

# Premier Staff Services

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## Employee Handbook

Updated 5/2/2016

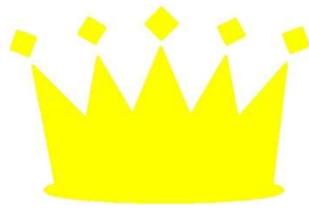
Name (printed): \_\_\_\_\_

Name (signed): \_\_\_\_\_

Hire Date: \_\_\_\_\_

By signing this form, I acknowledge that I have been provided with a Premier Staff Services Handbook link ([www.premierstaffservices.net](http://www.premierstaffservices.net)). This handbook provides me an outline of company-defined guidelines to include; job standards, conduct, performance standards, company benefits and company compensation structure. I agree to familiarize myself and comply with the information contained in this on-line handbook.

The information on-line is subject to change as situations warrant. Please check frequently for any updates.



# **Premier Staff Services**

## ***WELCOME***

We are excited to have you as part of our team. You were hired because we believe you can contribute to the success of our business. This employee handbook contains the key policies, goals, benefits, and expectations of Premier Staff Services, Inc., and other information you will need. Be sure to visit the Premier Staff Services, Inc. website for future updates to this information and other exciting features. ([www.psfinders.com](http://www.psfinders.com))  
So, welcome aboard – we wish you every success as a Premier Staff Services, Inc. temporary employee.

## **EXPECTATIONS OF YOU**

Premier Staff Services, Inc. is Your Employer. Whether you're on a short-term or long-term assignment with our client, you are still a Premier Staff Services, Inc. associate. Call your Staffing Recruiter if:

- ✚ You're going to be late or unable to report for work. Not showing up for work without first telephoning us is cause for disciplinary action, up to and including termination.
- ✚ The work you're asked to do is substantially different from the work described to you by your Staffing Recruiter, or the work environment appears unsafe.
- ✚ You're sick or injured on the job, or feel you can't complete the job.
- ✚ You're unavailable for a period of time. Let us know in advance if you're planning a vacation or time off for any reason.
- ✚ You've changed your address or telephone number.
- ✚ You've learned new skills that may qualify you for more assignments or higher pay.
- ✚ Your assignment ends. You must call us within 48 hours to let us know of your availability for your next assignment. Failure to do so may result in denial of unemployment benefits.
- ✚ With any questions you may have regarding your assignment.

## **POLICIES**

It is essential you thoroughly understand Premier Staff Services, Inc. policies. Please review the ones present here and discuss any questions or concerns with your Staffing Recruiter. You will be required to indicate your understanding of our policies by signing an acceptance form on the back of this Handbook.

The contents of this handbook are presented as a matter of information only and are not intended to cover all policies, plans and procedures of Premier Staff Services, Inc. Premier Staff Services, Inc. reserves the right to modify, add, revoke, suspend, terminate, or change any or all plans, policies, or procedures of the company, in whole or in part, at any time with or without notice. Unless otherwise stated in this handbook, the contents of this handbook are applicable to all employees of Premier Staff Services, Inc... These policies supersede all other prior and subsequent verbal or written policies, statements, understandings, or agreements made to you about the terms and conditions of your employment or relationship with Premier Staff Services, Inc. No officer or representative of the Company has the authority to enter into an agreement contrary to the provisions contained in this Handbook, except Victor Longe, and any such changes and or agreement must be made in writing, directed to you personally and signed by Victor Longe.

### **At-Will Employment**

Just as an employee may resign at any time for any reason, or for no reason, Premier Staff Services, Inc. reserves the right to release an employee at any time for any reason, or for no reason, with or without cause, and with or without notice. No officer or representative of the Company has the authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the provisions contained in this Handbook, except Victor Longe, and any such changes and or agreement must be made in writing, directed to you personally and signed by Victor Longe. Your employment with Premier Staff Services, Inc. is "at-will". This means your assignment and/or your employment can be terminated for any reason, with or without cause and/or with or without notice. At termination of your employment, Premier Staff Services, Inc. is not liable for wages or salary except those you earned prior to the date of termination.

### **EEO Policy**

Premier Staff Services is Company committed to creating an environment where the different perspectives that diversity brings to its business are valued. It is the policy of Premier Staff Services, Inc. to afford equal employment opportunity to recruit qualified individuals without regard to race, color, religion, sex, national origin, marital status, age, disability, veteran status, genetic information, or any other basis protected by law. This policy encompasses all aspects of the employment relationship, including application and initial employment, job assignment, selection for training opportunities and salary/benefits administration. Employment decisions will be based on the principles of equal employment opportunity and with the intent to further Premier Staff Services' commitment to diversity. All applicants for employments and employees of Premier Staff Services may exercise their rights under this policy or Federal, State or local laws at any time.

### **Non-Discrimination**

It is Premier Staff Services, Inc. policy not to discriminate against any associate or applicant for employment because of race, color, sex, religion, national origin, age, disability, veteran status, genetic information, or any status protected by local, state or federal law and executive orders. This applies to all areas of employment, including, but not limited to, recruitment, hiring, training and compensation.

### **Disability**

To comply with the applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, Premier Staff Services will provide reasonable accommodation to individuals with a known physical or mental disability if such accommodation would not impose an undue hardship on Premier Staff Services and would enable the individual to apply for, or perform, the essential functions of the position in question. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact their Premier Staff Services Recruiter to request such an accommodation.

### ***FOR MICHIGAN ONLY: NOTICE UNDER THE PERSONS WITH DISABILITIES CIVIL RIGHTS ACT***

The purpose of this Notice is to advise you of your rights under Michigan's Persons with Disabilities Civil Rights Act (the "Act"). This is a law which requires employers to accommodate employees or job applicants who have a "disability" (as defined in the Act), unless doing so would cause the employer an undue hardship. According to the Act, a disability is: A determinable physical or mental characteristic of an individual, which may result from disease, injury, congenital condition of birth, or functional disorder, if the characteristic . . . substantially limits one or more of the major life activities of that individual and is unrelated to the individual's ability to perform the duties of a particular job or position or substantially limits one or more of the major life activities of that individual and is unrelated to the individual's qualifications for employment or promotion.

### **A disability does not include:**

A determinable physical or mental characteristic caused by the current illegal use of a controlled substance by that individual, or a determinable physical or mental characteristic caused by the use of alcoholic liquor by that individual, if that physical or mental characteristic prevents that individual from performing the duties of his or her job. The Act provides that a person with a disability may allege a violation of the law regarding failure to accommodate "only if the person with a disability notifies the employer in writing of the need for accommodation within 182 days after the date the person with a disability knew or reasonably should have known that an accommodation was needed." Nothing in this requirement is intended to or does limit or interfere with your rights under Title I of the Americans with Disabilities Act as amended. We strongly encourage all persons who believe that they require accommodation in the work place to adequately perform the duties of their job to advise your supervisor by making a written request for accommodation.

