



Temp Employee Handbook

RESOURCE GUIDE TO TEMPORARY EMPLOYMENT



The People Company You Can Trust.

WELCOME TO ON SITE PERSONNEL

INTRODUCTION

This External Employee Handbook is designed to summarize On Site Personnel (“On Site Personnel” or the “Company”) personnel policies and benefits for temporary employees and to acquaint employees with many of the rules concerning employment with the Company. Compliance with the Company’s policies is a condition of employment. This handbook supersedes all previous employment policies, written and oral, express, and implied. The Company reserves the right to modify, rescind, delete, or add to the provisions of this handbook from time to time in its sole and absolute discretion. The Company will notify employees of any significant changes that affect them. This handbook is not a binding contract between the Company and its employees, nor is it intended to alter the at-will employment relationship between the Company and its employees. The Company reserves the right to interpret the policies in this handbook and to deviate from them when, in, its discretion, it determines it is appropriate.

This handbook applies to all temporary employees regardless of their work site. It is our intent to comply with all applicable state and federal laws. To the extent any of the policies in this handbook are inconsistent with a particular state’s laws, the law of the state in which you are working will govern.

AT-WILL EMPLOYMENT RELATIONSHIP

Employment with the Company is at-will, unless otherwise specified in a written employment agreement. This means employment with the Company is not for any specified period and may be terminated by you or the Company at any time, with or without cause or advance notice. In connection with this policy, the Company reserves the right to modify or alter your position, in its sole discretion, with or without cause or advance notice, through actions other than termination, including demotion, promotion, transfer, reclassification, change in pay, or reassignment. In addition, the Company reserves the right to exercise its managerial discretion in imposing any form of discipline it deems appropriate.

STANDARDS OF CONDUCT

We have established workplace standards of performance and conduct as a means of maintaining a productive and cohesive working environment. On Site Personnel counts on common sense and professionalism in the actions of all employees. This is essential to providing a positive work environment. Therefore, conduct that is dangerous to others, dishonest, unethical, illegal, and/or abusive will not be tolerated at On Site Personnel. Violations of On Site Personnel Standards of Conduct will be grounds for disciplinary action, up to and including discharge from employment.

When an employee fails to meet On Site Personnel’s established Standards of Conduct, his or her manager may attempt to utilize progressive discipline so that the employee will be assisted in improving his or her performance or conduct but is not required to do so. However, because On Site Personnel employees are employed at-will and can be terminated or resign at any time for any or no reason, On Site Personnel reserves the right to impose any type of discipline it deems appropriate, as determined by the Company in its sole discretion, up to and including immediate termination of employment.

As it is impossible to list every reason why an employee may be subject to disciplinary action, the following list of offenses is not all-inclusive, but merely provides guidance to our employees concerning conduct that On Site Personnel would define as unacceptable. Following are examples of behavior, performance or conduct that are not permitted and may result in disciplinary action, up to and including termination:

- Accepting an assignment and not reporting to work without notifying us
- Theft or inappropriate removal or possession of property belonging to us or any of our clients

- Falsifying records, including but not limited to time records, claims pertaining to injuries occurring on company premises or work sites of client companies, or personnel records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Lewd, unacceptable behavior, possession of weapons or explosives, and provoking, instigating, or participating in a fight
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of company owned or client-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in non – smoking areas
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones or other company owned equipment
- Using company equipment for purposes other than business
- Unsatisfactory performance or conduct
- Leaving work before end of scheduled shift without permission

This policy is written to comply with applicable law and will not be applied in a manner that restricts the flow of concerted employee communication about terms and conditions of employment.

On Site Personnel may use any type of discipline it deems appropriate in its sole discretion, including, but not limited to, verbal warning(s), written warnings), suspension, or immediate termination.

Neither this handbook, nor any other communication by On Site Personnel, or anyone in management, either written or oral, made at the time of hire or during the course of employment, is intended to create an employment contract. Nothing in these Standards of Conduct, or in this handbook, in any way affects the at-will status of the employee's' employment.

