

# Welcome!

Bane Staffing



# Agenda/Topics To Be Covered

- ▶ Foreword
- ▶ Non-Discrimination and Anti-Harassment
- ▶ **Americans with Disabilities Act Policy Statement**
- ▶ Violence in the Workplace
- ▶ Employee Referrals
- ▶ What will the job assignments be like?
- ▶ What is expected of me on the job?
- ▶ When should I contact the Bane Staffing office?

# Agenda Continued

- ▶ Safety Checklist
- ▶ How do I get paid?
- ▶ Time Records
- ▶ Personnel Records
- ▶ Attendance, Punctuality and Dependability
- ▶ Attendance Policy
- ▶ Absence due to illness
- ▶ We take you & your work seriously!
- ▶ Drug & Alcohol Abuse
- ▶ Background Screening
- ▶ Appearance and Conduct

# Agenda Continued

- ▶ Accidents and Emergencies
- ▶ Holiday Pay and Benefits
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- ▶ Time Off
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- ▶ Background Check and Drug Screen Consent

# Forward

Whether you have just joined our staff or have been at Bane Staffing for a while, we are confident that you will find our company a dynamic and rewarding place in which to work and we look forward to a productive and successful association. We consider the employees of Bane Staffing to be one of its most valuable resources. This manual has been written to serve as the guide for the employer/employee relationship.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your account manager. Neither this handbook nor any other Company document, confers any contractual right, either express or implied, to remain in the Company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the Company or you may resign for any reason at any time.

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

Third, this handbook and the information in it should be treated as secret and confidential. No portion of this handbook should be disclosed to others, except Bane Staffing employees and others affiliated with Bane Staffing, whose knowledge of the information is required in the normal course of business.

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

Sincerely,  
Sarah Bane-Martinez  
President

# Non-Discrimination and Anti-Harassment

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

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

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



# Americans with Disabilities Act Policy Statement

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

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their account manager. Bane Staffing encourages individuals with disabilities to come forward and request reasonable accommodation. (See manual for more information)

# Violence in the Workplace

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

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



# Employee Referrals

If you have friends who are looking for work, send them to Bane Staffing! Make sure you tell them to tell us you referred them. When your referral works 160 hours, you will receive \$75.00 as long as you and your friend are both still employed with Bane Staffing.



# What will the job assignments be like?

We offer a variety of different jobs and opportunities based on your qualifications and requirements.

You are employed by Bane Staffing and work on-site at our clients' locations.

Your staffing coordinator will give you details regarding each assignment before placement.

# What is expected of me on the job?

- ▶ You are NOT under any obligation to accept a job, however, when you do accept, we expect you to be there every day and finish the assignment
- ▶ Be flexible and willing to learn new things
- ▶ Be dependable
- ▶ Be on time everyday
- ▶ Have a good attitude
- ▶ Make a good first impression – arrive early the first day
- ▶ Do a good job
- ▶ Follow client's policies for breaks, smoking, safety, etc.
- ▶ Hold personal phone calls for lunch or after work
- ▶ Take extra care with client's equipment and property
- ▶ Don't discuss your pay with client or other employees

# When should I contact the Bane Staffing office?

- ▶ Call immediately if you cannot report to your assignment for any reason, or if you are running late. (please leave a detailed message if calling after office hours)
- ▶ If the job differs greatly from what you were told.
- ▶ If client has not provided you with OSHA Safety Training
- ▶ If the client offers you a full time position with them.
- ▶ If you are injured on a job, call Bane Staffing IMMEDIATELY
- ▶ To report a change of name, address or phone number.
- ▶ If you have any questions or concerns.

# Safety Checklist

- ▶ Ask Questions
- ▶ Lift with your legs, not with your back
- ▶ Use dollies or hand trucks to help you lift
- ▶ Use special care if you are working with heavy machinery
- ▶ Know your physical limitations
- ▶ Use safety equipment – shoes, safety glasses, etc.
- ▶ Wear proper work clothes
- ▶ Long hair should be kept to a minimum
- ▶ Make certain you are aware of safety procedures and follow safety rules
- ▶ Lift over 50 lbs.
- ▶ Use alcohol or drugs
- ▶ Reach into any machinery
- ▶ Strain yourself lifting. Get help.
- ▶ Work more than 10 feet above floor level