### **Anti-harassment and Anti-retaliation**

Premier Staff Services promotes a workplace that is free of harassment and unlawful discrimination based on sex, race, color, religion, national origin, age, marital status, genetic information, disability, protected activity and any other basis protected by state or local law which has jurisdiction over the employee. The above forms of harassment and discrimination are unlawful and/or a violation of Premier Staff Services policy. They will not be tolerated in the workplace by anyone, including supervisors, co-workers or non-employees. Any retaliation against a complainant (the person who accuses another of unlawful harassment) or individuals cooperating with an investigation is also unlawful and will not be tolerated. For purposes of this policy, "workplace" includes, but is not limited to, Premier Staff Services, Inc. work sites, client sites; Premier Staff Services, Inc. sponsored social events, and work-related travel. Harassment definition – In general, harassment means persistent and unwelcome conduct or actions on any of the bases stated above, or certain protected activity under state or local law. Sexual harassment is one type of harassment and may include unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. It does not refer to occasional compliments of a socially acceptable nature.

Unwelcome verbal or physical conduct of a sexual nature may include, but is not limited to:

- ✚ Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- ✚ Submission to or rejection of such conduct is used as the basis for an adverse employment decision affecting an individual.
- ✚ The conduct unreasonably interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.

### **Obligation to report**

In order to take appropriate corrective action, Premier Staff Services must be sufficiently aware of the harassment or related retaliation. Therefore, if you have experienced or witnessed harassment or related retaliation based on any of the protected categories stated above, you must promptly report such behavior to a Premier Staff Services manager at 248-809-6753. Complaints may be made verbally or in writing. Premier Staff Services will respond promptly to complaints of harassment and discrimination. The investigation will be conducted as confidentially as possible. Where it is determined that inappropriate conduct has occurred, Premier Staff Services will act to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action, up to and including immediate discharge. Deliberate false claims are subject to discipline up to and including termination of employment.

### **Violence-free Workplace**

Employees and other individuals are strictly prohibited from carrying, having, using, and/or threatening to use any firearms, weapons or any other dangerous item. No person is allowed to have any of these items on their person or in their possession while on Company property, Client property, when conducting Company business off Premier Staff Services' property, or at any other time that is directly or indirectly related to the employee's relationship with the Company. Individuals are also strictly prohibited from threatening other employees, clients, vendors, or any other person while on the Company's premises, the Client's premises, or when performing services for the Company or at any other time if such threat is directly or indirectly related to the individual's relationship with Premier Staff Services, Inc.. Threatening includes but is not limited to using language or action relating to harming another in any way, even if such language or action is done in a joking manner.

Workplace violence is defined as physical, verbal, or written threats, violent behavior or any physical conduct which interferes or threatens an employee's or another's safety. It includes, but is not limited to, the following:

- 1) The actual or implied threat of harm to any individual(s) or group of individuals;
- 2) The possession of any weapon;
- 3) The brandishing at others of any object which could be construed as a weapon;

- 4) Loud, angry or disruptive behavior that creates fear or anxiety in the workplace;
- 5) Intentional disregard for the physical or psychological safety of others;
- 6) Intentional destruction of Company property or any individual's personal property;
- 7) Committing any misdemeanor or felony crime while on the Company's premises, the Client's premises, or when performing services for the Company;
- 8) Any other conduct or behavior which a reasonable person would view as threatening, intimidating, or potentially violent.

Any individual who is subjected to, witnesses or has the knowledge of events, behavior, or action that may be perceived as violent, or believes violent actions may occur, must promptly report the facts of the incident(s) or situation to your supervisor. Individuals may express concerns or make reports in confidence without fear of retaliation. Premier Staff Services will promptly investigate all such concerns and reports and take appropriate corrective action, including disciplinary action, when it is warranted.

In instances where, in the Company's sole opinion, an individual exhibits any violent or potentially violent behavior, Premier Staff Services reserves the right to request an evaluation by a mental health professional to determine fitness for duty as a condition of continued employment. If an employee refuses or fails to submit to an evaluation as designated by the Company, the employee will be deemed a voluntary quit.

### **Safety is our Priority**

You, as our employee, are Premier Staff Services' most important asset. Become familiar with each client's safety procedures and equipment, and always exercise due care while working for Premier Staff Services, Inc. Most accidents can be prevented with proper caution – whether in an office or industrial environment. All unsafe working conditions should be reported immediately to your Staffing Recruiter. Make safety a priority in the work environment. Call Premier Staff Services, Inc. immediately:

-  If you are asked to perform work which was not part of your initial job description.
-  If you believe that your working conditions are unsafe.
-  If you are injured while on assignment.

## **Technology Usage Policy**

### **1. Introduction**

Information and information technology systems are key assets of Premier Staff Services, Inc. They are essential to our practice of law and central to most employees' daily work. Premier Staff Services, Inc. provides information technology systems, including but not limited to, computers, networks, software, and applications to its employees, contractors, vendors, and consultants so that they can perform their work more efficiently and effectively.

Much of the information housed on Premier Staff Services Inc.'s information technology systems is proprietary, confidential, and/or subject to the attorney client and attorney work product privileges. Additionally, the confidentiality of some information housed on Premier Staff Services Inc.'s information technology systems is guaranteed and protected by federal law, state law, and/or Premier Staff Services Inc.'s implied and express agreements with its clients, vendors, and/or other business relations. Inappropriate use of Premier Staff Services, Inc.'s information technology systems and equipment may expose Premier Staff Services, Inc. to virus attacks, espionage, system or equipment failure, interruption of services, loss of data, and legal liability. Security is the responsibility of everyone using Premier Staff Services, Inc.'s technology and equipment.

This policy outlines a basic set of standards for the use and protection of Premier Staff Services, Inc.'s informational and technological assets. These include, but are not limited to computer hardware such as desktop and laptop computers, electronic mail, databases, computer networks, computer software, personal communication devices such as cellular telephones, pagers, smart phones, or any other mobile communication device, internet access, wireless communication access, and any other information technology that exists currently or in the future.

