



## 360X Staffing Field Employee Handbook

Welcome!

At 360X Staffing (herein “360X Staffing” and/or “Employer”), you are becoming a part of a *great company* with great people providing *great customer service*.

There are two (2) goals to which 360X Staffing is committed:

- First, we continually strive to be the *best provider* of staffing services possible. We will provide the best cost, the best quality, and the best value to all of our customers.
- Second, we want to be the *best company* to work for. We are committed to providing a safe, clean, healthy, positive, and pro-employee work environment where we work together to solve any problems encountered. We will work together to provide fair, competitive wages and benefits to everyone at 360X Staffing and their families.

This Employee Handbook has been prepared to introduce you to 360X Staffing. It will acquaint you with the policies, rules and benefits which apply to all of Employer’s employees. Here are just a few of the policies and benefits this Employee Handbook outlines:

- Fair and competitive wages per project.
- A competitive, benefits plan with options that allow you to tailor a plan to meet your needs; and
- An effective open-door policy.

There are many other policies and benefits described in the Handbook that you should know about. Once again, we say “**Welcome**” and wish you every success here at 360X Staffing.

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# The Way We Work

## A Word About This Handbook

This Employee Handbook provides a general description of some basic policies, benefits and procedures of Employer as they currently exist. This Employee Handbook supersedes any similar documents, which are revoked and no longer in effect.

Unfortunately, manuals of this type and their purpose are sometimes misunderstood. To avoid any misunderstandings, please be advised that this Employee Handbook and the benefits, policies, and procedures it refers to *are not intended to be and are not a contract or an agreement of employment*. The information contained in this Employee Handbook is presented as a matter of general information only.

Although the benefits, policies and procedures contained in this Employee Handbook are generally followed at the present time, there may be occasions where 360X Staffing, at its sole discretion, may find it necessary to deviate from or disregard some policies. Employer also reserves the right to modify or eliminate any of these general statements of benefits, policies and procedures at any time, with or without advance notice to you. No information in this Employee Handbook has been adopted to encourage any person to commence or continue employment with Employer.

Unless specified otherwise by an enforceable, executed written agreement, the nature of your employment relationship with Employer is “**at will**” and nothing contained in this Employee Handbook alters or is intended to alter the “**at will**” relationship. This means that either Employer or you may terminate the employment relationship at any time, with or without notice or reason.

The duration of your employment at Employer is indefinite and does not extend over any specific period of time. The at-will nature of your employment can be changed only by a written agreement signed by a Managing Partner of 360X Staffing.

To ensure that the intention of this Employee Handbook is not misunderstood, you will be asked to read and sign a **Statement of Understanding** upon receipt of this Employee Handbook.

## Compliance with Local Laws

This Employee Handbook is being distributed to 360X Staffing employees in multiple cities and states. In some areas, state or local laws and ordinances are in effect that govern the workplace as to issues that may or may not be mentioned in this Handbook. 360X Staffing will fully comply with all applicable state laws/ordinances and local laws/ordinances. While we believe that this Employee Handbook complies with all such laws to the extent, if there is a conflict between the terms of this Employee Handbook and requirements imposed by any applicable state or local law/ordinance, 360X Staffing will full comply with the state, local law/ordinance.

## **Equal Employment Opportunity**

Our company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis [“protected class”] including, but not limited to veteran status, uniform servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information, or any other protected class under federal, state, or local law.

In Arizona, the following also are a protected class: race, color, religion, sex, age [40 or over], disability, AIDS/HIV status, national origin, status as a cardholder for medicinal marijuana, and genetic test results.

You may discuss equal employment opportunity related questions with human resources or any other designated member of management.

## **Employee Selection Process**

360X Staffing strives to select employees who are well suited for the positions they fill. In nearly every case, our selection process involves a careful review of the requirements of the available position and the qualifications of the individual applicants. To that end, 360X Staffing has established specific hiring protocols addressing employee selection. Because 360X Staffing’ employees are assigned directly to our clients, our selection processes are more thorough than many other employers. Prospective employees will be asked to interview with the individuals who will be involved in the selection process. References will be checked. To the extent permitted by law, 360X Staffing reserves the right to conduct employee background checks (including criminal record checks) with proper authorization, and driver’s license checks.

## **Americans with Disabilities**

Our company is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify human resources of the need for accommodation. Upon doing so, human resources may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. The company will not seek genetic information in connection with requests for accommodation. All medical information received by the company in connection with a request for accommodation will be treated as confidential.

## **A Word About our Employee Relations Philosophy**

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

To maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We consider individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

## **Categories of Employment**

**INTRODUCTORY PERIOD:** Full-time employees are on an introductory period during their first 90 days of employment.

During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

**FULL-TIME EMPLOYEES** regularly work at least a 40-hour workweek.

## **Anniversary Date**

The first day you report to work will be recorded in company records as your anniversary date. This date may be used to calculate many different company benefits. If you have any questions regarding your anniversary date, please see your supervisor.

## **Driver's License/Driving Record**

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record to our insurer. Changes in your driving record must be reported to your supervisor immediately. Violations of this policy may result in immediate termination of your employment.

## **Certification, Licensing, and Other Requirements**

You will be informed by your supervisor if there are any licensing, certification or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for discharge.

## **Immigration Reform and Control Act**

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our company is committed to employing only individuals who are authorized to work in the United States.

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.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the company.

## **Open Door Policy**

At 360X Staffing, open communication, and fair, consistent treatment for everyone is our policy. Occasionally, a work-related problem, misunderstanding or complaint develops which requires special attention. 360X Staffing maintains an “Open Door” policy which enables employees and supervisors to resolve these type situations promptly and without fear of retribution.

All work-related problems are best solved within an employee’s own work area, with the direct assistance of the employee’s immediate client supervisor. However, if you feel that a 360X Staffing representative is in a better position to assist with your issue, you may raise the issue with that person. 360X Staffing objective is to facilitate open discussions so that any problems can be quickly addressed.

# Your Pay and Progress

## General Wage and Salary

### General Wage and Salary

Our wage and salary plan is determined on a per-project basis to include but not limited to the following:

- Knowledge and Ability Requirements
- Variety and Scope of Responsibilities
- Physical and Mental Demands

At 360X Staffing, we conduct annual reviews of our client's wages to make sure that way stay competitive.

## Recording Your Time

Employees' time is recorded by a time sheet, by client, per project. Falsifying your time is grounds for disciplinary action up to and including termination. Timesheets must be signed by the client and turned into the Employer's office by no later than Monday of the following week or you may be subject to discipline up to and including termination. Employees shall verify their time with the client before client turns in the timesheet to Employer.

## Sign-In Forms

Many clients require employees to sign in and out as a daily activity. This may serve several purposes such as tracking safety, work assignment, and providing payroll documentation. Failure to properly sign yourself in or out or signing others in and out is prohibited and will be considered falsification of 360X Staffing' documents. Disciplinary actions will be enforced.

