

Employee Handbook



Success starts with
the **RIGHT** people.

www.therightstaff.com





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THE RIGHT STAFF Mission Statement

To be the premier employment services firm in each local market we serve, by continually finding new ways to help our Associates, Candidates and Clients achieve success as they define it.

Table of Contents

Welcome – Success Facts	1
Assignment Expectations	2
Receiving Your Pay	2
Ending an Assignment	3
Minnesota Statute 268.095, Subd.	4
Unemployment Acknowledgement	5
Standards of Conduct	6
Motor Vehicle Driving Record Check Policy	11
Equal Opportunity Employer	12
Attendance and Punctuality Policy	13
Workplace Safety Policy	18
Drug and Alcohol Policy	21
Drug and Alcohol Policy Acknowledgement	25
Employee Benefits	25
Scholarship	26
Leaves of Absence/Time Off	26
Employee Handbook Acknowledgement	32
Vacation Bonus	33



Welcome to THE RIGHT STAFF Team We're glad you chose us!

This Employee Handbook contains information you need to know as an employee of THE RIGHT STAFF. Please read it carefully. THE RIGHT STAFF Associates are also here to assist you.

***Critical to your success as an employee of
THE RIGHT STAFF:***

Every day on-time attendance is paramount!

Immediately notify your recruiter if for **ANY** reason you will be late or absent.

Any injuries must be reported to THE RIGHT STAFF immediately by calling Dee Hanson at 763-233-6171. We care about you!

Your timecard must be received by noon each Monday or your paycheck will be delayed.

When you are available for work, please follow these directions:

1. Send an email message to:
availablenow@therightstaff.com

2. Include:

- Your name
- Type of position you are seeking
- The best way to contact you
- Any other information we need to help you find employment

We do ask you to send us a message **once a week**. This e-mail address is one of the first places we look to find current Applicants for available positions.

Additional Contact Information

Our toll-free number: **1-877-414-JOBS (5627)**

Main number: **952-546-1100**

Visit: www.TheRightStaff.com



Expectations When On Assignment

Committing to an Assignment: When your Recruiting Specialist offers you an assignment, check for any prior commitments that could pose a conflict and discuss these with your Recruiting Specialist before you accept the position. As a general rule, you must be at work every day of your assignment. Any exceptions need prior approval from the client.

Attendance: It is important that you be at work each day. Everyone is counting on you.

Punctuality: Punctuality is very important. Arrive on time every day. If possible, be a few minutes early.

Attire: Your Recruiting Specialist will inform you of the appropriate attire for your assignment. All positions require you to be clean and neat.

Quality of Work

All work performed is confidential. Do not reveal any information you learn while on an assignment.

Do your best! Be efficient with your time. When a task is finished, ask what you can do next.

We will ask our client to evaluate you in the following areas: skills, quality and quantity of work performed, interpersonal skills, dependability, initiative, motivation, and attitude.

When to Contact Your Recruiting Specialist:

You will be absent for any reason.

You will be late for your assignment.

You must leave early.

A client offers you part time or full time employment.

Your job duties differ from those described to you.

You experience any type of harassment.

You experience any type of discrimination.

Your personal contact information changes.

You are injured on your assignment.

Any injuries must be reported to THE RIGHT STAFF immediately by calling Dee Hanson at 763-233-6171. We care about you!

General Work Rules

At most places of employment, personal use of the Internet while on the job is prohibited. Most employers require you to turn off your cell phone during work hours. Please limit personal calls to emergencies only during scheduled work hours. Long distance calls using a company phone are not allowed at any time.

THE RIGHT STAFF wants to encourage a safe and pleasant work atmosphere. This can only happen when everyone cooperates and commits to appropriate standards of behavior.

Receiving Your Pay

THE RIGHT STAFF uses a secure online employee account/payroll access system.



Upon accepting an assignment, you will receive a welcome e-mail providing you with detailed information regarding use of the secure online employee account/payroll access system. You will also receive a registration number and a link to THE RIGHT STAFF website. Click on the link and register your account under "Account Maintenance." You will be asked to select a user name and create a password.

Once your account is set up, you can log in through THE RIGHT STAFF website. Select "Current Employees", Click on "Employment Documents" and select "eConnect Login". This information will be included in the welcome email sent to you when you accepted the assignment.

You will need to enter your hours daily at the end of your shift. Once completed, click the "Save" button and log out. On your last day of the pay period and at the end of your shift, you will key in your hours for the day. Once completed, you will click on the "Save and Submit" button. You have just submitted your timecard!

THE RIGHT STAFF does not mail out direct deposit vouchers. Once enrolled in the online employee payroll system, you will have the ability to print your voucher from the website. You will also be able to review your assignment information, payroll history and create your timecards!

For additional detailed information regarding use of the secure online employee account/payroll access system, through our website: Select: "Current Employees" Click on: "Employment Documents", Select: "eConnect Employee Guide".

Salary during training will reflect Minnesota's **minimum wage**. Upon completion of training, this wage will be adjusted to salary offered for the position.

Ending an Assignment

When informed by a Supervisor that your assignment is ending, it is a requirement for you to personally inform your Recruiting Specialist of the expected ending date.

When your assignment is completed, it is a requirement for you to inform your Recruiting Specialist if you are available for additional employment. Failure to do so may prevent you from receiving unemployment benefits.

Any client property received while on assignment must be returned at the end of the assignment. Examples of client property: badge, smock, goggles, etc. Failure to do so could result in a charge.

Upon completion of your assignment, it is your responsibility to remove any personal items from the client's property. Any personal items remaining on a client's property will be appropriately disposed after two attempts to contact you.

As your employer, THE RIGHT STAFF is your primary connection to our client. DO NOT contact a client unless specifically instructed to do so by someone at THE RIGHT STAFF.



Upon completing an assignment with a client, under no circumstances are you to communicate with the client. Doing so, will severely affect potential assignments through THE RIGHT STAFF.

If your assignment ends involuntarily, and you haven't had an opportunity to remove any personal items from the client's property, a THE RIGHT STAFF representative will collect your items and contact you for further instruction on collecting your belongings.

If you accept a position, and fail to start the position, THE RIGHT STAFF reserves the right to not offer you future employment.

If you end an assignment voluntarily without giving appropriate notice, THE RIGHT STAFF has the right to not offer you additional employment.

If you fail to contact THE RIGHT STAFF at least once a week when you are not working, you will be considered to have voluntarily resigned, which could impact your unemployment benefits.

Minnesota Statute 268.095, Subd.

Subd. 2. **Quit defined.** (a) A quit from employment occurs when the decision to end the employment was, at the time the employment ended, the employee's. (b) An employee who has been notified that the employee will be discharged in the future, who chooses to end the employment while employment in any capacity is still available, shall be considered to have quit the employment. (c) An employee who seeks to withdraw a previously submitted notice of quitting shall be considered to have quit the employment if the employer does not agree that the notice may be withdrawn. (d) An applicant who, within five calendar days after completion of a suitable temporary job assignment from a staffing service employer, (1) fails without good cause to affirmatively request an additional job assignment, or (2) refuses without good cause an additional suitable job assignment offered, shall be considered to have quit employment.

This paragraph shall apply only if, at the time of beginning of employment with the staffing service employer, the applicant signed and was provided a copy of a separate document written in clear and concise language that informed the applicant of this paragraph and that unemployment benefits may be affected.

For purposes of this paragraph, "good cause" shall be a reason that is significant and would compel an average, reasonable worker, who would otherwise want an additional temporary job assignment with the staffing service employer, (1) to fail to contact the staffing service employer, or (2) to refuse an offered assignment.

For purposes of this paragraph, a "staffing service employer" is an employer whose business involves employing individuals directly for the purpose of furnishing temporary job assignment workers to clients of the staffing service.



