

EMPLOYEE HANDBOOK

Revised October 2016

FIELD EMPLOYEES

This employee handbook is not meant to be a contract of employment. Its only purpose is to inform employees about company policies, benefits and regulations.

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OUR MISSION

Our staffing agency strives to open doors and provide possibilities for our employees and customers, by following the principles of quality throughout the organization.

EQUAL EMPLOYMENT OPPORTUNITY AND POLICY AGAINST DISCRIMINATION

No qualified employee or qualified applicant for employment shall be unlawfully denied an employment opportunity because of race, color, creed, religion, national origin, sex (including pregnancy), age, height, weight, marital status, veteran status, disability or handicap, genetic information or status in any group protected by local, state, or federal law.

POLICY AGAINST UNLAWFUL HARASSMENT

It is the policy of this company that none of its employees will be subjected to harassment forbidden by law. Any employee who believes that he or she has been subjected to harassment prohibited by law, or who believes that he or she has observed harassment prohibited by law, must report that fact immediately and in writing. A report or complaint will be promptly investigated and remedial action, up to and including immediate discharge, will be undertaken as appropriate.

POLICY AGAINST SEXUAL HARASSMENT

Sexual harassment is a particular kind of harassment and the company prohibits sexual harassment of any kind. All employees must avoid offensive or inappropriate behavior at work and are responsible for assuring that the workplace is free from sexual harassment at all times.

This policy prohibits (1) unwelcome sexual advances; (2) requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; and (3) other verbal or physical conduct of a sexual nature made to an employee when submission to such conduct is made either explicitly or implicitly a condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions; such conduct has the purpose or effect of substantially interfering with an individual's work performance; or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Sexual harassment prohibited by these policies applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee or an employee toward an applicant for employment. Sexual harassment can apply to conduct outside the workplace as well as at work. Violation of this policy is grounds for discipline, including discharge.

Any employee who has a complaint of sexual harassment by anyone, including supervisors, co-workers or visitors, must bring the matter to the attention of company management.

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POLICY AGAINST RETALIATION

Retaliation against or penalizing an employee for asserting a claim of unlawful sexual harassment is prohibited and will be considered a serious infraction. Any employee found to have unlawfully sexually harassed another employee or to have retaliated against an employee for making a complaint of sexual harassment will be subject to discipline, up to and including discharge.

DISABILITY ACCOMMODATION

Any employee or applicant for employment who believes that he or she requires an accommodation in order to perform the essential functions of the job for which an applicant has applied or the employee has been assigned must notify the company, in writing, within 182 days after the need for accommodation is known. All accommodation requests must be submitted to company management. A Disability Accommodation Request Form is available from company management.

SOCIAL SECURITY NUMBER PRIVACY ACT COMPLIANCE

This staffing agency complies with the Social Security Number Privacy Act (SSNPA).

IMMIGRATION LAW COMPLIANCE

We are committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

AT-WILL EMPLOYMENT

The employment relationship is terminable at the will of either our company or the employee. This means that the employment relationship is for an indefinite period of time and can be terminated at any time, with or without cause, and with or without notice by either the employee or the company.

Unless otherwise stated within the specific provisions of this employee handbook and/or in any independent agreements, mutually signed by the parties, this employee handbook is not intended to be a contract of employment and that no contract of employment other than "at-will" has been expressed or implied.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they fulfill their obligation to the assignments they accept from our agency.

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ACCESS TO PERSONNEL FILES

Our company maintains a personnel file on each employee. Under Michigan's Bullard Plawecki Act, employees who wish to review their own file should send a request in writing to the staffing agency's Human Resources Manager.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify staffing agency of any changes in personnel data. Mailing addresses, telephone numbers, and other such status reports should be accurate and current at all times.

EMPLOYMENT APPLICATIONS

Our company relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations or falsifications of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

USE OF PHONE

- Personal cell phones are not to be used or on your person while working. In some cases they are required to be left in your car or locker area while working.
- No personal phone calls are to be received while working.
- Family should contact the staffing agency's office in case of emergency. The employee will then be contacted by our agency.

SMOKING

Smoking is not allowed on any jobsite, in compliance with Michigan state law. It is our policy to prohibit smoking e-cigarettes on jobsites as well.

PERSONAL APPEARANCE

Employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Dress codes will be discussed at the time the assignment is accepted. In many work settings tattoos and body piercings will have to be covered or may not be allowed.

OVERTIME

Overtime is paid to all hourly employees in accordance with federal and state wage and hour restrictions. Overtime is paid after 40 hours worked in any given work week.

