



**Distinguished**  
Staffing Agency

# EMPLOYEE HANDBOOK

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## EMPLOYEE HANDBOOK

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## FOREWORD

Whether you have just joined our staff or have been at the Distinguished Staffing Agency, LLC., for a while, we are confident that you will find our company both thoughtful and energetic towards providing you with a fair and equitable place to work. We look forward to a productive and successful association. We consider the employees Distinguished Staffing to be one of its most valuable resources. This manual has been written to serve as the guide for the employer/employee relationship.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to management. Neither this handbook nor any other Company document, confers any contractual right, either express or implied, to remain in the Company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Based on the Tennessee and Mississippi labor laws concerning staffing companies, your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the Company or you may resign for any reason at any time. Distinguished Staffing makes it a practice to treat everyone fairly, providing them with reasons and rationale for termination to the best of our ability.

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

Third, this handbook and the information in it should be treated as **secret** and **confidential**. No portion of this handbook should be disclosed to others, except Distinguished Staffing employees, Clients, and partners. Only those with a need to know should have access to this document, meaning employees and others affiliated with Distinguished Staffing, whose knowledge of the information is required in the normal course of business.

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

*"Signed"*

Marcus U. Stevenson, CEO  
Distinguished Staffing



## A. INTRODUCTION

### 1. EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

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

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

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

Employees' questions or concerns should be referred to Distinguished Staffing management.  
Appropriate disciplinary action may be taken against any employee willfully violating this policy.

### 2. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Distinguished Staffing is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, U.S. Staffing Agency, LLC. expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

#### Definitions of Harassment

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

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



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

- Harassing conduct includes, but is not limited to epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).
- Individuals and Conduct Covered:  
These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to Distinguished Staffing. (e.g., an outside vendor, consultant or customer/client).

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

#### Retaliation is Prohibited

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

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

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

#### **Important Notice to All Employees:**

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

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

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



### The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

### Responsive Action

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

If an employee making a complaint does not agree with its resolution, the employee may appeal to Distinguished Staffing Operations Manager. Individuals who have questions or concerns about these policies should speak with their account manager.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions to avoid allegations of harassment. The law and the policies of Distinguished Staffing prohibit disparate treatment based on sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

## **3. AMERICANS WITH DISABILITIES ACT POLICY STATEMENT**

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

- Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their account manager. Distinguished Staffing encourages individuals with disabilities to come forward and request reasonable accommodation.
- Procedure for Requesting an Accommodation  
Distinguished Staffing will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, Distinguished staffing's overall financial resources and organization, and the accommodation's impact on the operation of the Company, including its impact on the ability of other employees to perform their duties and on Distinguished Staffing's ability to conduct business.



Distinguished Staffing will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require Distinguished Staffing to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Operations Manager. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

#### **4. CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT STATEMENT**

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

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

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

##### **Outside Employment**

Employees are required to obtain written approval from their supervisor before participating in outside work

activities. Approval will be granted unless the activity conflicts with the Company's interest. In general, outside work activities are not allowed when they:

- prevent the employee from fully performing work for which he or she is employed at the Company, including overtime assignments.
- involve organizations that are doing or seek to do business with the Company, including actual or potential vendors or customers; or
- violate provisions of law or the Company's policies or rules.

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



### **Financial Interest in Other Business**

An employee and his or her immediate family may not own or hold any significant interest in a supplier, customer or competitor of the Company, except where such ownership or interest consists of securities in a publicly owned company and that securities are regularly traded on the open market.

### **Acceptance of Gifts**

No employee may solicit or accept gifts of significant value (i.e., in excess of \$75.00), lavish entertainment or other benefits from potential and actual customers, suppliers or competitors. Special care must be taken to avoid even the impression of a conflict of interest.

An employee may entertain potential or actual customers if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards and the public disclosure of facts will not embarrass the Company. Any questions regarding this policy should be addressed to their account manager.

### **Reporting Potential Conflicts**

An employee must promptly disclose actual or potential conflicts of interest, in writing, to his or her supervisor. Approval will not be given unless the relationship will not interfere with the employee's duties or will not damage the Company's relationship.

