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii.) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii.) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

- b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, [alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation] or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i.) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii.) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii.) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e- mail).

Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to Recruit Specialized Staffing of East Michigan, LLC (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Retaliation is Prohibited

Recruit Specialized Staffing of East Michigan, LLC prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Complaint Procedure - Reporting an Incident of Harassment, Discrimination or Retaliation

Recruit Specialized Staffing of East Michigan, LLC strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to Recruit Specialized Staffing of East Michigan, LLC's policy or who have concerns about such matters should file their complaints with their account manager before the conduct becomes severe or pervasive.

Important Notice To All Employees:

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Also, please note, federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting has been established, Recruit Specialized Staffing of East Michigan, LLC strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Recruit Specialized Staffing of East Michigan, LLC will make every effort to stop alleged harassment before it becomes severe or pervasive but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as Recruit Specialized Staffing of East Michigan, LLC believes appropriate under the circumstances.

If an employee making a complaint does not agree with its resolution, the employee may appeal to Recruit Specialized Staffing of East Michigan, LLC's Operation Manager/HR Department. Individuals who have questions or concerns about these policies should speak with the HR Department.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of Recruit Specialized Staffing of East Michigan, LLC

Recruit Specialized Staffing of East Michigan, LLC

Temporary Employee Handbook

prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.



703 Confidential Nature of Work

Effective Date: 7/9/2018

Revision Date:

All Recruit Specialized Staffing of East Michigan, LLC records and information relating to Recruit Specialized Staffing of East Michigan, LLC or its customers are confidential and employees must, therefore, treat all matters accordingly. No Recruit Specialized Staffing of East Michigan, LLC or any related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of Recruit Specialized Staffing of East Michigan, LLC may be removed from Recruit Specialized Staffing of East Michigan, LLC premises without permission from Recruit Specialized Staffing of East Michigan, LLC. Additionally, the contents of Recruit Specialized Staffing of East Michigan, LLC records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation), to any unauthorized person inside or outside the Company. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

704 Absence Due to Illness

Effective Date: 7/9/2018

Revision Date:

To keep the business and each department running smoothly and efficiently, it is important that every employee be on the job on time regularly. For this reason, careful attention is given to promptness, absence record and overall dependability.

Recruit Specialized Staffing of East Michigan, LLC recognizes, however, that an employee may occasionally be disabled by injury or illness. Employee's must contact their work site supervisor and staffing specialist 1 hour prior to their shift.

If Recruit Specialized Staffing of East Michigan, LLC has questions about the nature or length of an employee's disability, a written certification from a physician or licensed health care professional may be required.

705 Drug & Alcohol Use

Effective Date: 7/9/2018

Revision Date:

Recruit Specialized Staffing of East Michigan, LLC wants to provide a drug-free, healthful, and safe workplace. To meet this goal, we expect you to report to work in a mental and physical condition that enables you to perform your job in a satisfactory manner.

While on Recruit Specialized Staffing of East Michigan, LLC or on your work assignments premises or while conducting business-related activities off Recruit Specialized Staffing of East Michigan, LLC premises, you may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. We permit the legal use of prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. Additionally, we may require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your staffing specialist.

Recruit Specialized Staffing of East Michigan, LLC reserves the right to administer a drug/alcohol screen at any time of suspicion, at the request of your worksite, or at random. Failure to take the drug/alcohol screen will be deemed a positive test and you may face disciplinary action up to termination. Any completed drug/alcohol screens that come back positive may result in termination.

706 Drug Testing

Effective Date: 7/9/2018

Revision Date:

Recruit Specialized Staffing of East Michigan, LLC is determined to eliminate the use of illegal drugs, alcohol, and controlled substances at our work sites. The purpose of this program is to improve job safety on all projects. This program is designed solely for the benefit of our employees to provide reasonable safety on the job and protection from offending individuals. In addition, this program attempts to meet our responsibility to the public, whom we serve.

Testing: Drugs and alcohol tests will be administered under the following conditions: (i.) when an employee shows signs of impairment on the job; (ii.) after any accident or occurrence that results in an injury on the job as defined by the Occupational Safety and Health Administration; (iii.) after any vehicular accident when it appears that the employee might reasonably have avoided the accident or minimized the consequences, but did not do so; and (iv.) at hiring time, when all new hires will be required to pass a pre-employment drug- screening test as a condition of employment.

