

# **A-Star Staffing, Inc.**

## **Employee Handbook For Field Employees**

### **Welcome to A-Star Staffing!**

As an employee of the company, you are an important member of a team effort. We hope that you will find your position with the company rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the company.

This employee handbook is intended to explain the terms and conditions of employment of all full and part-time 'field' employees. 'Field' employees are those employees on assignment at our client company locations. Field assignments are temporary in nature and will end at the discretion of the client company.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your staffing manager will be happy to answer any questions you may have.

## **GENERAL INFORMATION**

### **At-will Employment Status**

Company personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the company. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of the company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the president of the company has the authority to make any such agreement, which is binding only if it is in writing.

### **Right to Revise**

This employee handbook contains the employment policies and practices of the company in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

The company reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the president of the company.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and the company as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

### **Equal Opportunity Employer**

A-Star Staffing is an equal opportunity employer. We make employment decisions on the basis of merit. We want to have the best available person in every job. Company policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or

mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also includes a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

The company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the company and prohibits unlawful discrimination by any employee of the company, including supervisors and co-workers.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your A-Star staffing manager. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. We will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If we determine that unlawful discrimination has occurred, we will work with our client company to ensure that effective remedial action is taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

### **Unlawful Harassment**

The company is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation. *All such harassment is unlawful.* The company's anti-harassment policy applies to all persons involved in the operation of the company and prohibits unlawful harassment by any employee of the company, including supervisors and coworkers. It also prohibits unlawful harassment based on the perception that anyone who has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and
- Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, submit a written complaint to any of the following persons: 1) your A-Star staffing manager 2) president of A-Star 3) client supervisor or 4) client personnel administrator. The complaint should be submitted as soon as possible after the incident. Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the personnel administrator, investigative officer, or the president of the company. The company will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If the company determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any A-Star employee determined by the company to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A company representative will advise all parties concerned of the results of the investigation. The company will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The company encourages all employees to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

### **Overtime Compensation**

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. All overtime work must be previously authorized by your staffing manager or by a client supervisor. The company provides compensation for overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Monday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay if the employee has worked more than 30 hours in that workweek.

### **Open Door Policy**

At some time, you may have a complaint, suggestion, or question about your assignment, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions are of concern to us. We ask you to first discuss your concerns with your A-Star staffing manager, following these steps:

- Within a week of the occurrence, bring the situation to the attention of your A-Star staffing manager, who will then investigate and provide a solution or explanation;
- If the problem persists, you may describe it in writing and present it to the president of A-Star, who will attempt to reach a final resolution.

This procedure, which we believe is important for both you and the company, cannot guarantee that every problem will be resolved to your satisfaction. However, the company values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

## **STANDARDS OF CONDUCT**

### **Prohibited Conduct**

The following conduct is prohibited and will not be tolerated by the company. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and the company's operations also may be prohibited.

- Falsifying employment records, employment information, or other company records;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any company property, or the property of any employee or customer;
- Removing or borrowing company property without prior authorization;
- Unauthorized use of company equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on company property;
- Participating in horseplay or practical jokes on company time or on company premises;
- Carrying firearms or any other dangerous weapons on company premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on company property;

- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive language at any time on company premises;
- Failing to notify a supervisor when unable to report to work;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested or required to do so;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls of more than three minutes in duration during working hours, except in cases of emergency;
- Working overtime without authorization or refusing to work assigned overtime;
- Wearing disturbing, unprofessional or inappropriate styles of dress or hair while working;
- Violating any safety, health, security or company policy, rule, or procedure;
- Committing a fraudulent act or a breach of trust under any circumstances; and
- Committing of or involvement in any act of unlawful harassment of another individual.
- This statement of prohibited conduct does not alter the company's policy of at-will employment. Either you or the company remain free to terminate the employment relationship at any time, with or without reason or advance notice.