ATTENDANCE POLICY

To be successful, you need to be on time for work every day! You are expected to complete the entire shift and finish each assignment you accept. The company you are assigned to may ask for a replacement for you if they feel your attendance does not meet their expectations. Policy violations will be documented and may negatively impact your work record. Anytime that you are unable to make it into work, you must notify On Site Personnel. Notifying the host company does not satisfy the On Site Personnel call-in requirements.

Infractions – If you arrive to work late or leave work early, we will consider the time missed as an infraction that is subject to discipline.

Planned Absences – If you know in advance you will miss work, you should speak directly with your On Site Recruiter (OSR) as soon as possible. In some cases, you will need to notify both the supervisor at the client company and the On Site Recruiter. Some planned absences may not be acceptable. Your On Site Recruiter will be able to provide you more detail regarding this type of absence.

Unplanned Absences – If you do not know in advance you will miss work, you must notify your OSR as soon as possible. Do not miss work without notifying us directly. Unplanned absences are subject to discipline.

In the worst circumstance, if you cannot reach your OSR directly, you must leave a voicemail message before your schedule work time. Please, follow our **Call-in Procedure** below:

- **You must call our Dedicated Call Out Line at 609-842-6888** to notify your situation.
- **If you are calling after On Site Personnel business hours**, you must leave a message on our 24-hour voicemail system:
 - 1) Leave your **first and last name**- speak slowly and clearly.
 - 2) Leave your **phone number and a brief message**
 - 3) Leave the **name of where you are working**
 - 4) Leave the **shift that you are assigned**
 - 5) If your message is not clear, you will be considered a **no call/no-show**.

No call / No show – If you fail to report to work and fail to contact On Site Personnel, we will consider you a voluntary quit until you call your OSR to explain your circumstances. A no call/no show may result in termination if you do not contact On Site Personnel

Return to Work After Serious Injury or Illness - Employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than three days or one which may limit the employee's future performance of regular duties or assignments.

JOB ABANDONMENT POLICY

No Show/No Call: On Site Personnel LLC expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her Recruiter as soon as practicable but no later than the employee's scheduled start time. Employees who fail to report to work without notifying the company of the absence will be considered as having voluntarily resigned as a result of job abandonment. If the employee is unable to contact the company for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact On Site Personnel due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the company within three days), the employee or his or her representative must contact the company as soon as practicable to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

Job Abandonment during working hours: **If the employee voluntarily decides to walk off the working station without a proper cause or approval, employee will surrender pay for that day as he/she was not able to fulfill job obligations.**

Employees that are labeled as a no show/no call or have walked off their job stations will not be reconsidered for employment with On Site Personnel for any future openings.

COMMUNICATION POLICY

Communication is very important for your success as an On Site Personnel employee. Because we have an open-door policy, you should call us with any concerns that you may have.

If you are not on assignment, it is your responsibility to call our offices to establish your availability each day. You are considered a **"voluntary quit"** if we do not hear from you after **forty eight (48) hours** from the completion of an

assignment. By not contacting our offices with your availability, this could inhibit your ability to obtain unemployment benefits.

If you need to end an assignment for any reason, please call us as soon as possible. We ask for at least two days of notice. Let us know immediately if your assignment changes from the original agreement. For example, call us if your duties change, your assignment ends, the company offers you a position, etc. Call us if your address or phone number changes.

Communication etiquette is crucial for our internal employees as well as our external employees. When communicating with colleagues in the field or office staff, please be courteous and polite as you explain the reason for your call or visit. On Site Personnel prides itself on customer service as well as professionalism and we encourage **ALL EMPLOYEES** to behave and interact in a way that represents our core values and vision.

If you feel your rights have been violated or you have been treated unfairly, please do not hesitate to file a complaint with our Human Resources Department:

ON SITE PERSONNEL
HUMAN RESOURCES DEPARTMENT
HR@ONSITEPERSONNEL.COM
215-494-3399

PAYCHECK/TIMECARD PROCEDURE

Paychecks are distributed weekly for the hours you have worked the previous week. At some assignments, instead of an On Site Personnel timecard, you may need to use a client company time clock. If your assignment requires a time card, all time cards must be turned in to the client. Failure to do so will result in no paycheck for that week.

