



Company Employee Handbook

TO ROCK STAFFING EMPLOYEES:

This is our new Employee Handbook. Please review it. You may keep a copy of the Handbook if you wish, but a copy will always be available to you through the local branch.

This Employee Handbook (the “Handbook”) was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Handbook as soon as possible, for it will answer many questions about employment with our Company.

INTRODUCTORY STATEMENT

This Handbook is designed to acquaint you with our Company and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. This Handbook is not a contract and is not intended to create any contractual or legal obligations. You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the policies and procedures.

Customers are among our organization’s most valuable assets. Every employee represents our Company to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

OUR MISSION AND VALUES

Spiritual Values

As a Christian Business, we are founded on the following Statement of Faith:

We Believe...

That Jesus Christ is the one and only Son of God who died for our sins and arose from the dead.
(1 Cor 15:1-8)

That forgiveness of sins and the promise of eternal life are available to those who trust Christ as Savior and Lord. (Jn 3:16)

That we are given talents from God and that we should always strive to do our best with our God-given talents.

Physical Values

Accuracy

The precision, exactness, and conforming to fact in details of work.

Orderliness

--in offices, file cabinets, paperwork, files, , daily and weekly planning, etc.

Punctuality and Timeliness

--in arriving on time to work, from breaks, in replying to letters and phone calls, in paying bills on time, etc.

Quality of Services

--in terms of presentation, functionality, choice, value, speed, timeliness, suitability, reliability, courtesy, friendliness, etc.

Responsiveness

The way people, the organization, systems, etc. react to a need coming from within or without.

Safety

--in offices, at jobsites, vehicles, for employees, vendors, customers. etc.

Mission Statement

Rock Staffing exists to help our clients meet their staffing and payroll needs by providing timely solutions through our quick response placement, screening processes, payrolling and HR services. We serve businesses by helping them deliver their goods and services when we meet their labor needs in a cost effective manner. We conduct our daily operations in accordance with our Business Philosophy to better meet our customers' needs and maximize the value that our services provide.

1-01 Nature of Employment

The Company does not offer tenured or guaranteed employment. Either the Company or the employee can terminate the employment relationship at any time, with or without cause, with or without notice. This is called employment at-will. No one has the authority to make verbal statements that change the at-will nature of employment. You are an employee of our Company. This Employee Handbook is not a contract of employment nor is it intended to create contractual obligations of any kind for our Company. The Company reserves the right to deviate from policies, procedures, benefits, and working conditions described in this handbook.

1-02 Equal Employment Opportunity

The Company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. The Company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Company expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of the Company employees to perform their expected job duties is absolutely not tolerated.

1-03 Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing **identity** and **eligibility to work in the U.S.** In accordance with the IRCA, the I-9 should be completed within three days of first reporting to work.

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

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

1-04 Employee Responsibility to Give Notice of Availability

In order to be eligible for employment, each employee must let the Company know that he or she is available for work. Employees can provide notice in person or by telephone by calling their local Company branch in which they are registered and asking to be put on availability or “Hot List.” All employees must agree to accept assignments for which they are qualified. When placed on assignment, each employee acknowledges and agrees that he or she is on a temporary assignment. When an assignment is ended or completed, each employee must notify our Company that he or she is available for reassignment. Failure to report to our Company for reassignment may disqualify an employee from unemployment compensation benefits.

1-05 Work Place Safety

- Whenever employees are working, are present on company premises, or are conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - Being under the influence of alcohol or an illegal drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee’s body while performing company business or while in a company facility is prohibited.
- The Company will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee’s ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.
- All safety equipment assigned to you for your job assignment must be worn.
- Employee must adhere to all work instructions. If you do not understand, call our office or ask your supervisor.
- If an assignment appears to be unsafe, please call our office.
- Appropriate clothing is required. All employees are expected to be clean cut. No obscene or offensive clothing. No clothing or jewelry that is loose.
- Operation of heavy equipment or dangerous machinery is strictly prohibited. Equipment or Machinery of this nature may only be used if you were specifically assigned to do so, and are qualified to operate such machinery.
- If you are asked to perform any duty you were not assigned to do, please call our office.
- If safety equipment is needed but not available at the site, please call our office.
- Always keep work area clean.

1-06 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, our Company expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unsatisfactory performance or conduct

Nothing in this policy is intended to change the company's at-will employment policy. Employment with our Company is at the mutual consent of our Company and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

1-07 Substance Abuse

The Company has a commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the Company is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

1-08 Sexual and Other Unlawful Harassment

Our Company is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances

- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to our Company office. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Company office or the President of the company so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful behavior will be subject to disciplinary action, up to and including termination of employment.

1-9 Employee Rules

1. Always handle yourself in a professional manner.
2. Be on time to your work assignment.
3. The use of drugs and alcohol is strictly prohibited. Our Company is a drug free workplace.
4. Be telephone accessible and have reliable transportation.
5. We must have a complete, accurate, legible, and approved timecard. No check will be issued without your timecard complete with your supervisor's signature. Do not alter or change your timecard. If it is found that you have altered your timecard it will be grounds for termination and possible prosecution under the law. Please have your timecards turned in as instructed by your local Company office.
6. Upon your acceptance of a job assignment you are obligated to complete the assignment before going to a new one. If you do not complete your work assignment, our Company

can assume that you have voluntarily quit. You must notify our local Company office in the event of any absenteeism or tardiness.

7. Confidentiality is of utmost importance. Do not discuss the names of our clients to whom you are assigned or disclose your salary with anyone other than our Company staff.

1-10 Accident Notification Policy

The Employee must notify the Company or the client you are assigned to within 24 hours that you have been hurt on the job. If medical treatment is needed, you will be referred to an authorized provider. The Company may require you to take a drug test at the time of treatment. If you refuse to take the drug test, you may be terminated. Workers Compensation fraud is a crime. Attempts to misrepresent or make false claims regarding job injury will be prosecuted to the fullest extent of the law.

1-11 Employee Expectations

- Our clients and other parties with whom we do business entrust the company with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.
- Attendance and punctuality are required of being an employee of the Company
- Employees are responsible for working for the full assignment schedule they accept. Do not walk off a job assignment prior to the end of the shift.
- Some job assignments may require employees to submit to a drug test and/or criminal background check.