## Overtime

Due to the nature of our clients' business, it is often necessary for employees to work beyond their normal work schedule on a given day or week. Although 360X Staffing will attempt to fill overtime needs on a voluntary basis, any employee may be required to work overtime when our clients' needs arise. 360X Staffing will attempt to give as much notice as possible for overtime scheduling.

Employees may not work overtime hours unless specifically authorized in advance by their supervisor; overtime worked without prior authorization from a supervisor may result in disciplinary action, up to and including termination. Failure to report for overtime duty, whether volunteered or mandatory, will be considered under 360X Staffing attendance and tardiness policy, in the same manner as an absence that occurs during regular working hours. Overtime will follow the requirements of the state in which the work is being performed.

Paid time-off (such as sick days) will **not** be considered "hours worked" for purposes of calculating overtime pay for a particular week.

## **Payday**

Unless otherwise required by applicable law, the following pay procedures will apply. The work week starts Monday and ends the following Sunday, unless otherwise specified prior to start of assignment. Under certain situations the pay week can be changed to meet the needs of our clients. You will receive your first direct deposit pay on the Friday following the end of the first pay period worked. The first pay may be for a partial pay period depending on what day of the week you start working. Your direct deposit will normally be available Friday of each week at your bank. If this should fall on a Bank Holiday, it will be available the day before that Holiday. Direct deposit stubs will be available to view online, and a copy will also be mailed to your home address. You are/will be responsible for checking each week to ensure you have received a direct deposit.

## **Direct Deposit**

Errors or questions concerning payroll should be directed to the Employer Representative or call the Employer Corporate Office at 602-903-7999.

## **Paycheck Deductions**

The company is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the company that exempt employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the company may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

The company will not make deductions which are prohibited by the Fair Labor Standards Act or state laws from its exempt employees' pay.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the Human Resources Department. If an error is found, you will receive an immediate adjustment which will be paid no later than on the next regular payday.

### **Garnishment/Child Support**

When an employee's wages are garnished by a court order, our company is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our company will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

### **HR Online (Self-Service Portal)**

A self-service portal is available at <https://workforcenow.adp.com/>. You have the ability to view personal and company information on this portal. You may submit changes to your personal information including address, tax status and dependent information at your convenience. If updates are made, please contact human resources to ensure those changes are entered into the payroll system. You may also receive important management notices and reminders, such as benefit enrollment deadlines and time-off approvals at this portal.

Please contact human resources if you need assistance with obtaining login information.

# Time Away from Work and Other Benefits

## Holidays

Our company normally observes the following holidays during the year, these days are **unpaid**:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

If one of the above holidays falls on Saturday, it may be observed on the preceding Friday. If a holiday falls on Sunday, it may be observed on the following Monday.

## Time Off Requests

All requests for time off must be approved by the site Supervisor and a Representative from 360X Staffing and be requested in a **timely** manner to give management adequate notice to coordinate staffing for necessary projects. If there is a conflict with the requested time off due to workload, shutdowns, prior time off approvals, or a combination of any of the previous, an Employer Representative will notify the employee to discuss the situation.

## Sick Time

Employees accrue .77 hours per pay period, or 5 days per year. This time can be used to request time off for health care appointments or unscheduled/unexpected sick days. Use the **Employee Time Off Request form** to submit sick-time off requests in advance and for unscheduled sick-time off upon return to work. Sick time is used when it is available to cover out of office time with pay. If you are out of the office for health reasons and do not have enough sick time to cover the missed time you will not get paid for that time and an attendance, write up may occur. Employees cannot exceed three attendance write ups (in one year or ever).

- The **Employee Time Off Request form** must be completed in its entirety
- To have approved sick time off, employees must have accrued enough sick time to cover the requested time/day(s) off at least one week prior
- Time off will not be approved if the employee has not accrued enough sick time to cover the requested time out of the office
  - FMLA forms must be provided for extended time off for medical reasons.
  - Authorized personnel must verify sick time in ADP.
  - If Employee does not have enough hours to cover the requested time off, then the request can/will be denied.
- If an employee does not have enough sick time to cover the missed time/days out of the office, then the time/day(s) will go unpaid, and a written warning will be documented as disciplinary action
  - 3 warning maximum.

## **Attendance Policy**

360X Staffing offers one week of sick time. It is accrued on a weekly basis and balances are reflected on weekly pay stubs. We expect all employees to fulfill their full-time requirements of 40 hours per week, but we also want you to have work-life balance. Which is the reason we offer these benefits to all our employees.

- As time is accrued it is used on an as needed basis. Sick time cannot be reserved for previously approved time off requests of future dates if an emergency occurs in the interim. Existing sick time will always be used to cover any missed time. Therefore, if an employee no longer has the necessary time off needed for previously approved time off requests and will not accrue the time needed by the week before, that request must be resubmitted for approval.

## **Jury Duty**

Employees summoned for jury duty are granted an unpaid leave in order to serve. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

We reserve the right to request proof of jury service issued by the Court upon return.

Plan with human resources as soon as you receive your summons.

When permitted by state law, we expect you to return to your job if you are excused from jury duty during your regular working hours.

## **Personal Leave**

Personal leaves may be provided for several miscellaneous reasons of an unusual type.

Employees requesting personal leaves must give adequate advance notice before the start date of the leave. Personal leaves are not available for less than five (5) consecutive calendar days.

## **Disability Leave**

Disability leave is provided where a health care provider certifies that an employee is unable to work for more than five (5) consecutive calendar days due to illness, injury, accident, or other qualified condition (including pregnancy and childbirth).

To apply for such a leave, the employee and the employee's health care provider must submit proper documentation.

The Employer may require further certification of the employee's inability to work from a health care provider at any time during the leave and may also require the employee to be examined by another health care provider selected by the Employer. Employees on disability leave will not be permitted to return to work until they have submitted a written release to return to work from the employee's health care provider. If the employee is FMLA eligible, and the disability constitutes a "serious health condition" under the FMLA, then the Employer will comply with all FMLA requirements. In such a case, the disability leave will run concurrently with any FMLA leave to which the employee is entitled

## **Military Leave**

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued paid time off (Sick time) may be used for this leave if the employee chooses. Military orders should be presented to human resources and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the company unless military necessity makes this impossible. You must notify human resources of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from human resources.

## **Witness Leave**

Employees are given the necessary time off without pay to attend, participate or prepare for a court proceeding. We ask that you notify human resources of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

## **Bereavement Leave**

In the event of a death in the immediate family, full-time employees may take up to three (3) unpaid days off, unless more time is required by the applicable law. This benefit is provided to allow you to handle family affairs and attend the funeral. This leave is not intended to be an *automatic* three (3) working days but is to allow a maximum of three (3) working days at your supervisor's discretion.

Unless otherwise defined by applicable law, immediate family is defined as spouse, parents of employee or spouse, children of employee or spouse, stepparents of employee or spouse, grandchildren of employee or spouse, grandparents of employee or spouse, sister or brother of employee or spouse.