Do's

Don't



# How do I get paid?

- ▶ You are paid by Bane Staffing on a weekly basis
- ▶ Client will report all hours worked to Bane Staffing for processing
- ▶ Make sure you clock in and out on a daily basis at assignment location to ensure no delays in processing your payroll.
- ▶ We are paperless, therefore you will receive your weekly paystubs online, so please do not forget to create an account at [www.globalcashcard.com](http://www.globalcashcard.com), if you prefer to receive your paystubs weekly via mail, please let your coordinator know as well as submit a letter in writing stating this.
- ▶ We offer Pay Card and/or Direct Deposit to those interested (see consultant for forms & details)
- ▶ All payroll records as well as w-2's are available online at [www.globalcashcard.com](http://www.globalcashcard.com)
- ▶ If you are no longer employed with Bane Staffing, please see final paycheck section for instructions.

# Time Records & Personnel Records

- ▶ Employees are not to clock or sign in or out for other employees. Violations of this policy may result in appropriate disciplinary action, up to and including immediate discharge.
- ▶ Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.
- ▶ If an employee forgets to clock or sign in or out, he or she must notify his or her supervisor immediately so the time may be accurately recorded for payroll.

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

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

# Attendance, Punctuality and Dependability

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

# Attendance Policy

- ▶ Employees are permitted 1 absence within their 1<sup>st</sup> 30 days of employment.
- ▶ Employees are permitted 1 tardy during their 1<sup>st</sup> 30 days of employment.
- ▶ Employees who have more than 3 tardies in a 6 month period will have disciplinary action taken which could result in termination of employment.
- ▶ No-Call, No-Show will result in automatic termination and it will be assumed you voluntarily quit your position, and under NO circumstances will you ever be permitted to work for Bane Staffing in the future.
- ▶ Employees who have more than 2 unexcused absences within a 6 month period will have disciplinary action taken which could result in termination of employment.

Failure to comply with any of the above may result in automatic termination of employment with Bane Staffing.

# Absence due to illness

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

Bane Staffing recognizes, however, that an employee may occasionally be disabled by injury or illness. Employees must contact their work site supervisor 2 hours prior to their shift as well as contacting their account manager at Bane Staffing.

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



# We take you & your work seriously!

We want you, our valued employee, to understand that we want your experience with Bane Staffing to be a positive one. Our clients call us because they already have a problem or situation that needs attention. If our employees become a constant source of conflict and irritation, we will lose the client and you will lose a possible source of income. Help us to help you. Be dependable, work hard and keep in touch with the Bane Staffing office.

# Drug & Alcohol Abuse

Manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or controlled substance while on Company premises is strictly prohibited. These activities constitute serious violations of Company rules, jeopardize the Company and can create situations that are unsafe or that substantially interfere with job performance. Employees in violation of the policy are subject to appropriate disciplinary action, up to and including dismissal. Additionally, Bane Staffing reserves the right to require an employee to undergo a medical evaluation under appropriate circumstances.

# Drug Testing

- Bane Staffing is determined to eliminate the use of illegal drugs, alcohol, and controlled substances at our work sites. The purpose of this program is to improve job safety on all projects. This program is designed solely for the benefit of our employees to provide reasonable safety on the job and protection from offending individuals. In addition, this program attempts to meet our responsibility to the public, whom we serve.
- Bane Staffing charges a fee of \$20.00 for pre-employment in house drug screens.
  - The \$20.00 fee for in house drug screens will be deducted from your first pay check.
- If the position requires you to have a clinical drug screen (ex. Truck Drivers, Skilled Trade Position, etc.) there will be a charge of \$56.50.
  - The fee of \$56.50 will be deducted from your first and second pay check in the amount of \$28.25 each transaction.

# Drug Testing Continued

- ▶ Drug and alcohol tests will be administered under the following conditions:
  - When an employee shows signs of impairment on the job
  - After any accident or occurrence that results in an injury on the job defined by the Occupational Safety and Health Administration
  - At time of hire, when all new hires will be required to pass a pre-employment drug screening test as a condition of employment
- ▶ Employees who refuse to submit to drug and alcohol testing will be terminated.
- ▶ Employees who test positive after they have been employed will be charged for the drug screen and will be terminated.