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USE OF EQUIPMENT

When using a customer's property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Disregard for customer's equipment can result in termination of employment.

USE OF E-MAIL

As with all Company practices, sending/receiving e-mail messages, use of the Internet, online services, and the tools used for their access (all referred to as "Systems") are to be used for the Company's business only and should be treated as confidential by all employees. Employees who attempt to access other persons' Systems without employer approval will be considered to have violated this practice.

REPORTING TIME WORKED

Accurately recording time worked is the responsibility of every employee. Federal and state laws require our company to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. You will receive a welcome email with instructions for reporting time through our E-Connect online system. Time must be reported to staffing agency by 12:00 midnight each Sunday. Any attempt to falsify your reported time worked or the time worked of another employee is considered fraud and cause for disciplinary action, up to and including dismissal.

PAYDAYS

All employees are paid weekly on Wednesday by direct deposit into a checking or savings account.

PAYCHECK ERRORS

If you believe a mistake has been made on your paycheck, please follow the procedure below:

- Have a copy of your time card or the days, times and places worked
- Contact staffing agency
- Explain the problem
- Staffing agency will answer your questions. If an error has been made on your paycheck, we will make appropriate notations for correction and relay the information to you.

PAY DEDUCTIONS

The law requires that certain deductions be made from every employee's compensation. Among these are applicable federal, state, and local income taxes. Social Security taxes are also required on each employee's earnings up to a specified limit. The staffing agency matches the amount of Social Security taxes paid by each employee. Other than state and federal mandated deductions, no other

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deductions will be taken from the wages of an employee, directly or indirectly, without the full, free and written consent of the employee or by court order.

EMPLOYEE BENEFITS

Health Insurance Programs –

Non-variable employees (as defined by the Affordable Care Act) who consistently average 30 or more hours per week are eligible for our major medical Blue Cross Blue Shield of Michigan policy. This plan is available after 90 days of full time employment. Details and enrollment information will be sent to eligible employees prior to 90 days employment.

All employees are eligible for a MEC Wellness/Preventive Plan. **This plan has been deemed to be in compliance with ACA rules and regulations and DOES satisfy the federal healthcare reform Individual Mandate as defined under the Affordable Care Act.** This plan is available to all employees within 30 days of start date or annually through open enrollment.

All employees are also eligible for a fixed indemnity medical plan written specifically for temporary employees. **This plan DOES NOT satisfy the federal healthcare reform Individual Mandate as defined under the Affordable Care Act.** The limited liability plan is available to all employees within 30 days of start date or annually through open enrollment.

401(k) Program –A 401(k) plan is available to all employees who are 21 years of age and have completed six months of full time (35 or more hours/week) employment.

Staffing agency reserves the right to modify benefits under applicable law.

FAMILY AND MEDICAL LEAVE

The staffing agency complies with all Family Medical Leave Act (FMLA) guidelines. Eligible employees may have up to 12 weeks of unpaid, job-protected leave each year for various qualifying family and medical reasons, including an employee's own serious health condition. The FMLA defines "serious health condition" broadly to include any illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.

Employees who take FMLA leave are required to substitute accrued vacation, sick, or other paid leave if applicable for all or part of the 12 weeks of FMLA leave.

Employees who wish to request FMLA leave should contact the ITH Staffing office to check eligibility and receive the proper forms required, if eligible.

Please go to our website at www.ith1.com and click on Employee Forms and Family Medical Leave Act to view the Employee Rights and Responsibilities under the Family and Medical Leave Act.

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PROCEDURE FOR SICK DAYS

Employees who are unable to report to work due to illness or injury should notify staffing agency personally as soon as they know they are not able to work. Staffing agency must also be contacted on each additional day of absence by the employee.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well.

ASSIGNMENT EXPECTATIONS

The following information is shared with you to help make your work with our staffing agency a good experience for you, the company you work for and our agency.

- Make sure you understand who, when, where and what the job is.
- Ask questions about anything you do not understand.
- Report to the assignment fifteen minutes early. This allows time to park your car, or in the event of a problem, time to phone.
- Introduce yourself and state who you are to see.

Following completion of an assignment, you are expected to contact staffing agency within 7 days of your availability. Failure to report within 7 days indicates a voluntary termination of employment. Availability can be reported online through our E-Connect system.