5 Day Form - Unemployment Insurance Acknowledgement

The law of the State of Minnesota Statutes, section 268.095, subdivision 2, paragraph (e), states:

(e) An applicant has quit employment with a staffing service if, within five calendar days after completion of a suitable job assignment from a staffing service, the applicant: (1) fails without good cause to affirmatively request an additional suitable job assignment; (2) refuses without good cause an additional suitable job assignment offered; or (3) accepts employment with the client of the staffing service. Accepting employment with the client of the staffing service meets the requirements of the exception to ineligibility under subdivision 1, clause (2).

This paragraph applies only if, at the time of beginning of employment with the staffing service, the applicant signed and was provided a copy of a separate document written in clear and concise language that informed the applicant of this paragraph and that unemployment benefits may be affected.

For purposes of this paragraph, “good cause” is a reason that would compel an average, reasonable worker, who would otherwise want an additional suitable job assignment with the staffing service (1) to fail to contact the staffing service, or (2) to refuse an offered assignment.

If you fail to comply with the law stated above, your unemployment benefits may be affected.

I understand by signing this form that I am responsible to contact THE RIGHT STAFF, LLC within 5 calendar days once a job assignment ends. Also, I acknowledge that I have received a copy of this form. _____(initial)

Employee Signature

Date

Employee (Please print your name)

SSN(Last four numbers)

THE RIGHT STAFF, LLC Signature

Date

One signed copy of this form retained by
THE RIGHT STAFF, LLC, one copy to Applicant



Standards of Conduct

Your employment with THE RIGHT STAFF is at-will, which means that either you or THE RIGHT STAFF may end your employment at any time, for any reason. Certain conduct by employees may result in discipline by THE RIGHT STAFF, up to and including termination of employment. Some examples of such conduct are:

- Absenteeism or tardiness;
- Insubordination, as determined by THE RIGHT STAFF at its sole discretion;
- Supplying false or misleading information when applying for employment or at any time during your employment with THE RIGHT STAFF;
- The unauthorized use or disclosure of confidential information of THE RIGHT STAFF, as defined by the Confidential Information policy in this Handbook;
- Discrimination against a co-worker based on a legally protected status;
- Making unwelcome advances, requests for sexual favors, and other verbal or physical expressions of a sexual nature to coworkers;
- Theft or misappropriation of THE RIGHT STAFF property;
- Engaging in horseplay or rowdy or boisterous conduct on THE RIGHT STAFF property or while performing services for THE RIGHT STAFF;
- Altering or falsifying payroll records, including time cards;
- Failure to perform job or work assignments satisfactorily and efficiently;
- Failure to follow safety practices;
- Threats or acts of bodily harm, including extreme belligerence toward management or co-workers.
- Willful or negligent destruction of THE RIGHT STAFF property;
- Performing personal work while on THE RIGHT STAFF property or while performing services for THE RIGHT STAFF; or
- Possession and/or use of intoxicants, drugs, or narcotics during work time or on THE RIGHT STAFF property.

This is only a partial list of conduct that could result in discipline up to and including termination of employment. These grounds for discipline or termination are not all-inclusive. Rather, they are provided to give employees some guidance regarding what conduct THE RIGHT STAFF views as inappropriate. As always, if you have any questions regarding what conduct is inappropriate, we encourage you to speak with a supervisor.

Confidential Information

As an employee of THE RIGHT STAFF, you may have access to proprietary, sensitive, or confidential information regarding THE RIGHT STAFF. It is in our mutual interest to protect THE RIGHT STAFF's confidential information. Therefore, all of THE RIGHT STAFF's business information must be kept strictly confidential, unless an employee is directed to disclose the information by THE RIGHT STAFF or is legally required to do so. This includes information regarding THE RIGHT STAFF financial information; methods of operation and techniques; marketing or other business



strategies; or any other confidential or trade secret information concerning the business of THE RIGHT STAFF. The improper disclosure of confidential or trade secret information of THE RIGHT STAFF including the unauthorized release of confidential or proprietary information, may result in discipline, up to and including termination of employment.

Use of Electronic Devices

Some of THE RIGHT STAFF employees will have access to THE RIGHT STAFF computer system, including electronic mail and the Internet. All employee use of THE RIGHT STAFF-provided computer resources and other electronic devices, including, without limitation, telephones, mobile telephones, Blackberry devices, and/or pagers, must be appropriate, for job-related purposes, and in accordance with this policy and other policies in this Handbook. Inappropriate use, as defined in this policy and as may be further defined from time to time at the discretion of THE RIGHT STAFF, may subject you to discipline up to and including termination of employment. Any message or file created, stored, and/or sent using THE RIGHT STAFF's computer or communications equipment is the property of THE RIGHT STAFF.

Therefore, employees should have no expectation of privacy in any message stored or sent using THE RIGHT STAFF equipment or computer systems.

Examples of inappropriate use of THE RIGHT STAFF's computers and other electronic devices include:

- Use of electronic or computer systems in violation of any of THE RIGHT STAFF policies or procedures, including those contained in this Handbook.
- Use of electronic or computer systems to create, send, or receive messages, pictures, or computer files that are fraudulent, illegal, pornographic, obscene, sexually suggestive, insulting, sexist, racist, discriminatory, or harassing.
- Use of electronic or computer systems to create, send, or receive messages, pictures, or computer files containing confidential information and/or trade secrets of THE RIGHT STAFF.
- Use of the resources to conduct illegal activities.
- Loading software which is not approved in advance by THE RIGHT STAFF.
- Making illegal copies of licensed software.
- Using software that is designed to destroy data, provide unauthorized access to THE RIGHT STAFF's computer or communication equipment, or disrupt our computer or communication equipment in anyway.
- Using the Internet, email, or telephones for the purposes of gambling.
- Using THE RIGHT STAFF's email and voicemail systems for personal use beyond what is reasonable, as determined by THE RIGHT STAFF, including, without limitation, posting blogs or other Internet messages not related to work or accessing social networking sites such as Facebook, Twitter, and Myspace.



Inappropriate use shall not include any use of THE RIGHT STAFF computer systems that is required for employees to carry out their business duties.

The above list is not all-inclusive. Rather, it is only a partial list of conduct that could result in discipline up to and including termination of employment.

I.Restricted Access

Access to THE RIGHT STAFF's computer network and its components will be restricted to employees as needed and as is required to perform duties assigned to employees by THE RIGHT STAFF. Unauthorized use of THE RIGHT STAFF's equipment or intrusion into restricted information is strictly prohibited. To prevent unauthorized access, all users must log off the network when they are away from their workstations for an extended period of time. Anyone using a computer terminal should log off the terminal at the end of the day. Employees should not log onto THE RIGHT STAFF's computers using another employee's user ID or password, nor should they allow any individual who does not have authorization to access THE RIGHT STAFF's computer systems to log onto or use THE RIGHT STAFF's computer systems, including electronic mail and the Internet.

II.Access by THE RIGHT STAFF

THE RIGHT STAFF will treat all files contained on any of THE RIGHT STAFF's computer systems as the property of THE RIGHT STAFF. These files are not your personal files. Accordingly, employees should have no expectation of privacy in any files stored on THE RIGHT STAFF's computers. THE RIGHT STAFF will have access to these files (they are not confidential), and THE RIGHT STAFF reserves the right to delete the files. It is expected that the use of THE RIGHT STAFF's systems will be business related. In the event that THE RIGHT STAFF believes that an employee is acting in a manner which is contrary to this policy or THE RIGHT STAFF interests, THE RIGHT STAFF may, without notice to the employee, decide to investigate such activities, including a review of any documents, data, or software.

III.Electronic Mail

Electronic mail systems are the property of THE RIGHT STAFF and are to be used only for THE RIGHT STAFF business. THE RIGHT STAFF has access to individual "mail boxes" on its electronic mail system and reserves the right to monitor the electronic mail system to prevent abuses. Specifically, THE RIGHT STAFF reserves the right to retrieve and read any messages composed, sent, or received. **Employees should have no expectation of privacy in any electronic message stored or sent using THE RIGHT STAFF's electronic mail system.** Even when a message has been deleted, it can still be recreated; privacy is not guaranteed.