## **5. CONFIDENTIAL NATURE OF WORK**

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

## **B. LEAVE BENEFITS AND OTHER WORK POLICIES**

### **1. VACATION/PAID TIME OFF**

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



## 2. HOLIDAYS

All full-time employees are eligible for 4 paid holidays per year after 6 months and 1040 hours of continuous service. The holidays per year are as follows: If you have a break in employment over 21 days, your 6 months and 1040 hours of service will start over. Also, you must work the scheduled workday before, and the scheduled workday after each holiday regardless of circumstance, or you will not receive Holiday pay. The recognized holidays are: New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day.

## 3. BEREAVEMENT LEAVE

In the unfortunate event of a death in the immediate family, a leave of absence of up to 3 days without pay will be granted. These three days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral and may not be split or postponed.

For this purpose, immediate family is defined as: Spouse, Child, Step-child, Parents (Including In-Laws), Step Parents, Siblings, Step-Siblings, Grandparents, and Grandchildren

Employees should make their supervisor aware of their situation. In turn, the supervisor should notify Human Resources of the reason and length of the employee's absence.

Upon returning to work, the employee must record his/her absence as a Bereavement Leave on his/her attendance record. Proof of death and relationship to the deceased may be required.

## 4. JURY DUTY

A leave of absence for jury duty will be granted to any full-time or part-time employee who has been notified to serve. During this leave, employees will not be compensated.

Upon receipt of the notice to serve jury duty, the employee should immediately notify his/her supervisor, as well as their account manager. Additionally, a copy of the notice to serve jury duty should be attached to the employee's attendance record for attendance purposes.

Upon the employee's return, the employee must notify their account manager and must submit a signed Certificate of Jury Service indicating the number of days served.

## 5. MILITARY LEAVE

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

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

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

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



## 6. ABSENCE DUE TO ILLNESS

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

Distinguished Staffing recognizes, however, that an employee may occasionally be disabled by injury or illness. Employee's must contact their work site supervisor 2 hours prior to their shift as well as contacting Distinguished Staffing.

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

### Intermittent Or Reduced Work Schedule Leave

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

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

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

## 7. FAMILY MEMBER LEAVE OF ABSENCE

### Requests for FMLA Leave

An employee should request FMLA leave by completing the Employer's Request for Leave form and submitting it to their Distinguished Staffing representative.

When leave is foreseeable for childbirth, placement of a child or planned medical treatment for the employee's or family member's serious health condition, the employee must provide Distinguished Staffing with at least 30 days advance notice, or such shorter notice as is practicable (i.e., within 1 or 2 business days of learning of the need for the leave). When the timing of the leave is not foreseeable, the employee must provide Distinguished Staffing with notice of the need for leave as soon as practicable (i.e., within 1 or 2 business days of learning of the need for the leave).

### Required Documentation

When leave is taken to care for a family member, Distinguished Staffing may require the employee to provide documentation or statement of family relationship (e.g., birth certificate or court document). An employee may be required to submit medical certification from a health care provider to support a request for FMLA leave for the employee's or a family member's serious health condition.

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



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

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

#### Return from FMLA Leave

Upon return from FMLA leave, Distinguished Staffing will make efforts to place the employee in the same position the employee held before the leave or an equivalent position with equivalent pay, benefits and other employment terms.

#### Limitations on Reinstatement

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

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

#### Failure To Return To Work Following FMLA Leave

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

### 8. LEAVE OF ABSENCE WITHOUT PAY

Should a situation arise that temporarily prevents an employee from working, he/she may be eligible for a personal Leave of Absence without pay. However, employees must be employed for at least three months prior to the requested leave.

Any request for a leave of absence without pay must be submitted in writing as far in advance as possible and it will be reviewed on a case-by-case basis by the employee's supervisor/manager and the Human Resources Department. The decision to approve or disapprove is based on the circumstances, the length of time requested, the employee's job performance and attendance and punctuality record, the reasons for the leave, the effect the employee's absence will have on the work in the department and the expectation that the employee will return to work when the leave expires.