## Workplace Violence

The company has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The company has a zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work related weapons on company or client premises and at company or client sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent. You may report an incident to any supervisor or manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage Company property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent – this list is in no way all-inclusive:

Example	Type of Threat
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

### **Use of Client Computers**

Client computers must never be used for anything but client business. You are prohibited from engaging in any of the following activities on client computers:

- Internet surfing
- Sending or receiving personal or potentially offensive e-mail
- Playing computer games
- Personal correspondence or projects
- Loading or unloading software
- Passwords granting access to computers, voicemail and application software must not be shared

Be especially careful about what you send via e-mail. E-mail does not carry the same right to privacy that is provided by the US Postal Service. Our clients may choose to monitor the content of your e-mail transmissions.

### **Off-Duty Conduct**

While the company does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the company's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the company's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the company's legitimate business interests or the employee's ability to perform his or her assignment will not be tolerated.

### **You Must Not Return To the Client Premises After Your Assignment Has Ended**

At the end of an assignment, A-Star policy does not permit you to return to client property, nor to make direct contact with employees at the client location. All questions should be directed to A-Star Staffing only. If you have personal items at the client worksite, A-Star Staffing will collect these for you (since you are not permitted to return).

### **Drug and Alcohol Abuse**

A-Star Staffing is committed to maintaining a drug-free workplace. We consider drug and alcohol use to be detrimental to a safe and efficient workplace.

You are strictly prohibited from drinking alcoholic beverages or taking illegal drugs during work hours, and you must never report for an assignment while under the influence of alcohol or illegal drugs. A client may ask you to submit to drug screening, if so, your staffing manager will direct you to an appropriate medical facility for testing. Employees who incur a work-related injury may be required to submit to drug screening.

### **Punctuality and Attendance**

You must notify A-Star Staffing by telephone if you will be late or absent from an assignment.

Notification is required prior to your scheduled start time. Call us at (619) 574-7600 even if you will be only a few minutes late. Our voice-mail system is activated during non-business hours, so you can leave a message at any time. Any of the following circumstances will probably result in your being removed from an assignment:

- You are late for work twice in the same week
- You are habitually late
- You fail to call us when you will be absent (This may be considered a voluntary quit for unemployment purposes)

### **Operation of Motor Vehicles**

You are strictly prohibited from driving a motor vehicle during the course of your employment with A-Star unless you have been specifically approved to do so. This restriction applies to all vehicles, not just your own personal vehicle. Driving approvals are issued by A-Star management and must be in writing. The employee must agree to have his or her driving history checked and must submit proof of insurance before an approval will be granted.

If a client asks you to drive a vehicle other than your own during the course of your assignment, you must not drive that vehicle until you have received approval from your A-Star Staffing Manager.

### **Prohibited Use of Cell Phones While Driving**

In the event you are granted approval to drive during the course of your employment with A-Star Staffing, you are prohibited from using a cell phone while you are driving. If your assignment requires that you keep your cell phone turned on while you are driving, you must use a hands-free device and safely pull off the road before conducting company business. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on company business and/or company time.

### **Use of Personal Cell Phones in the Workplace**

The use of personal cellular phones is limited to non-work time and non-work areas only, as to not disrupt workflow and your co-workers. Therefore, personal cellular phones that are brought to work need to have the ringers turned off while working (or placed on silent mode).

### **Jury Duty**

You will be permitted to take time off from your assignment to serve on a jury, but you will not receive compensation for work hours missed.

### **Dress Policy**

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard.

#### **General Guidelines**

Most of our clients require a professional image. Please adhere to the following guidelines unless the client provides more specific instructions.

- Footwear: Must be appropriate for a professional business setting. Tennis shoes and sandals are not deemed appropriate unless approved by a client supervisor.
- Accessories: Jewelry, such as earrings, necklaces and rings may be worn if they are appropriate for a business setting.
- Hats: Unacceptable except for those who cover their heads to comply with religious practices.

