



employer solutions staffing group<sub>LLC</sub>

*Through Its Affiliate /Agent  
Integrative Staffing Group, LLC*



**INTEGRATIVE**  
**STAFFING GROUP**

**ASSIGNED EMPLOYEE HANDBOOK**

# Integrative Staffing Group, LLC

## HANDBOOK FOR EMPLOYEES

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This Employee Handbook is presented to all employees of Integrative Staffing Group, LLC because it is important to know the kind of Company we are and the values in which we believe.

We are proud of the reputation and success of our Company, and we feel very strongly that these accomplishments were achieved, in large measure, because of the dedication and hard work of our employees. We are grateful for this team effort and pledge to do all we can to continue the tradition of excellence.

The Company operates with an “open door” policy, and all employees are invited to visit our Personnel Office at any time to seek advice or to obtain information about any Company practice or policy.

We hope you will find your association with our Company rewarding and wish you continued success in your career.

Sincerely,

William F. Scherfel, Jr.  
Managing Partner

## **ABOUT THIS HANDBOOK**

It is a pleasure to welcome you as a new employee to Integrative Staffing Group, LLC. We are proud of our Company and look forward to having you join our team of talented and highly motivated men and women.

Our mutual goal is to make this Company the finest and most efficient organization possible, while expanding your knowledge, dedication, training and job skills. These are vital ingredients to our Company's success. Integrative Staffing Group, LLC looks forward to working with you toward achieving this mutually beneficial arrangement.

This Company recognizes that its most valuable asset is you, together with your fellow employees. Because of the high value that we place upon our employees, we endeavor to provide competitive compensation, a pleasant and safe working environment, and opportunities for personal and professional growth. We hope and expect that you will join us in striving to make Integrative Staffing Group, LLC the finest and most efficient workplace possible.

The employee handbook provides information concerning the policies and practices within Integrative Staffing Group, LLC. Please keep this book somewhere where it is easily available to you to use as a reference.

This handbook cannot anticipate every situation or answer every question about employment. This handbook is not intended to be, nor should it be construed as, an employment contract and is not intended to create contractual obligations of any kind. Unless otherwise specified in a separate contract signed by the Managing Partner, your employment with Integrative Staffing Group, LLC is "at-will." You or Integrative Staffing Group, LLC may terminate your employment at any time, for any reason, with or without notice. Similarly, no other policies, procedures or statements by supervisors may alter the at-will nature of the employment relationship. Only Integrative Staffing Group, LLC's Managing Partner, by written agreement specifically stating Integrative Staffing Group, LLC's intent to alter the at-will relationship, can enter into any contract of employment.

This handbook replaces, amends and supersedes any prior Integrative Staffing Group, LLC employee handbooks, policies and practices. Integrative Staffing Group, LLC reserves the right to unilaterally alter or modify this handbook, as well as its policies or procedures, with or without notice.

Please sign and return to your supervisor or the Managing Partner the bottom portion of the Employee Acknowledgement that follows, verifying its receipt and that you have read and understand the contents herein.

## **EMPLOYMENT**

Employment at Integrative Staffing Group, LLC is at-will. Unless otherwise specified in a separate contract signed by the Managing Partner, your employment with Integrative Staffing Group, LLC is at-will. You or Integrative Staffing Group, LLC may terminate your employment at any time, for any reason, with or without notice. This includes termination with or without cause, and with or without notice. Similarly, no other policies, procedures or statements by supervisors may alter the at-will nature of the employment relationship. Only Integrative Staffing Group, LLC's Managing Partner, by written agreement specifically stating Integrative Staffing Group, LLC's intent to alter the at-will relationship, can enter into any contract of employment.

Statements on the employment application, or in this handbook, training handbooks, or other Company documents, do not constitute or imply an employment contract and should not be relied upon by the employee or job applicant under any circumstances as assuring continued employment or superseding the Company's at-will employment policy.

## **INTEGRATIVE STAFFING GROUP, LLC HISTORY, MISSION AND VALUES**

Since 1995, Integrative Staffing Group, LLC and its affiliates have been providing exceptional service to thousands of employers and job seekers throughout the nation, with an emphasis in Pennsylvania, Ohio, and West Virginia.

### **The secret to our success? Our people, of course.**

We're honest. We're committed. And most importantly, we're passionate about staffing. But that's only HOW we work. What we DO is solve problems.

Whether that means helping companies overcome staffing and HR challenges or finding a great job to fulfill individuals' short or long-term career aspirations, our people are dedicated to finding the best possible solution to staffing or employment needs.

### **Our Mission**

To be a full-service staffing organization that provides complete staffing & HR solutions to our clients, while providing access to rewarding career opportunities for qualified individuals.

### **Our Core Values**

- **Think Positively:**  
Never underestimate the power of your attitude.
- **Serve Others:**  
Our rewards in life will always be in exact proportion to our service.
- **Foster Empowerment:**  
Tell me and I'll forget; show me and I may not remember; involve me and I'll understand.
- **Take Ownership:**  
We each have a stake in the organization in which we invest our lives and share the risks and rewards of ownership.
- **Embrace Change:**  
When you do what you have always done, you'll be where you have always been.
- **Have Fun:**  
Make happy those who are near, and those who are far will come.

## **Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Integrative Staffing Group, LLC will be based on merit, qualifications, and abilities. Integrative Staffing Group, LLC does not discriminate with regard to race, color, religion, gender, national origin, age, disability, genetic information, or any other characteristic protected by federal, state or local laws. Similarly, Integrative Staffing Group, LLC does not retaliate against individuals who have complained of discrimination, who have assisted in or served as a witness in an investigation into or proceeding concerning alleged discrimination, or who have filed any formal action regarding discrimination against Integrative Staffing Group, LLC. This policy applies to all terms, conditions and benefits associated with employment.

Any employee with questions or concerns about discrimination in the workplace is encouraged to bring these issues to the attention of the Managing Partner. Employees can raise concerns and make reports without fear of reprisal or retaliation. Anyone found to be engaging in any type of discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.

## **Reasonable Accommodation of Disabilities**

If you are a qualified individual with a disability within the meaning of the Americans with Disabilities Act, as amended, or any applicable state or local law and would like to request a reasonable accommodation to allow you to perform the essential functions of your job (e.g., leave, job modification, schedule modification, assistive devices, etc.), please submit your written request to your supervisor or to the Managing Partner. Integrative Staffing Group, LLC will engage in an interactive discussion with you and/or your treating medical professional to determine if there is a suitable, reasonable accommodation available that will not impose an undue hardship on Integrative Staffing Group, LLC. You may be required to provide medical substantiation of the need for and type of reasonable accommodation sought. You may also be required to sign a medical release to Integrative Staffing Group, LLC to obtain medical information from your medical provider concerning any disability and reasonable accommodation sought.