#### Returning/Not Returning from a Leave

Due to the nature of our business, Distinguished Staffing cannot guarantee either that an employee's job will remain available or that a comparable position will exist when return from an unpaid leave is sought. When an employee is ready to return from a leave of absence without pay, Distinguished Staffing will attempt to reinstate the employee to his/her former position or to one with similar responsibilities.



## C. EMPLOYEE BENEFITS

### 1. DISCLAIMER

Distinguished Staffing has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Employee Handbook contains a very general description of the benefits to which you may be entitled as a **full-time W2** employee of the Company. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from the Human Resources Department. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the Company and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

As in the past, Distinguished Staffing reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all the provisions of the benefit plans described herein, including any health benefits.

Further, the Company reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

### 2. HEALTH INSURANCE

Distinguished Staffing does not currently offer ACA compliant health coverage but predicated on industry growth; considerations are being processed.

### 3. WORKERS' COMPENSATION BENEFITS

Distinguished Staffing is covered under statutory state Workers' Compensation Laws. Should you sustain a work-related injury, you must immediately notify your department supervisor and your account manager. Should your injury require the attention of a doctor, you can obtain a list of approved physicians by calling our Workers' Compensation Carrier's Physician Network Referral Unit. In the case of an emergency, you should go to the nearest hospital emergency room for treatment and then utilize the Network Referral Unit if additional treatment is necessary.

Promptly report your injury. Time is of the essence. It's best to report your injury to your supervisor immediately or no later than 24 hours. In general, you should report your injury as soon as possible to qualify for workers' compensation benefits.

#### **Need medical treatment?**

Injured employees who have not yet received medical treatment can call the Injured Employee Hotline to speak with nurses trained to offer **non-emergency** medical guidance.

**(855) 365-6010**



## Distinguished Staffing Agency

**For medical emergencies dial 911 or go to the nearest emergency room or urgent care facility!**

Below is a list of places Distinguished Staffing recommends, due to close proximity to the Memphis Office.

★ **Insured Company: Distinguished Staffing (901) 969-4639 or (901) 658-9729**

**Employers' Insurance / 888-682-6671**

<a href="#"><u>AFC Urgent Care</u></a>	5475 Poplar Ave Memphis, TN 38119	901-254-8040	Urgent Care Clinic
<a href="#"><u>Concentra Medical Center</u></a>	3965 S Mendenhall Rd Bldg G Memphis, TN 38115	901-365-1800, or 901-620-3900	Occupational Medicine Clinic Urgent Care Clinic
<a href="#"><u>Kwok, Warren T., MD Baptist Minor Medical Center</u></a>	670 N Germantown Pkwy Ste 18 Cordova, TN 38018	901-753-7686	Urgent Care
<a href="#"><u>Saint Francis Emergency Room</u></a>	5959 Park Ave Memphis, TN 38119	901-765-2057	Urgent Care Clinic
<a href="#"><u>Southern Health Systems</u></a>	710 W Brookhaven Cir Memphis, TN 38117	901-767-3140	Urgent Care Clinic

### Information needed at medical facility:

- Employer's name and address
- Your name, address, social security number, and date of birth
- Your occupation (job title) at time of injury
- Date of injury
- Address/location of accident (was the accident on employer's premises?)
- How injury occurred
- How many people were injured in accident
- Part(s) of the body injured
- If you returned to work after injury
- Your wage on date of injury (salary per hour)



## D. ON-THE-JOB

### 1. HOURS OF WORK, ATTENDANCE, PUNCTUALITY AND DEPENDABILITY

Because Distinguished Staffing depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are always essential. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time. Moreover, an employee must notify his/her supervisor and Distinguished Staffing as far in advance as possible, but not later than two hours before his/her scheduled starting time if he/she expects to be late or absent. This policy applies for each day of his/her absence. An employee who fails to contact his/her immediate supervisor and Distinguished Staffing may be considered as having voluntarily resigned. A careful record of absenteeism and lateness is kept by supervisors, human resources, and Distinguished Staffing; and becomes part of the personnel record. **To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.**

#### Overtime Pay

Depending on Company work needs, employees can and will be required to work overtime when requested. Prior approval of a supervisor, however, is required before any non-exempt employee works overtime. Employees working overtime without approval will be subject to disciplinary action.