### **2. Ownership**

Information processing related systems, including but not limited to: computer equipment, operating system software, application software, network accounts providing e-mail, document storage, Web browsing, File Transfer Protocol, networking and intra-net hardware and software (collectively "System(s)"), are owned by or licensed by Premier Staff Services, Inc. and are intended to be used solely for business purposes. The loss or theft of Company owned equipment must be reported immediately to Victor Longe. Equipment purchased by employees should not be connected to or used in connection with Premier Staff Services, Inc.'s systems without the express written permission of Victor Longe. In the event that a personal device which has been used in connection with Premier Staff Services, Inc.'s system or to access, store, view, or otherwise retrieve information maintained on WORK Premier Staff Services, Inc.'s system, is lost or stolen, it must be reported immediately to Victor Longe.

### **3. Personal Use**

Premier Staff Services, Inc.'s systems and equipment is intended solely for job related purposes and personal use is prohibited. The general prohibition against personal use notwithstanding, Premier Staff Services, Inc. recognizes that on occasion, personal use of Premier Staff Services, Inc.'s equipment or technology will be unavoidable due to family emergency or other such exigent circumstances. Incidental personal use of Premier Staff Services, Inc.'s systems is permitted under such circumstances if:

- 1) It does not consume a significant amount of resources that could otherwise be used for business purposes;
- 2) It does not interfere with any employee's productivity;
- 3) It does not preempt any business activity;
- 4) It is not contrary to any other Premier Staff Services, Inc.'s policy.

Employees choosing to use Premier Staff Services, Inc.'s equipment or technology for personal use do so with the express understanding and agreement that there is no expectation of privacy in any communication sent or received using Premier Staff Services, Inc.'s equipment or technology, and that all such communication is subject to the Monitoring and Privacy provisions found in Section 6 of this policy.

### **4. Prohibited Use**

No person shall use Premier Staff Services, Inc.'s systems, equipment, or technology to:

- 1) Contribute to blogs, public forums, chat rooms or message boards except for assigned business (see Section 5 below - "Blogging" - for details);
- 2) Misrepresent, obscure, suppress or replace any identity on an electronic communication;
- 3) Communicate in violation of other Premier Staff Services, Inc. policies or any state, federal or common law;
- 4) Communicate or store profanity, obscenities, or suggestive, intimidating, hostile, discriminatory, offensive or derogatory remarks, unless expressly required by business necessity to do so;
- 5) Download copyrighted material without specific permission of copyright owner;
- 6) Download large files or data for personal use, including video, music, photographs, etc.
- 7) Automatically forward messages outside of Premier Staff Services, Inc.'s system without the express written permission of Victor Longe;
- 8) Engage in any other business activity;
- 9) Gamble
- 10) Test or attempt to compromise computer or communication system security without the express permission of Victor Longe.
- 11) Knowingly or recklessly disrupt the normal operation of computers, peripherals, or networks;
- 12) Connect unauthorized equipment to the network for any purpose;
- 13) Run or install unauthorized software on Premier Staff Services, Inc.'s computers or web servers;
- 14) Copy any software from Premier Staff Services, Inc.'s computers or servers;
- 15) Gain unauthorized access to any computer system;
- 16) Create an intimidating or hostile work environment;
- 17) Solicit for personal gain or the advancement of a political or religious belief;
- 18) Modify, disable, circumvent, or otherwise tamper with Premier Staff Services, Inc.-issued software, especially, but not limited to, anti-virus, firewall, or other security software.

### **5. Blogging**

The use of Company equipment, including computers, laptops, and smart phones, to participate in blogging or social networking is strictly prohibited without the express written permission of Victor Longe. This prohibition applies whether you are using Company equipment on or off Company premises. Employees are not permitted to participate in blogging or social networking while on work time, unless it is for approved business purposes and with the express written consent of Victor Longe. Work time includes any time that you are expected to be performing work tasks. It does not include meal breaks or other break periods. Employees who choose to participate in blogging or social networking on their own time and using their own equipment may not use the Company name or logo in any communication. Where an association with the Company may be inferred, the employee must explicitly clarify that any opinion expressed is that of the employee and not the Premier Staff Services, Inc., and that the communication is that of the individual and is not Premier Staff Services, Inc. corporate communication. Employees revealing proprietary, trade-secret, privileged, or confidential information of any kind through their blogging or social networking activities may, at the sole discretion of the Company, be subject to disciplinary action up to and including discharge. Such a revelation may also be in violation of any confidentiality agreement you may have entered into with the Company, or a violation of your duty of loyalty to the Company, permitting Premier Staff Services, Inc. to seek relief in a court of law. No photographic

image in which Company property is identifiable may be published without the express written permission of Victor Longe. Premier Staff Services, Inc. encourages its employees who choose to participate in blogging or social networking to be respectful of their coworkers and warns its employees that when they choose to make public commentary they become legally responsible for that commentary. Individual bloggers can be held personally liable for any commentary deemed to be defamatory, obscene, proprietary, or libelous (whether in reference to the Company, its employees, or any other entity or individual). In short, by choosing to engage in public communication, the employee, not the Premier Staff Services, Inc., assumes full legal responsibility for that communication. Nothing in this provision is intended to, nor does it, interfere with or limit any rights the employee may have under the National Labor Relations Act.

#### **6. Monitoring & Privacy of Communications**

To ensure proper use of information and communication systems and other business equipment, the Company reserves and intends to exercise the right to review, audit, intercept, access, and disclose all messages created, received or sent over the internet or electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes may be disclosed within the Company without the permission of the intended recipient. There is no expectation of privacy in electronic or telephonic messages, or messages via text, instant messaging or facsimile. Notwithstanding the Company's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Users are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by Victor Longe.

#### **7. Identification and Passwords**

Premier Staff Services, Inc. requires that all persons accessing its computer network log on using their assigned username and an individually created alpha-numeric password. As a security precaution, users will be required to routinely change their individually created alpha-numeric passwords at the direction of the information technology person(s). Users are required to disclose all passwords to the information technology person(s) upon the creation of the password. No one is permitted to use passwords on any equipment or program that are unknown to the information technology person(s).

#### **8. Unauthorized Access**

Allowing another individual to access your computer while it is still signed on to your account provides unauthorized network access to the individual and is expressly prohibited. Every person is responsible for keeping their workstation secure. You should lock your workstation whenever you leave it, even if you will only be gone for a few minutes.