Any employee taking legally prescribed or over the counter medication is responsible for being aware of any potential effect or impairment such drugs may have on his/her reactions, judgments, or ability to perform his/her duties. If the medication may negatively impact or impair an employee's ability to perform his/her job properly or in a safe and/or efficient manner, the employee is responsible for requesting a reasonable accommodation from his/her supervisor or the Managing Partner before working while using medication. Any employee requesting such reasonable accommodation may be required to present medical substantiation of the need for such accommodation.

## **Probationary Period**

All new employees of Integrative Staffing Group, LLC enter a probationary period of 90 days from first date of **PERMANENT** hire. Employees also have a 6 month wait period from first date of permanent hire, before they are eligible for certain benefits. The probationary period should be looked on by the employee as a learning, adjusting and proving period. Employees

will need to come up to speed quickly on Integrative Staffing Group, LLC practices and procedures, and then will need to prove themselves to be valuable hires/employees through outstanding performance. While all employees are considered at-will for the duration of their employment, probationary employees may also be terminated at any time for any reason, including at any time during the probationary employee's probationary period.

## **Disruptive Persons/Workplace Violence Policy**

Integrative Staffing Group, LLC is committed to providing a workplace that is safe, secure and free of harassment, threats, intimidation and violence for all employees. It is every employee's duty to maintain a safe workplace. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, coercion or a hostile or abusive work environment which involves or affects employees, customers or business partners, or which occur on Integrative Staffing Group, LLC or clients' property will not be tolerated.

This policy applies to all locations where employees work or represent Integrative Staffing Group, LLC. This includes the workplace, customer and vendor premises and client or community sponsored events and activities. The workplace is any location, either permanent or temporary, where an employee performs any work-related duty. This includes but is not limited to buildings and the surrounding perimeters, including parking lots. It includes all owned, leased or donated space, including vehicles, and any location where business or sponsored activity is conducted.

### **Definition of Workplace Violence**

This list of behaviors, while not all inclusive, provides examples of conduct that is prohibited:

- aggressive or hostile behavior that creates an objective reasonable fear of injury to another person or subjects another individual to emotional distress;
- intentionally damaging employer property or property of another employee;
- hitting or shoving an individual with any part of one's body and/or object;
- threatening to harm an individual or his/her family, friends, associates, or their property;
- the intentional destruction or threat of destruction of property owned, operated, or controlled by Integrative Staffing Group, LLC;
- making harassing or threatening telephone calls, or sending harassing or threatening letters or other forms of written or electronic communications;
- intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, or policy that would affect the business interests of Integrative Staffing Group, LLC;
- the willful, malicious and repeated following of another person, also known as stalking, and making of a credible threat with intent to place the other person in reasonable fear for his or her safety;
- making a suggestion or otherwise conveying that an act to injure persons or property is appropriate, without regard to the location where such suggestion occurs;
- making threatening or intimidating remarks;

- committing acts of violence regardless of motivation; or
- Violence can include more than inflicting physical harm to others or self. Violent behavior also consists of threats and acts of aggression. Some examples of threats are remarks of revenge and abusive and obscene statements. Acts of aggression are abusive behavior, such as stalking, pounding of fists, stomping, swiping at objects, tearing paper and tampering with property, in an attempt to intimidate, inflict harm or destroy property.

### **Procedure**

All employees are responsible for notifying their supervisor of any threats which they have witnessed or received. Threats against supervisors and co-workers can foreshadow violence. Even without any actual threat, employees are required to report any behavior they have witnessed which they regard as threatening or violent, when the behavior is related or might be carried out at work or is connected to employment. Employees are responsible for making this report, regardless of the relationship between the individual who initiated the threat or threatening behavior. Any potentially dangerous situations must be reported immediately to a supervisor or the Managing Partner. The supervisor is responsible for reporting the situation to the Managing Partner.

Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

Integrative Staffing Group, LLC reserves the right to take appropriate action which may or may not be specifically addressed by this policy, including issuing appropriate corrective or disciplinary action against the perpetrator, in any such situation. Integrative Staffing Group, LLC will not tolerate any action or form of retaliation against an employee who reported or complained of violence in the workplace.

### **Domestic Violence**

This policy encourages all employees to be aware of the issue of domestic violence and its impact in the workplace. This policy also requires all individuals who apply for or obtain a protective or restraining order which lists Integrative Staffing Group, LLC or client location as being a protected area, to provide to Integrative Staffing Group, LLC management, a copy of the temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

Further, any employee who is involved in the criminal justice process as a complainant/victim, and is protected by a no-contact order as part of this process will furnish to management the particular circumstances of this order. Any employee who is the respondent in a civil protective proceeding, and/or the defendant/offender in a criminal no-contact proceeding, and for whom the complainant/victim is employed at the same job site, is responsible for furnishing to management a copy of the criminal and/or civil order.

Upon receipt of information as indicated above, management will develop a plan ensuring compliance with the order and promoting the safety of the employee and others at the job site. Management, to the extent that it is practicable, may consider the privacy of the



complainant/victim and will make the effort to avoid re-victimization and penalizing the victim/complainant.

## **Network, Internet and E-Mail Policy**

Integrative Staffing Group, LLC's network, e-mail and Internet-related systems (including but not limited to desk-top computer equipment; hard drives; printers; peripherals; software and operating systems; and network and/or Internet-related accounts providing electronic mail ("e-mail"), World Wide Web ("WWW") browsing, news group access, and/or file-transfer capabilities) are the exclusive property of Integrative Staffing Group, LLC. Integrative Staffing Group, LLC's network, e-mail and Internet-related systems are to be used for business purposes in serving the best interests of Integrative Staffing Group, LLC.

### **Network, Internet and E-Mail Policy Enforcement**

Integrative Staffing Group, LLC's Board of supervisors is responsible for protecting its network, e-mail and Internet-related systems from abuses of this Policy. Pursuant to this duty, Integrative Staffing Group, LLC may take reasonable and appropriate action to protect Integrative Staffing Group, LLC and/or the integrity and security of Integrative Staffing Group, LLC's network and Internet-related systems. Failure to comply with this Policy may result in disciplinary action up to and including termination.