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

Employees should keep track of and are responsible for calculating their own hours daily.

Each day, the time the employee starts and finishes work must be recorded on a time record. If a time clock is not used, the employee's supervisor must approve his/her hours worked at the end of each week. All additional overtime worked must be approved by a supervisor each day. Additionally, time records with overtime must be countersigned by the supervisor and submitted by 10:00 a.m. the Monday preceding payday for an employee's pay to be processed for payday.

#### Time Records

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

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

Employee's must take a lunch and note the deduction of time on your timecard. You will not be paid for your lunch unless it is approved by the customer/client you work for.

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

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



## Personnel Files

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

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

*In the event that you should need a reprint of the W-2, a fee of \$10.00 will be required and pickup will be available at the Distinguished Staffing location.*

## 2. DRUG & ALCOHOL ABUSE

Distinguished Staffing is committed to protecting the safety, health and wellbeing of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug- free workplace program that balances our respect for individuals with the need to maintain an alcohol-free and drug-free environment. Distinguished Staffing encourages employees to voluntarily seek help with drug and alcohol problems.

As a condition of consideration for initial and continued employment, Distinguished Staffing prohibits employees from reporting to work or performing their duties with any alcohol, recreational/medicinal marijuana, and/or unlawful drugs or alcohol in their systems. You are also prohibited from using, possessing, manufacturing, distributing, or making arrangements to distribute alcohol, recreational/medicinal marijuana and/or unlawful drugs or alcohol while at work, off site at training or meetings, on Distinguished Staffing or customer property (including, but not limited to, in personal vehicles located on Distinguished Staffing or customer property), during lunch or breaks. Further, Distinguished Staffing prohibits all unlawful drug use, possession, or distribution, whether on or off duty — as drugs can stay in one's system and affect work later.

To enforce this policy, Distinguished Staffing reserves the right to test employees for drug or alcohol impairment on a random basis or based on a reasonable suspicion that an employee is impaired, including, but not limited to, breath, urine, blood, and/ or other type of test to determine the presence of drugs and/or alcohol in your system. Distinguished Staffing also reserves the right to require employees to take physical examinations for various safety and health-related reasons. The possible occasions for drug and alcohol testing include, but are not limited to:

1. All job applicants will undergo testing for the presence of drugs as a condition of employment. Any applicant with a confirmed positive test may be denied employment. Applicants will be required to submit for testing and sign a consent agreement releasing Distinguished Staffing from liability. If the physician, official, or lab personnel has a reasonable suspicion to believe that the job applicant has tampered with the specimen, the applicant will not be considered for employment.
2. When Distinguished Staffing has a reasonable suspicion, you have violated the Substance Abuse Policy.
3. When you suffer an on-the-job reportable injury or are involved in an accident resulting in personal injury or illness requiring the employee to seek medical treatment or significant damage to Distinguished Staffing property.
4. When you return from a suspension or a leave-of-absence or extended layoff.
5. As part of a follow-up program for treatment of drug abuse or alcohol abuse; or
6. As part of any random program of testing that currently exists or that Distinguished Staffing may implement, unless otherwise prohibited by law.



In addition, Distinguished Staffing may conduct drug and/or alcohol testing where Distinguished Staffing has reasonable suspicion that you have violated the substance abuse policy, including, but not limited to, accidents suggesting carelessness, disregard of safety rules and/or other conduct or behavior indicating possible violation of the Substance Abuse Policy.

Violation of these rules, including, but not limited to,: (1) a test indicating being under the influence of alcohol and/or being under the influence of medicinal/recreational marihuana and/or the presence of unlawfully used drugs or medicinal/recreational marihuana in your system; (2) refusal to cooperate with Distinguished Staffing in any test, search or investigation, or failure to execute any paperwork or consent forms necessary for examinations and/or tests; (3) possession of, distribution of, or consumption of unlawful or abused drugs, unauthorized alcohol, unauthorized medicinal/recreational marihuana, and/or drug paraphernalia; (4) tampering with and/or adulterating a test sample; and/or (5) unlawful conduct on or off duty, will result in discipline, including, but not limited to, possible immediate discharge of a current employee or disqualification of an applicant.