#### **9. Remote Access**

Remote access to Premier Staff Services, Inc.'s computer network is granted on an as needed basis only. Remote access will not be granted without the express written consent of Victor Longe. Those granted remote access to Premier Staff Services, Inc.'s computer network agree to access the network through security enabled networks and on equipment that is protected by Premier Staff Services, Inc. approved security software. Users of remote access agree to permit Premier Staff Services, Inc. to make reasonable inquiries and investigations into the security of the systems and equipment being used to access its networks, even though that equipment and those systems may be privately owned. Premier Staff Services, Inc. reserves the right to deny, discontinue, or disable remote access to any person at any time, with or without notice and for any or no reason.

Those individuals with remote access to Premier Staff Services, Inc. email through a handheld, mobile device such as a smartphone, Blackberry, or other personal, mobile communication device, agree to take reasonable precautions to secure that email, including enabling all available security features on the device and system, including but not limited to password protection. Those individuals with remote access to Premier Staff Services, Inc.'s email through a handheld, mobile device agree to permit Premier Staff Services, Inc. to make reasonable inquiries and investigations into the security of the equipment and systems being used, even though that equipment and those systems may be privately owned. Premier Staff Services, Inc. reserves the right to deny, discontinue, or disable remote access to email to any person at any time, with or without notice and for any or no reason. The loss or theft of any device containing Premier Staff Services, Inc. email shall be immediately reported to Victor Longe.

#### **10. Use of Outside Technology Including Storage Devices**

No equipment, including laptops, other computers, flash drives, or any other peripheral devices of any kind may be connected to Premier Staff Services, Inc.'s networks or systems without the prior written consent of Victor Longe. The installation of software is solely the responsibility of Information Technologies. Users are forbidden to install, download, or otherwise add software to any Company owned equipment. Persons using personal equipment or networks to connect remotely to Premier Staff Services, Inc.'s networks or email agree that they shall do so using only security enabled networks and devices. Premier Staff Services, Inc. reserves the right to make reasonable inquiries regarding the

security being used. Users agree not to store Premier Staff Services, Inc.'s information, including but not limited to emails, case files, or other proprietary, confidential or privileged information, on personally owned computers, USB flash drives, disks, hard drives, smartphones, or any other storage device of any kind.

Premier Staff Services, Inc. information stored on personally owned devices in violation of this provision remains the property of Premier Staff Services, Inc.'s and is subject to the terms and conditions of Premier Staff Services, Inc.'s Confidentiality Policy and Agreements. Users who store Premier Staff Services, Inc.'s information on personally owned equipment of any kind agree to permit Premier Staff Services, Inc. to access and inspect the equipment at any time for the purposes of identifying, securing, and retrieving Premier Staff Services, Inc.'s information. Individuals choosing to remove Premier Staff Services, Inc.'s information from the office for any reason assume responsibility for the security of the data and for returning Premier Staff Services, Inc. owned storage devices to the information technology person(s) upon completion of the task or upon request at any time. Any Premier Staff Services, Inc. information removed from the office remains the property of Premier Staff Services, Inc. and is subject to the terms and conditions of Premier Staff Services, Inc.'s Confidentiality Policy and Agreements. Users who store or transport Premier Staff Services, Inc. Information on personally owned storage devices in contravention of this policy agree that Premier Staff Services, Inc. may access and inspect the device at any time for the purposes of identifying, securing, and retrieving Premier Staff Services, Inc. information. The loss or theft of any storage device containing Premier Staff Services, Inc. information or data shall be immediately reported to Victor Longe.

### **11. PC Software**

The installation of software is the responsibility of the information technology person(s). Users are not permitted to install software on their own.

### **12. E-mail & Communication Activities**

Users must use extreme caution when opening e-mail attachments received from unknown senders, which may contain data or code harmful to Premier Staff Services, Inc. systems. The following e-mail and communications activities are not allowed due to associated security risks:

- 1) Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam);
- 2) Any form of harassment via email whether through language, frequency, or size of messages;
- 3) Unauthorized use, or forging, of email header information;
- 4) Solicitation of e-mail for any other e-mail address, other than that of the poster's account, with the intent to harass;
- 5) Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type;
- 6) Posting the same or similar non-business-related messages to large numbers of newsgroups (newsgroup spam).
- 7) Use of the email system for anything other than official Company business. For example, solicitation of funds or support for outside organizations should not be made through global emails. Also, "advocacy" emails which support a particular perspective of a political issue are also not allowed.

### **13. Physical Security**

Individuals entrusted with computer assets, including desktops, laptops and software, must exercise due diligence at all times to prevent theft, destruction or other misuse of the assets. Portable laptops, notebooks, Blackberries, smartphones, and other transportable computers can contain sensitive information and must be treated with the care to safe guard the equipment and information. The loss or theft of any such device must be reported immediately to Victor Longe.

### **14. Preventing Identity Theft**

In situations in which it is essential that a particular user be given files with full social security numbers or other confidential data, users cannot:

-  Download sensitive/confidential information to a laptop or any other portable device until the information technology person(s) can guarantee the security of these files once they have been downloaded.
-  Download sensitive/confidential information to personally owned equipment.
-  Copy a whole database with confidential personal information, even to a Premier Staff Services, Inc. desktop or laptop. Such data should stay in the secure Data Center. Files should be stored on the network storage provided to each individual.
-  Remove the information from Premier Staff Services, Inc.'s offices without the express written permission of Victor Longe.

All users are reminded that transporting sensitive data containing social security numbers and dates of birth outside of the office in any form, including hard copy, creates a security liability. Our clients and employees trust us to protect their private data and we have an ethical and legal obligation to protect it. Do not send social security numbers or birthdates in emails. For additional guidance refer to Premier Staff Services, Inc.'s Social Security Number Privacy Policy.

#### **15. Software Licensing/Copyright Agreements**

All software installed on Premier Staff Services, Inc. equipment must comply with the appropriate licensing protocols and copyrights relevant to that software. Any duplication of copyrighted material is a violation of the federal copyright law. Under federal copyright law, software licensed by the Company which is loaded on a hard disk may not be duplicated for use on any other desktop or laptop. Premier Staff Services, Inc. prohibits the duplication of any copyrighted material using any electronic means, including peer-to-peer applications.

Premier Staff Services, Inc. licenses the use of its computer software from a variety of outside companies. It does not own this software or its related documentation and unless authorized by the software developer in writing, does not have the right to reproduce it. Because of federal and state laws and the penalties they impose, Users making, acquiring or using unauthorized copies of computer software may be in violation of federal and state copyright laws and could be subject to disciplinary actions, up to and including discharge, in addition to possible penalties under the law. Possible penalties for copyright infringement include fines and imprisonment.