### **Privacy of Communications and Personal Information**

Employee communications and personal information created or stored on Integrative Staffing Group, LLC's systems are not private. Employees should be aware that all information created or stored on Integrative Staffing Group, LLC's network and Internet-related systems, including e-mail, is the property of Integrative Staffing Group, LLC, may be monitored or otherwise reviewed, and may be recovered even though deleted by employee.

Despite security precautions, there is no absolutely fail-safe way to prevent employees or unauthorized users from improperly or illegally accessing stored files. Integrative Staffing Group, LLC cannot and does not guarantee the confidentiality of any personal information stored on Integrative Staffing Group, LLC's network. Personal information that is intended to remain confidential should therefore not be created or stored on Integrative Staffing Group, LLC's network.

### **Personal Use**

Internet access is provided to employees solely for business purposes. Business purposes include communication with citizens; communications with other employees; research; information retrieval; and other tasks designed to achieve Integrative Staffing Group, LLC's objectives of serving the community. Correspondence and communications over the Internet should be in good taste avoiding offensive, discriminatory or harassing language. Also, a diligent effort should be made to avoid spelling and grammatical mistakes.

Any employee who has witnessed misuse of the Internet, including nonconformance to this policy, potential exposure to viruses, and unauthorized access, should immediately report violations to management.

### **Monitoring**

Integrative Staffing Group, LLC reserves the right to monitor all network, e-mail and Internet-related system use by employees for any reasonable purpose, and particularly to ensure proper working order, to assure appropriate use by employees, and to maintain the security and integrity of Integrative Staffing Group, LLC's information. Integrative Staffing Group, LLC may retrieve the contents of any communication or file stored on Integrative Staffing Group, LLC's systems. Integrative Staffing Group, LLC may access employee files, including archived material of present and former employees, without the employee's consent, for any purpose related to maintaining the security or integrity of the network, or protecting the rights of Integrative Staffing Group, LLC or other employees, or for any other reasonable purpose.

### **Disclaimer**

Integrative Staffing Group, LLC will not be responsible for any misuse of Integrative Staffing Group, LLC's network, e-mail or Internet-related systems. All liabilities, costs, expenses, obligations, etc., of any type whatsoever which are imposed on or incurred by employees as a result of their use of Integrative Staffing Group, LLC's network, e-mail or Internet-related systems in a manner which violates this Policy are the sole responsibility of the employee.

### **Termination of Employment**

In the event that an employee terminates his or her employment with Integrative Staffing Group, LLC for any reason, the former employee will no longer be permitted to use the e-mail address of Integrative Staffing Group, LLC, and his/her access to Integrative Staffing Group, LLC's network, e-mail or Internet related systems will be discontinued as of the date of termination of employment.

All communications and information contained on Integrative Staffing Group, LLC's network, e-mail or Internet related systems is the property of Integrative Staffing Group, LLC, and neither employees nor former employees should have any expectation of privacy in such information. Integrative Staffing Group, LLC reserves the right to review all information prepared by, sent to, received by or stored by former employees on Integrative Staffing Group, LLC's network, e-mail or Internet related systems.

Integrative Staffing Group, LLC has no obligation to forward any communications or information of a personal or business nature to any terminated employee, and no terminated employee should have any expectation that this will be done.

### **Telephones/Cell Phones**

Telephone lines must be kept open for business purposes. Incoming calls of a personal nature must be limited to emergency situations only. Emergency messages will be relayed as quickly as possible. Please do not have friends call you while you are working. Outgoing personal calls

should be not be made unless there is an emergency. Cell phones may not be used while working. No long distance phone calls of any personal nature will be made. Excessive telephone use or abuse of this policy may result in discipline, up to and including termination of employment.

It is unsafe to operate a vehicle or equipment while using a cell phone. Employees should not operate a vehicle or equipment while using a cell phone except in extraordinary circumstances. Employees who absolutely must use a cell phone while operating equipment or driving a vehicle, must use a hands-free device or stop the equipment or vehicle and safely pull to the side of the road. Where it is prohibited by law to drive a vehicle while using a cell phone, you must observe the law at all times.

### **Use of Portable Electronic Devices**

Laptop computers, phones, tablets and any other portable electronic devices provided to employees by Integrative Staffing Group, LLC are for business related, professional purposes. Employees must protect financial interests and the public image of Integrative Staffing Group, LLC in their use of portable electronic devices. Employees must abide by client policies regarding use of portable electronics, or must ask first. (i.e. taking a picture of a piece of equipment that client may or may not want a photo taken of). Some clients may require leaving portable electronics in the car or with the front desk. In these cases, the devices should be left in a locked trunk of the car. There is a maximum amount of electronic data transfer allowed under Integrative Staffing Group, LLC plans (for apps, music, internet). If usage of this becomes excessive, the amount may be deducted from the employee's expense report.

### **Social Media Policy**

Social Media is any internet or web-based technology or application that allows the creation or exchange of user- or consumer-generated content. Social Media includes, but is not limited to, social networking websites such as Facebook, Myspace, LinkedIn, etc.; Twitter; blogs; forums; chat rooms; podcasts; wikis; instant-messaging programs; discussion boards; and video and photo sharing websites like YouTube and Flickr.

Employees are not permitted to create, maintain, amend, view, access, download, contribute to or store any form of Social Media while at work, unless authorized in writing. In addition, employees are prohibited at all times from using Integrative Staffing Group, LLC-supplied devices to create, maintain, amend, view, access, download, contribute to or store any form of Social Media, unless authorized by the Integrative Staffing Group, LLC.

Employees who use Social Media on their personal time away from work are prohibited from posting any material or information that: (a) intentionally or inadvertently discloses any Integrative Staffing Group, LLC trade secret or confidential business information of the Integrative Staffing Group, LLC, its employees or clients; (b) criticizes or disparages the competitors, management or employees of the Integrative Staffing Group, LLC or any affiliated business entity; (c) uses or displays logos, graphics, or trademarks of the Integrative Staffing Group, LLC; (d) displays false or misleading information about the Integrative Staffing Group, LLC, any employee or member; (e) displays any information that violates any policy of the

Integrative Staffing Group, LLC; (f) displays any content that purports to represent the position, viewpoint, statements, opinions, or conclusions of the Integrative Staffing Group, LLC, its employees or clients; and (g) violates any federal, state or local law, such as laws that prohibit defamation, harassment, discrimination and retaliation.

Employees are prohibited from using the Integrative Staffing Group, LLC’s name to endorse or promote any product, service, commercial enterprise or political candidate. If your post or entry identifies or mentions Integrative Staffing Group, LLC, you must also identify yourself by your real name and state in a prominent manner that you are an employee of the Integrative Staffing Group, LLC and that any entries or posts express your personal view and are not written by or on behalf of the Integrative Staffing Group, LLC and do not represent the views of the Integrative Staffing Group, LLC.