THE RIGHT STAFF encourages the appropriate use of email as a tool to increase our efficiency. However, it is very easy to disseminate information via email. For confidentiality reasons and to maximize efficiency, distribution lists should be constructed and used carefully.



Keep distribution lists current and updated regularly to reflect changes in responsibility or employment status.

Email messages may not contain content that could be disruptive, offensive to others, or harmful to morale. Email must not be used to solicit commercial ventures, religious or political causes, outside organizations, or other solicitations that are not related to your employment with THE RIGHT STAFF. Email must not be used in any way that would be inappropriate under any THE RIGHT STAFF policy or practice in this Handbook, including, without limitation, the Policy Against Unlawful Harassment, the Confidential Information policy, and the General Work Rules policy. Improper use of email may result in disciplinary action up to and including the termination of employment. Therefore, if you have any questions regarding when or how it is appropriate to use email, please ask a supervisor.

IV. Internet Use

Access to the Internet is restricted to use for business purposes of THE RIGHT STAFF. Employees should have no expectation of privacy in any use of Internet services provided by THE RIGHT STAFF. Employees with access to THE RIGHT STAFF's Internet service are expected to act in a professional business manner. Access to and utilization of the Internet network (including THE RIGHT STAFF's computers, networks, and information) for non-business purposes, such as entertainment, shopping, or to support a private business, or for personal email, are expressly forbidden. Employees who use the Internet in violation of this policy, including viewing materials that are sexual in nature and posting confidential THE RIGHT STAFF information, will be subject to disciplinary action up to and including termination of employment.

THE RIGHT STAFF prohibits inappropriate Internet postings that may violate any THE RIGHT STAFF policies or practices, including, without limitation, postings on blogs; message boards; chat rooms; postings of inappropriate pictures and videos on Internet websites; communications sent on a Blackberry, smart phone, or mobile phone with a camera; or communications sent, received or stored on a laptop computer. Unless specifically authorized to do so by THE RIGHT STAFF, no employee may create or maintain any personal Internet posting during work hours. The use of THE RIGHT STAFF computers (or other THE RIGHT STAFF-provided devices) to create or maintain Internet postings is strictly prohibited. An employee may not make any Internet posting on behalf of THE RIGHT STAFF unless specifically instructed by THE RIGHT STAFF. Personal Internet postings unrelated to the employee's job duties should clearly state that the opinions expressed in the posting are the employee's personal opinion.

V. Social Media Policy

THE RIGHT STAFF recognizes that employees, consultants, independent contractors and temporary workers may, on their own time and using their own computer equipment and electronic devices, participate in social media, engage in "blogging," or engage in other public discourse over the Internet.



THE RIGHT STAFF does not permit employees to use “Company” time or THE RIGHT STAFF’s Computer Resources and Computer Systems for such activities (even during non-work hours), unless such use is approved in writing, in advance, by THE RIGHT STAFF management as part of your job function.

THE RIGHT STAFF respects your right to maintain personal web pages or blogs and to otherwise post content on the Internet. THE RIGHT STAFF is concerned, however, about certain risks to THE RIGHT STAFF created by unauthorized posting of content about THE RIGHT STAFF, or its interests, to the Internet-and if you choose to participate in social networking, blogging, or other public discourse on your own time and with your own equipment or electronic devices, these activities may still implicate your relationship with THE RIGHT STAFF. Therefore, employees, consultants, independent contractors, and temporary workers are required to abide by THE RIGHT STAFF’s rules regarding such communications, including its policies prohibiting discrimination and harassment, and to abide by this policy. If you discuss THE RIGHT STAFF or identify yourself (or become identified) as a THE RIGHT STAFF employee, consultant, independent contractor, or temporary worker, you are expected to be professional and courteous, and follow the standards of acceptable business communications. You must also:

- Explicitly and conspicuously state that the views you are articulating are your own and not the views of THE RIGHT STAFF. You should not state or imply you are speaking for THE RIGHT STAFF.
- Refrain from disclosing any trade secrets or other confidential or proprietary information about THE RIGHT STAFF, its employees, customers, or suppliers. This includes any information that is not already in the public domain or which might give any of THE RIGHT STAFF’s competitors or vendors a competitive advantage. If you are unsure about what information falls under this policy, please check with Human Resources.
- You may not disclose confidential information about third parties associated with THE RIGHT STAFF, including customers, vendors, employees, consultants, independent contractors, and temporary workers or others, or post pictures of them, without their permission.
- You should refrain from using offensive, sarcastic, vulgar, or sexually explicit language.
- You must not discriminate on the basis of race, gender, religion, age, disability, or any other protected criteria.
- You must obey all laws.
- You must not use THE RIGHT STAFF’s trademarks or copyrighted material without written permission.
- Because your conduct online may reflect on THE RIGHT STAFF if you are identified with THE RIGHT STAFF in any way, your on-line postings must be truthful and not be defamatory.



THE RIGHT STAFF may evaluate your postings on a case-by-case basis to determine the context and whether they violate this policy. To the extent allowable, THE RIGHT STAFF also reserves the right to request that you temporarily limit your communications to topics unrelated to THE RIGHT STAFF if it believes such action is necessary or advisable to ensure compliance with laws.

You are personally responsible for the information you put on the Internet. If you choose to engage in blogging, social networking, or other public discourse on the Internet, you do so at your own risk. THE RIGHT STAFF will not indemnify you from claims resulting from such activities unless required by law to do so.

Please remember that any sarcastic, demeaning, flippant, unprofessional, or ill-considered posting you make on the Internet may be forwarded and may be impossible to retrieve. Any such communications could reflect poorly on you and may reflect poorly on THE RIGHT STAFF.

If you have questions about this Social Media Policy, please contact Human Resources.

Should you have questions regarding appropriate behavior standards, your Recruiting Specialist will be happy to assist you.

V. Motor Vehicle Driving Record Check Policy APPLICANTS

THE RIGHT STAFF will check the motor vehicle records of any job applicant where driving is an essential job function. The applicant's job offer is contingent upon this driving record check. The driving record check will include review of any appropriate state records based on the employee's application and resume. If the applicant does not have a valid driver's license where driving is an essential job function, the applicant will not be hired. If an applicant has a driving record that meets or exceeds the criteria listed under the Unacceptable Status, the applicant will not be hired. If the applicant meets the Probationary Status criteria he/she will be placed into that status.

Satisfactory - eligible to drive. Driving record reflects less than or equal to:

- one (1) moving violation in 12 months

Probationary - eligible to drive with the stipulation that the individual's motor vehicle record will be checked periodically over the period of probation and their driving record reflects greater than the criteria for Satisfactory status or equal to: two (2) moving violations in past 24 months

Unacceptable - Applicants will not be hired if their driving record reflects:

- suspended or revoked license
- three (3) or more moving violations in the past 36 months
- one (1) or more DUIs/DWIs within the past 24 months
- at fault in a fatal accident within the past 5 years
- leaving the scene of an accident within the past 36 months
- reckless driving within the past 12 months



EXISTING EMPLOYEES

THE RIGHT STAFF will check motor vehicle records for all current employees on an annual basis where driving is an essential job function. Any employee without a valid driver's license and that cannot be reasonably accommodated, will not be eligible to continue their assignment where driving is required. If an existing employee has a valid driver's license, however, if the employee's driving record meets or exceeds Probationary Status criteria, the employee will be placed on Probationary Status and will be subjected to the requirements of that status until the end of the probation.

If, during a subsequent periodic motor vehicle record check, the employee's record indicates further violations, THE RIGHT STAFF will review the specific circumstances surrounding the individual and determine appropriate action.

Equal Opportunity Employer – EOE

THE RIGHT STAFF is an equal opportunity employer. THE RIGHT STAFF provides equal employment in employment practices without regard to race, color, religion, gender, age, disability, national origin, ancestry, sexual orientation, marital status, status in regard to public assistance, status as a Vietnam Era veteran or any other disabled veteran, or legally protected basis.