## **401(k) Qualified Retirement Plan**

Our company provides eligible employees with a 401(k) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. The company's contribution, if any, is determined by the employer on an annual basis.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from human resources. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator.

## **On The Job**

### **Punctuality and Regular Attendance**

Punctuality and regular attendance are essential to the professional, efficient, and productive operation of 360X Staffing. A good attendance record also helps you establish a good working reputation and adds to your opportunities for sustained employment. Because of your importance to 360X Staffing, any absence, whether excused or unexcused, presents a hardship. Each absence will be considered on a case- by-case basis. You may be asked to provide a doctor's note at any time. If necessary, management personnel at the Corporate Office will contact you to request additional information or documentation regarding your absence. Excessive absenteeism and tardiness is not acceptable, and will lead to disciplinary action up to and including termination.

If you are unable to report to work or expect to be tardy, you are required to call Employer at 602-309-7999 and your immediate supervisor at the project site you have been assigned by 6:00 a.m. that day (local time at the project site).

If you are unable to do so for yourself, it is your responsibility to have someone else call for you. Failure to properly report any absence or lateness as required by this policy will result in the absence/tardiness being listed as unexcused.

If you must leave work for any reason before the end of the day, you must request permission from your project supervisor. In the event of an emergency that requires you to leave, you must inform your client supervisor prior to leaving work.

The notice requirements of this policy apply to all forms of time-off, for any reason, to include paid / unpaid time- off and includes intermittent and reduced schedule leave under the Family and Medical Leave Act as well as work schedule accommodations of physical or other disabilities. Failure to comply with this policy and/or provide documentation and/or information requested by an Employer Representative at the Corporate Office may result in delay or denial of requested time-off, and/or discipline up to and including termination of employment.

### **Meal and Break Periods**

Availability and compensability of break times and lunch periods will comply with the requirements of federal and the applicable state wage and hour laws and are subject to the scheduling discretion of the client. The actual times may be adjusted and/or be subject to change without prior notice due to client demands, project timelines, extenuating circumstances, other business needs and/or as directed by the client or your 360X Staffing Representative.

## **Reassignment Report/Call-in Rule**

I understand that I am an employee of 360X Staffing, a skilled labor staffing firm. I further understand that as an employee of 360X Staffing, I may be assigned to client job sites across the United States as a supplement to the client's workforce in work situations such as temporary skill shortages, seasonal workloads, and special assignments and projects. The location and duration of any specific work assignment are determined by the client.

I also understand that upon conclusion of each assignment, regardless of its duration, I must report to 360X Staffing for reassignment. I agree to make this reassignment report by going to 360IndustrialServices.com and completing the Online Check In form. I understand that failure to submit this reassignment report or refusing any offered work assignment may render me ineligible for unemployment compensation benefits.

I understand that I am expected to report for scheduled work every day on time. I acknowledge that I must contact 360X Staffing and my client supervisor of any anticipated late arrival or absence from work as soon as practical. Excessive tardiness or any absence without notice may cause me to be released from my assignment by the client and terminated from my employment with 360X Staffing. In the event I have a problem with a work assignment, I agree to contact 360X Staffing in an effort to have the problem resolved or secure a reassignment. I understand that if I simply abandon work, without notice or excuse, (“drag up”) I may be entitled to no more than the higher of the state or federal minimum wage rate for hours worked during that week.

### **No-Call, No-Show**

If you are absent for two (2) consecutive days without notification, we will assume you have resigned, and you will be removed from the project you are assigned to work. In addition, “no-call / no-shows” will lead to disciplinary action, up to and including termination.

### **Hours of Work**

Work schedules may vary. Therefore, employees should check with their client supervisor for their start and finish times for any given week. Alternatively, a client may independently adjust the hours for a particular job. All employees are required to be in their work areas and ready to begin work at start time.

### **Changes in Personal Data**

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to human resources promptly.

### **Suggestions**

We encourage you to suggest methods to improve safety, quality, efficiency, and cost reductions for the Employer. Submit your suggestions in writing to your supervisor or to your Employer Representative. Your suggestions should be detailed so they can be adequately evaluated.

## **Access to Personnel Files**

Upon written request, you may inspect your own personnel file once each year. Inspections will be held on company premises in the presence of a company official. Contact human resources to arrange a time to view these records. You will be permitted to review records related to your qualification for employment, compensation and disciplinary action. You are not permitted access to any letter of reference maintained by the company. If you disagree with the accuracy of any statement in the records and no correction can be agreed upon, you may submit an explanatory statement, which will be attached to the records.

For more information, contact human resources.

## **Employee Appearance**

All employees are required to have a neat and clean appearance. No loose clothing and no loose jewelry is permitted. Shirts with a minimum four-inch (4") sleeves and steel-toed boots (no steel toed tennis shoes) must be worn at all times.

Employees who report to work improperly dressed may be instructed to return home to change clothes and will not be compensated for such time away from work.

360X Staffing' clients may have independent requirements for your work appearance. All employees are required to comply with our clients' appearance expectations to the extent they may exceed 360X Staffing'.

## **Personal Hygiene**

Maintaining a professional, business-like appearance is very important to the success of our company. Part of the impression you make on others depends on your choice of dress, personal hygiene, and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

## **Tools and Equipment**

Many employees use their own hand tools. 360X Staffing will not pay for repairs or damage to employee-owned tools. Unless advised otherwise, 360X Staffing or our clients will provide all necessary power tools and large equipment. If an employee misuses, loses, or misplaces 360X Staffing or client's tools and equipment, this may lead to disciplinary action.

You are expected to exercise due care in your use of 360X Staffing and our client's property and equipment. You should not attempt to operate equipment until you have been properly trained.

## **Personal Property**

The company is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

## **Lost and Found**

The Employer does not assume liability for lost or stolen personal property but will make every reasonable effort to find and return lost property to its rightful owner. Report any articles lost or stolen and deliver found items to your Employer Representative.

## **Severe Weather**

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the business remains open is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified by the supervisor.

## **Natural Disasters**

Natural disasters, including earthquakes, hurricanes, mudslides, floods and fires are to be expected from time to time. Although driving may be difficult in some areas due to damaged freeways and streets, when caution is exercised the roads are normally passable or alternate routes are available. Except in severe cases, we are all expected to work our regular hours. Time taken off due to natural disasters while the business remains open is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified by the supervisor.

## **Standards of Conduct**

All employees to observe 360X Staffing' rules and policies as well as those of the client. 360X Staffing also expects all employees to respect their fellow employees, management, and all others encountered while working on the job as well as while on the work site.

In the event that an employee engages in inappropriate conduct, the employee may be disciplined, up to and including termination. An employee also may be placed on probation during which specific performance expectations will be established. 360X Staffing retains the sole discretion to determine the appropriate form of discipline in each circumstance. There is no requirement that employees be warned, counseled or suspended prior to being terminated.