Direct deposit – On Site Personnel offers direct deposit for our employees. Our direct deposit service allows employees to have all their wages deposited into their bank account weekly.

Global Cash Card:

On Site Personnel also offers the option to have your wages deposited to a Global Cash Card. This option works similarly to Direct Deposit and it is available when the employee accepts an assignment. Please read insert on Global Cash Card envelop for details and charges.

DRESS CODE

On Site Personnel employees must dress appropriately for their assignment. Your recruiter will advise you on what is best to wear on each assignment. Good individual judgment is the best guideline.

USE OF TELEPHONE, INTERNET, AND EMAIL

Telephones are intended for the use of serving our clients and in conducting company business. Personal usage during business hours is discouraged except for emergencies. Texting or using cell phone during working hours for personal reasons is not permitted. If permission is granted, all personal telephone calls should be kept brief.

Internet and e-mail are only allowed for business purposes only. At no time, will an employee use internet or e-mail for personal use. All employees are expected to use the Internet in a manner that is ethical and lawful.

EMPLOYEE BENEFITS

Insurance: All new hires of On Site Personnel will have the option to enroll in the Essential StaffCare Plans within 30 days of hire date and during the open enrollment period if you've been with us longer:

1. Fixed Indemnity Medical
2. Minimum Essential Coverage (MEC) Wellness/Preventive Plan.

A premium for the Fixed Indemnity Medical plan and MEC Wellness/Preventive Plan will be deducted from your weekly paycheck should you opt to enroll. The Essential StaffCARE Enrollment Forms are included in your new hire materials and must be completed by electing "Yes" or "No" to benefits.

Holidays: Due to the nature of the temporary service business, On Site Personnel does not offer paid holidays.

Referral Bonus: On Site Personnel has a referral bonus program. The referral bonus program is an opportunity to earn a bonus, help a friend or peer to find a rewarding career opportunity and ensure we continue to employ highly qualified people. In order to receive the bonus, your name must be identified as the referee prior to the qualified candidate being offered a position and/or hired. Employees are eligible for the referral fee after the candidate has been hired and remains in the position at least 40 hours. Remember, referral bonuses have to be treated just like payroll according to the IRS, so taxes will be taken out.

FAMILY AND MEDICAL LEAVE ACT LEAVE

On Site Personnel provides eligible employees with up to 12 weeks of unpaid, job-protected leave for specified family reasons under the federal Family Medical Leave Act ("FMLA").

Employee Eligibility:

Eligible employees are those who have:

- Completed 12 months of service with the Company (the service need not be consecutive);
- Worked at least 1250 hours during the 12-month period immediately preceding the requested leave; and
- Worked at a location where there are 50 employees of the Company within a 75-mile radius.

Qualifying Reasons for Leave:

Eligible employees may take leave for the following reasons:

- For the birth of the employee's child, or placement of the child with the employee for adoption or foster care;
- To care for the employee's spouse (including same sex marriage), registered domestic partner, child (as defined under the FMLA) or parent (as defined under the FMLA) with a serious health condition (as defined under the FMLA/CFRA);
- For the employee's own serious health condition, which prevents him or her from performing the functions of his/her position.
- Because of a qualifying exigency (as defined under the FMLA) arising out of the fact that the employee's spouse, son, daughter, or parent who is either a member of the National Guard or Reserves, or a retired member of the Regular Armed Forces or retired Reserves, is on covered active duty or call to covered active duty status ("Military Exigency Leave"); or
- To care for an immediate family member or next-of-kin who is a covered servicemember recovering from a serious injury or illness sustained in the line of active military duty ("Military Caregiver Leave").

Compensation During Leave:

Leave taken pursuant to the FMLA is unpaid.

PERFORMANCE EVALUATION

On Site Personnel is dedicated to the continued development and service performance improvement of its personnel. Client supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis as necessary. Client performance assessments may be completed by a representative from the client. Performance evaluations are conducted for all employees at a minimum of once every year. This provides an opportunity to review client feedback, discuss competencies, encourage and recognize strengths, identify areas for improvement, and discuss positive, purposeful approaches for meeting goals.