# Background Screening

- ▶ If necessary Bane Staffing will conduct a background investigate prior to employment. If this is deemed necessary, there will be a fee of \$20.00 which will be deducted from your 1<sup>st</sup> paycheck. (for more information speak with your staffing coordinator)
- ▶ If necessary Bane Staffing will also run a MVR report in addition to a background investigation prior to employment. If this is deemed necessary, there will be a total fee of \$30.00 which will be deducted from your 1<sup>st</sup> paycheck. (for more information speak with your staffing coordinator)



# Appearance and Conduct

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

Bane Staffing requires order and discipline to succeed and to promote efficiency, productivity and cooperation among its employees. The orderly and efficient operations of Bane Staffing require that employees maintain proper standards of conduct at all times.

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

# Accidents and Emergencies

Maintaining a safe work environment requires the continuous cooperation of all employees. The Company strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

All employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on Bane Staffing premises. Employees should contact their supervisor, the nearest supervisor, and/or 911 in the event of an accident or emergency.

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

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

# In Case of Accident

- If you have a work related injury, you must inform your supervisor & complete an accident/incident report
- Seek medical treatment if necessary
- Submit a post-accident drug screen within 24 hours of the time of the accident
- Contact Bane Staffing within 24 hours of injury

In case of an accident involving a personal injury, regardless of how serious, an employee should notify Bane Staffing as soon as possible.

If you are injury on the job, we recommend you go to Concentra Medical Center.

If you are unable to return to work following an injury, you must call Bane Staffing office during your absence and report your progress to the appropriate Bane Staffing representative.

You are expected to return to work as soon as possible after your injury. Bane Staffing will work closely with you and/or your physician to find suitable employment for you during the recovery transition.

# Holiday Pay

All full-time employees are eligible for 6 paid holidays per year after 6 months / 1040 hours of continuous service. If you have a break in employment over 21 days, your 6 months / 1040 hours of service will start over. Also, you must work the scheduled work day before, and the scheduled work day after each holiday regardless of circumstance, or you will not receive holiday pay for that holiday. Holiday benefits include 8 straight time hours of pay. The holidays per year are as follows:

- ▶ Memorial Day
- ▶ New Year's Day
- ▶ Independence Day
- ▶ Thanksgiving
- ▶ Christmas
- ▶ New Year's Day

# Vacation Pay

Vacation Pay is available to all employees who work for a term of 2 consecutive years with Bane Staffing. If an employee leaves an assignment for more than a 5 day period and returns later, the vacation time will restart with the new start date of employment and you will lose anytime you have accrued. Vacation pay will be paid on your anniversary date as long as you are still employed/working with Bane Staffing.

## **Benefits Include:**

- ❖ 40 hours of paid vacation annually after completing 2 consecutive years of employment with Bane Staffing
- ❖ 80 hours of paid vacation annually after completing 5 consecutive years of employment with Bane Staffing
- ❖ Accumulation of time for vacation pay begins on your employment anniversary date and is reset each year on your anniversary date.
- ❖ Vacation pay will be paid on your anniversary date when it becomes available. If you wish to receive this at a different time, you **MUST** notify your staffing coordinator at least 2 weeks prior to your anniversary date.



# Time Off

For information regarding the following time off requests/ leave of absence requests, please speak to your staffing consultant for more information and requirements:

- ▶ Bereavement Leave
- ▶ Jury Duty
- ▶ Military Leave
- ▶ Leave under the Family and Medical Leave Act (“FMLA”)
- ▶ Parental Leave Policy
- ▶ Leave of Absence without pay

# Open Door Policy

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

# Resignation

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

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

# Dismissals

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

# Immediate Dismissals/Misconduct

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

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

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

# Immediate Dismissals/Misconduct Continued

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of Company records
- Gross negligence
- Insubordination
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
- Time card or sign-in book violations
- Undue and unauthorized absence from duty during regularly scheduled work hours
- Deliberate non-performance of work
- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor, or customer of Bane Staffing
- Possession of dangerous weapons on the premises