While a complete list of all potential misconduct is not practical, violating any of the following rules while employed with 360X Staffing or while working at any customer work site may result in discipline, up to and including termination:

- Discourteous, rude, or unprofessional behavior of any kind to a client.
- Insubordination or refusing to follow instructions of 360X Staffing and/or the client's supervision or management.
- Theft of cash or unauthorized removal of property.
- Violation of safety rules or failure to use safety devices as instructed to include PPE (personal protective equipment).
- Waste, personal use, abuse, damage, or destruction of supplies, property, or equipment, including vehicles and buildings.
- Operating a vehicle in the course of employment without a current and valid State Driver's License and without the required insurance.
- Utilizing/Operating vehicles intended only for business-use for personal reasons and/or transporting passengers without proper prior authorization from your 360X Staffing Representative and/or the client you have been assigned to work.
- Failing to immediately report a lost or misplaced id card, job site credentials, key or other device permitting access to a client's jobsite or premises or duplicating or loaning the same without authorization.
- Failing to use caution when driving or failing to obey traffic regulations while performing your duties.
- Accepting gifts, commissions, or kickbacks from vendors, or otherwise violating the Employer's Conflict of Interest Policy.
- Possession of a firearm or weapon in your car or on your person on Employer or client property.
- Use, possession, sale, distribution, transfer, or being under the influence of controlled substances or alcohol on Employer or client premises at any time.
- Leaving the premises or the work site during work time without permission from the client and/or an Employer Representative.
- Falsifying any information or providing incomplete information either verbally or on any employment, record, report, employment, application, benefit application, time report or any Employer and/or client document.
- Fighting on Employer or client premises or at any time you are expected to be working.
- Gambling on Employer or client premises or at any time you are expected to be working.
- Dishonesty of any kind.
- Engaging in or attempting to commit any unlawful act, such matters will also be referred to criminal authorities where appropriate.
- Defacing, destroying, or removing signs, notices, postings, or other posted literature.
- Failure to report job-related injuries when they occur, no matter how slight, or falsely reporting or filing workers' compensation injury claims.
- Obscene or abusive language.
- Conducting personal business during working time.
- Horseplay, pranks, or other disruptive behavior.
- Poor work performance.
- Absenteeism or tardiness.
- Sleeping while on duty.
- Loitering or remaining on the premises or work site outside of scheduled hours.
- Gross negligence on duty.
- Punching the timecard of another employee.
- Untidy or unsafe attire, torn clothing, and other failures to maintain a neat appearance.
- Outside employment with a third party during regularly scheduled working time.

- Violation of policies regarding equal employment opportunity, or harassment, or other inappropriate behavior.
- Failure to comply with procedures regarding security or the safeguarding of confidential or other protected information.
- Failure to comply with any other policy or procedure set forth in this Handbook, including the Drug/Alcohol Abuse Policy, or any policy or procedure otherwise communicated to you.

Because it is not possible to develop a complete list of all improper conduct, 360X Staffing, may also discipline and/or terminate employees for acts not specifically listed above.

If standards of conduct have been violated or suspicion of violation out company has the right to conduct unannounced inspections of vehicles and their contents entering, leaving, and while on the jobsite property. Conduct inspections of all company owner property and their contents. Conduct inspections of all personal property while on the jobsite. Utilize surveillance and inspections equipment for searches on the jobsite.

## **Harassment and Other Inappropriate Behavior**

360X Staffing strictly prohibits harassment and other inappropriate conduct by its employees, vendors, and customers toward any person, whether on 360X Staffing premises, client premises, or elsewhere in connection with 360X Staffing business.

Harassment consists of unwelcome conduct, whether verbal, visual or physical, that is based upon derisive of a person's gender, color, race, ancestry, religion, national origin, age, disability, sexual orientation, or other characteristic protected by law.

360X Staffing will not tolerate harassing conduct that affects an individual's job benefits, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive working environment for any person. All employees have a personal responsibility to keep our workplace free from harassment.

360X Staffing' prohibition against harassment includes sexual harassment. Sexual harassment circumstances, sexual harassment may include sexual propositions; suggestive comments; sexually oriented kidding, teasing or practical jokes; offensive gender- based comments; discussions of a sexual nature; foul or obscene language or gestures; displays of foul or obscene printed material, pictures, and photographs; and physical contact such as patting, pinching, grabbing or brushing against another's body. No employee, supervisor, or manager has the authority to request or require an employee or applicant to submit to sexual harassment as a condition of receiving any job benefit or avoiding any job detriment.

Any employee who engages in conduct prohibited by this policy can expect disciplinary action, up to and including termination, depending on the circumstances.

## **Complaint Procedure**

- Any person who believes that he or she has been a victim of a violation of this policy, or who becomes aware of conduct that may violate this policy, should immediately report it to a 360X Staffing Representative.
- All reported violations of this policy will be investigated.
- The investigation will be conducted thoroughly and promptly. It may include interviews with persons making the complaint, the person against whom the complaint is made, any potential witnesses identified by either person, as well as others whom 360X Staffing believes may have relevant information. Employees are expected to cooperate in this process. The investigation may also include a review of pertinent documents and other materials. The person making the complaint normally will be requested to put his or her complaint in writing, setting forth a detailed description of the complaint (including the date, time, location, presence of any witnesses, etc.), to ensure that all possible violations of this policy are investigated.
- The investigation will be conducted in a manner that protects the confidentiality of those involved to the greatest extent possible. When appropriate to address legitimate concerns over witness protection, destruction of evidence, fabrication of testimony or cover-up, 360X Staffing may direct employees involved in an investigation to refrain from discussing it with others.
- The results of the investigation will be discussed with the person who made the complaint and the person against whom the complaint is made.
- If warranted, appropriate disciplinary action will be taken, up to and including termination.

Employees are expected to use this procedure in a responsible manner. Any employee who makes a complaint that he or she knows to be false may be subject to disciplinary action.

This complaint procedure is a critical part of 360X Staffing efforts to eliminate workplace harassment.

Persons who believe they have been harassed or who receive reports of harassment of others are required to use this procedure. A request to not investigate a reported violation of this policy cannot be honored.

## **No Retaliation**

360X Staffing will not retaliate or discipline any person for making a good faith complaint under this procedure, regardless of the outcome of the investigation. Similarly, 360X Staffing will not retaliate against or discipline any person (other than a person who is found to have violated this policy) who provides truthful information in connection with an investigation. Any person who retaliates against another person in violation of this policy will be disciplined, up to and including termination.

## **Ethical Standards and Conflicts of Interest**

Every member of 360X Staffing recognizes the importance of ethical conduct. Employees must refrain from taking part in, or exerting influence on, any transaction in which their own interests may conflict with the best interests of 360X Staffing.

360X Staffing recognizes and respects the individual employee's right to engage in activities outside of his/her employment which are private in nature and do not in any way compromise 360X Staffing' ethical standards or otherwise create a conflict of interest.

The following list includes some, but not all, of the types of activity that would reflect in a negative way on the employee's personal integrity, or that would limit his/her ability to discharge their job duties and responsibilities in an ethical manner. Understand that neither this policy or any provision of this Handbook is intended or will be enforced to interfere with, restrain or coerce activity engaged in for the mutual aid or protection of employees.