#### **Guidelines for Male Employees**

- Grooming: General appearance must be neat and clean. Clothing and hairstyles must be suitable for business. Hair shall be clean and neatly styled. Beards and mustaches must be neatly trimmed.
- Nails: Must be kept clean.
- Acceptable attire: Button down and/or collared shirts, 'Dockers' style cotton twill slacks, typical dress slacks, 'Polo' style shirts, knit shirts.
- Unacceptable attire: Excessively tight or baggy clothing, jeans, Lycra/spandex shirts or pants, shorts, sweat shirts, sweat pants or jogging suits, T-shirts or tank tops.

#### **Guidelines for Female Employees**

- Grooming: General appearance must be neat and clean. Clothing and hairstyles must be suitable for business. Hair shall be clean and neatly styled.
- Nails: Must be kept clean, well manicured and of a moderate length.
- Acceptable attire: Blouses or other 'dress' shirts, dresses and skirts, slacks, 'Dockers' style cotton twill slacks.
- Unacceptable attire: Excessively short dresses or skirts, excessively tight or loose dresses, skirts or pants. Jeans, shorts, Lycra/spandex shirts or pants. Tank tops, midriff, halter, spaghetti strapped or see-through shirts, T-Shirts, sweat shirts, sweat pants, sweat suits and jogging suits.

### **Tattoos and Piercings**

- Body piercing: Earrings may only be worn in the earlobes and are limited to two per lobe. Piercings may not be visible on any other body part (nose, tongue, eyebrow, etc.)
- Tattoos cannot be visible or exposed on any part of the body not covered by clothing.

### **Confidentiality**

Each employee is responsible for safeguarding the confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding the client, its suppliers, its customers, or perhaps even fellow employees. You must not reveal or divulge of any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by the company.

### **Business Conduct and Ethics**

No employee may accept a gift or gratuity from any client, vendor, supplier, or other person doing business with the company because doing so may give the appearance of influencing business decisions, transactions or service. Please discuss expenses paid by such persons for business meals or trips with the company in advance.

### **Housekeeping**

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

### **Parking**

Employees may park their vehicles in designated areas, if space permits. If space is unavailable, employees must park in permissible public areas in the vicinity of the client property. Employees may not use parking areas specifically designated for customers, vendors, company vehicles, or reserved for managers. A-Star Staffing and its client companies are not responsible for any loss or damage to employee vehicles or contents while parked on client property.

### **Solicitation and Distribution of Literature**

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed.

No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activities are directed.

### **Conducting Personal Business**

Employees are to conduct only company business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

### **Use of Client Exercise Facilities**

Employees are not permitted to use client exercise facilities without written authorization from A-Star Staffing.

### **Family/Medical Leave**

- State and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:
- The employee has more than 12 months of service;
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- The employee is employed at a work site where there are 50 or more employees within a 75 mile radius.
- Leave may be taken for one or more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, child, or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform his or her job.

For purposes of calculating the 12-month period during which 12 weeks of leave may be taken, the company uses a calendar year.

Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

However, leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). Time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, she may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the company will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Contact your staffing manager as soon as you realize the need for family/medical leave.

If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the company at least 30 days before leave is to begin. The employee must consult with his or her A-Star staffing manager regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the company. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.

If the employee cannot provide 30 days' notice, the company must be informed as soon as is practical.

If the Family and Medical Leave Act/California Family Rights Act request is made because of the employee's own serious health condition, the company may require, at its expense, a second opinion from a health care provider that the company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the company.

If the second opinion differs from the first opinion, the company may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the company and the employee.

The company requires the employee to provide certification within 15 days of any request for family and medical leave under state and federal law, unless it is not practicable to do so. The company may require recertification from the health care provider if additional leave is required.

If the leave is needed for to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the participation of the employee.

When both parents are employed by the company any request simultaneous leave for the birth or placement for adoption or foster care of a child, the company will not grant more than 12 workweeks total of family/medical leave for each employee.