The Integrative Staffing Group, LLC may monitor any public postings on Social Media. Employees can be disciplined by the Integrative Staffing Group, LLC for commentary, content, or images that are defamatory, proprietary, harassing, libelous, violate any Integrative Staffing Group, LLC policy, or that can create a hostile work environment. This policy applies to all Social Media, without regard to whether it is accessible by the public or requires a password. The Integrative Staffing Group, LLC is not responsible for protecting any employee from the consequences of any information posted by an Employee.

A violation of this policy may result in disciplinary action, up to and including discharge.

### **Employer’s Right to Conduct Workplace Monitoring and Searches**

Integrative Staffing Group, LLC may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction. Employees have no expectation of privacy while on or using Integrative Staffing Group, LLC’s property. This policy includes, but is not limited to, desks, lockers, files, filing cabinets and Integrative Staffing Group, LLC’s - provided cell phone records. ***Integrative Staffing Group, LLC’s reserves the right to conduct unannounced searches of its property and facilities at any time.*** Any employee who refuses to permit a search of Integrative Staffing Group, LLC’s property under this Policy is subject to disciplinary action, up to and including immediate termination of employment.

### **Employee Communication and Records**

#### **General Internal Communication**

Integrative Staffing Group, LLC regularly provides communication to employees regarding the state of the business at local, group, and corporate levels.

General employee meetings are held periodically to communicate new benefit programs, personnel programs, Company goals/objectives and/or the state of business. Department managers and supervisors also call meetings to meet with the staff and communicate departmental information/opportunities. Internal Company postings, posters, flyers, etc. are to be Company approved and business related.

## **Personnel Data Changes**

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify Integrative Staffing Group, LLC as soon as possible:

- Legal Name
- Home address
- Home telephone number
- Person to call in case of emergency
- Number of dependents
- Marital status
- Change of beneficiary
- Military status
- Exemptions on your W-4 tax form
- Driver's License Status

Coverage or benefits that you and your family may receive under Integrative Staffing Group, LLC's benefit package could be negatively affected if the information in your personnel file is incorrect.

## **Access to Your Personnel File**

Integrative Staffing Group, LLC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases and other employment records.

Separate and distinct files will be maintained for employees' medical records. Medical records include test results, doctor excuses, and other medical information. Medical records will be kept locked and confidential. Only Integrative Staffing Group, LLC officials may access the medical records for a legitimate business purpose including, but not necessarily limited to, considering a request for reasonable accommodation of a disability.

Employees who wish to review their own file should contact Integrative Staffing Group, LLC's human resource department. With reasonable advance notice, an employee or the employee's designated representative may review the employee's personnel files during regular business hours and during an employee's/designated representative's free time in Integrative Staffing Group, LLC's office. An employee or the employee's designated representative may inspect the employee's personnel file once each calendar year in the presence of an individual appointed by Integrative Staffing Group, LLC. During such review, the employee or the employee's designated representative is not permitted to copy the personnel file, however, the employee or the employee's designated representative is entitled to take notes regarding the information contained therein.

## **Employment Classification**

Integrative Staffing Group, LLC seeks to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications

do not alter the at-will nature of employment or guarantee employment for any specified period of time.

Each employee is designated as either **non-exempt** or **exempt** from receiving overtime under federal and state wage and hour laws. **Non-exempt** employees are entitled to overtime pay for all hours worked over 40 in an individual workweek under the specific provisions of federal and state laws. **Exempt** employees are excluded and not entitled to overtime compensation. An employee's **exempt** or **non-exempt** classification may be changed only upon written notification by Integrative Staffing Group, LLC's Managing Partner.

At the time you are hired, you will also be classified as regular full-time, regular part-time, or temporary. Unless specifically noted, the benefits (such as health insurance subsidies, holidays and paid time off) described in this Handbook apply only to regular full-time employees. All other policies described in this Handbook and communicated by Integrative Staffing Group, LLC apply to all employees.

Employees should read the information in the plan document for each applicable benefits program for details on eligibility requirements. If there is any conflicting language between this handbook and the plan document, the wording in the plan document shall control. Employees may direct any questions regarding Integrative Staffing Group, LLC's benefit programs to the Plan Benefit Administrator.

### **Regular Full-Time Employees**

An employee who works at least forty (40) hours per week on an on-going basis is considered a full-time employee. Generally, regular full-time employees are eligible for Integrative Staffing Group, LLC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

If you were a regular full-time employee and have been on an approved leave of absence, upon return you will be considered a regular full-time employee, provided you return to work as agreed in the provisions of your leave.

### **Regular Part-Time Employees**

An employee who works less than a forty (40) hour workweek on an ongoing basis or is hired as a "seasonal employee" is considered a part-time employee. Part-time employees are not eligible for most benefits described in this Handbook except to the extent required by state or federal law.

### **Temporary Employees**

Temporary Employees are those who are not in a regular status and who are scheduled to work temporarily or as needed. Temporary employees receive all legally mandated benefits but are not eligible for most other benefits offered by Integrative Staffing Group, LLC.



## **Basis for Determining Pay**

Your pay is influenced by several factors, including but not limited to:

- The nature and scope of the job (job function)
- Market conditions
- Individual performance

## **Deductions from Paycheck (Mandatory)**

Integrative Staffing Group, LLC is required by law to make certain deductions from your paycheck. Among these are your federal, state and local taxes. In addition, Integrative Staffing Group, LLC must also deduct Social Security taxes on each employee's earnings up to a specific limit that is called the Social Security wage base. Integrative Staffing Group, LLC matches the amount of Social Security taxes paid by each employee. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the Office immediately, to ensure proper credit for tax purposes. The W-2 form you receive each year indicates precisely how much of your earnings were deducted for these purposes.

Payroll deductions may include, but are not limited to:

Federal Withholding Tax  
FICA  
Medicare Tax  
State Income Tax  
Local Services Tax  
Retirement  
Unemployment Compensation

Integrative Staffing Group, LLC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, or if there has been an improper deduction from pay, the employee should promptly bring the discrepancy to the attention of the Payroll Manager so that the problem can be investigated and corrections can be made as quickly as possible. Integrative Staffing Group, LLC reserves the right to correct errors or deduct obligations due to Integrative Staffing Group, LLC by an employee with a written explanation to the employee.