- Borrowing or accepting money from customers or companies, other than recognized loan institutions, from which the Employer buys services, materials, equipment or supplies.
- Accepting substantial gifts or excessive entertainment from other employees within the Employer or from outside organizations and agencies.
- Misappropriation of Employer materials, equipment, supplies, services or property.
- Participating in civic or professional organizational activities in a manner whereby confidential Employer information is divulged.
- Misusing privileged information or revealing confidential information to outsiders.
- Using one's position within the Employer or knowledge of its affairs for outside personal gain.
- Engaging in practices or procedures that violate anti-trust laws or other laws regulating the conduct of Employer business.

## **Conduct at Client's Jobsite**

The opinions and attitudes that clients have toward our company may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a client for granted, but if we do, we run the risk of losing not only that client but also his or her associates, friends or family who may also be clients or prospective clients.

The nature of our company may require that employees perform work connected with a client's assignment at the client's office. The importance of professional conduct when working in a client's office cannot be emphasized enough. Professional conduct is a broad term that is open to many interpretations. The following guidelines describe appropriate conduct when working at a client's office:

- Limit discussions with client employees to matters that concern their department and level of responsibility. Long, personal discussions with client personnel are discouraged during working hours on the client's worksite. Such disruptions of work will only offend client executives and client employees.
- Do not discuss internal affairs with client personnel during working hours on the client's worksite.
- Avoid comments or criticisms involving other companies and their particular work or fees.
- Refrain from discussing shortcomings or idiosyncrasies of client employees.
- Avoid conversations involving client matters in all places that would violate client confidentiality.
- Avoid discussing procedural problems with management while client employees are present.
- Purchase items from a client at regular sale prices.
- Do not borrow money from a client unless the client's business involves lending money.
- Do not solicit clients for charitable donations.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

## **Confidentiality**

Like any business, the Employer must maintain the confidentiality of various business records and proprietary information, as well as all information relating to, or submitted by our clients. Confidential information is just that, and 360X Staffing requires all employees keep and maintain this level of discretion with any and all information identified as such. You are required to always maintain this level of communication commitment. Additionally, all employees are strictly prohibited from using, copying, or disclosing confidential information without specific authorization or except as necessary to perform their job duties for 360X Staffing.

Furthermore, employees are prohibited from removing confidential information from any premises or work site or transmitting or downloading any confidential information to their personal computers, cellular telephones, or other electronic devices, unless they receive specific authorization in advance.

Confidential information includes:

- All records reflecting the Employer's business methods and financial records or information regarding the Employer;
- Information or records regarding any of its past or present employees;
- Information or records regarding any client or client transaction;
- Client lists, including sales lists or electronic databases;
- Sales or service pricing information;
- Information or records regarding any vendor or vendor transaction;
- Correspondence or contracts with any other entity;
- The (This) Employee Handbook;
- Operating policies or procedures of the Employer;
- Does not include information or records regarding your own employment.

## **Reference Checks**

360X Staffing frequently receives inquiries from outsiders for information regarding current or former 360X Staffing employees. Only 360X Staffing Corporate Office is authorized to respond to such inquiries. If you receive a request for information about a current or former employee of 360X Staffing, you should immediately direct the inquiry to a Corporate Office Representative with no further response or comment. Employer's Corporate Office generally responds to requests for employment references or verification only by confirming dates of employment, as well as the most recent position held and rate of pay.

## **Trespassing**

Trespassing is strictly prohibited and no individual may enter 360X Staffing or client premises / work areas without the prior approval of client management and/or your 360X Staffing Representative. Employees who are off-duty or otherwise not scheduled to be working are prohibited from accessing client premises for any reason. Non-employee visitors must obtain the approval of a 360X Staffing representative and/or client management before entering the parking lot, grounds, office, or work area. Non-employee visitors are not permitted to distribute literature or solicit employees.

Non-employee visitors are not allowed on 360X Staffing property, on the property of our clients, and/or on the projects in which we have employees except with the prior approval of the specific client and/or 360X Staffing Representative. Non-employee visitors must sign any required security log and be escorted by an employee of the client and/or 360X Staffing all times. The duration of all visits must comport with the purpose of the visit, and excessive loitering will not be tolerated.

## **Employment of Relatives**

We have no general prohibition against the employment of relatives. However, a few restrictions have been established to prevent problems of safety, security, supervision and morale.

Close family members generally will not be hired or transferred into positions where they directly or indirectly supervise or are supervised by another family member. Further, relatives generally will not be placed in positions where they work with or have access to sensitive information regarding relatives or close family members, or if there is an actual or apparent conflict of interest.

## **Contact with the Media**

All media inquiries regarding the company and its operations must be referred to human resources. Only human resources is authorized to make or approve public statements on behalf of the company. No employees, unless specifically designated by human resources, are authorized to make statements on behalf of or as a representative of the company.

## **Non-Solicitation and Distribution**

Working time is just that, time for work and work-related activities only. In order to prevent disruptions, and to protect individuals from harassment and interference with being able to conduct/perform work and work-related activities, the following rules regarding solicitation and distribution of literature must be observed:

- No employee may solicit or distribute literature to another employee for any purpose anywhere in work areas during any time the employee is expected to be working (working time). Employees who are not on working time (e.g., those on lunch hour or breaks) may not solicit employees who are on working time.
- No employee may distribute or post literature in working areas of Employer and/or a client work site.
- Trespassing is strictly prohibited, and no individual may enter Employer and/or client's grounds for any reason. Authorized non-employee visitors must obtain the approval of the client and/or Employer Representative before entering the parking lot, grounds, office, or work areas.

- Authorized non-employee visitors are not permitted to distribute literature or solicit employees anywhere on Employer and/or client property at any time.

This policy is meant to cover campaign activities of any type (non-profit and/or for profit organizations, political, social, etc.), politicking, sale/purchase of items, general solicitations, etc. Fund-raising, charitable sales and other personal activity will continue to be allowed in non-public, non-work areas such as in a break room during lunch as long as they do not disrupt or disturb others.

If we follow these guidelines, we will be able to do our jobs without unnecessary interruptions, distractions and clutter. Any violations of the above shall be brought to the immediate attention of a 360X Staffing Representative and such violations will result in appropriate action being taken. We thank you for your assistance with this policy. Your full cooperation is anticipated and expected.

### **Per Diem/Flat Fee Expense Reimbursement Guidelines**

- Application of 360X Staffing' flat rate expense reimbursement policy is administered under the IRS' high-low substantiation method. As such, applicable flat fee reimbursement amounts will be determined by the locality of your project prior to your assignment.
- Mileage compensation will *be project specific* and *not all jobs will be compensated for mileage*. When there is travel compensation, *it will be paid either at the Federal Business Mileage Rate* (published by the IRS for miles each way per MapQuest) *or at an agreed upon dollar amount*.
- It is the responsibility of the employee to check the flat fee reimbursement amounts on their weekly timesheet.
- All mileage will be calculated using MapQuest from the employee's home address of record (on file at Corporate office) to the project location.
- Flat fee reimbursement amounts are paid to compensate for employment-related lodging and meal expenses associated with assignments requiring overnight travel away from your residence, not for compensation for hours worked.
- Any deviations or special circumstances must be documented and authorized *prior* by an Employer Representative in writing.