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

The company will require certification by the employee's health care provider that the employee is fit to return to his or her job. Failure to provide certification by the health care provider of the employee's fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

An employee taking family medical leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The company will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins under Family and Medical Leave Act (e.g., for pregnancy disability leaves) or under the Family and Medical Leave Act/California Family Rights Act (e.g., for all other family care and medical leaves). In some instances, the company may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to his or her original assignment or to an equivalent assignment with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's assignment is ended by the client and no equivalent or comparable assignment is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Employees on Family and Medical Leave Act/California Family Rights Act leave will not continue to accrue paid time off during unpaid Family and Medical Leave Act/California Family Rights Act leave.

For additional information about eligibility for family/medical leave, contact your A-Star staffing manager.

### **Sick Leave**

Paid sick leave is not available to field employees.

### **Health Insurance**

Company paid health insurance or health insurance subsidies are not available to field employees.

### **Vacation Pay and Holiday Pay**

Effective March 1, 2010, we no longer provide these benefits.

## **Workers Compensation**

We provide insurance coverage for employees in case of work-related injury in accordance with state law. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to your A-Star staffing manager; and
- Provide the company with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the company's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the company's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

We provide medical treatment through Sharp Occupational Health Facilities because of their extensive experience in treating work-related injuries.

Employees who are injured in a work-related incident will be referred to Sharp for medical treatment for up to 30 days, unless prior to a work-related injury, the company has received from the employee a written notice that the employee wishes to be treated by his or her own physician. In all cases, employees may seek treatment from their own physician after 30 days, should they so desire.

The law requires the company to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may also apply.

## EMPLOYEE SAFETY

All employees have the following rights under State and Federal law:

- The right to be advised of occupational safety and health hazards and receive training on safe work conditions, practices and personal protective equipment.
- The right to request safety information or make safety suggestions without fear of reprisal.

Our goal is to ensure that our client companies provide a safe workplace for our employees. Pursuant to this goal, all employees have a duty to comply with the following requirements:

- Comply with working conditions, safe work practices and personal protective equipment requirements for your job.
- Report all unsafe conditions to your supervisor immediately.

If assigned to a client location, report any change in job assignment to your A-Star Staffing Manager immediately. (Example: Assume that you are a receptionist assigned to a client location. Assume further that your client supervisor asks you to spend the day moving heavy 40 pound file boxes. In this situation you should call us immediately!)

We sincerely hope you are never injured, but if you are injured, we want you to have the best medical care possible. At A-Star Staffing, nothing constitutes a greater emergency than when an employee is injured. Please help us to do our job by reporting job related injury or illness, no matter how minor, immediately. Report the accident even if medical treatment is not necessary. We will respond appropriately according to the severity of the illness and injury. We'll also send you an Employee's Claim Form (DWC-1) for Workers Compensation Benefits, which you should complete and return to us within three (3) days.

### **Safety Policy**

Accident prevention is considered to be of primary importance in all phases of our operation and administration. We intend to provide safe and healthy working conditions for all employees, and we insist upon safe practices at all times.

Federal and State Occupational Safety and Health Acts and good safety practice requires that all employers provide safe and healthful working conditions for all of their employees. This requirement is especially difficult for a temporary help service, as we have little control over the facilities where the majority of our employees work. However, we have an obligation to ourselves, to our employees, and to our customers to ensure that the work assigned by our customers to our employees is free of unsafe working conditions and/or hazards.

In order to meet these obligations, we ask that you advise us of potential safety hazards that you may observe at our client company locations. Our primary goal is to achieve the greatest degree of freedom from accidents and to ensure that every employee is provided a safe and healthy working environment, free from recognized hazards.

### **Job Assignments**

You will be given a job description each time you are given a job assignment at one of our client companies. Call us immediately if, in the course of your assignment, that job description should change.

*Each individual employee needs to know and understand the following:*

- No employee is expected to undertake a job until he or she has received instructions on how to do it properly and has been authorized to perform that job.
- No employee should undertake a job that appears to be unsafe or use chemicals without understanding their toxic properties.
- Mechanical safeguards must be in place and kept in place.
- We expect you to report to us all unsafe conditions encountered during your work.
- Any injury or illness suffered by our employees, even a slight one, must be reported to your A-Star Staffing Manager.