Integrative Staffing Group, LLC will also make deductions from employees' paychecks if required to do so by law. Integrative Staffing Group, LLC reserves the right to withhold any amount ordered by the Court to be withheld from the paycheck of an employee. Employees thus affected will be notified by Integrative Staffing Group, LLC prior to the deductions being made.

If Integrative Staffing Group, LLC makes any deductions other than the legally required or permitted deductions, it will seek the employee's written authorization.

If an employee has any questions concerning deductions from his or her paycheck, such questions should be directed to the employee's supervisor or Integrative Staffing Group, LLC's Payroll Manager.

## **Deductions**

It may be possible for you to authorize Integrative Staffing Group, LLC to make additional deductions from your paycheck, such as your portion of any health plan offered by the Company. Contact the Payroll Manager for details and the necessary authorization forms.

## **Overtime Pay: Non-Exempt Employees**

From time to time, it may be necessary for you to perform overtime work.

All non-exempt employees are entitled to overtime for all hours worked over 40 in a workweek, regardless of whether the employee is salaried or hourly. To ensure proper payment of overtime hours, all employees must comply with the timekeeping procedures outlined in this handbook. All overtime worked must be recorded by an employee, whether or not such time is authorized.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour laws and regulations. Non-exempt employees will be compensated for overtime at one and a half times their regular rate for all hours worked in excess of forty (40) hours in a workweek. Overtime pay is based on actual hours worked. Time off for any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

All employees must receive their Manager's or the Managing Partner's prior authorization prior to working any overtime hours. In the event that an employee works overtime without prior approval, the employee will be paid for the time worked but will be subject to disciplinary action for working overtime without proper approval.

## **Pay Period and Hours**

Our payroll workweek begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight. The normal work day shall be eight (8) hours per day Monday through Friday from 9:00 A.M. to 5:00 P.M. The normal work week shall consist of forty (40) hours. Integrative Staffing Group, LLC will endeavor to give all full-time employees a week's work; however, Integrative Staffing Group, LLC does not guarantee any number of hours of work per day/week. Integrative Staffing Group, LLC may find it necessary to alter employees' work patterns depending on the job function(s) performed and ability to meet business requirements. The supervisor will inform the employee regarding the employee's schedule.

In general, you are not permitted to work from home. You are permitted to work from home if you receive prior authorization to do so from your Manager or the Managing Partner's prior authorization prior to working any overtime hours. In the event that an employee works at home



without prior approval, the employee will be paid for the time worked but will be subject to disciplinary action for working at home without proper approval.

## **Pay Cycle**

Hourly employees, both exempt and non-exempt, are paid each Friday for hours worked from Sunday through Saturday the preceding week.

Salaried employees, both exempt and non-exempt, are paid each Friday for hours worked from Sunday through Saturday the preceding week.

Since non-exempt employees are eligible for paid overtime, such employees must submit prior approval from their supervisor or Managing Partner before working the overtime.

To minimize disruption in the payroll department, employees should not request paychecks earlier than Friday.

Direct Deposit or Bank Money Cards are the only two payment options of your pay. Please contact the Payroll Department for details.

Changes to the schedule may be made and announced in advance whenever Integrative Staffing Group, LLC holidays or closings interfere with the normal payday.

## **Reporting Absences or Tardiness**

From time to time, it may be necessary for you to be absent from work. Integrative Staffing Group, LLC is aware that there are emergencies, illnesses, etc. that may arise.

If you are unable to report to work, or if you will arrive late, please contact your supervisor at least two hours prior to your shift to explain the reason for the absence or lateness and the estimated time of return. The absence or tardiness may or may not be excused, depending on the circumstances.

This procedure should be repeated for each day that you cannot report to work, except for extended illness and/or disabilities. If you are off for an extended period, you must personally contact your supervisor on a weekly basis with an update on your condition and an expected return to work date.

Any employee who is absent three (3) consecutive scheduled workdays without reporting their absence to their supervisor (e.g., no call, no show) will be considered to have voluntarily quit his/her position with Integrative Staffing Group, LLC.

If you know in advance that you will be absent from work, you must request time off as far in advance as possible. If you plan to use PTO (for vacation or sick time), you must notify the supervisor with as much advance notice as possible. If you plan to take a full week of PTO, that

must be scheduled and approved by the supervisor. An employee should work with his/her supervisor to advise the supervisor of any situations, meetings or projects needing to be covered and should work with the supervisor to ensure they're covered when possible.

Integrative Staffing Group, LLC will not accept absence abuse among any of its staff members. The following are some examples of absence abuse:

- Absences that occur in patterns – around holidays, weekends, and/or heavy work periods;
- PTO (Sick/Vacation) days taken when PTO days have been denied;
- PTO (Sick/Vacation) days taken when there is reason to believe that you or your family member is not ill;
- Questionable recovery periods based on the nature of your stated illness;
- Failure to maintain reasonable and/or agreed contact with your supervisor during an illness;
- Failure to talk directly with your supervisor or authorized designee when reporting out.

As an employee, you are expected to adhere to the guidelines below:

- Come to work within policy guidelines.
- Avoid behaviors that may negatively impact your supervisor's confidence in your performance.
- Notify your supervisor according to guidelines of the Company.
- Report absences accurately on time cards.
- Schedule any non-work related functions, such as doctors' appointments or school activities, after or before your scheduled shift.
- Honor commitments made to the Company regarding absence or tardiness.
- An employee should work with his/her supervisor to advise the supervisor of any situations, meetings or projects needing to be covered during an absence and should work with the supervisor to ensure they're covered when possible.

If Integrative Staffing Group, LLC believes that absence abuse is occurring or if this policy has been violated, it may take disciplinary action up to and including termination of employment.

## **Timekeeping Procedures**

All Integrative Staffing Group, LLC non-exempt employees will be responsible for the daily utilization of Company timesheets. Anyone who is found to violate them may be disciplined up to and including termination of employment:

- You will be using a timesheet to record your time worked. You are required to write the time you start work and the time you leave work on the timesheet, as well as any breaks or off-site lunches. This must be done **daily**, and there will be unannounced inspections of these sheets to assure that the times are current.
- All non-exempt employees are assigned 9am-5pm shifts.
- There will be no lunch breaks. All non-exempt employees can choose to eat lunch "on-the-fly," and will be paid for all work time, including whatever time they "eat on-

the-fly.” This means that you will eat at **your** desk when time permits. In the past you had the flexibility to congregate and eat lunch together. This cannot be tolerated in the future. If you leave the building to purchase lunch, you will record this on your time sheet, and you will not be paid if your lunch break exceeds thirty (30) minutes. We suggest that you either bring your lunch to work or obtain it through take-out services.