### **Tobacco in the Workplace**

Use of all tobacco products, including smokeless tobacco and e-cigarettes, is prohibited during times you are expected to be working. Use will be allowed during scheduled breaks and lunch in areas where tobacco use is allowed. Disciplinary action will be enforced when tobacco products are used at times and/or in areas that are prohibited.

Please be advised that some localities, states have adopted legislation that further restricts the use of tobacco products in the workplace and public areas. When and where applicable, this local and state legislation will have precedence over this policy provision.

## **Disciplinary Procedure**

360X Staffing is committed to ensuring a safe and productive work environment for all members of the 360X Staffing team, while protecting the rights and privileges of each employee. The purpose of this disciplinary policy and procedure is to provide a method for effectively and fairly dealing with inappropriate employee behavior. Disciplinary action is not intended to punish for punishment's sake, but rather to serve as a means to modify or change the behavior of an employee whose performance or conduct does not meet 360X Staffing' standards.

Poor performance or inappropriate conduct will result in disciplinary action, up to and including termination. Generally, progressive disciplinary steps will follow the sequence of an initial (verbal) warning, written warning, suspension, and termination. However, each incident will be judged on a case-by-case basis depending on, but not limited to, the seriousness of the infraction, the past record of the employee and the circumstances surrounding the matter. Depending on the facts and circumstances of each situation, 360X Staffing may choose to invoke accelerated discipline at any step, up to and including termination of employment.

## **Resignations**

If you decide to resign your employment with 360X Staffing, please advise your supervisor or 360X Staffing Representative at least two (2) weeks prior to your date of departure so that an orderly transition can be made. Prior to your departure, you may be asked to have an exit interview with a 360X Staffing Representative to document the reason(s) you are leaving, discuss information pertaining to your benefits, and solicit constructive feedback to improve our operations. You will be asked to return any property of 360X Staffing, and to provide a forwarding address for any communication that may be required after you leave.

# Safety in the Workplace(for Construction Employees)

## General Safety Rules

360X Staffing feels a great responsibility for the health and safety of all its employees while they are at work, and it is the intent of 360X Staffing to provide employees with safe and healthful working conditions. Do not depend on your fellow worker to be the only observer of good safety practices. You must also observe them. The following offers insight and guidelines about Employer's safety program.

- Walk - never run.
- Observe all warning signs and no smoking signs.
- **In case of an injury, regardless of magnitude, it is MANDATORY that YOU REPORT it to Your Client Supervisor and/or Employer Representative Immediately! There are no exceptions to this policy!**
- No "horseplay" at any time.
- Keep work area clear of hazards.
- Stack materials carefully.
- Use prescribed safety equipment to include PPE (personal protective equipment) such as glasses, shoes, hardhats, and gloves.
- Do not wear loose clothing.
- Keep machinery guards in place.
- Use correct lifting procedures. **Ask for help when needed!**
- Check equipment and tools before using them.
- Be aware of your surroundings at all times.
- Do not operate or use equipment/tools that you have not been trained to use and/or have been certified to operate.

## General Safety Guidelines

- Each employee should be aware of all general safety rules of 360X Staffing, as well as the client's specific safety rules that are in effect in his/her work area.
- Employees must follow safety guidelines that may be unilaterally required by the client rather than 360X Staffing. Conflicting procedures must be resolved by a 360X Staffing Representative.
- All tools and equipment must be kept in safe operating condition. LO/TO (Lockout / Tagout) procedures must be followed as per the applicable OSHA standard or the specific, greater requirements of the client.
- Employees are required to personally install and remove their own lock and tag. Failure to maintain and follow proper procedures will result in disciplinary action.
- Each employee must maintain and exemplify an attitude of "safety consciousness and awareness" while at work and exercise common sense in practicing safety.
- Unsafe conditions of equipment should be reported immediately by the employee to the client supervisor, a 360X Staffing Representative, or the Corporate Office.

## **Safety Meetings**

360X Staffing and its clients may conduct safety meetings attended by both management and employees. All employees are required to participate and sign-in. The primary purpose of these meetings is to:

- Discuss recommendations and direct modifications of existing safety rules/provisions and/or include additional safety rules/provisions as it pertains to the current work site, work activities, and/or any that may be forthcoming (future).
- Discuss safety rules, regulations, and procedures which should be implemented to protect the health and safety of all employees.
- Discuss the enforcement of safety rules, regulations and procedures.

Employees **must** attend any additional safety orientation as required per project. If training stickers are required, they must be displayed as required.

## **Safety Training**

Several tasks performed daily require specific safety and operation certifications. Please check with your supervisor or on-site safety representative if the task you are about to perform may require a certification. Some examples would be: Boom Lift, Fork Lift, Scissor Lift, Confined Space, Arc Flash, Respirator, Signalman, Rigging, Lock/Out Tag/Out, Scaffold Erection, Fire Watch, and Hot Work Permits. All employees may be required to complete the OSHA 10-hour training and any additional training as required to perform their daily work. Please work safe, smart and productively!

## **Safety Equipment**

Safety glasses and steel-toed boots must be worn at all times during work. 360X Staffing furnishes the first pair of non-prescription safety glasses, and necessary replacements, to all employees at no charge. All safety eye protection must meet the most current National Standards Institute (ANSI) standard Z87.1. Prescription glasses shall also meet the ANSI Z87.1 standard. Employees who do not own prescription glasses that meet ANSI Z87.1 must wear a pair of oversized safety glasses or goggles that meet ANSI standards over the top of their prescription glasses. Replacement due to loss or willful damage will be made at the employee's expense. Hard hats are required on all jobs at all times you are expected to be working and shall be worn whenever entering a construction area where hard hats are required, as well as whenever the potential exists to be struck from falling or flying materials or where there is a possible danger of head injury from impact.

Hard hats shall be worn with the brim in front except when performing welding operations. Upon the completion of a welding operation in an area that requires hard hats, remove your welding hood and begin wearing a hard hat with the brim to the front. All 360X Staffing and client-provided PPE (personal protective equipment) must be returned to upon separation or completion of the client assignment, whichever is applicable.

Some tasks assigned by the client will require protective gloves, which are to be furnished to employees free of charge. These tasks include but are not limited to:

- Welding
- Threading, Installing Pipe, Installing Conduit
- Grinding
- Torching
- Demolition Work
- Sheet Metal Fabrication or Installation
- Working with or around Chemicals
- Handling of Materials

## **Quality of Work**

Quality is an essential, key element of Employer's quest to be and remain successful. Please do your part to ensure all of your work is completed in a safe, professional manner. If you witness inferior workmanship, any poor quality or unsafe acts, please contact your supervisor immediately to correct the problem.