If you refuse to submit to a test, or if you test positive for alcohol medicinal/recreational marihuana, and/or unlawful drugs, you may be disqualified for unemployment compensation benefits or, following a workplace injury, you may be disqualified from receiving workers' compensation benefits.

All information received by Distinguished Staffing through the drug-free workplace program and pursuant to this Policy is considered a confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Although the proper use of medication – other than recreational/medicinal marihuana – is not prohibited, you must notify Distinguished Staffing when you are legitimately taking medication that you have reason to believe may affect your safety and/or performance or the safety and/or performance of others. Any prescription medication brought onto Distinguished Staffing or customer property, or taken aboard Agency vehicles must be retained in its original container labeled with your name and the name of the prescribing physician. You may not take another person's prescription medication. The law and this policy treat the abuse of prescription medication as unlawful drug use. Nothing in this paragraph shall impact the prohibition on the use of recreational/medicinal marihuana as outline elsewhere in this policy.

Communicating our drug-free workplace policy to all employees is critical to our success. To ensure that all employees are aware of their role in supporting our drug-free workplace program, all employees will receive a written copy of the policy, and the policy will be reviewed in orientation sessions with new employees.

I hereby acknowledge receipt of Distinguished Staffing's' Substance Abuse Policy. I understand that it is my continuing responsibility to read and know its contents. I have read the policy, I understand it, and I agree to abide by the policy.

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**Employee Name (printed)**

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**Employee Signature**

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**Date**

### **3. APPEARANCE & CONDUCT**



Distinguished Staffing expects employees to maintain a neat, well-groomed appearance at all times. Employees should avoid extremes in dress.

It is requested that employees wear Distinguished Staffing shirts, sweatshirts, hats, t-shirts when working, unless premises don't allow.

The Company requires order and discipline to succeed and to promote efficiency, productivity and cooperation among its employees. The orderly and efficient operations of Distinguished Staffing require that employees always maintain proper standards of conduct.

Employees who fail to maintain proper standards of conduct toward their work, their co-workers or the Company's customers, or who violate any of the Company's policies, are subject to appropriate disciplinary action, up to and including discharge. Please refer to the job order for customer specific dress code.

#### **4. ROMANTIC OR SEXUAL RELATIONSHIPS**

Consenting "romantic" or sexual relationships between a supervisor/manager and an employee may at some point lead to unhappy complications and significant difficulties for all concerned - the employee, the supervisor/manager and the Company. Any such relationship may, therefore, be contrary to the best interests of the Company.

Accordingly, the Company strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and an employee) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship.

By its discouragement of romantic and sexual relationships, the Company does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

#### **5. VIOLENCE IN THE WORKPLACE**

The Company strongly believes that all employees should be treated with dignity and respect. **Acts of violence will not be tolerated.** Any instances of violence must be reported to the employee's supervisor and/or the account manager. All complaints will be fully investigated.

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

#### **6. ACCIDENTS AND EMERGENCIES**

Maintaining a safe work environment requires the continuous cooperation of all employees. The Company strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues. All employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on Distinguished Staffing or on customer/client premises. Employees should contact their supervisor, the nearest supervisor, and/ or 911 in the event of an accident or emergency.



If an employee is injured on the job, Distinguished Staffing provides coverage and protection in accordance with the Worker's Compensation Law. When an injury is sustained while at work, it must be reported immediately to the employee's supervisor, who in turn will notify their account manager.

Failure to report accidents is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance.

## **7. OPEN DOOR POLICY**

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

## **8. E-MAIL AND INTERNET POLICY**

Every Distinguished Staffing employee is responsible for using the electronic mail (e-mail) system properly and in accordance with the customers own policy. Any questions about this policy should be addressed to the account manager.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the mail system. The owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for any reason and without the permission of any employee.

Employees should be aware that deletion of any e-mail messages or files will not truly eliminate the messages from the system. All e-mail messages are stored on a central back-up system in the normal course of data management.