#### **16. Wireless Access**

As a convenience to our guests, Premier Staff Services, Inc. provides wireless internet access within its offices. These wireless connections are isolated from the Premier Staff Services, Inc. data network and do not provide protection from others who use the same wireless access points. Premier Staff Services, Inc. partners, employees, and contractors may obtain passwords for their guests from the information technology person(s). Premier Staff Services, Inc. partners, employees, and contractors are prohibited from using Premier Staff Services, Inc.'s wireless router without the express written permission of Victor Longe. When Users attach to the Internet using these facilities, they must protect themselves against other Users by practicing safe computing. This means that at a minimum, Users should have up-to-date virus protection and security patches. Premier Staff Services, Inc. is not responsible for data loss resulting from the use of its wireless access points.

#### **17. Responsibilities**

All employees are responsible for complying with this policy and for immediately reporting any known or suspected violations of this policy to Victor Longe.

### **SOCIAL SECURITY NUMBER PRIVACY POLICY**

Premier Staff Services, Inc. takes very seriously its role in protecting and preserving the personal security and privacy of its employees, clients, and all others with whom it comes in contact. Premier Staff Services, Inc. obtains or otherwise receives social security numbers for a variety of legitimate business reasons in its ordinary course of business. Premier Staff Services, Inc. is also cognizant that identity theft is a serious and growing concern, and that social security numbers are particularly susceptible to theft and use for fraudulent purposes. Therefore, Premier Staff Services, Inc. will take reasonable measures to prevent the unauthorized disclosure of social security numbers.

For the purposes of this policy, social security number means an individual's social security number or more than four sequential digits of that number. Documents include all documents regardless of the form in which they are received, used, or retained (i.e. paper, electronic, digital, microfiche, etc.).

- 1) Premier Staff Services, Inc. restricts access to information or documents containing social security numbers to those who have a legitimate business reason to access such information or documents. Human Resources will be responsible for implementing this restriction through appropriate training and oversight procedures. All files containing social security numbers will be kept under lock by Human Resources. All electronic files that bear social security numbers will be maintained in a password protected location on the company's server. Access to these files by individuals will be granted by permission only to those individuals with a legitimate need for such information. Nothing in this section is intended to or shall change or limit an employee's right to review his or her own employment records as defined by the Bullard-Plawecki Right to Know Act.
- 2) All Premier Staff Services, Inc. employees will maintain the confidentiality of information and documents containing social security numbers.

Specifically, no Premier Staff Services, Inc. employee shall:

- Publicly display a social security number. Public display means to exhibit, hold up, post, or make visible or set out for open view, including but not limited to, open view on a computer device, network, website, or other electronic medium or device, to members of the public or in a public manner.

- ✚ Disclose any other employee's or customer's social security number without the express written consent of Victor Longe.
- ✚ Use the social security number as an individual's primary account number unless specifically approved in writing by Victor Longe.
- ✚ Visibly print a social security number on any identification badge, membership card, permit, or license.
- ✚ Mail a document containing an individual's social security number unless it fits into one or more of the listed exceptions. Mail includes delivery by United States Mail or any other delivery service that does not require the signature of the recipient indicating actual receipt.

**Exceptions:**

- 1) State or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that the social security number appear in the document;
- 2) The document is sent as part of an application or enrollment process initiated by the individual;
- 3) The document is sent to establish, confirm the status of, service, amend, or terminate an account, contract policy, or employee or health insurance benefit, or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, or employee or health insurance benefit;
- 4) The document is mailed in connection with an ongoing administrative use to do any of the following:
  - a) Verify an individual's identity, identify an individual, or accomplish another similar administrative purpose related to an existing or proposed account, transaction, product, service, or employment.
  - b) Investigate an individual's claim, credit, criminal, or driving history.
  - c) Detect, prevent, or deter identity theft or another crime.
  - d) Lawfully pursue or enforce Premier Staff Services, Inc.'s legal rights.
  - e) Provide or administer employee or health insurance benefits, claims, or retirement programs.
- 5) The document is mailed by or at the request of the individual whose social security number appears in the document or at the request of his/her parent or legal guardian;
- 6) The document is mailed in a manner or for a purpose consistent with the federal Gramm-Leach-Bliley Act, federal Health Insurance Portability and Accountability Act, or the Michigan Insurance Code of 1956.
  - a) Require an individual to transmit his/her social security number over the internet or a computer system or network unless the connection is secure, or the transmission is encrypted.
  - b) Require an individual to use or transmit his/her social security number to gain access to an internet website or a computer system or network unless the connection is secure, or the transmission is encrypted.
  - c) Mail any document containing a social security number that is visible on or from outside the envelope or packaging for the document
- 3) This policy does not prohibit the use of social security numbers where the use is authorized or required by state or federal statute, rule, regulation, or court order or rule, or pursuant to legal discovery or process. Still, our duty to our employees and our clients requires that confidentiality is to be respected with regard to any file, correspondence, or other document that is generated or received by Premier Staff Services, Inc.
- 4) Documents containing social security numbers will be disposed of in a manner consistent with Premier Staff Services, Inc.'s Procedures for Disposal of Consumer Information.

Violations of this policy may result in disciplinary action up to, and including, discharge. Individuals who violate this policy may also be subject to civil and criminal penalties provided for by the Michigan Social Security Number Privacy Act.

**Compensation**

Hourly, non-exempt employees are entitled to be compensated for all time worked. Hours worked generally means all time spent performing the integral activities of your position, including time spent in any necessary preparation for the performance of those activities, as well as any other time you are required to be at work.

**LOGGING IN AND OUT**

Premier Staff Services uses time clocks for tracking time worked by hourly employees. Employees are required clock/sign in at the beginning of the day, clock/sign out for lunch, clock/sign in at the completion of lunch and clock/sign out at the end of the day. Employees are also required to clock/sign out if they leave the premises for non-work-related reasons. Prior to leaving, permission must be obtained from your supervisor. Time, as identified in this manner is an acknowledgement by the employee that such time is true and accurate. Employees who do not believe the time is true and accurate must submit a written email to your supervisor within 24 hours of the inaccuracy.

Hourly employees are required clock/sign in and out using any method in place at our client and are to observe the following:

- 1) Each employee is responsible for clocking/signing in HIMSELF/HERSELF. No one may clock/sign in for another employee or have another employee clock/sign out for you.
- 2) Should you arrive early, DO NOT clock/sign in more than six (6) minutes prior to your scheduled starting time and DO NOT clock/sign out after your scheduled ending time. PERMISSION TO START WORK OR CONTINUE WORK AFTER YOUR SCHEDULED WORK TIMES MUST BE OBTAINED IN ADVANCE FROM YOUR SUPERVISOR.