## **Client Site Safety and Work Rule**

When working at a client location, 360X Staffing employees are required to follow the above Safety Policy and Guidelines, as well as all client work rules, safety policies / procedures, and security protocols. You are also required to follow any guidelines set forth by our clients regarding training and safety meetings, and/or required certifications. Failing to follow client guidelines or to use proper safe work practices can lead to the termination of your assignment with the client, as well as discipline by 360X Staffing up to and including termination. If you believe you are on an unsafe assignment, or if you witness any unsafe acts, please contact your client supervisor or 360X Staffing Representative immediately.

## **Accident/Incident Reporting Procedures**

- IN THE EVENT OF LIFE-THREATENING INJURY **CALL 911 IMMEDIATELY**
- IN THE EVENT OF INJURY NOTIFY YOUR SUPERVISOR AND/OR EMPLOYER REPRESENTATIVE IMMEDIATELY.
- CALL THE EMPLOYER SAFETY REPRESENTATIVE AT 602-903-7999 OR ASK YOUR CLIENT SUPERVISOR TO CALL.
- FOLLOW THE INSTRUCTIONS OF EMPLOYER REPRESENTATIVE AND/OR CORPORATE OFFICE.
- IF INSTRUCTED SEEK MEDICAL TREATMENT.
- TAKE REQUIRED DRUG/ALCOHOL TEST AS PER CONDITIONS OF EMPLOYMENT.
- STAY IN CONTACT WITH EMPLOYER REPRESENTATIVE AND/OR SAFETY DIRECTOR
- COMPLETE ALL REQUIRED SAFETY/MEDICAL DOCUMENTS.
- FOLLOW ALL TREATMENT AS PRESCRIBED.

**Our Number One Priority is Your Health And Safety!**

**Please Help Us, Help YOU Get The Medical Treatment You Need!**

## Emergency Procedures

All employees are required to comply with the following emergency procedures to ensure both their own safety and that of co-workers.

- All incidents, regardless of magnitude, **must be reported to your client supervisor and your 360X Staffing Representative immediately.**
- In the event of an incident, make the victim as comfortable as possible.
- The client supervisor and/or their designee, should take the injured employee to the nearest recommended care center, if the victim's condition allows. If not, seek third party medical assistance to transport.
- In the event of severe or life-threatening injuries – **call 911 immediately.** If other site requirements are required, follow the site procedure prior to calling 911.
- The client supervisor or 360X Staffing Representative **must** notify Employer Representative/Corporate Office **immediately** of an incident (phone or e-mail) and accurately, completely fill-out an incident report and submit to the Corporate Office within twenty-four (24) hours.

## Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to company property in the event someone, for whatever reason, may be unhappy with a company decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the company's investigation, may result in disciplinary action, up to and including discharge.

## Workplace Searches

To protect the property and to ensure the safety of all employees, clients and the company, the company reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from the company's property.

In addition, the company reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the company, and are issued for the use of employees only during their employment.

Inspection may be conducted at any time at the discretion of the company.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the company's security procedures or any other company rules and regulations.

## **Good Housekeeping**

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your supervisor.

## **No Weapons in the Workplace**

Possession, use or sale of weapons, firearms, or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to their supervisor immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

## **Substance Abuse**

### **Scope – Statement of Philosophy**

Our company has a strong commitment to provide a safe workplace and to establish programs promoting high standards of employee health, safety and productivity. While our company will not intrude into the personal lives of employees, we do recognize that abuse of controlled substances on or off the job will adversely affect job performance. Employees are required to be in appropriate mental and physical condition for work and to perform their jobs satisfactorily. Seeking voluntary assistance for drug and alcohol related problems would not in itself subject an employee to disciplinary action. This policy statement is a posted notice for all employees to read and understand.

### **Purpose**

The purpose of these work rules is as follows:

- To establish and maintain a safe, healthy working environment for all employees.
- To reduce the possibility of accidental injury to persons or property.
- To reduce absenteeism, tardiness, and indifferent job performance.
- To follow all applicable state, federal, and local requirements, including federal Department of Transportation regulations governing drivers of commercial motor vehicles.

## **Definitions**

### **Alcohol or alcoholic beverage**

Defined as any beverage that may be legally sold as alcohol. This includes, but is not limited to, fermented malt beverages, intoxicating liquor and wine.

### **Alcohol Concentration**

Breath alcohol concentration is defined in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test. For example, .04 grams of alcohol in 210 liters of expired deep lung air are analogous to a blood alcohol concentration of .04.

### **Alcohol Use**

The ingestion of a given amount of alcohol produces the same blood alcohol concentration in an individual regardless of where it comes from. Therefore, consumption of any substance containing alcohol, including such things as cough syrups and liquor-filled chocolates, are considered alcohol use.

### **Substance abuse professional**

Only substance abuse professionals may perform some functions outlined in the rules. Under the rules, such professionals include licensed physicians, limited to medical doctors and doctors of osteopathy; licensed or certified psychologists, social workers, employee assistance professional, and alcohol and drug abuse counselors defined by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission.

### **Drug**

Means any substance other than alcohol, which is capable of altering the mood, perception, pain level, or judgement of the individual consuming it, and which is recognized as a drug.

### **Prescription Drug/Prescribed**

Means a drug prescribed by a licensed practitioner, and used in the manner, combination, and quantity prescribed, by the person for whom the drug is prescribed.

### **Controlled Substance**

Means any item listed in Schedule I through V of the *Federal Controlled Substance Act*. Such substances include, but are not limited to:

- Marijuana
- Opiates
- Amphetamines
- Cocaine
- Crack Phencyclidine
- Narcotics, Barbiturates
- Stimulants, Depressants,
- All other Substances that alter perception or impair physical or mental performance

Additionally, this includes ALCOHOL in one's body above the legal limits of individual states.

As used in this Policy, controlled substances also include any substance, the use, possession, or sale of which is illegal under Federal or State law, and any substance which cannot be purchased over the counter, and which is not prescribed and being used under the supervision of a physician.

## **Medical review officer or “MRO”**

Means a licensed physician with knowledge of substance abuse disorders, laboratory testing, chain of custody, collection procedures, the ability to verify positive, confirmed test results, and the necessary medical training to interpret and evaluate a positive test result in relation to the person’s medical history or any other relevant biomedical information.

## **Prohibited Conduct**

The manufacture, distribution, dispensation, possession, consumption or use of a controlled substance on our Company premises or that of our client’s, including vehicles, parking lots, while on Company Business, during working or non-working hours, is prohibited and will subject the employee to immediate discharge.

Any employee who uses, possesses, or is under the influence of alcohol or controlled substance, whether legal or illegal, while on Company or client premises, including parking lots and vehicles, or while on Company business, during working or non-working hours is subject to discharge.