- If you choose to eat lunch with a customer, you must receive prior management permission to attend. If you decide to leave the office and have lunch with a customer without prior approval from management, you will not be paid if the lunch break exceeds thirty (30) minutes. In addition you may be disciplined up to and including termination of employment for failure to obtain permission.
- Tampering with the timesheets is strictly forbidden. No employee is allowed to record time on another employee’s timesheet. Failure to follow this rule will result in disciplinary action up to and including termination.
- Please schedule any non-work related functions, such as doctors’ appointments or school activities, after or before your scheduled shift.
- An employee may utilize their PTO time to cover for the lost time. PTO days will be allowed only on a full-day period; PTO days must be used as a full day.
- Failing to record your timecard on a daily basis is inexcusable. Any employee who fails to use the timesheet will be subject to discipline up to and including termination of employment.

## **Separation from Employment**

### **Voluntary Separation**

#### Notice of Voluntary Separation

Integrative Staffing Group, LLC requests that employees give as much advance notice of voluntary separation as possible so that, where necessary, a suitable replacement employee may be hired and trained. A minimum of two (2) weeks’ termination notice is appropriate. Employees may not use PTO or Floater Days/Floater Holiday in lieu of notice.

### **Payments Due & Benefits**

#### Payments Due to a Separating Employee

Upon leaving Integrative Staffing Group, LLC, the separating employee will be paid for any accrued but unused PTO vacation time. For example, an employee who resigns on January 31 will receive one-twelfth (1/12) of the PTO allowance (based on years of service).

No payments are due for unused Floater Days/Floater Holiday.

#### Benefit Continuation

All Integrative Staffing Group, LLC paid benefits cease according to each plan document. Those employees who are vested members of the Integrative Staffing Group, LLC’s 401K retirement plan will receive information early in the year following separation.

## Exit Interviews

Upon separation, Integrative Staffing Group, LLC requires an exit interview from each employee. Normally the exit interview is satisfied with the completion of a form; however, employees may request a special personal exit interview with the Vice Managing Partner or Managing Partner. Obligations for any applicable employee non-compete agreements will be provided to the employee.

## Benefits

You may not have thought about it, but the value of your benefits amount to a considerable sum each year in addition to the wages or salary you earn.

These are just some of the benefits Integrative Staffing Group, LLC offers to eligible employees:

- Healthcare/Hospitalization Insurance/Medical Benefits\*
- Dental\*
- Vision\*
- Aflac Products\*
- Life, Accident Death and Dismemberment (*Eligible one month following the 90 calendar day probationary period*)
- Long Term Disability (*Eligible one month following the 90 calendar day probationary period*)
- 401(k) Retirement Plan (*1 year of employment – enrollment dates January and July*)
- Legal Services / Identity Theft Protection through Legal Shield
- Lifestyle Benefits\*
- Paid Holidays
- Paid Personal Time Off / Vacations
- Paid Floater Days (*Eligibility Requirements*)

*\*Subsidies discussed during the On-Boarding program.*

For the additional \$50 monthly medical subsidy option, the \$50 per month is strictly applied toward these three options....Dental, Vision, and Aflac Products. Should the employee not elect to use the \$50 or does not use all of the \$50, the money will not be allocated toward his/her payroll compensation.

Typically, the “Employee Benefits” received represents several thousand dollars more than what is indicated on the employee paycheck. These benefits are a real cost in dollars to the Company and a real benefit to the employee. As a result, Integrative Staffing Group, LLC sets high standards of performance for all employees.

Benefit eligibility is dependent upon your employment classification.

Summary Plan Descriptions (“SPD”) give specific details for some of these benefit programs. SPDs are provided annually to regular full-time employees by the benefit carrier and are subject to change. Please consult the SPD for more information. In addition, employees may direct any questions regarding Integrative Staffing Group, LLC benefit programs to Integrative Staffing Group, LLC’s Managing Partner.

Integrative Staffing Group, LLC reserves the right to change, amend and/or discontinue any of the benefits described or referenced in this handbook at any time, with or without notice.

If you are a regular full-time employee, you will enjoy some/all of the benefits described in this handbook as soon as you meet the eligibility requirements for each particular benefit.

## **Time Away From Work**

### **Paid Time Off (PTO)**

#### **Entitlement and Paid Time Off (PTO) Payments:**

All regular full-time employees earn the opportunity for paid time off, which may be used for vacation or sick time. The amount of paid time off is based on length of service and/or employment status.

A PTO (vacation or sick) day is defined as the standard workday that has been established for a position. A PTO week is defined as the standard workweek that has been established for a position.

#### Regular Full-Time Employees

Service requirements for PTO eligibility are as follows:

<b>Minimum Service</b>	<b>Maximum PTO in any Calendar Year</b>
1 year.....	1 week (accrue .416 days/month)
2 years.....	2 weeks (accrue .832 days/month)
7 years.....	3 weeks (accrue 1.25 days/month)
10 years.....	4 weeks (accrue 1.66 days/month)
20+ years.....	5 weeks (accrue 2.08 days/month)

New employees are eligible for initial PTO days in the following manner:

New employees will have their PTO pro-rated from the month of the year when they are hired, and will begin the turnover of the new calendar year (and new PTO accrual period)

with all other employees. PTO days for all employees are accrued monthly at the rates described in the table above (the rate is based on an employee's years of service). PTO days will be allowed only on a full-day period; PTO days must be used as a full day.

PTO will be granted on a first-requested basis. Integrative Staffing Group, LLC reserves the right to disallow PTO should such requests be deemed problematic in maintaining daily operations of its office locations.

#### PTO Pay:

PTO pay will be based on the pay for a standard workweek, or workday, as appropriate, so PTO pay for exempt and non-exempt employees will consist of his/her standard weekly hours at the employee's base hourly or weekly rate of pay for each week of Paid Time Off (PTO). Time charged begins with the scheduled workday absence.

Company-paid holidays occurring during an employee's Paid Time Off (PTO) will not be counted as PTO days.

PTO days are not permitted to be rolled-over into the following year. The employee must use the PTO days in the current calendar year when they are accrued. The employee may be compensated for unused PTO days up to 5 days if the employee requests compensation in lieu of taking the PTO days. Such request must be in writing and must be received by Management.

#### Regular Part-Time Employees:

Regular part-time employees do not qualify for PTO Benefits.