Distinguished Staffing's policies against sexual or other harassment apply fully to the e-mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no e-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The E-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job-related solicitations.

The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from management. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult their supervisor.

Management approval is required before anyone can post any information on commercial on-line systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices.

Users should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient.



Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda.

Because E-mail records and computer files may be subject to discovery in litigation, Distinguished Staffing employees are expected to avoid making statements in E-mail or computer files that would not reflect favorably on the employee or Distinguished Staffing if disclosed in a litigation or otherwise.

Violations of Distinguished Staffing's E-mail policy may result in disciplinary action up to and including discharge.

Distinguished Staffing reserves the right to modify this policy at any time, with or without notice.

If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

Your use of the Internet is governed by this policy and the E-Mail Policy.

#### Disclaimer of Liability for Use of Internet

Distinguished Staffing is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material.

In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

#### **Duty Not to Waste Computer Resources**

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

#### No Expectation of Privacy

The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the Company and may only be used for business purposes.

#### Monitoring Computer Usage

The Company has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

#### Blocking of Inappropriate Content

The Company may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Company networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to company blocking software.



#### Prohibited Activities

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or violative of Distinguished Staffing's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisor. Distinguished Staffing's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

#### Games and Entertainment Software

Employees may not use the company's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

#### Illegal Copying

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy.

### **9. EMPLOYER INFORMATION AND PROPERTY**

The protection of Distinguished Staffing business information, property and all other Company assets are vital to the interests and success of Distinguished Staffing. Distinguished Staffing related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of Distinguished Staffing) may, therefore, be removed from the Company's premises. In addition, when an employee leaves Distinguished Staffing, the employee must return to the Company all related information and property that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including discharge.

### **10. USE OF COMPANY EQUIPMENT AND COMPUTER SYSTEMS**

The Company provides any supplies, uniforms, equipment, automobiles and materials necessary for you to perform your job. These items are to be used solely for the Company's purposes. Employees are expected to exercise care in the use of Company equipment and property and use such property only for authorized purposes. Loss, damages or theft of Company property should be reported at once. Negligence in the care and use of Company property may be considered grounds for discipline, up to and including termination.

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

Upon termination of employment, the employee must return all Company property, uniforms, equipment, work product and documents in his or her possession or control.



#### Use of the Company Computer System

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

The use of the system for such personal efforts must occur outside of business hours, and any files created are to be deleted at the end of the project. Also, because of the normal heavy load on the system, these outside projects will not receive priority over late evening operational requirements, system maintenance, or file back-up.

Using the computer facilities for other than educational or charitable activities, following the procedures described above, is not permitted.

#### Use of Company Vehicles

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

#### Company Telephone and Personal Mobile Phone Use

Because a large percentage of our business is conducted over the phone, it is essential to always project a professional telephone manner.

Although Distinguished Staffing realizes that there are times when an employee may need to use the telephone for personal reasons, it is expected that employees will not use their personal mobile phones during regular business hours without express permission from a supervisor, and that all personal communication will be kept to off hours and breaks, such as the lunch break.

## **11. INTERNAL INVESTIGATIONS AND SEARCHES**

From time to time, Distinguished Staffing may conduct internal investigations pertaining to security, auditing or work-related matters. Employees are required to cooperate fully with and assist in these investigations if requested to do so.

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

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

#### Reference Checks

All inquiries regarding a current or former Distinguished Staffing employee must be referred to the account manager.



Should an employee receive a written request for a reference, he/she should refer the request to the account manager for handling. No Distinguished Staffing employee may issue a reference letter to any current or former employee without the permission by the employee.

In response to an outside request for information regarding a current or former Distinguished Staffing employee, the account manager will furnish or verify only an employee's name, dates of employment, job title and department. No other data or information regarding any current or former Distinguished Staffing employee, or his/her employment with Distinguished Staffing, will be furnished unless the employee authorizes Distinguished Staffing to furnish this information in a writing that also releases Distinguished Staffing from liability in connection with the furnishing of this information or Distinguished Staffing is required by law to furnish any information.

## **12. SMOKING POLICY**

In order to comply with government regulations, Distinguished Staffing has prohibited smoking throughout its workplace.