It is the responsibility of each employee to promptly notify his or her supervisor of the use of any prescribed medication which may affect judgement, performance, behavior, or safety. When an employee does not comply with this requirement, a physician’s prescription will not be an acceptable excuse for the use or possession of a controlled substance and the employee will be subject to immediate discharge. Moreover, no prescription drugs shall be brought upon our company or the companies’ or clients’ premises of building or property other than the person whom the drug is prescribed by a licensed practitioner, and shall be used in the manner, combination and quantity prescribed.

Any employee convicted of violating any criminal drug statute which violation occurred on Company or client premises, including parking lots and vehicles, or while on Company business, during work hours or under circumstances that adversely affect job performance, or out Company or client’s reputation, will be subject to immediate discharge.

## **Testing Circumstances:**

### **Pre-Placement**

Our company may conduct a drug test of all applicants (after the applicant receives a conditional offer of employment) and employees prior to placing on a project. Failure to submit the pre-placement testing will be grounds to deny employment. Test results must be returned negative in order to be determined acceptable for employment. If an applicant tests positive, the conditional offer of employment shall be withdrawn.

### **Reasonable Cause**

Our company will conduct a drug and alcohol test when reasonable cause exists to suspect an employee has reported to work impaired or has used alcohol or other drugs while on company property. Reasonable cause shall be determined by a supervisor, and where based upon visual observation.

A supervisor shall be deemed to have reasonable cause to order a drug and alcohol test when an employee:

- Exhibits excessive absenteeism, tardiness, or unacceptable work performance.
- Is found to possess drugs, alcohol, or drug paraphernalia or when such alcohol or drugs are found in an area controlled or used by the employee.

An employee undergoing a test under this subsection will be suspended immediately pending the outcome of the tests.

## **Random Test Policy – Every 12 month testing**

Our company will conduct random selection drug testing by use of computerized random name generation. The tests will be scheduled 12 times throughout the year. In addition to random drug testing, we will conduct each employee will undergo a drug test within 7 days of their yearly anniversary start date with our company.

**Post-Accident** (see our separate Post-Accident Alcohol and Drug Testing Policy)

### **Action and Consequences on Test Results**

#### **Negative Test Results**

If the results of a drug and alcohol test are negative the employee will be reinstated with authorization from the M.R.O., with no loss of seniority.

#### **Positive Test Results**

##### **For all employees**

The decision whether to suspend an employee, and the length of any suspension will be determined by our company after consultation with the EAP counselor on the best course of rehabilitation.

##### **Confidentiality**

Our company will maintain the highest standards for confidentiality for all records and information concerning alcohol and drug dependencies. The Human Resource Director/Supervisor or designee will keep all information relating to tests confidential. Non-employees, contractors, vendors, and agencies that disclose unauthorized information will be subject to legal recourse.

All of our company's designated laboratories, Medical Review Officers, and medical facilities will keep all records and information concerning alcohol and drug testing results confidential.

##### **Closing Statements about Policy**

It is not the intention of this policy to restrict the normal life activities of employees who by circumstance of position or job activity, may be called to work unexpectedly. Employees are encouraged to use good judgment about performing any work activities if they are called to work unexpectedly after consuming alcoholic beverages. If this is the case, employees may decline to return to unscheduled work if they feel that they are in any way impaired.

Nothing in this statement of policy should be interpreted as constituting a waiver of management's responsibility to maintain discipline, or the right to take disciplinary measures in the case of poor performance or misconduct.

In addition, the company has the right to carry out reasonable inspections, based on reasonable suspicion of individuals and personal effects, including, but not limited to, lockers, desks, lunch boxes, purses, and private vehicles, if parked on the company premises.

360X Staffing recognizes that our employees are our most valuable assets and the most important contributors to our continued growth and success. 360X Staffing also recognizes that drug and alcohol abuse pose a serious threat to the safety and general well being of all our employees. It also dramatically affects the overall efficiency and productivity that all our jobs depend on. Accordingly, we have worked with our insurance carrier to develop and institute a mandatory Post-Accident Drug and Alcohol Testing Policy to ensure a safe working environment for all our employees. The Policy requires employees to submit to breath alcohol and urine drug testing following an accident or injury on the premises of 360X Staffing or any of its clients in the course of the employee's employment which requires off-site medical attention be given to a person, or results in lost time from work.

### **Post-Accident Testing Procedure**

Any employee involved in a work-related accident must inform a supervisor immediately. If off-site medical attention is required, or the injury results in lost time from work, employees will be directed to Human Resources to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment. 360X Staffing will send the samples to a Medical Review Officer. The Medical Review Officer will release the test results to Human Resources Manager at 360X Staffing; and, in turn, the Human Resources Manager is required to release the test results to 360 Industrial Service's workers' compensation insurance carrier. The breath alcohol test and urine analysis will test for the following non-prescribed illegal substances:

Additionally, non-prescribed illegal substances also include alcohol in one's body above the legal limits of individual states.

As used in this Policy, controlled substances also include any substance, the use, possession, or sale of which is illegal under Federal or State law, and substance which cannot be purchased over the counter, and which is not prescribed and being used under the supervision of a physician.

### **Special Conditions**

- All post-accident injuries requiring outside medical attention, plus all lost-time injuries will require the injured employee(s) or other employees involved with the accident or injury, to take an "immediate" breath alcohol and urine drug test.
- These tests will be at no cost to you, our employee, and will be conducted by 360 Industrial Services' designated physician or medical provider.
- You, our employee, will be required to sign the attached consent form for the testing and release of the test results to 360X Staffing and Its Clients.
- Any employee refusing or failing to cooperate with the requirements of our "*Post-Accident Drug and Alcohol Testing Policy*" will be subject to immediate discharge.
- Any employee testing positive for alcohol or controlled substances as a result of our "*Post-Accident Drug and Alcohol Testing Policy*" will be terminated.
- In addition, 360X Staffing will cooperate fully with all legal law enforcement authorities.
- 360X Staffing encourages ALL EMPLOYEES with Drug and Alcohol problems to seek professional assistance before they come to our attention and any of the above actions become necessary.

## Receipt of Employee Handbooks and Employment-At-Will Statement

This is to acknowledge that I have received a copy of 360X Staffing Employee Handbook, and I understand that it contains information about the employment policies and practices of the company. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the company. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, the company reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions, or additions to the Employee Handbook will be in writing and will be signed by the president of the company. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

**THIS COMPANY IS AN AT WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE, NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE, OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT- EXPRESS OR IMPLIED-WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE PRESIDENT OF THE COMPANY.**

I understand that this Employee Handbook refers to current benefit plans maintained by the company and that I must refer to the actual plan document and summary plan descriptions as these documents are controlling.

I have read and understand the Paid Time Off (PTO) Policy in this Employee Handbook.

Initials \_\_\_\_\_ Date \_\_\_\_\_

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask my supervisor or a member of management.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

Date is mandatory and the acknowledgement must be returned to the Manager within the first week of employment.

Signature must be wet signed, unless the employee doesn't have a printer, in which case they may use E-Signature.