EMPLOYEE CONDUCT AND WORK RULES

To assure orderly operations and provide the best possible work environment, employees are expected to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may, in the discretion of the staffing agency, result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Violating any part of the Confidentiality Agreement, including taking photos or videos of the client work site.
- Insubordination or other disrespectful conduct

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- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Unauthorized absence from work station during the workday
- No call/No show or absent without leave
- Violation of personnel policy
- Unsatisfactory performance or conduct
- Sleeping while on the job
- Gambling
- Speeding or reckless driving on client property
- Conviction of a felony
- Possession of any weapon on the premise of staffing agency or client location.

Your employment is, at all times, at-will and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

The staffing agency reserves the right to take disciplinary action up to and including discharge for other offenses not specifically listed above.

ATTENDANCE AND PUNCTUALITY AND CALLING IN AFER HOURS

To maintain a safe and productive work environment, employees are expected to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the staffing agency.

In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify staffing agency at 989-631-0080 as soon as possible in advance of the anticipated tardiness or absences.

When notifying the staffing agency you need to contact the office (if after 5 p.m. the answering service will answer):

1. State your name
2. Where you work (client/building/department)
3. Shift you work
4. Who you work for (name of Site Supervisor)
5. Why you aren't reporting for work
6. When you will report to work
7. A telephone number where you can be reached. Please stay off the phone until the call is returned. The on-call staffing specialist will return the call.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

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SAFETY

The staffing agency provides a comprehensive workers' compensation insurance program. This program covers any work-related injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

To provide a safe and healthful work environment for employees, customers, and visitors, a workplace safety program has been established. This program is a top priority.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Owner. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

INCIDENT/ACCIDENT PROCEDURE

- ***If you are injured or have an incident while on the job, you must notify staffing agency immediately.***
- If medical treatment is required, staffing agency must authorize payment and specify medical provider, otherwise claim will not be honored.
- A drug and alcohol screen will be performed when medical treatment is sought for on-the-job injuries.
- The employee involved in the incident/accident must report to the staffing agency office within 24 hours to complete a report.
- If time off is necessary or restrictions are indicated, the employee is responsible for communicating with staffing agency.
- When alternative or light duty work is recommended, the staffing agency will do its best to provide light duty work within the given restrictions.
- If you are legitimately injured on the job, our workers compensation insurance is here to take care of you. However, we have vast experience dealing with fraudulent claims and we investigate ALL claims with every available resource.

EMPLOYMENT TERMINATION

If you find it necessary to resign, please submit your resignation to staffing agency at least two weeks in advance. If you or the staffing agency terminate the employment relationship, you are

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required to promptly return any property you may have belonging to staffing agency or its clients and leave a forwarding address and telephone number whenever possible.

Since employment with the staffing agency is based on mutual consent, both the employee and staffing agency have the right to terminate employment at will, with or without cause, at any time.

WORK SCHEDULES

Work schedules for employees vary throughout our organization. Employees will be advised of their individual work schedules. No employee should be on the premises of any assigned workplace outside of scheduled work hours.

ABSENT WITHOUT LEAVE POLICY

If you have confirmed a shift/shifts with staffing agency and are terminated, elect to leave early, not return or no show, the wages for any time already worked for said week will be paid at minimum wage. Absent without leave is cause for immediate termination.

DRUG AND ALCOHOL USE

While on assignment, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

The staffing agency will cover the financial costs of any drug test it requires. If an employee/prospect requests a retest, the employee will be responsible for the cost.

It is a policy of this company

- To maintain pre-employment screening practices designed to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs or alcohol is inconsistent with effective and safe job performance.
- To require drug/alcohol testing when there is reasonable suspicion of abuse. Reasonable suspicion can be determined by appearance, behavior, speech, body odor or other observations.
- To maintain practices designed to detect the presence of drugs or alcohol in employees.
- To encourage and assist employees who may be abusing drugs or alcohol to seek and complete treatment in a recognized rehabilitation program.
- To discipline employees, up to and including discharge, for the use, possession of, or being under the influence of alcohol on Company or Client property; and to discipline employees up to and including discharge for trafficking in or for the unauthorized use or possession of drugs, or

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for having drugs in their system while on Company or Client property or while engaged in Company or Client business.

- To discipline, up to and including discharge, employees whose conduct or job performance is impaired, unsafe, or otherwise unacceptable due to drug or alcohol use.
- Whenever an on-the-job injury or incident occurs, drug and alcohol testing will be automatic. Positive results will be in violation of company rules and cause for dismissal.
- When an employee or potential employee fails a drug/alcohol test and is discharged or not eligible for hire, a six month waiting period is mandated before the candidate can reapply, at which time they would be responsible for the cost of the pre-employment drug test.

All policies set forth in this Employee Handbook are subject to change unilaterally at the company's discretion.