If you forget to clock/sign in/out, or if there is any other error, contact your supervisor immediately. Under no circumstances are you allowed to alter your recorded time. If the program is not functioning properly, or if there is any other error in the recording of time, contact your supervisor immediately.

Hourly employees are not permitted to perform any work of any kind before they clock in or after they sign out.

Performing work of any kind while "off the clock" may result in disciplinary action up to and including discharge. No one, including the client or your supervisors and managers is permitted to require or even allow you to perform work "off the clock". If any client, supervisor, or member of management requires that you perform work without being punched in, contact your supervisor immediately.

### Overtime

Overtime is not to be worked without the advance approval of your supervisor. Working overtime without the express, advance approval of your supervisor may result in disciplinary action up to and including discharge. Management can override in emergency cases.

### Payroll

Hourly employees are paid weekly for the pay period immediately preceding the current pay period; payment of your wages is available through direct deposit or paycheck. Many deductions made from your pay, such as taxes and garnishments, are required by law. Additional deductions may be made when required or authorized. Also, it is important that your W-4 forms be kept current so the proper tax deductions are made. It is our policy to comply with the requirements of the Fair Labor Standards Act (FLSA). Therefore, we require that you are compensated at the appropriate rate for all time worked and prohibit improper deductions from your paycheck. Please be aware of this policy and that the company does not allow deductions that violate the FLSA, uncompensated work, or improperly compensated overtime.

If you believe an improper deduction has been made or that you have not been compensated at the appropriate rate for all time worked, including overtime, you must immediately report this information to your supervisor. You may be asked to submit a written statement explaining your concern in detail. The Company will then investigate the claim by reviewing pay records and likely interviewing other employees, supervisors, managers, and payroll representatives to determine the nature and scope of the concern. If an error is found, you will be reimbursed as expeditiously as possible (but in no case longer than two pay periods from the identification of the error) and a record of the resolution will be made in your file. If a compensation error is found, the Company will further determine if this was an isolated incident or a pattern of conduct that requires further action. If warranted, the Company may make retroactive corrections to assure that compensation is made in compliance with the FLSA and implement auditing procedures to ensure no further issues of a similar nature arise. Employees who utilize this procedure shall not be retaliated against for making use of this policy. Any questions you may have regarding compensable time, overtime, or payroll deductions should be directed to your supervisor.

## **FAMILY AND MEDICAL LEAVE OF ABSENCE**

The Company follows the guidelines of the Family and Medical Leave Act of 1993.

The Family and Medical Leave Act (FMLA) allows eligible employees to take up to a total of twelve (12) workweeks of unpaid leave of absence for any one or more of the following reasons as defined in the Act and Regulations: 1) the birth of a child; 2) the adoption of a child or placement of a foster child; 3) the care of an employee's spouse, child or parent with a serious health condition; 4) a serious health condition that makes the employee unable to perform the functions of the employee's position; or 5) because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

Eligible employees may take a total of twenty-six (26) workweeks of unpaid leave of absence in a single 12 month period to care for a covered service member who is a spouse, son, daughter, parent, or next of kin with a serious injury or

illness. An eligible employee is entitled to a combined total of twenty-six (26) workweeks of leave for any FMLA qualifying reason during a single twelve (12) month period, so long as no more than twelve (12) weeks is used for the reasons listed in the paragraph immediately preceding this one.

To be eligible for a leave under the Family and Medical Leave Act, an employee must have been employed by the Company for at least twelve (12) months. The twelve (12) months need not be consecutive. In addition, the employee must also have been employed for at least 1,250 hours of service during the twelve (12) months immediately preceding the commencement of the leave.

Premier Staff Services calculates your available FMLA entitlement on a rolling twelve (12) month basis. Under this format, an employee's entitlement is based on how much FMLA leave the employee has taken in the preceding 12 months, measured backward from the date the leave is used.

The employee is required to provide advance leave notice and medical certification should a leave be desired by the employee. The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable". If thirty (30) day notice is not practical, taking into account all of the facts and circumstances in the individual case, then notice must be given as soon as is practicable after the need for leave becomes known to the employee. When the need for leave is not foreseeable, the employee must follow the call in procedures on Page One of this handbook. If the need for emergency medical treatment prevents the employee from calling before his or her assigned shift, he or she must follow the call in procedure as soon as his or her condition is stabilized and he or she has access to and is able to use a telephone. Failure to give timely notice of the need for leave may result in FMLA coverage being delayed and/or denied. When the need for leave is foreseeable, requests for leave must be in writing and must set forth the reasons, anticipated duration, and anticipated start of the leave with medical certification attached. When the need for leave is not foreseeable, the employee must follow the call in procedures on Page One of this handbook and provide medical certification within five (5) business days of the time the leave commences. If the need for emergency medical treatment prevents the employee from calling before his or her assigned shift, he or she must follow the call in procedure as soon as his or her condition is stabilized and he or she has access to and is able to use a telephone. Failure to provide adequate certification, or to timely cure any deficiencies in the certification, will result in the denial of leave. The Company may require an employee to obtain a second medical opinion, at company expense. If the opinion of the two health care providers differs, the company may require a third opinion, at company expense, from a health care provider mutually agreed upon by the company and employee.

An employee is not required to actually ask for an FMLA leave in order that the employer is permitted to charge paid time off programs if the purpose for the leave is a purpose contemplated by the FMLA. However, if an employee is seeking leave for a FMLA qualifying reason, for which the employee has previously received FMLA protected leave, the employee must specifically reference the qualifying reason for the leave or the need for FMLA leave.

Within five (5) business days of receiving the employee's notice of the need for a leave, absent extenuating circumstances, the Company will provide the employee a notice of the employee's rights and obligations. Premier Staff Services will designate the leave as FMLA is qualifying or not FMLA qualifying within five (5) business days of receiving adequate medical certification, absent extenuating circumstances.

The employee is required to provide the Company with monthly reports regarding his/her status and intent to return to work. Notwithstanding, the monthly reporting requirement, the Company may require an employee on FMLA leave to advise the Company periodically (less than monthly) on the employee's status and intent to return to work. Premier Staff Services, Inc. may request recertification of a medical condition every six months in connection with an absence by the employee. Under certain conditions, where the medical certification is for thirty days or less, Premier Staff Services, Inc. may request recertification every thirty (30) days in connection with an absence by the employee. Premier Staff Services, Inc. may also request recertification at any time if the employee requests an extension of the leave, if circumstances described in the previous certification have changed significantly, or if Premier Staff Services, Inc. receives information casting doubt on the validity of an existing certification.