Depending on the nature of the assignment you are given, ALL Good Manufacturing Practices (GMPs) must be always followed. Specific safety orientations may be scheduled to comply with client specific requests.

SAFETY POLICY

On Site Personnel supports a safe, clean work environment for the health & well-being of all employees. We ask you to report any unsafe working conditions. Your safety is very important to us!

- Always follow safety rules. Take responsibility for the safety of yourself and others.
- Never assume anything. Ask questions if you are unsure of the proper safety procedure.
- Use proper safety habits. Transport goods correctly, lift with proper lifting techniques, etc.
- Ask for safety equipment. Proper safety equipment can be provided if you do not have your own.

Disciplinary action up to and including termination will result if an employee has endangered himself/herself by failing to report or covering up accidents, or practicing unsafe work habits or resorting to horseplay. At On Site Personnel, we take our responsibility as an Employer very seriously. We go to great lengths, and great expense to provide a safe working environment. We provide workers' compensation insurance for our employees, and we deal promptly with legitimate claims and or work-related injuries. In addition, we have extensive experience investigating and disputing fraudulent or malingering claims and will fight these types of claims with all available resources.

Working from Elevations and in Excavation - You will not do any of the following work. If you are asked or directed to do so, contact your On Site Personnel Coordinator immediately. Also, if you are asked to work from a ladder, cherry picker, scaffold, roof, near a trench, ditch, or other excavation, contact the On Site Personnel office immediately.

- On Site Personnel employees are never permitted to work in or near any trench, ditch, or other excavation that is more than 4 feet deep.
- Employees are never permitted to work on a roof or scaffold. You must have the approval of your On Site Personnel Coordinator before you use any type of ladder.
- Employees are never permitted to work from elevated areas unless that area is protected by full perimeter protection such as walls or complete guardrails.
- Asbestos – never remove or handle any type of asbestos containing material.
- Confined Space Entry – never enter into any vessel, tank, pit, tunnel, tower, crawl-space, oven or any other enclosed space.
- Electricity – never work on or near exposed energized electrical wiring or components.
- Hazardous Waste – never handle or work near hazardous waste material.
- Respirators – never work in an area that requires the use of a respirator.
- Spray Painting / Sandblasting and spray coating operations.
- Traffic – never work on or near roadways carrying auto, truck and other traffic.

- Unjamming or Maintenance of Industrial Machinery – never put any part of your body into a machine for any purpose including servicing, repair, or unjamming.
- Water – never work on or near rivers, lakes, ponds, canals or the ocean.

ACCIDENT REPORTING

Any employee who sustains a work-related injury or illness must inform his or her supervisor at the client location immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. Employees can always call our main office at (215) 465-5000 and report the on-the-job injury immediately in the event that the supervisor is absent. Our HR team will instruct you on what to do and how to get treatment for your injury. In the event of a prolonged injury, a worker's compensation case will be filed by the Employer and the insurer's case worker will contact you to support your medical recovery.

The Employer will not be liable for the payment of workers' compensation benefits for injuries that occur before or after employee's working hours or during an employee's voluntary participation in any off-duty recreational, social or athletic activity arranged by the employer.

Employees may return to work as soon as they are medically able to a position within the company compatible with any physical restrictions they may have. Current positions can be modified to fit an injured employee's medical restrictions by modifying workstations, altering specific tasks or reducing hours.

Workers' compensation fraud is a punishable crime. Our organization and our insurer have a "zero tolerance" policy for fraud. Offenders will be prosecuted. If you think you see fraud happening, tell a supervisor or manager right away, or call our main office at (215) 465-5000. Your tip will be kept confidential.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

On Site Personnel is an Equal Employment Opportunity Employer. No employee of the company will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age or any physical or mental disability. No employee of the company will discriminate against any applicant or fellow employee because of the person's veteran status. On Site Personnel provides equal employment opportunity to all applicants on the basis of demonstrated ability, experience, and training.