Employees who refuse to submit to drug and alcohol testing will be terminated.

Discipline

First-time offenders who test or screen positive at the time of job offer will not be eligible for hire for 30 days and must re-test.

Employees who test positive after they have been employed will be terminated.

707 Personal Appearance

Effective Date: 7/9/2018

Revision Date:

We want Recruit Specialized Staffing of East Michigan, LLC employees to reflect an appropriate business image to customers and visitors. How you dress, your grooming and personal cleanliness standards all contribute to that image and to the morale of your co-workers.

During business hours or whenever representing Recruit Specialized Staffing of East Michigan, LLC you are expected to present a clean, neat, and tasteful appearance. You should always dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing in person with customers or visitors.

If your supervisor feels your personal appearance is inappropriate, you may be asked to leave work until you can return properly dressed or groomed. If this happens, you will not be paid for the time away from work. Be sure to consult your supervisor if you have questions as to what constitutes appropriate appearance. We may, when necessary, make reasonable accommodation in the personal appearance policy for a person with a disability.

Because personal style can be important to people, we do not want to restrict individual tastes unnecessarily. However, to give additional guidance, we expect Recruit Specialized Staffing of East Michigan, LLC employees to follow the personal appearance guidelines below. Failure to comply with these standards may lead to disciplinary action.

Additionally, you must abide by any dress codes, uniform policies, or any other personal appearance policies of the work assignment you are at. Any questions about these policies should be addressed with your supervisor and staffing specialist.

708 Violence in the Workplace

Effective Date: 7/9/2018

Revision Date:

Recruit Specialized Staffing of East Michigan, LLC strongly believes all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's supervisor and staffing specialist.

The Company will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

709 Internal Investigation & Searches

Effective Date: 7/9/2018

Revision Date:

From time to time, Recruit Specialized Staffing of East Michigan, LLC may conduct investigations pertaining to security, auditing or work-related matters. Employees are required to cooperate fully with and assist in these investigations if requested to do so.

Whenever necessary, in the Company's discretion, work areas (i.e., desks, file cabinets, etc.) and personal belongings (i.e., brief cases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate.

The Company will generally try to obtain an employee's consent before conducting a search of work areas or personal belongings, but may not always be able to do so.

710 Resignation

Effective Date: 7/9/2018

Revision Date:

It is requested that the employee provide the Company with a written two-week notice period if you are wanting to resign from your current assignment (bear in mind that vacation days or personal days may not be included in the two-week notice period). If, as sometimes happens, the employee's supervisor wishes for the employee to leave prior to the end of the employee's two-week's notice, the employee must leave the premises at that time.

Failure to provide a two week notice for resignation may affect future placements with Recruit Specialized Staffing of East Michigan, LLC & may impact your eligibility for unemployment benefits.

711 At Will Employer

Effective Date: 7/9/2018

Revision Date:

Every Recruit Specialized Staffing of East Michigan, LLC employee has the status of "employee-at-will," meaning that no one has a contractual right, express or implied, to remain in Recruit Specialized Staffing of East Michigan, LLC's employ. Recruit Specialized Staffing of East Michigan, LLC may terminate an employee's employment, or an employee may terminate his/her employment, without cause, and with or without notice, at any time for any reason.

712 Progressive Discipline

Effective Date: 7/9/2018

Revision Date:

All employees are expected to meet Recruit Specialized Staffing of East Michigan, LLC's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Company's policies and procedures.

If an employee does not meet these standards, the Company may, under appropriate circumstances, take corrective action.

The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Company's policies and procedures and/or other disciplinary problems.

Disciplinary action may call for any of four steps --verbal warning, written warning, suspension with or without pay, or termination of employment --depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. If more than 12 months have passed since the last disciplinary action, the process will normally start over.

Written Warnings

Your staffing specialist should discuss the problem and present a written warning to the employee. This should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and include any additional comments of their own before signing it. A record of the discussion and the employee's comments should be placed in the employee file.

713 Immediate Dismissal

Effective Date: 1/1/2011

Revision Date: 4/20/2017

Any employee whose conduct, actions or performance violates or conflicts with Recruit Specialized Staffing of East Michigan, LLC's policies may be terminated immediately and without warning.