Employees are protected from retaliatory action or from being subjected to any adverse personal action for exercising or attempting to exercise his/her rights under the smoking policy. Any violation of this policy may result in appropriate corrective disciplinary action, up to and including discharge.

Any questions regarding the smoking policy should be directed to the account manager.

Each employee is protected from retaliatory action or from being subjected to any adverse personnel action for exercising or attempting to exercise his/her rights under the smoking policy. Any employee who feels that he/she has been subject to a retaliatory adverse personnel action for exercising or attempting to exercise any rights under this policy or under any applicable law or regulation concerning the subject matter of this policy shall inform the account manager which will promptly investigate the complaint and provide for adequate redress where necessary.

Any questions regarding the smoking policy should be directed to the account manager.

## **13. TAPE RECORDING POLICY**

It is a violation of Distinguished Staffing policy to record conversations with a tape recorder or other recording device unless prior approval is received from your supervisor or a member of upper-level management or all parties to the conversation give their consent.

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his or her conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed.

Violation of this policy will result in disciplinary action, up to and including immediate termination.

## **LEAVING DISTINGUISHED STAFFING**

### **1. RESIGNATION**

When an employee decides to leave for any reason, his/her supervisor and the account manager would like the opportunity to discuss the resignation before final action is taken. Distinguished Staffing often finds during this conversation that



another alternative may be better. If, however, after full consideration the employee decides to leave, it is requested that the employee provide the Company with a written two-week advance notice period (bear in mind that vacation days or personal days may not be included in the two-week notice period). If, as sometimes happens, the employee's supervisor wishes for the employee to leave prior to the end of the employee's two-week's notice, the employee must leave the premises at that time.

## 2. DISMISSALS

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

## 3. IMMEDIATE DISMISSALS/MISCONDUCT

Any employee whose conduct, actions or performance violates or conflicts with Distinguished Staffing's policies may be terminated immediately and without warning.

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

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of Company records
- Gross negligence
- Insubordination
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
- Time card or sign-in book violations
- Undue and unauthorized absence from duty during regularly scheduled work-hours
- Deliberate non-performance of work
- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor, or customer of U.S. Staffing Agency
- Possession of dangerous weapons on the premises
- Unauthorized possession, use or copying of any records that are the property of U.S. Staffing Agency
- Unauthorized posting or removal of notices from bulletin boards
- Excessive absenteeism or lateness.
- Marring, defacing or other willful destruction of any supplies, equipment or property of U.S. Staffing Agency
- Failure to call or directly contact your supervisor when you will be late or absent from work
- Fighting or serious breach of acceptable behavior
- Violation of the Alcohol or Drug Policy
- Theft
- Violation of the Company's Conflict of Interest/Outside Employment Policy and/or Confidentiality Policy
- Gambling, conducting games of chance or possession of such devices on the premises or during work hours
- Leaving the work premises without authorization during work hours. •Sleeping on duty

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



#### 4. DISCIPLINE OTHER THAN IMMEDIATE TERMINATION

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

If an employee does not meet these standards, the Company may, under appropriate circumstances, take corrective action, other than immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Company's policies and procedures and/or other disciplinary problems.

##### **Written Warnings**

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

Employees who have had formal written warnings are not eligible for salary increases, bonus awards, promotions or transfers during the warning period.

#### 5. POST RESIGNATION/TERMINATION PROCEDURES

##### **Exit Interview**

The account manager is responsible for scheduling an exit interview with a terminating employee on the employee's last day of employment and for arranging the return of Company property including:

Company Security Card, Picture Identification Card, Office keys, Company-issued credit cards, Company manuals, any additional Company-owned or issued property



## RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the Distinguished Staffing Employee Handbook. I am aware that the handbook is available online (Distinguishedstaffing.com) or by printed copy.

Online copies/links are provided \_\_\_\_ copy acknowledged (initial)

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

I have read, understand and agree to all of the above. I have also read and understand the Distinguished Staffing Employee Handbook. I agree to return the Employee Handbook upon termination of my employment.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## CONFIDENTIALITY POLICY AND PLEDGE

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

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

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

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_