WORKPLACE & SEXUAL HARRASSMENT

On Site Personnel has a zero tolerance policy for harassment or discrimination based on race, creed, color, age, religion, sex, disability, national origin, marital status, sexual orientation, veteran status, genetic predisposition, or status. Sexual or unlawful harassment interferes with work performance and creates an intimidating, hostile or offensive work environment. Sexual or unlawful harassment influences or tends to affect the career, salary, working conditions, responsibilities, duties or other aspects of career development of an employee or prospective employee; or creates an explicit or implicit term or condition of an individual's employment. **It will not be tolerated.**

Sexual harassment, as defined in this policy, includes, but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature (e.g., signs and posters) or requests for sexual favors. The creating of an intimidating, hostile and/or offensive working environment may constitute harassment.

Individuals who believe they have been subject to sexual or unlawful harassment should report the incident immediately to your direct supervisor on your assignment and to the Human Resources Manager. It can be reported by phone or in person. It is important to notify someone as soon as possible. Every statement will be immediately investigated and acted on appropriately.

ON SITE PERSONNEL
HUMAN RESOURCES DEPARTMENT
HR@ONSITEPERSONNEL.COM
215-494-3399

Any intentional sexual or unlawful harassment is considered to be a major violation of company policy and will be dealt with accordingly by corrective response, suspension, and/or termination, depending upon the severity of the violation. Sexual crimes will be reported to the authorities. Offenders will be prosecuted

The Company's policy prohibiting harassment and discrimination applies to all persons involved in the operation of the Company, including supervisors, coworkers, and third-party non-employees (such as vendors, clients, and independent contractors).

DRUG FREE WORKPLACE

On Site Personnel is committed to a drug-free, safe, and healthy work environment for its employees. Onsite Personnel strictly prohibits the use, possession, solicitation for sale, conveyance, distribution or manufacture of illegal drugs, narcotics or controlled substances such as the abuse of prescription medication, alcohol in any amount or any manner on company or customer property or while on assignment. A positive drug and/or alcohol test result, refusal to test at the required time, refusal to be observed when required by company policy, an adulterated specimen, a substituted urine specimen, and admission of substance abuse constitutes a violation of Onsite Personnel policy resulting in disciplinary action up to and including termination. For cancelled tests/invalid results, where there is a cause for additional testing under more specific guidelines, Corporate HR will be contacted for determination on how to proceed. Subject to applicable state laws, the Company reserves the right to conduct drug screening and testing as a pre-employment requirement and for reasonable suspicion at any time during employment. Any violation of this policy shall result in an applicant not being hired or an adverse employment action up to and including immediate termination of an employee. On Site Personnel has the right to change this policy at any time as it requires.

CONFIDENTIALITY AND NON-DISCLOSURE POLICY

On Site Personnel maintains a policy of confidentiality and non-disclosure. Confidential information concerning On Site Personnel's business, or that of our client's or employees may not be disclosed to third parties or used by you for purposes unrelated to your assignment.

NON-COMPETITION AGREEMENT

All employees working for On Site Personnel, at any of On Site Personnel's clients, are not permitted to be employed, either directly or indirectly, through other staffing companies at our client's site, where the On Site Personnel employee has been on assignment without written consent from On Site Personnel.

This agreement is active for a period of twenty-six (26) weeks after the last date of the assignment with On Site at the assignment location. Any former employee that violates these terms will be liable to On Site Personnel for any monetary damages that incur because of a breach of this policy and risk assignment end.

Employee Signature

Date

Printed Name

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

- ☐ I acknowledge that I have received the On Site Personnel Employee Handbook and that I have read and understand the policies.
- ☐ I understand that this Handbook represents only current policies and benefits, and that it does not create a contract of employment. On Site Personnel retains the right to change these policies and benefits, as it deems advisable.
- ☐ I understand that the information I come into contact with during my employment is proprietary to On Site Personnel and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside On Site Personnel.
- ☐ I understand that I must comply with all of the provision of the Handbook to have access to and use Company resources. I also understand that if I do not comply with all provisions of the Handbook, my access to Company resources may be revoked, and I may be subjected to disciplinary action up to and including discharge.
- ☐ I further understand that I am obligated to familiarize myself with On Site Personnel safety and other procedures as outlined in this Handbook or in other documents.

Employee Signature

Date

Printed Name