THE RIGHT STAFF's nondiscrimination policy applies to all areas of employment, including, but not limited to: recruitment, hiring and placements, training and development, compensation and benefits, demotions, layoffs or terminations and promotions and transfers.

Policy Prohibiting Discrimination Against Disabled Individuals - Reasonable Accommodation

It is the policy of THE RIGHT STAFF to comply with all relevant provisions of applicable discrimination laws, including applicable laws protecting persons with disabilities.

THE RIGHT STAFF will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

To the extent practicable or as required by law, THE RIGHT STAFF will provide accommodations to employees and job applicants who have medical or physical limitations without regard to whether the employee is legally disabled, provided that any accommodations made do not cause undue hardship to THE RIGHT STAFF. Thus, an accommodation to an employee does not mean that the employee has a legal disability. However, our obligation to provide an accommodation exists only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee to inform us that an accommodation is needed to participate in the application process, to perform essential job functions, or to receive equal benefits and privileges of employment. We are not required to provide an accommodation if we are not aware of the need. We reserve the right to request documentation of functional limitations to support the request for an accommodation.



Non-Exempt and Exempt Employees

At the time they are hired, all employees are also classified as either “exempt” or “non-exempt.” Employees classified as “non-exempt” are not exempt from (and therefore receive) overtime pay if they work over forty hours in a single work week.

Exempt employees’ duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by the federal Fair Labor Standards Act (FLSA) and applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred, or promoted. Exempt employees have no right to overtime pay.

Hours of Work and Compensation

THE RIGHT STAFF needs to have flexibility to schedule employees to work when needed. We try to accommodate individual needs as much as possible and still meet the needs of THE RIGHT STAFF. However, THE RIGHT STAFF may sometimes need to ask staff to work at times other than their regularly scheduled shifts.

I. Attendance and Punctuality Policy

All employees are expected to maintain satisfactory attendance and report to work on time each day. Absences and tardiness create an unfair burden to co-workers and can disrupt the smooth functioning of your own job, and they should be avoided. Absences, late arrivals, and early departures must be kept to a minimum.

Employees who will be absent or late through unforeseeable and unavoidable circumstances must notify a supervisor as soon as possible. Failure to follow this procedure may result in discipline up to and including termination of employment, at THE RIGHT STAFF’s discretion. In some circumstances, THE RIGHT STAFF may request that you provide documents to support your absence or tardiness, such as a doctor’s note.

THE RIGHT STAFF will record absences and/or tardiness in your personnel file, and your attendance record may be considered when evaluating requests for promotions, transfers, leaves of absence, use of accrued vacation, or other employment actions. Excessive unexcused late starts, leave early, or absent instances is defined as three (3) or more incidents in any ninety (90) day period.

1. First Offense – verbal warning that continued excessive late starts, leave early, or absent instances will lead to subsequent disciplinary action.
2. Second Offense – written warning that continued excessive late starts, leave early, or absent instances will lead to termination
3. Third Offense - termination.



I have read and been informed about the content, requirements, and expectations of THE RIGHT STAFF attendance and punctuality policy. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at THE RIGHT STAFF, LLC.

Employee Signature

Date

Employee (please print your name)

SSN(Last four)

II. Break Policy

THE RIGHT STAFF allows employees a lunch break for each eight hour workday. This lunch break is unpaid and should be taken at a time that will not inconvenience your co-workers.

Additionally, THE RIGHT STAFF will allow employees to take adequate rest breaks for each four hours worked in the work day.

As an employee of THE RIGHT STAFF, you will not be permitted to leave the building while working, on a paid break, or while on an unpaid break. Doing so is in violation of THE RIGHT STAFF policies and further instance can result in disciplinary action up to and including termination.

III. Overtime

Overtime is work performed in excess of 40 hours per week. Overtime requires prior authorization from THE RIGHT STAFF. "Non-exempt" employees will be compensated for these approved hours at one and one-half (1 1/2) times their normal hourly rate. If, during a single work week, an employee is away from the job because of a job-related injury, paid holiday, jury duty, or vacation, those hours will not be counted as hours worked for purposes of computing eligibility for overtime pay. "Exempt" employees are not paid for overtime. THE RIGHT STAFF will notify employees of their status as "exempt" or "non-exempt" as well as the procedures for obtaining prior authorization for overtime.

IV. Salary Deduction and Wage Payment

THE RIGHT STAFF is committed to paying exempt employees on a salary basis consistent with the salary basis test outlined by the FLSA and to ensuring that all employees receive full payment for time worked. As such, THE RIGHT STAFF prohibits any improper deductions from an exempt employee's salary as defined by the regulations to the FLSA and prohibits deductions from an employee's compensation except in accordance with applicable federal and state laws. If any employee believes that an improper deduction has been made from his or her salary or wages, he or she should immediately report the deduction to a supervisor. All reports of suspected improper deductions will be promptly investigated by THE RIGHT STAFF and handled as confidentially as reasonably possible, subject to notice and disclosure to necessary employees. No retaliation or intimidation directed toward anyone who brings a complaint of an improper deduction to THE RIGHT STAFF



will be tolerated. If, upon completion of the investigation, THE RIGHT STAFF finds an improper deduction has been made from the employee's salary or wages, the employee will be reimbursed for any and all improper deductions on the next regularly scheduled pay date.

V. Wage Disclosure Protection

In compliance with Minnesota law, Employees should be aware of their rights under Minnesota Statute 181.172, which provides that the Company shall not:

1. Require nondisclosure by an employee of his or her wages as a condition of employment;
2. Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages; or
3. Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
4. Retaliate against an employee for asserting rights or remedies under Minnesota Statute 181.172 and this Wage Disclosure Protection policy.

Although employees have these rights under Minnesota law that does not mean that an employee can be obligated to discuss their wages with any other person or business. Also, all policies and agreements restricting employees from disclosing confidential and/or proprietary information (e.g. trade secrets, client data, restricted financial data, etc.) to third parties (outside of the Company) are in effect and not limited by this law.

To be clear, you are:

- Not obligated to disclose your wages to any other person or business;
- Restricted from communicating proprietary, confidential trade secret or information that is otherwise subject to a legal privilege or protected by law; and
- Restricted from disclosing wage information of other employees at the Company to one of our competitors.

An employee may bring a civil action against the Company for any violation of (1) through (4) above. If a court finds that the Company has violated any of (1) through (4), the court may order reinstatement, back pay, restoration of lost service credit, if appropriate, and the expungement of any related adverse records of an employee who was the subject of the violation.

If you have any questions regarding your rights or obligations under this policy, please direct your questions to your Recruiting Specialist.

Unlawful Harassment

THE RIGHT STAFF is committed to providing a work environment free from unlawful harassment. Harassment based on a person's race, color, sex, religion, national origin, age, disability, marital status, sexual orientation, status with regard to public assistance, military status, or any other status protected by law is unlawful under federal, state, and/or local laws and will not be tolerated.



Harassment consists of verbal, physical, or visual conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, religion, national origin, age, disability, marital status, sexual orientation, status with regard to public assistance, military status, or any other protected status and has the purpose or effect of creating an intimidating, hostile, or offensive work environment that unreasonably interferes with an individual's work performance.

The following examples may constitute harassment, depending on the circumstances, and are intended to provide clarification, although they are not inclusive of all forms of possible harassment:

- a. Epithets, slurs, negative, stereotyping, or threatening, intimidating, or hostile acts that relate to any protected status; and
- b. Written or graphic material that denigrates or shows hostility or aversion toward an individual or a group because of the employee's protected status that is placed on walls, bulletin boards, or elsewhere on THE RIGHT STAFF property.

Any employee found to be in violation of this policy will be subject to appropriate disciplinary action up to and including termination of employment.