FOR EACH AND EVERY DAY AN EMPLOYEE IS OFF DUE TO PAID TIME OFF (PTO), THE EMPLOYEE MUST NOTIFY MANAGEMENT FOR AUTHORIZATION. IF THE ABSENCE IS UNFORESEEABLE, THE EMPLOYEE MUST NOTIFY MANAGEMENT IN WRITING BEFORE THE START OF HIS/HER SHIFT.

## Floating Days / Floating Holidays

All full-time regular employees are offered two (2) additional days (16 hours of work) per calendar year to be used at the employee’s discretion. All floating days must be taken within the calendar year and may not be “rolled” into the subsequent year. Any unused Floater Day that is not used by the end of the calendar year will be forfeited.

- Days can be used as full-days (8 hours) or half-days (4 hours).
- Days may not be used in hourly increments other than full-day or half-day periods.
- Days are in conjunction with earned Floater Days, and you have the flexibility to use as you deem necessary.
- Newly hired employees will earn Floating Days on an accrual basis.

Eligibility requirements for newly hired employees are as follows:

<b>Hired Date</b>	<b>Earned Floater Day</b>
January 1 <sup>st</sup> - May 31 <sup>st</sup> .....	1 Floater Day
June 1 <sup>st</sup> – November 30 <sup>th</sup> .....	1 Floater Day
December 1 – December 31 <sup>st</sup> .....	No Floater Day

## Holidays

### Scheduling:

Presently Integrative Staffing Group, LLC observes the following holiday schedule:

New Year’s Day.....	January 1
Memorial Day.....	Last Monday in May
Independence Day.....	July 4
Labor Day.....	First Monday in September
Thanksgiving Day.....	Fourth Thursday in November
Day after Thanksgiving.....	Fourth Friday in November
Christmas Day.....	December 25
Day after Christmas.....	Only if it falls on a work-day

When any of the holidays fall on a weekend, the holiday falling on Saturday will generally be observed on the proceeding Friday and the holiday falling on Sunday will be observed on the following Monday. In rare instances, it may be necessary for Integrative Staffing Group, LLC to reschedule the observance of a holiday. Should this occur, employees will be given as much advance notice as possible.

For Part Time employees working a minimum of 1100 hours in a calendar year, holidays that fall on the day(s) of the employee's standard schedule will receive holiday pay. Should a holiday not fall on the days of the employee's standard schedule, then no holiday pay is granted.

### **Holidays Worked:**

In the event a full-time, non-exempt employee is required to work on a scheduled holiday, he/she will be paid one and one-half (1 and ½) times the regular hourly rate of pay. Part-time/casual non-exempt employees will also be paid at one and one-half (1 and ½) times their regular pay for all hours worked on the holiday. An exempt employee who is required to work a full day on a scheduled holiday will be entitled to designate an alternate day off.

This provision applies only to those required to work on a holiday in order to meet customer needs. Only those employees who have been scheduled in advance by their supervisors will be paid at the premium rate.

### **Entitlement:**

**Regular Full Time Employees:** All Regular Full-Time Employees are immediately eligible for holiday pay upon hire.

In order for Regular Full -Time employees to receive holiday pay, he/she must work their last scheduled workdays before and after the Integrative Staffing Group, LLC designated holiday unless the absence is approved or excused by the employee's supervisor.

Regular Part-Time Employees are not eligible for holiday pay unless the holiday falls on the employee's regularly scheduled work-day for that week.

### **Leaves of Absence**

#### **Bereavement**

After the completion of ninety (90) calendar days service, a regular full-time employee is entitled to a maximum of three (3) days off with pay in the event of a death in his/her immediate family. Time off with pay for bereavement will be granted for the three (3) days immediately following a death. Weekends and holidays do not extend the bereavement period. For example, a death occurring on a Thursday evening during a Monday thru Friday work week would entitle an employee to be off on Friday only. A death occurring on a Monday would then entitle the employee to be off on Tuesday, Wednesday, and Thursday with pay. Payment will be made at the employee's regular rate.

For purposes of bereavement, the immediate family will include the employee's own legal spouse, mother, father, brother, sister, child, adopted child, stepchild, mother-in-law, father-in-law, or a relative who has filled the role of a parent of the employee or employee's spouse. An employee may have one (1) day off to attend the funeral of the employee's grandparent, grandchild, sister-in-law, brother-in-law, uncle, aunt, nephew, or niece.



This policy is intended to provide employees with the opportunity to make necessary arrangements, attend services and manage personal affairs related to the death. Bereavement leave will not be approved if the employee does not attend the funeral. Regular part-time and temporary employees are not eligible for bereavement leave.

### **Jury Duty**

Integrative Staffing Group, LLC encourages employees to fulfill their civic responsibilities by serving on a jury or by testifying as a witness when called. Employees are requested to notify your supervisor immediately upon receipt of a subpoena or summons. He/she will be granted time off on the date (s) indicated.

**Non-exempt, regular full-time employees** will be paid the difference between the juror's compensation for a maximum of a two-week period at the regular daily rate upon presentation of proof of earnings. **Exempt, regular full-time** employees will be expected to keep up with your work while on jury duty. Therefore, your jury duty compensation will not be deducted from your paycheck. This benefit is not available to those employees who volunteer for jury duty.

Regular part-time and temporary employees are not eligible for jury duty pay.

### **Telework**

- A. Remote work or telework is the ability of an employee to work from an alternative worksite, usually home during a pandemic. The approval of an employee to perform their duties remotely shall be at the discretion of ISG and must be approved through the chain of command. Not all positions are appropriate for telework.
- B. Staff requesting to work remotely due to COVID-19 or other pandemic exposure are required to 1) CALL not "text" their supervisor between 8:00 and 9:30 in the morning; 2) review with their supervisor any outstanding appointments or tasks scheduled during their absence from their office; 3) call Integrative Staffing Group (ISG) Human Resources if their supervisor is unavailable; 4) complete the Telework Agreement; 5) receive written approval of their request prior to starting work and 6) have a written list of duties to be accomplished for each day they are approved for telework. The list needs to be reviewed each morning with their supervisor.
- C. Staff that have symptoms of COVID or other pandemic related infectious disease and are unable to work or fulfill the duties of their job on any day during their absence are to request a PTO day. When they can work, but because of the CDC guidelines cannot yet return to work, they may contact their supervisor and follow the guidance of this policy in requesting to telework.
- D. To be approved for telework, you must hand in or email the signed Telework Agreement to your supervisor. The Manager is responsible for approving the request and will coordinate work assignments and equipment needs.

To be approved for telework the employee must hand submit their signed Telework Agreement to their supervisor.

