



## **EMPLOYEE HANDBOOK**

March 2021

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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# ***ITH Staffing Employee Handbook***

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## **INTRODUCTORY STATEMENT**

Welcome to ITH Staffing! This handbook is designed to acquaint you with ITH Staffing and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by ITH Staffing to benefit in-house employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

## **MISSION**

*ITH Staffing 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**

ITH Staffing is an equal opportunity employer. Unlawful discrimination and harassment are prohibited and employer affords equal employment opportunities to employees and applicants without regard to race, color, creed, age, sex, sexual orientation, religion, national origin, disability, veteran or marital status, height or weight or any other characteristic protected by law.

The policy of Equal Employment Opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between entities governed by ITH and its employees and applicants for employment, including, but not limited to:

- Recruitment
- Hiring/Employment
- Training
- Promotion
- Evaluation
- Discipline
- Working conditions
- Benefits and
- Wages and salary administration

### **Reporting Incidents of Unlawful Discrimination**

Any employee who believes they have been discriminated against as prohibited by this policy, or who has witnessed discrimination of or by another employee must report the alleged discrimination in writing to the Human Resources Manager.

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## **GENETIC INFORMATION NON-DISCRIMINATION ACT**

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities with 15 or more employees covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. “Genetic information” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member received assistive reproductive services. If an employee is requested to provide medical information they will not be asked to provide any genetic information unless the information is needed for legitimate business reasons and is specifically authorized under applicable law.

## **PROHIBITION AGAINST HARASSMENT**

ITH Staffing is committed to maintaining a work environment free from unlawful harassment based upon the protected classifications set forth in the Equal Employment Opportunity (EEO) policy. ITH will not tolerate unlawful harassment based on a protected class by its employees, vendors or visitors. All employees are expected to help ensure the work environment remains free of such harassment. Upon learning of a situation that may violate this policy, employer will conduct a prompt investigation. All information regarding the alleged harassment will be kept confidential to the extent possible within the investigation process. If it is determined that a violation of this policy has occurred, appropriate steps will be taken, which may include corrective action up to and including termination of employment of the alleged harasser.

### Definitions and Examples of Harassment

The term “harassment” is used in this policy to refer to sexual as well as other forms of harassment based upon any legally protected classification such as those set forth in the EEO policy. Below are definitions of sexual and other forms of harassment, as well as examples of conduct that may constitute harassment. These lists are examples only, they are not all-inclusive.

#### Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature, when submission to such conduct is made a condition of employment, is made the basis for employment decisions, unreasonably interferes with an individual’s ability to perform their job duties, or otherwise creates an offensive or hostile work environment.

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The following examples of conduct may constitute sexual harassment:

- Unwanted physical touching
- Telling sexually explicit jokes or stories
- Making lewd or offensive comments or gestures
- Displaying sexually suggestive objects, cartoons or pictures
- Sending sexually explicit messages by letters, notes, electronic mail or phone
- Making offensive and/or unwanted comments about an employee's body, physical appearance or clothing
- Using terms of endearment ("dear," "sweetheart," etc.) when referring to employees of one gender
- Repeatedly asking a co-worker or subordinate for a date or meeting outside of work hours after they have indicated an unwillingness to do so.

Other forms of unlawful harassment include offensive comments or conduct pertaining to a person's race, color, creed, age, sex, religion, national origin, height, weight, marital or veteran status, disability, or any other federal, state, or locally protected classification.

Such conduct may include, but is not limited to:

- Making gestures, threats, derogatory comments or slurs that may be offensive to individuals of a particular protected group
- Displaying derogatory objects, photographs, cartoons, calendars or posters
- Sending messages by letter, note, electronic mail or phone that may be offensive to individuals of a particular protected group

### **Responsibilities of Employees**

All employees are expected to help ensure the work environment remains free of unlawful harassment. Any employee who believes they are being subjected to harassment based on a protected classification or who has witnessed harassment of or by another employee has a responsibility to promptly report the matter through one of the means identified in the following section. Upon learning of any alleged harassment, leadership will promptly investigate the matter and take appropriate steps, which may include corrective action up to and including termination of employment of the offending party.

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## Reporting Incidents of Unlawful Harassment

Any employee who believes they have been harassed as prohibited by this policy, or who has witnessed harassment of or by another employee must report the alleged harassment in writing to the Human Resources Manager.