# Immediate Dismissals/Misconduct Continued

- Unauthorized possession, use or copying of any records that are the property of Bane Staffing
- Unauthorized posting or removal of notices from bulletin boards
- Excessive absenteeism or lateness.
- Marring, defacing or other willful destruction of any supplies, equipment or property of Bane Staffing
- Failure to call or directly contact your supervisor when you will be late or absent from work
- Fighting or serious breach of acceptable behavior
- Violation of the Alcohol or Drug Policy
- Theft
- Violation of the Company's Conflict of Interest/Outside Employment Policy and/or Confidentiality Policy
- Gambling, conducting games of chance or possession of such devices on the premises or during work hours
- Leaving the work premises without authorization during work hours.
- Sleeping on duty

# Discipline other than Immediate Termination

All employees are expected to meet Bane Staffing's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with Bane Staffing's policies and procedures. If an employee does not meet these standards, Bane Staffing may, under appropriate circumstances, take corrective action, other than immediate dismissal.

The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with Bane Staffing's policies and procedures and/or other disciplinary problems.

# Final Paycheck

Employees leaving the Company must return office keys, all equipment, keycards, time cards, tools, uniforms, etc., before their final paycheck can be issued. If you have set up direct deposit and/or a Pay Card, your check will be deposited as normal, unless you have not returned all equipment as required. If there are unpaid obligations or items not returned to Bane Staffing the final paycheck will reflect the appropriate deductions.

# General Safety Orientation

»» Hazard Communication &  
General Safe Practices

# 1. Hazard Communication

Under OSHA Hazard Communications Regulations, every employee must:

- ▶ Be informed of all hazardous substances he/she may be exposed to in the workplace.
- ▶ Have access to a list of all hazardous substances in the workplace, the Material Safety Data Sheet (MSDS) prepared for each, and the written program to inform and train employees in safe handling.
- ▶ Be trained in the identification, labeling and handling of hazardous substances to which he/she may be exposed to in the workplace.

The occupational hazard communication responsibility rests with the employer in control of each workplace. If you have questions relative to hazardous substances on your assignment or wish to be informed relative to their program, please ask your supervisor on the worksite.

## 2. General Safe Practices

1. I understand the Hazard Communications Procedures (above)
2. I understand and will comply with the general safety rules attached.
3. I will comply with any additional worksite safety rules or safety in effect.
4. I will use any personal protective equipment required by my assignment.
5. I will call my Bane Staffing coordinator if I am asked to change assignments after arrival on the job, (you may be entitled to a higher wage on this new job.)
6. If I am injured on the job, I will call my Bane Staffing coordinator immediately.
7. I will report any unusual or hazardous job conditions to Bane Staffing immediately. I understand that I may do so anonymously.



# Background Check and Drug Screen Consent

I, hereby authorize Bane & Associates Inc., DBA Bane Staffing to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that Bane & Associates Inc., DBA Bane Staffing, will utilize any outside firm or firms to assist it in checking such information as employment history, criminal and driving records, and I specifically authorize such an investigation by outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any criminal background search prepared on me upon written request to any outside firms or firms within reasonable time after the date of such search. I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to Bane & Associates Inc., DBA Bane Staffing including but not limited to any courthouses, public agencies, and all law enforcement agencies, regardless whether such person, business entity, or governmental agency compiled the information itself or received it from another source.

I hereby release Bane & Associates Inc., DBA Bane Staffing and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims, and/or demands of whatever kind, by me, my heirs, or others making such claim or demand on my behalf for procuring, selling, providing, brokering, and/or assisting with compilation or preparation of the background information check hereby authorized. I hereby consent to a drug test as shall be determined by Bane & Associates Inc., DBA Bane Staffing in the selection process of applicants for employment, for the purpose of determining the drug content thereof.

I hereby release Bane & Associates Inc., DBA Bane Staffing, its employees, agents, and contractors from any liability whatsoever arising from this request for a specimen, from the testing of said specimen and from the decisions made concerning my application of employment based upon the results of the specimen analysis.

I further agree to hereby authorize the release of said results to Bane & Associates Inc., DBA Bane Staffing.

I understand that if there is current use of illegal drugs, use of prescription drugs in a manner other than prescribed, or a positive test for alcohol, shall prohibit me from being employed at Bane & Associates Inc., DBA Bane Staffing.



**Bane Staffing**

Please speak to your coordinator for further explanation on any subject in this manual. We at Bane Staffing look forward to a wonderful working relationship with you!



Thank you for  
applying! Please see  
your coordinator to  
complete any  
necessary paperwork!