Any employee who witnesses or otherwise becomes aware of harassment must report the incident to a supervisor or the Director of Human Resources. THE RIGHT STAFF will take prompt and appropriate action to resolve the situation, including an appropriate investigation and appropriate disciplinary action. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination of employment. THE RIGHT STAFF will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort because an employee made a complaint or participated in an investigation will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

Sexual Harassment

One specific kind of unlawful harassment is sexual harassment. Sexual harassment can be difficult to define. As of the date on which THE RIGHT STAFF adopted this policy, sexual harassment has been defined as including unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or



- That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating intimidating, hostile, or offensive employment.
- Normal, mutually respectful, non-coercive interaction between individuals that is acceptable to both parties generally is not considered sexual harassment.

The following examples may constitute sexual harassment, depending on the circumstances, and are intended to provide clarification, although they are not inclusive of all forms of possible sexual harassment:

- Unacceptable verbal abuse, which may include sex-oriented jokes, sexual innuendo, suggestive comments, and inappropriate inquiries into personal matters;
- Unacceptable nonverbal harassment, which may include the display of suggestive objects, pictures, or comments that imply offensive behavior or making suggestive or insulting noises or obscene gestures;
- Unacceptable touching of a person that is not welcome, which may include hugs, arms around that person's shoulders, pinching, brushing your body against that person's body, or assault;
- Indecent exposure; and
- Making sexual or romantic advances toward an employee and persisting despite the employee's rejection of the advances.

No Retaliation Policy

Retaliation against any person who reports harassment, discrimination, a work-related injury or participates in an investigation of such reports is strictly prohibited. Retaliation will not be tolerated. Any employee who is found to have engaged in retaliation in violation of this policy will be subject to disciplinary action, up to and including termination.

At THE RIGHT STAFF, we want a safe workplace. We will treat threats coming from an abusive personal relationship the same as we do other forms of violence. Although it's important to respect the privacy of individuals, it's equally important to recognize that some private situations may lead to acts of violence in the workplace.

Since work is one of the primary places where a perpetrator can find a victim, this puts the rest of our employees at risk, as well.

We're committed to providing a safe work environment. As a result, we ask:

- Employees who obtain restraining orders listing our locations as protected areas, or which applies to any Company personnel, must report this information to your Recruiting Specialist. THE RIGHT STAFF will evaluate security measures for employees and customers. Any changes to or terminations of restraining orders also should be reported.
- We encourage employees to report threats or concerns about violence in the workplace to their Recruiting



Specialist who may discuss the situation with Human Resources and other members of management to evaluate security measures.

- Understand as an employee you are permitted to use approved leave for “safety” leave. As an employee you can use safety leave for the purposes of providing or receiving assistance because of sexual assault, domestic abuse or stalking.

Please do not hesitate to contact your Recruiting Specialist if you have any questions or concerns.

Violence in the Workplace Prevention Policy

THE RIGHT STAFF has a policy of zero tolerance for violence. If you engage in any violence in the workplace or threaten violence in the workplace, your employment will be terminated immediately. No talk of violence or joking about violence will be tolerated.

“Violence” includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with THE RIGHT STAFF including employees and clients, never feels threatened by any employee’s actions or conduct.

All Weapons Banned

THE RIGHT STAFF specifically prohibits the possession of weapons by any employee while on company property or that of a client’s. This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Employees are also prohibited from carrying a weapon while performing services off the client’s business premises.

Weapons include guns, knives, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

Workplace Safety Policy General Policy Statement

This is to inform you that THE RIGHT STAFF is complying with the OSHA Hazard Communication Standard, Title 20 Code of Federal Regulations 1910.1200

This program applies to all work operations with clients of THE RIGHT STAFF where you may be exposed to hazardous substances under normal working conditions or during an emergency situation.

Under this program, you will be informed of the contents of the Hazardous Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take for protection from these chemicals.

You will also be informed of the hazards associated with non-routine tasks you may be asked to perform.



General Safety Rules

THE RIGHT STAFF, LLC (Employer) has developed these safety rules patterned after the Federal OSHA requirements. Read and become familiar with these rules, and other safety rules that apply to your job.

1. All accidents/incidents shall be reported immediately to the injured employee's employer and direct supervisor.
2. Unsafe conditions and unsafe acts must be reported to your employer and supervisor immediately.
3. The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work.
4. Appropriate clothing and footwear must be worn on the job at all times.
5. An approved hard hat must be worn at all times where there exists the hazard of falling objects.
6. Horseplay, fighting or possession of firearms is prohibited at all times.
7. When lifting, keep the object close to your body and use your legs as support to lift, while keeping your back straight.
8. You should not perform a task unless you are trained to do so and are aware of the hazards associated with the task.
9. You may be assigned certain personal protective safety equipment (PPE). This equipment should be available for use on the job, be maintained in good condition, and worn when required.
10. Respect heavy equipment and moving machinery when working in their vicinity. Be constantly alert. Stand in the clear where the operator can see you.
11. Stay out from under heavy loads and away from equipment travel patterns.
12. Learn safe work practices. When in doubt about performing a task safely, contact your employer and supervisor for instruction and training.
13. Running on the job is prohibited, except in obvious extreme emergencies.
14. The riding of, or on other equipment not designed for such purposes, is prohibited at all times.
15. If you do not have current First Aid Training, do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
16. Never remove or by-pass safety devices.
17. Smoking is prohibited in all areas unless designated otherwise.
18. Do not approach operating machinery from the blind side; let the operator see you.
19. Learn where fire extinguishers and first aid kits are located.
20. Good housekeeping is always necessary in order to prevent accidents. Waste materials shall be disposed of properly and shall not be allowed to accumulate in a work area.
21. Gasoline, kerosene or diesel fuel shall not be used for cleaning purposes. Contact the supervisor for an approved safety solvent.



22. When operating or riding in company vehicles or using your personal vehicle for business purposes, the vehicle's seatbelt must be worn. Obey all traffic regulations when operating vehicles on public highways.
23. Employees shall observe and obey all caution and danger signs, barricades and safety permit tags that are placed on the assignment.
24. Always perform your assignment task in a safe and proper manner; do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is a leading cause of employee injury.

WORKERS' COMPENSATION POLICY

THE RIGHT STAFF is committed to meeting its obligations under all state workers' compensation laws to provide medical, rehabilitation, and wage-replacement benefits to employees who sustain work-related injuries or illnesses.

Employees must report all work-related injuries or illnesses to their Recruiting Specialist immediately, regardless of severity. Human Resources must notify the designated workers' compensation insurance carrier immediately in the case of serious injuries. When necessary, Human Resources will work with the employee to complete a First Report of Injury Form.

THE RIGHT STAFF seeks the prosecution of any employees filing fraudulent claims or engaging in other workers' compensation fraud.

THE RIGHT STAFF acts as a resource to all employees with respect to administering a safe working environment. It is your responsibility to work safely and avoid injury. If you are asked to do a task that isn't safe or are injured on assignment, contact THE RIGHT STAFF immediately. THE RIGHT STAFF utilizes a return to work program and mandatory drug testing for all employees injured on assignment.

RETURN-TO-WORK POLICY

If you become ill or injured as a result of a job-related accident, other employees will miss you. Working at a partial capacity will assist your fellow employees in completing the work. Efforts will be made to return you to your previous job as soon as possible.

THE RIGHT STAFF will actively seek to return injured employees covered by workers' compensation to productive work as quickly as possible, in cooperation with the employee's physician or health care provider.

If an injured employee is not physically capable of returning to full duty, the return-to-work program provides opportunities, when available, for the employee to perform a temporary assignment. To accomplish this, the employee's regular position is modified to accommodate the physical capacities, or the employee will be assigned to a transitional assignment with alternate duties.

Our objective is to get the employee back to work in a productive position. THE RIGHT STAFF utilizes a return to



work program with local agencies that need volunteer services. It is important that a return to work date be established as soon as possible. To accomplish this, we will use a Return to Work Authorization Form to document work restrictions.