## **Employee Participation & Responsibility**

You are responsible for following all of the safety rules and procedures established by A-Star Staffing. You must also follow all the safety rules and procedures established by our clients.

## **Ergonomics**

The company is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The company or its client will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. We encourage safe and proper work procedures and require all employees to follow safety instructions and guidelines. The company believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

Soft tissue injuries to the hands, arms and wrists are common to office workers. These types of injuries, if not promptly addressed, can be debilitating and may even require surgery to correct.

It is critically important that you contact us immediately if you feel pain in your hands, arms or wrists. We will conduct an ergonomics evaluation to determine if the pain is related to the configuration of your workstation, if so, we will take steps to reduce the risk of further injury.

## **In Case of an Earthquake**

Earthquakes are relatively common in California. Usually, it's safer to stay in a building during an earthquake. The safest place to stay in a building is under a desk or sturdy table, or in a doorway. Stay clear of windows, glass partitions and glass doors.

## **In Case of Fire**

The first thing you should do upon arrival at a new assignment is to note the location of exits and fire extinguishers. In the event of a fire, call 911 to notify the Fire Department, regardless of how small the fire may be. Be sure to use the stairways, not the elevator, to exit a multi-story building in the event of a fire.

## **General Safety Rules**

- A-Star employees are not authorized to operate machinery other than general office equipment unless specifically authorized by an A-Star staffing manager. This includes cars and trucks.
- Obey all company rules, governmental regulations, signs, markings and instructions.
- Do not lift any object heavier than 40 pounds. Ask for help if the object is difficult to handle because of size or shape. Use appropriate lifting techniques; i.e. bend your knees and grasp the load firmly. Lifting is accomplished by straightening the legs while keeping the back as straight as possible. Never lift while the body is twisted since the entire load will be placed on the muscles on one side of the body.
- Horseplay is not allowed at any time. Horseplay and practical jokes frequently cause serious injury and are not permitted while you are on the job.
- Running on the building premises of our clients is prohibited. This includes parking lots and driveways.
- Know your job and follow instructions. If you do not know the safest way to do the job, ask your supervisor.
- If the office equipment is not working properly, turn it off and report the malfunction to your supervisor immediately.
- Worn wiring, overloaded outlets, and defective equipment should not be used.
- Use office chairs for intended use only. Do not stand on chairs, tables or desks to reach for or obtain any object. Ask for assistance.
- Do not attempt to move any office equipment. Ask your supervisor to arrange for any moving that is required.
- Keep desk drawers, file cabinets and doors in closed position when not in use to avoid hitting or striking.
- To prevent file cabinets from tipping; always load from the bottom up and only open one drawer at a time.

- When using copy machines, addressing machines, or paper cutters, use the machines in a safe work manner to avoid hand injuries.
- If you are required to carry any printed material, the weight should be limited to 20 lbs.
- Carry printed material in a manner that will provide you with a clear visual path of the direction you are walking.
- When ascending or descending steps or stairs, use the handrail to give support and balance. Be particularly careful when wearing high heels if the surface is wet. Walk, do not run, in halls, rooms, passageways and stairs. Always keep to the right and approach corridor intersections carefully. Open doors slowly using handle or push plate.
- Do not enter rooms or stairways/stairwells that are not properly lighted.
- Do not place/stack materials or objects that will obstruct a pathway, aisle, or walkway to a work area.
- Watch for conditions and/or situations which are likely to cause falls, such as objects on floors or stairways.
- Report all unsafe conditions to your supervisor immediately. This includes broken furniture, broken glass, and defective office equipment.
- If you are required to enter a production area, stand clear of and be constantly alert to moving machinery and equipment.

### **Policy on Use of Client Equipment**

Use of specialized client equipment without first receiving appropriate training and supervisor approval is strictly prohibited.

### **Security**

Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to your supervisor or security personnel. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible. The security of our client facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.