### **PROHIBITION AGAINST RETALIATION**

ITH Staffing will not tolerate retaliation against any employee for making a complaint or for cooperating in an unlawful discrimination or harassment investigation. Any employee who believes they have been subjected to retaliation for having made a good faith complaint under these policies or who served as a witness during the investigation, must report the retaliation as above set forth.

### **DISABILITY ACCOMMODATION STATEMENT**

It is the policy ITH Staffing not to discriminate against qualified individuals with a disability with regard to any aspect of employment. Employer is committed to complying with the Americans with Disabilities Act (ADA), as amended and Michigan's Persons With Disabilities Civil Rights Act (PWDCRA).

ITH recognizes some individuals with disabilities may require reasonable accommodations. If an employee or qualified applicant for employment are disabled or become disabled (have a mental or physical impairment substantially limiting one or more major life activities) and they require a reasonable accommodation, under Michigan law they must notify the designee in writing to request a reasonable accommodation within 182 days of their date of hire, or of the date they knew or should have known of the need for accommodation. A copy of an Accommodation Request form is available from the Human Resources Manager. Federal law does not have any time limit for requesting an accommodation and does not require the request to be in writing.

Once an employee or applicant informs employer of their disability, the interactive process to identify what, if any, reasonable accommodation may be needed to continue the hiring process or to perform the essential functions of the position will begin. Based on whether the disability is observable or not, the designee may request to provide a copy of the hiring process requirements and/or the job description to the individual's health care provider and have the health care provider provide verification of the disability and potential reasonable accommodations.

During the interactive process, the designee will also discuss the essential functions of the hiring process and/or position, as applicable, the individual's disability, their limitations regarding the essential functions of the hiring process and/or the position, and possible reasonable accommodations that may enable the person to perform the essential functions

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of the hiring process, and/or the position for which they are applying, or their current position if already employed.

Employer will attempt to reasonably accommodate qualified individuals with a short- or long-term disability so that they can perform the essential functions of the job, unless doing so would create an undue hardship for the operations of the company, including, but not limited to a threat of harm to the disabled individual, the company, or its employees.

### **SOCIAL SECURITY NUMBER PRIVACY ACT COMPLIANCE**

ITH Staffing complies with the Social Security Number Privacy Act (SSNPA). Any form or document that contains an employee's social security number will be kept confidential and have limited access. Unlawful disclosure of the social security numbers is prohibited.

### **EMPLOYMENT ELIGIBILITY**

ITH Staffing is 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. Former employees who are rehired must also complete the form if they have not completed an I-9 with ITH Staffing within the past three years, or if their previous I-9 is no longer retained or valid.

### **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**

- Use of personal cell phones while on the job is expected to be kept to a minimum when allowed by client. In some cases, primarily related to safety, clients require personal phones to be left in your car or locker area 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. ITH employees should follow the policies of the client location they are assigned to for designated smoking areas if they are available.

## **PERSONAL APPEARANCE**

Employees are expected to present a clean and neat appearance and to dress according to the requirements of the client they are assigned to. 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, at the discretion of the client.

## **PAY PRACTICES**

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.

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



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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.

## **ERRORS IN PAY**

If you believe a mistake has been made on your paycheck, please contact the ITH office. 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 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 –**

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**

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**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.

*ITH Staffing 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 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](http://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.

### **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 employee's fitness to return to work and perform all essential job functions.

### **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.

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Following completion of an assignment, you are expected to contact ITH Staffing within 7 days and notify them 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
- 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 any policy defined in the Employee Handbook
- Unsatisfactory performance or conduct
- Sleeping while on the job
- Gambling
- Speeding or reckless driving on client property
- Conviction of a felony, determined on a case by case basis
- 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 AFTER 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.

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***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. After hours a recording will give you the phone number of the on-call staffing coordinator. You are required to contact the staffing coordinator to report the absence or late arrival. If you get voice mail when calling the staffing coordinator, please leave the following and a staffing coordinator will return your call in a timely manner.

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.

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

### **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.

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## INCIDENT/ACCIDENT PROCEDURE

- ***If you are injured or have an incident while on the job, you must notify ITH Staffing immediately.***
- If medical treatment is required, ITH Staffing 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 required to promptly return any property you may have belonging to staffing agency or its clients and leave a forwarding address for W-2 distribution.

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.

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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 misuse of over-the-counter medication or any household chemical misused or abused to obtain an altered mental state is prohibited and may lead to disciplinary action, up to and including immediate termination of employment.

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 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.*