In the event of an injury, we ask that you take the Return to Work Authorization Form to the clinic with you, and have the physician complete it before leaving the clinic. If that is not possible, we will provide the Return to Work Authorization Form to the healthcare provider to have them outline specific restrictions and the duration of those restrictions. This form must be completed prior to allowing an injured employee back to work.

Once we have the Return to Work Authorization Form, THE RIGHT STAFF will work with your supervisor to assign you to a transitional position or modified regular position in accordance with the return-to-work program. This modified position may include an alternative pay rate for the transitional position. When you are assigned a modified position, we will complete a Return-To-Work-Agreement form to document restrictions. We require that you do not exceed the restrictions provided by the physician. If anyone asks you to exceed the restrictions, you must decline and inform that person of your restrictions due to the work related injury or illness.

This return-to-work program shall not be construed as recognition by Company, its management, or its employees that any employee who participates in the program has a disability as defined by the Americans with Disabilities Act (ADA) of 1990. If an employee sustains an injury or illness that results in a disability under the ADA, the employee must inform his or her supervisor or a member of management that the disability exists and that a reasonable accommodation is necessary to perform the essential functions of the job.

Agency Policy

The policies in this handbook may be revised or revoked at any time. THE RIGHT STAFF is an employment agency, and we cannot guarantee the number of hours that will be available or that any work will be available.

THE RIGHT STAFF Drug and Alcohol Policy

Drug and Alcohol Use

Illegal drug use in the workplace is against the law and is highly detrimental to the safety and productivity of employees at THE RIGHT STAFF. No employee may be under the influence of any illegal drug, nor may any employee possess, consume, distribute, transfer, purchase, or sell alcohol or illegal drugs while on Company premises, while attending a business-related activity, or when operating a vehicle owned or leased by the Company. Such activity will lead to disciplinary action up to and including termination of employment.

Alcohol use in the workplace is also detrimental to the safety and productivity of our employees. Employees may not be under the influence of alcohol during work shifts or while



conducting Company business. The Company recognizes that employees may occasionally attend Company-sponsored social events or other business-related activities where alcohol is served. Consumption of alcohol is permitted at these events only to the extent it does not lead to impaired performance, inappropriate behavior, endangerment to the safety of the employee or others, or the violation of any law, including, without limitation, underage drinking or driving under the influence.

The Company also recognizes that some employees must take physician-prescribed medications. It is each employee's responsibility to report any use of such potentially impairing prescription drugs to the employee's supervisor or another member of the management team. If these medications pose a direct threat to the employee's safety or health or the safety or health of others in the workplace, the employee will not be allowed to work.

Drug and Alcohol Testing

To achieve the Company's goal of a drug and alcohol-free work environment, all employees and job applicants who have received a conditional offer of employment will be required to submit to drug and alcohol testing as set forth in this policy.

Circumstances Under Which Testing is Required:

Pre-employment - All job applicants receiving conditional job offers will be required to undergo drug and alcohol testing prior to commencing employment with the Company.

Customer requirement - Specific customers may require employees working on their project to submit to drug and alcohol testing prior to working on their project. If this is required, THE RIGHT STAFF will notify you.

Reasonable suspicion - If, at any time, there is reasonable suspicion that an employee is under the influence of drugs and/or alcohol or has violated any part of the Policy, the employee, as a condition of employment, will be required to submit to a drug/alcohol test.

Post accident - Employees are subject to testing when they cause or contribute to accidents that seriously damage a Company vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident.

Treatment program - If an employee has been referred to a chemical dependency treatment or evaluation program as a condition of employment, the Company reserves the right to require the employee to submit to random testing without notice during the evaluation or treatment period and for a period of two years after the end of any prescribed treatment or evaluation.

Reliability and Fairness Safeguards

The Company will strive to ensure the highest integrity in drug and alcohol testing and reporting procedures.



To ensure correct and reliable results, the Company will use the services of a testing laboratory that meets the requirements of Minnesota Statute 181.953.

Tests for alcohol concentration and illegal substances will be performed by obtaining a breath reading, urine specimen, or blood sample at a designated collection site. All blood draws will be performed by a qualified medical professional. The breath, urine, or blood sample will be analyzed by a certified laboratory. All samples that test positive on an initial screening test will automatically undergo a confirmatory test (second test) to verify or deny the existence of alcohol, drugs, or their metabolites in the specimen.

The testing laboratory will report all results to the Medical Review Officer (MRO) for final review and determination. Negative results will be reported directly to the Company. The MRO will contact the job applicant/employee prior to notifying the Company to discuss all positive results to determine if there is a medical explanation for a positive test result. **Employees and job applicants have the right to explain positive test results.** The MRO will then determine if the test is to be classified as a positive or negative. The results will then be reported to the Company. Negative test results will be reported to the Company within three working days of the result. Positive test results will be reported to the Company within three working days of the confirmatory test.

During the five-working-day period after notice of a positive result, the employee or job applicant has the right to request a confirmatory retest (a third test). This confirmatory retest is at the employee or job applicant's own expense.

Within three days of receiving a request for a confirmatory retest, the Company will notify the original laboratory whether the employee wants the confirmatory retest performed at that laboratory or wants the sample transferred to a different licensed laboratory for the retest.

Before an employee or job applicant is asked to undergo a drug test, he or she will be given a form on which he or she acknowledges that he or she has seen this Policy and consents to and authorizes testing and disclosure of test results to the Company. Refusal to sign the above-mentioned form will result in termination of employment (employees), or withdrawal of job offer (job applicants).

Right to Refuse Testing

Employees and job applicants have the right to refuse to undergo drug and alcohol testing. However, an employee's refusal to submit to testing may result in immediate termination of employment. Job applicants who refuse to submit to testing will be withdrawn from consideration for employment.

Consequences of Positive Test Results

Job applicants with positive confirmatory test or retest results will be withdrawn from employment consideration.



Employees for whom a positive confirmatory test result is the first on a test required by the Company will be required to undergo evaluation for drug or alcohol counseling or rehabilitation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency. The evaluation and any recommended treatment will be at the employee's own expense or as covered by the Company's health plan. If the employee refuses to participate in the evaluation or recommended treatment, or if the employee fails to complete any recommended program successfully, the employee will be subject to discipline up to and including termination. By law, the Company may require the employee to submit to random testing without notice during the evaluation or treatment period and for a period of two years after the end of any prescribed treatment.

Employees for whom a positive confirmatory test result is the second on a test required by the Company may be terminated.

Right to Access Reports

Upon request, employees may access any information that relates to positive test results and to the testing process, including all information gathered as part of the process.

Confidentiality and Privacy

The testing laboratory will notify the Company only whether a tested sample contains evidence of drugs or alcohol. The testing laboratory will not disclose other information learned during the testing process, such as the presence of evidence of other illnesses.

The Company will make every effort to keep the results of drug and alcohol tests confidential. Only those individuals with a need to know the results will have access to test results. If an employee is referred to a counselor or physician for evaluation, test results will be made available to the employee's counselor.

Inspections

The Company reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate disciplinary action up to and including termination of employment.

Crimes Involving Drugs

The Company prohibits all employees from manufacturing, distributing, dispensing, possessing or using illegal drugs in or on Company premises or while conducting Company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.



Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences.

THE RIGHT STAFF will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

THE RIGHT STAFF Drug and Alcohol Policy

I have read and been informed about the content, requirements, and expectations of the drug and alcohol policy for employees at THE RIGHT STAFF, LLC. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at THE RIGHT STAFF, LLC, and

I consent to and authorize testing and disclosure of test results to THE RIGHT STAFF, LLC.

I understand that if I have questions, at any time, regarding the drug and alcohol policy, I will consult with my immediate supervisor or the Human Resources Department at THE RIGHT STAFF, LLC.

Please read the drug and alcohol policy carefully to ensure you understand the policy before signing this document.