The following are some examples of grounds for immediate dismissal of an employee:

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of Company records
- Gross negligence
- Insubordination
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
- Time card violations
- Undue and unauthorized absence from duty during regularly scheduled work hours
- Deliberate non-performance of work
- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor, or customer of Recruit Specialized Staffing of East Michigan, LLC
- Violation of weapons policy
- Unauthorized possession, use or copying of any records that are the property of Recruit Specialized Staffing of East Michigan, LLC
- Excessive absenteeism or lateness.
- Marring, defacing or other willful destruction of any supplies, equipment or property of Recruit Specialized Staffing of East Michigan, LLC
- No call-No show to work
- Fighting or serious breach of acceptable behavior
- Violation of the Alcohol or Drug Policy
- Violation of the Company's Conflict of Interest and/or Confidentiality Policy
- Leaving the work premises without authorization during work hours.
- Sleeping on duty

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, and is not intended to be comprehensive and does not change the employment-at-will relationship between the employee and the Company.

714 Weapons Policy

Effective Date: 7/9/2018

Revision Date:

To ensure Recruit Specialized Staffing of East Michigan, LLC maintains a workplace safe and free of violence for all employees, visitors and customers, the company prohibits the possession or use of dangerous weapons on company property and the work assignments property unless the employee applies for and is granted express permission in writing by the President/Vice President, or other individual designated by the President/Vice President.

Company property is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, and driveways. This policy applies to all company-owned or leased vehicles.

Dangerous weapons include firearms, explosives, knives and other weapons that might be considered capable of inflicting death or serious bodily injury. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

All Recruit Specialized Staffing of East Michigan, LLC employees and temporary employees are subject to this policy. A license to carry a concealed weapon does not supersede company policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

An employee who lawfully possesses a firearm may if permissible under Michigan law transport or store the firearm in a locked, privately owned motor vehicle in any parking lot, parking garage or other designated parking area in accordance with the law.

Any employee applying for permission to carry a concealed pistol on company property must have a valid concealed pistol license under the Michigan Firearms Act 372 of 1927. If Recruit Specialized Staffing of East Michigan, LLC grants the employee permission to carry a concealed pistol on company property, the employee is required to comply with all laws relating to firearms. If an employee is granted permission to carry a concealed pistol on company property, the employee must immediately notify Recruit Specialized Staffing of East Michigan, LLC if that license expires, is revoked or otherwise terminated as any permission granted by Recruit Specialized Staffing of East Michigan, LLC to carry a concealed pistol on company property also terminates at the time of the expiration, revocation or termination. Any failure of an employee granted permission to carry a concealed pistol on company property to report change in the status of his/her license to carry a concealed pistol will subject that employee to disciplinary action, up to and including termination.

Recruit Specialized Staffing of East Michigan, LLC reserves the right to deny or revoke any previously granted permission for an employee to carry a concealed weapon or pistol at any time, without cause.

**Recruit Specialized Staffing of East Michigan, LLC
Temporary Employee Handbook**



Recruit Specialized Staffing of East Michigan, LLC is not undertaking any investigation as to whether the employee is fit to carry a dangerous weapon or whether the employee meets the requirements under the Michigan Firearms Act to carry a concealed pistol.

RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the Recruit Specialized Staffing of East Michigan, LLC Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with Recruit Specialized Staffing of East Michigan, LLC. that provides otherwise, I have the right to resign from my employment with Recruit Specialized Staffing of East Michigan, LLC. at any time with or without notice and with or without cause, and that Recruit Specialized Staffing of East Michigan, LLC has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the Recruit Specialized Staffing of East Michigan, LLC. Employee Handbook. I agree to return the Employee Handbook upon termination of my employment.

Signature_____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about Recruit Specialized Staffing of East Michigan, LLC or its members or clients, as a result of working for Recruit Specialized Staffing of East Michigan, LLC that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Recruit Specialized Staffing of East Michigan, LLC or to other persons employed by Recruit Specialized Staffing of East Michigan, LLC who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of Recruit Specialized Staffing of East Michigan, LLC's confidential information is prohibited. Any employee who discloses confidential Recruit Specialized Staffing of East Michigan, LLC information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature _____

Print Name _____

Date _____

Please sign and return to Recruit Specialized Staffing of East Michigan, LLC representative