The first time an employee seeks leave because of a qualifying exigency arising out of the active duty or call to active duty status of a covered military member must provide a copy of the covered military member's active duty orders or other documentation issued by the military which indicates that the covered military is on active duty or call to active duty status in support of a contingency operation, and the dates of active duty service. A copy of new active duty orders or other documentation issued by the military shall be provided to Premier Staff Services, Inc.

If the need for leave because of a qualifying exigency arises out of a different active duty or call to active duty status of the same or different military member. The employee must provide certification which includes a statement or description signed by the employee, of appropriate facts sufficient to support the need for leave; the approximate date on which the qualifying exigency commenced or will commence; if seeking a single, continuous period of leave, the

beginning and end dates of the absence; if seeking intermittent or reduced schedule leave, an estimate of the frequency and duration of the qualifying exigency.

When leave is taken to care for a covered service member with a serious injury or illness, Premier Staff Services, Inc. requires medical certification completed by an authorized health care provider.

Employees must make a reasonable effort to schedule planned medical treatment so as not to unduly disrupt the Company's operations.

A leave to care for a child, spouse or parent because of a serious health condition or a leave because of the employee's serious health condition may be taken intermittently or on a reduced leave schedule if medically necessary. If such leave is based on planned medical treatment, the company may temporarily transfer the employee to a vacant, available, alternative position for which the employee is qualified, which has equal pay and benefits, and which better accommodates recurring periods of leave than the regular employment position of the employee.

The right to leave for the birth or placement of a child expires at the end of the twelve-month period beginning on the date of birth or placement of the child. Spouses employed by the Company are entitled to an aggregate of twelve weeks unpaid leave when it is taken because of the birth or to care for the employee's child, or to care for a serious health condition of a parent.

An employee returning from a family/medical leave is required to provide certification from the employee's health care provider with regard to the particular health condition that caused the employee's need for the leave that the employee is able to resume work and indicating what, if any, restrictions exist.

When an employee's leave is FMLA qualifying and also covered by workers' compensation, the leaves will run concurrently and the requirement to exhaust accrued paid time will not apply. The employee may under such circumstances elect to supplement his or her workers' compensation benefits by using accrued paid time off, if any, to the extent allowed by law.

An employee who has not been designated as a key employee returning from a family/medical leave will be restored to the position held by the employee when the leave commenced or to an equivalent position.

The Company is not required to hold an employee's position open for more than a total of twelve weeks when leave is taken for 1) the birth of a child; 2) the adoption of a child or placement of a foster child; 3) the care of an employee's spouse, child or parent with a serious health condition; 4) a serious health condition that makes the employee unable to perform the functions of the employee's position; or 5) because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. The Company is not required to hold an employee's position open for more than a total of twenty-six weeks when leave is taken to care for a covered service member who is a spouse, son, daughter, parent, or next of kin with a serious injury or illness. An eligible employee is entitled to a combined total of twenty-six (26) workweeks of leave for any FMLA qualifying reason during a single twelve (12) month period.

The taking of a family/medical leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. Employees, however, do not accrue benefits, if otherwise entitled, while on an unpaid leave of absence under the FMLA.

An employee who does not return to work on the date agreed upon will be considered to have voluntarily quit his or her employment with the Company on that date, and will be required to reimburse the Company for premiums paid for maintaining benefits for the employee during the employee's leave, unless the employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition of the employee's, or of the employee's child, spouse or parent or for other circumstances beyond the control of the employee defined in the Act and Regulations. Employees are strictly prohibited from engaging in secondary employment (i.e., working with or without compensation for any entity, other than Premier Staff Services, Inc.) while on FMLA leave.

This policy is not meant to be all-inclusive and merely highlights the provisions of the FMLA which are subject to detailed and specific implementing regulations. This policy is not meant to conflict with either the FMLA or its implementing regulations. If there are any inconsistencies between this policy, the FMLA or the implementing regulations, the Act and Regulations control, provided they have not been deemed unlawful by a court of competent jurisdiction.

### **Substance Abuse**

Premier Staff Services, Inc.'s Substance Abuse Policy prohibits the workplace sale, purchase, transfer, possession, or use of narcotics, drugs, alcohol, or any illegal or controlled substance. Any employee whose manager/supervisor has a reasonable suspicion the employee is in violation of this policy may be required to undergo a drug test. Violation of this Premier Staff Services policy will result in corrective action up to and including immediate termination of employment. Refusal of a drug test under such circumstance may also result in immediate termination of employment. Legal use of

drugs is permitted on the job only if the drug is prescribed by a physician for the employee taking the drug, and the use does not impair the employee's ability to perform his/her job effectively and safely. Any employee who may be under the influence of a prescription medication while working should notify his/her manager if the medication may impair performance or safety.

Unless prohibited by state law, employees may be subject to substance screening before being given a work assignment, after returning to work from an absence of longer than three days, after a work place accident or injury, and upon the reasonable suspicion. Some customers may also require random testing for those assigned to work at their sites. If so, you will be notified of this policy when receiving the assignment. Where permissible by law, Post-Accident drug testing is mandatory and refusal to comply will result in termination.

Should the client request a drug test for an assignment and the results of a drug and/or alcohol test are positive, the employee should discuss the following options with the appropriate Premier Staff Services Recruiter:

- ✚ The right to request a copy of the Premier Staff Services, Inc. "Release and Consent for Drug Testing" form signed by the employee.
- ✚ The right to request a copy of his/her drug and/or alcohol test results.
- ✚ The right to request an immediate re-test of the employee's original sample at the employee's expense (or as otherwise required by State law) and at a facility designated by Premier Staff Services.
- ✚ If the re-test results are positive, the employee's employment with Premier Staff Services, Inc. will be terminated.
- ✚ If the re-test results are negative, the employee will be eligible for assignment with Premier Staff Services.

Failure to pass a drug test prohibits an employee from employment at Premier Staff Services for a period of one (1) year. Reinstatement to Premier Staff Services, Inc. employment will require a clean substance screen at the end of the one (1) year period. The test is to be completed at the employee's expense and at a facility designated by Premier Staff Services (or as otherwise allowed by State law).

### **Injuries on the job**

#### **Premier Staff Services, Inc. responsibilities:**

- ✚ Report the incident to our claims administrator promptly.
- ✚ Require our claims administrator to contact you to ensure that you are receiving proper treatment and benefits.
- ✚ Monitor your progress and keep in contact with you.