Signature of Applicant

Date

Applicant Printed Name

Employee Benefits

Holiday Pay

THE RIGHT STAFF may offer holiday pay for the following holidays:

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving
- Christmas

To be eligible for eight hours of holiday pay, at your current position's pay rate, you must meet the following criteria:

- Be an active employee, have worked 600 hours, including both straight and overtime, immediately prior to the holiday.
- You have worked at least 24 hours both during the week prior to the holiday and the week of the holiday.



Health Care for You and Your Family

- Medical
- Dental
- Term-Life
- Short-term Disability

THE RIGHT STAFF has contracted with a national provider, Essential StaffCARE for health care benefits. You will have 30 days from the start of an assignment to enroll in benefit coverage. As long as you remain a **continuous** employee of THE RIGHT STAFF, your benefits remain the same. If your assignment should end and you have a gap of 6 (six) weeks or more of employment, you will need to re-enroll once you are placed on a new assignment. You will again have 30 days to re-enroll from the start of that new assignment.

Please contact your Recruiting Specialist for rates and additional information.

Scholarship

If you attend a technical school, college, university, or other post-secondary educational facility, visit our website at www.therightstaff.com Select "About Us" Click on "Scholarship Program" for information regarding eligibility for this program.

LEAVES of ABSENCE/TIME OFF

The following describes the various types of leaves of absences offered by THE RIGHT STAFF.

Family and Medical Leave

Pursuant to the Family and Medical Leave Act ("FMLA") of 1993, as amended, eligible employees may be entitled to an unpaid leave of absence. During any unpaid leaves of absence, employees will not accrue benefits other than those required by law. Unpaid leaves of absence may affect eligibility for benefits. Please contact your Supervisor for more information.

I. ELIGIBILITY

To be eligible for leave under this policy, an employee must have (i) worked for THE RIGHT STAFF for at least 12 months and for at least 1,250 hours in the 12-month period preceding the leave; and (ii) worked at a worksite that has 50 or more employees within a 75-mile radius of another worksite at the time that leave is requested. Eligible employees may take leave pursuant to this policy for any of the following reasons:

- The birth or placement of a child for adoption or foster care.
- To care for the employee's spouse, child or parent who has a serious health condition.
- Because of the employee's own serious health condition that renders the employee unable to perform an essential function of his or her position.
- To care for a spouse, child, parent or next of kin (as described below) who is seriously injured or ill while serving military duty in the armed forces

or



a reserve unit or is a veteran, as described below (“Military Caregiver Leave”).

- To handle certain non-medical situations, as described below, that arise out of the call to active duty or active duty status of an employee’s spouse, child or parent who is a member of the reserve components of the armed forces or is a retired member of the armed forces (“Qualifying Exigency Leave”).

II. MILITARY CAREGIVER LEAVE

As stated above, an eligible employee may take Military Caregiver Leave to care for a spouse, child, parent or “next of kin” who (i) is seriously injured or ill while serving military duty in the armed forces or a reserve unit; or (ii) is a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness if the veteran was a member of the armed forces at any time during the 5-year period preceding that medical treatment, recuperation or therapy. For a current member of the armed forces, a serious injury or illness includes not only those incurred by a member in the line of active duty, but also a serious injury or illness that existed prior to active duty and was aggravated by active duty service that may render the individual medically unfit to perform the duties of his or her office, grade, rank, or rating. For a veteran, a serious injury or illness is one that was (i) incurred by the individual in the line of active duty or existed prior to active duty and was aggravated by active duty service; and (ii) manifested itself before or after the member became a veteran. An employee is considered an individual’s “next of kin” if he or she is a blood relative who has been granted legal custody of the service member, who has been designated in writing by the service member as next of kin for purposes of FMLA Military Caregiver Leave, or who, in the absence of legal custody or written designation, is a sibling, grandparent, aunt, unclear first cousin of the service member. An employee’s eligibility for Military Caregiver Leave ends once the family member is no longer a member of the armed forces or reserve unit or is placed on a permanent disabled retired list.

III. QUALIFYING EXIGENCY LEAVE

Qualified Exigency Leave is available if the covered family member is (i) serving active duty or is called to active duty during deployment to a foreign country; or (ii) a member of a reserve component of the armed forces (U.S. National Guard and Reserves) during deployment of the individual with the armed forces to a foreign country under a call or order to active duty in a contingency operation, as that term is defined by 10 U.S.C. §101(a) (13) (B).

Qualifying Exigency Leave is available under only the following circumstances:

- To address any issue that arises from an impending call or order to active duty²⁸ in support of a contingency operation that occurs within seven (7) days or less before the date of deployment;
- To attend any military ceremony, program or event related to the active duty or call to active duty status or to attend certain family support or assistance programs



- and informational briefings;
- To arrange or provide for childcare or school - related activities;
- To make or update various financial or legal arrangements;
- To spend time with a covered military member who is on short-term, temporary or rest-and-recuperation leave lasting up to five (5) days during the period of deployment;
- To attend arrival ceremonies, including funeral or memorial services, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of ninety (90) days following active duty status; and
- To address other events arising from military duty, as agreed upon in advance by THE RIGHT STAFF and the employee.

IV. TIMING AND DURATION OF LEAVE

With the exception of Military Caregiver Leave (as described below), the total amount of leave taken pursuant to this policy cannot exceed twelve (12) work weeks in any “rolling” 12-month period. The “rolling” 12-month period shall be measured backward from the date an employee uses any FMLA leave if an employee needs to take leave for a reason covered under this policy.

Any leave due to the birth and care of a child or the placement of a child for adoption or foster care and care of the newly placed child must be completed within one (1) year of the date of birth or placement of the child.

If spouses are both employed by THE RIGHT STAFF, they are entitled to a combined total of twelve (12) weeks of leave for (i) the birth, adoption or foster care placement of a child and to care for such a child; or (ii) to care for a parent with a serious health condition.

Each individual is entitled to twelve (12) weeks of leave due to his or her own serious health condition or to care for the serious health condition of his or her child or spouse without counting leave time taken by the other spouse.

For Military Caregiver Leave, an employee may take up to a 26-week unpaid leave of absence within a single “rolling” 12-month period beginning with the first day on which an employee takes Military Caregiver Leave. Employees who take Military Caregiver Leave are entitled during that period to no more than twelve (12) weeks of leave for any other type of leave designated in this policy.

If necessary, leave due to a serious health condition, as well as Military Caregiver Leave and Qualified Exigency Leave, may be taken on an intermittent basis (in separate blocks of time) or on a reduced-schedule basis (reducing the usual number of hours an employee works per work-week or workday). Employees should make a reasonable effort to schedule intermittent or reduced leave so as not to unduly disrupt THE RIGHT STAFF’s operations. Requests by an employee that absences be counted as intermittent FMLA leave must be made in compliance with THE RIGHT STAFF’s policies regarding absences.



Absent unusual circumstances, failure to follow the established reporting procedures may cause a delay in or the denial of protection of the absence as FMLA leave.

V. NOTIFICATION OF LEAVE

In most cases, the eligible employee must submit appropriate certification to support a request for leave pursuant to this policy. Employees are responsible for completing the appropriate leave forms. These forms are available from the Human Resources Department.

When the need to take leave pursuant to this policy is foreseeable, an eligible employee must provide THE RIGHT STAFF with thirty (30) days advance written notice. To assist THE RIGHT STAFF in arranging work assignments during the employee's absence, the employee should give prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of the date on which the employee expects to return to work. To facilitate the employee's return to work, THE RIGHT STAFF asks that employees provide two (2) weeks advance notification of the intended return date. Failure to do so may delay the employee's return date.

In the event that an employee becomes aware of the need to take leave less than thirty (30) days before the leave begins, the employee must provide notice to THE RIGHT STAFF of the need for leave as soon as is practicable generally either on the same day the employee learns of the need to take leave or within one (1) business day after the employee learns of the need to take FMLA leave. If the need to take leave is not foreseeable, the employee must notify THE RIGHT STAFF by following THE RIGHT STAFF's established procedures and requirements regarding absences, as set forth in THE RIGHT STAFF's policies relating to absences. THE RIGHT STAFF may request information to determine whether the absence is covered by the FMLA. Absent unusual circumstances, failure to follow the established procedures may cause a delay or denial of protection for the absence pursuant to this policy.

If an employee requests leave pursuant to this policy for a FMLA-qualifying reason for which THE RIGHT STAFF has previously granted leave, the employee must specifically refer to the qualifying reason for leave in the leave request.

VI. CONTINUATION OF BENEFITS

Health and dental benefits will continue during the leave of absence, provided the employee makes his or her regular monthly contributions to the plan. Failure to pay premiums may result in lapse of coverage. Employees may contact the Human Resources Department for specific details on continuing benefits while on leave.

VII. RETURN TO WORK

With the limited exception of certain key employees, as defined by the FMLA, employees returning from FMLA leave within the allotted leave period will be restored to their original job or to an equivalent job with equivalent pay and benefits. THE RIGHT STAFF will notify employees prior to the beginning of a leave of absence if they are considered



a key employee. Employees who take leave pursuant to this policy have no greater rights to reinstatement than if they had continued to work.

Employees returning from FMLA leave due to their own serious medical condition may be required to present a fitness-for-duty certification that addresses the employee's ability to perform the essential functions of his or her job before returning to work. Failure to provide a medical certificate of fitness-for-duty may result in a denial of job reinstatement until the appropriate certificate is provided.

VIII. SUBSTITUTION OF PAID TIME

Employees who have accrued vacation or sick time pursuant to other THE RIGHT STAFF policies must use such available time prior to taking unpaid leave, under the same terms and conditions as set forth in the applicable policies. This paid time will count toward the maximum allotment for the leave of absence pursuant to this policy.

IX. DISPUTES REGARDING DESIGNATION OF FMLA LEAVE

If an employee disputes whether leave qualifies as FMLA leave pursuant to this policy, he or she should raise the issue with the Human Resources Department and ask to speak with a Human Resources representative so THE RIGHT STAFF and the employee may resolve the dispute.

Military Leaves of Absence

THE RIGHT STAFF grants military leaves of absence in accordance with federal and state law.

Please contact a supervisor if you will need a military leave of absence.

Leave for Families of Mobilized Military Members

Employees may receive up to ten (10) working days of a leave of absence without pay if an immediate family member has been injured or killed while engaged in active service as a member of the United States armed forces. For purposes of this policy only, "immediate family member" means parent, child, grandparent, sibling or spouse. Employees are expected to give notice of the need to take leave pursuant to this policy as soon as is reasonably practicable. Any period of leave taken pursuant to this policy shall run concurrently with leave provided under other policies.

Leave to Attend Military Ceremonies

An employee whose immediate family member has been ordered into active service in support of a war or other national emergency as a member of the United States armed forces may receive necessary time not to exceed one (1) work day to attend a send-off or homecoming ceremony for the mobilized service member, provided that this leave would not duly disrupt THE RIGHT STAFF operations, in which case THE RIGHT STAFF may, at its sole discretion, deny any request for leave under this policy. This leave shall not be paid. For purposes of this policy only, "immediate family member" shall mean grandparent, parent, legal guardian, sibling, child, grandchild, spouse, fiancé, or fiancée. Time off pursuant to this policy shall run



concurrently with time off provided under other policies.

School Conference and Activities Leave

Employees who are parents and who have worked for THE RIGHT STAFF on at least a half-time basis will be granted a maximum of sixteen (16) hours per calendar year of time off to attend their child's special education, pre-school or school conference and school-related activities, or for monitoring/observing childcare services/activities if the conference or activities cannot be scheduled during non-work hours. This time may be unpaid or the employee may use personal time off to cover the absence. Time off for this leave is to be requested in advance of its being taken, if possible.

Parental Leave

TRS Company follows all applicable state and federal leave laws. Minnesota's Sick or Injured Child Care Leave Act requires employers with 21 or more employees to provide eligible employees a 12 week unpaid leave of absence for the birth or adoption of a child, when a child leaves the hospital, or for prenatal care or incapacity due to pregnancy or childbirth in accordance with Minnesota law.

Employees eligible for leave under FMLA and those who used such leave during the 12-month period will not be entitled to additional parenting leave under Minnesota law.

However, if an employee has exhausted his or her federal leave for a serious health condition, the employee may be eligible for Minnesota parenting leave for a birth or adoption of a child during the same 12-month period.

Eligible employees must also work for the Company for 12 months preceding the leave and must have worked an average of half time or more of the full-time equivalent of the employee's position. If practical, the employee must provide the Company with at least 30 days' notice before leave is to begin.

If you have questions regarding the Minnesota Parenting Leave, please contact your Recruiting Specialist.

Time Off to Vote

Employees are encouraged to fulfill their civic responsibilities by participating in federal, state, and local elections. Generally, employees are able to find time to vote either before or after their regular work schedule. However, time off will be granted during the morning of an election day for employees who cannot find time to vote either before or after their regular work schedule. Employees must notify a supervisor in advance of the need to take time off pursuant to this policy.

Jury Duty

THE RIGHT STAFF believes it is each employee's civic duty to report for jury duty. Employees must notify a supervisor promptly upon receipt of the jury summons. Employees must present a statement of jury service and pay to a supervisor as issued by the court. An employee whose jury service ends with four or more hours remaining in the work day must return to work at THE RIGHT STAFF.



An employee must remain in contact with a supervisor throughout the period of jury service so a supervisor may understand when to expect the employee to return to work.

Funeral Leave

Full-time employees may be granted up to three days of leave per year without pay for the purpose of attending a funeral of a member of the employee’s immediate family. The employee’s “immediate family” includes the employee’s spouse or significant other, children, parents, grandparents, brother, sister, step-parents, or stepchildren. The employee must notify a supervisor as soon as possible of his/her intention to take funeral leave.

Refer a Friend

Do you know someone looking for a job? Refer them to THE RIGHT STAFF and you will earn a bonus! It’s easy! Visit our website at www.therightstaff.com Select “Current Employees” and click on “Refer a Friend”. Complete the required information, and when eligibility requirements are met, you will earn a bonus!

Employee Handbook Acknowledgment

I hereby acknowledge receipt of THE RIGHT STAFF’s Employee Handbook. I understand it is my responsibility to read and understand the procedures and policies contained in this Employee Handbook. I further understand that the purpose of this Employee Handbook is to give me a general understanding of THE RIGHT STAFF policies, which THE RIGHT STAFF may freely revise or revoke at any time. I understand my employment with THE RIGHT STAFF is at-will and may be terminated by either me or THE RIGHT STAFF at any time.

THIS HANDBOOK DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED EMPLOYMENT CONTRACT.

Employee’s Signature Date

THE RIGHT STAFF Representative’s Signature Date

11.14.2017



Vacation Bonus

You become eligible for 40 hours of pay after working 1800 hours within 365 days of requesting payout, without a 30 day lapse in employment.

Upon requesting a Vacation Bonus, or a 30 day lapse in employment through THE RIGHT STAFF, a new vacation accrual period will begin.

Your vacation bonus is a one-time payment at your regular hourly rate at which you were being paid when you reached eligibility.

Unless your state's law provides otherwise, a vacation bonus must be claimed within sixty (60) days of the end of the period for which you are claiming your vacation bonus.

Contact your Recruiting Specialist to discuss your specific vacation questions or requests.

To request your Vacation Bonus, submit this form to:

THE RIGHT STAFF
P.O. BOX 390240
MINNEAPOLIS, MN 55439-0240

Or, fax to 1-866-395-4002

Name _____

Address _____

Phone _____

I understand that by requesting my Vacation Bonus, a new vacation accrual period will begin.

Signature _____

Date _____





www.therightstaff.com