#### **Your responsibilities:**

- ✚ Notify your Premier Staff Services Recruiter immediately, by phone or in person.
- ✚ Obtain the name of the designated client from your Premier Staff Services, Inc. Recruiter. You may jeopardize your benefits if initially treated by any other doctor, depending on your State's rules.
- ✚ If the physician indicates you cannot return to your regular job, notify your Premier Staff Services Recruiter immediately.
- ✚ Contact your Premier Staff Services Recruiter after each medical appointment to report on your progress.
- ✚ Provide a Doctor's Release Form to your Premier Staff Services Recruiter prior to returning to work.
- ✚ Return to work as soon as your doctor provides full or partial release to do so. If you fail to return to work (on either partial or full duty as allowed by the doctor) this may be considered a voluntary quit, or "No Show/No Call," and you will be subject to termination.

Employees who are seriously injured on the job may be entitled to additional benefits funded through Premier Staff Services Workers' Compensation Insurance and managed by Premier Staff Services' claims administrator.

If you are injured on the job or suffer a work-related disability, certain procedures must be followed to ensure that, if entitled, you receive your benefits. Follow the procedures outlined under "Injuries on the Job" within this handbook. If we determine that any employee has provided falsified information to Premier Staff Services, the physician, or to the claims administrator for the purpose of fraudulently obtaining workers' compensation benefits, we will take the strongest possible action to prosecute that employee to the fullest extent of the law and such employee will no longer be eligible for employment with Premier Staff Services, Inc.

### **Smoke Free Workplace Policy**

Workforce Network is entirely smoke free. Smoking is strictly prohibited within all company work areas and public spaces. This policy applies to all employees, customers, contractors and visitors.

Smoking is prohibited in all enclosed areas within this worksite without exception. This includes but is not limited to common work areas, conference and meeting rooms, private offices, hallways, cafeterias, employee lounges, stairs, restrooms, business vehicles and all other enclosed facilities. Smoking is also prohibited within 15 ft. of the building. Local ordinances may place additional or more stringent restrictions on smoking, such as requiring a greater distance from the building when you are at our client locations. In such cases, local ordinances will be followed.

Some locations may have designated areas for smokers. Smoking is only permitted in these designated areas. Please contact your supervisor for more information on designated smoking areas.

Smoking is permitted during scheduled break times only!

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

Persons observing a violation of this policy should immediately bring it to the attention of your supervisor. The incident will be investigated as confidentially as possible. All persons are expected to cooperate fully with any such investigation. Retaliation against any individual for reporting a violation of this policy or for cooperating in an investigation under this policy will not be tolerated. If you believe you are being retaliated against, you must immediately report the retaliation to your supervisor.

In Michigan, civil fines may be imposed for smoking in violation of the law. MCLA 333.126 et seq.

### **Document Destruction Policy**

Premier Staff Services is committed to protecting and preserving the privacy of its employees, its clients, and all others with whom it comes in contact. When Premier Staff Services receives personal, private, or otherwise confidential information about any individual or organization, it will take reasonable measures to protect against any unauthorized access to or use of that information including access or use in connection with its disposal.

The following disposal methods will be used when disposing of sensitive information:

- 1) Any paper document containing sensitive information will be completely shredded before being disposed of.
- 2) Any physical software containing sensitive information will be pulverized, burned, shredded, or otherwise physically destroyed before being disposed of. Physical software includes, but is not limited to floppy disks, CD-ROMs, drive plug ins, and like-material.
- 3) Premier Staff Services will not destroy any physical hardware containing sensitive information before the information has been rendered unreadable through the use of systems purge software or physical destruction. Physical hardware includes, but is not limited to desk top drives, hard drives, and like material.
- 4) Premier Staff Services may accomplish any of these disposal methods through a contracted records disposal company.

### **CLIENT RELATIONS**

Client relationships and client service is the top priority at Premier Staff Services. We are here to service our clients. As such, all clients are to be treated with respect and courtesy. If a client makes a request of an employee, the employee is to assist the client to the best of his/her ability. If the employee believes s/he cannot assist the client for any reason, the employee should avoid using, "No," "I'm too busy," or similar phrases. Rather the employee should inform their onsite supervisor or department leader of their inability to perform their job.

#### **Jury/Civic Duty**

Hourly employees will be provided with unpaid time off for jury duty or Court appearances as a witness when the employee must serve or is required to appear as a result of a Court order or subpoena. The employee must supply Premier Staff Services, Inc. with a copy of the Court order or subpoena.

If the employee is released from jury duty before the end of the working day, the employee must return to work for the remainder of the day unless prior approval is obtained from HR Dept.

#### **DUTY OF LOYALTY**

As an employee, you are expected to be loyal. Any conduct, on or off duty, that tends to bring discredit to, or reflects adversely on, yourself, fellow employees, the Company, or its clients or potential clients is prohibited. Employees are not to make statements, whether verbally, in writing, or electronically (including, but not limited to, e-mails and web logs) that are slanderous, or detrimental to the reputation or good will in the community of the Company or any of the Company's employees, clients or potential clients.

Employees are not to engage, directly or indirectly either on or off the job, in any conduct which is disloyal, competitive, or damaging to the Company, its employees, clients, or potential clients.

Prohibited activity includes, but is not limited to unauthorized employment with another employer while employed by Premier Staff Services, operating a competitive business, and/or otherwise disclosing this Company's proprietary information. Nothing in this policy is intended to nor does interfere with any rights you may have under the National Labor Relations Act.

## **USE OF CELL PHONES AND PERSONAL ELECTRONICS**

The use of personal cell phones and other personal electronics (iPods, MP3 Players, etc.) is prohibited at all times during working hours. Premier Staff Services does not permit the possession of cell phones or other personal electronic devices while working. All personal electronic devices, including cell phones, should be secured in a non-working area, such as a car or locker area, during working times. Employees may use such devices in non-working areas, including break rooms and rest rooms, during non-working times such as their break periods and before and after their shifts. If you are experiencing an emergency situation which you believe requires an exception to this policy, please contact your supervisor.

Employees are strictly forbidden from using any mobile telephone or other mobile communication device for any reason while driving on company business. Employees are strictly forbidden from using any mobile communication device to conduct business while driving whether the employee is on duty or off. It is the explicit policy of this Company that any employee wishing to use a telephone or any other mobile communication device while driving on Company business or at any time while conducting Company business, should identify a safe location outside of the flow of traffic in which they can legally stop the vehicle before using that device. Any employee using a mobile telephone or similar device while driving is acting outside the scope of his or her duties and authority, and without the explicit or implied authorization of Premier Staff Services.

Violation of this policy may lead to disciplinary action up to and including discharge.