- E. Employees approved for telework must agree to be responsible for establishing an appropriate space within their home for work purposes and providing such furnishings as they feel are necessary for them to be able to perform their job.
- F. ISG is not responsible for providing equipment, which is defined as phone, computer, printer, screens, copiers, scanner, or other digital equipment needed for telework unless the telework assignment is initiated by ISG and not as a result of a request on the part of the employee. If telework is initiated by Integrative Staffing Group, ISG will determine on a case-by-case basis the equipment needed for the employee. Regardless, ISG will not be responsible for payments related to internet services so that an employee can telework.
- G. Any equipment supplied by the organization is to be used for business purposes only.
- H. All rules related to confidentiality of records, protection of proprietary materials, and customer information, shall apply regardless of the location from which the employee is executing their duties.
- I. To be approved for telework, and as a condition of continuation of the telework assignment, employees are expected to:
  - i. Adhere to assigned work schedules and reporting requirements set by their supervisor.
  - ii. Participate in meetings whether teleconference, Zoom or other digital platform in the format deemed appropriate by their supervisor.
  - iii. Be available and able to be reached by phone during their scheduled work hours.
  - iv. Complete all assignments, including submitting reports by required deadlines.
  - v. Email their supervisor from their computer at the start of the workday; start and end of lunchbreaks, and at the end of the workday. These contacts will be used to determine hours worked.
  - vi. Provide medical documentation as may be requested.
- J. Employees not in compliance with the above are subject to disciplinary action.
- K. Hourly employees approved for telework are prohibited from working overtime without prior supervisor approval in writing. All hourly employees approved for a telework arrangement will need to complete a Telework Agreement.
- L. Assignment to telework initiated for the benefit of Integrative Staffing Group can be cancelled upon 24-hour notice by ISG, at which time the employee shall return to the office to be considered as in attendance.

- M. Telework assignments requested by an employee shall be approved for the time noted in the Telework Agreement, after which continuation of telework shall be approved through the execution of a new agreement.
- N. Integrative Staffing Group will make every effort to work with employees affected by COVID-19 or other pandemic related infectious disease who request to work remotely, because they have been infected or have been in contact with individuals who are infected. However, not all positions are able to telework remotely, and in such instances, the position may not be approved for remote work.

### **Military Reserves or National Guard Leave of Absence**

Integrative Staffing Group, LLC will grant a military leave of absence to any employee who is absent from work because he or she is serving in the active military service or other military capacity in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Pennsylvania Military Leave of Absence Act (“the Pennsylvania law”). You are requested to give your supervisor advance notice of upcoming military service, unless military necessity prevents advanced notice or it is otherwise impossible or unreasonable.

Military leave will be unpaid, but you may request payment of any earned paid time off that you have available. If a salaried employee performs services for Integrative Staffing Group, LLC in a week when the employee takes military leave, that employee will be paid for the entire week.

Continuation of health insurance benefits is available as required by USERRA and the Pennsylvania law and based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which you are otherwise eligible. To the extent health benefits are not governed and/or preempted by ERISA, your health insurance and/or other benefits will be provided at your regular employee rate for your first thirty (30) days of military duty. Following the first thirty (30) days, we will provide you the option to continue health care coverage, at your expense, at the same cost as we previously paid to provide you coverage. The health care continuation coverage may be for a period of up to 24 months beginning on the date of your absence for military service.

Fringe benefit accruals will be suspended during a military leave and will resume when you return to active employment.

USERRA places a 5-year limit (with some exceptions) on the cumulative length of time a person may voluntarily serve in the military and remain eligible for reemployment rights. Employees who are on military leave for up to 30 days must return to work on the first regularly scheduled work period after service ends, plus eight hours (allowing for reasonable travel time). Employees who are on military leave from 31 to 180 days must apply for reinstatement no later than 14 days after completion of your service. Employees who are on military leave for 181 days or more must submit their application for reinstatement no later than 90 days after completion of your service. Longer periods of time will be granted if necessary due to reasons that are not the fault of the individual. Failure to adhere to the above reinstatement application deadlines may subject you to disciplinary action up to and including termination of your employment.

When you return from military leave (depending on the length of military service in accordance with USERRA and the Pennsylvania law), upon proper request for reinstatement in accordance with applicable law, you will be placed either in the position you would have attained if you had remained continuously employed or in a comparable position, unless a change in our circumstances makes it impossible, unreasonable, and/or would cause an undue hardship. For more information, including information on defined benefit contributions while on leave, please contact the Managing Partner.

### **Family and Medical Leave Act (FMLA)**

Under the federal Family and Medical Leave Act of 1993, as amended (FMLA), an employee may be eligible for a period of job-protected unpaid leave if you meet the criteria set forth in the FMLA. This Policy provides a brief overview of the statutory criteria as well as A Helping Hand Home Care's own policies regarding FMLA Leave.

#### **General Eligibility**

To qualify for FMLA Leave under this Policy, an employee must have worked at Integrative Staffing Group, LLC for at least 12 months and must have worked at least 1,250 hours during the past 12 months.

#### **Types and Duration of FMLA Leave**

##### Basic FMLA Leave and Active Duty Leave

An employee may be eligible for up to 12 weeks of unpaid leave in a rolling backward 12 month period for the following reasons:

1. the birth of a child and to care for such child or placement for adoption or foster care of a child;
2. to care for an immediate family member (spouse, child under 18 years old or 18 and over that is incapable of self-care, or parent) with a serious health condition;
3. because of a serious health condition which renders you unable to work; or
4. because of any qualifying exigency arising out of the fact that your spouse, son (of any age), daughter (of any age) or parent, defined as a covered military member, is on active duty (or has been notified of an impending call or order to active duty) in the National Guard or Reserves or is a retired member of the Armed Forces or Reserves and has been notified of an impending call or order to active duty in support of a contingency operation.

##### Military Caregiver Leave

An employee also may take Military Caregiver Leave to care for a spouse, son (of any age), daughter (of any age), parent or next of kin who is a current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or

therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A covered service member incurs a serious illness or injury for purposes of this paragraph when he or she is medically unfit to perform the duties of his or her office, grade, rank or rating.

Eligible employees are entitled to a total of 26 weeks of unpaid Military Caregiver Leave during a single 12-month period. This single 12-month period begins on the first day an eligible employee takes Military Caregiver Leave and ends 12 months after that date.

The leave entitlement described in this paragraph applies on a per-covered service member, per-injury basis. However, no more than 26 weeks of leave may be taken within a single 12-month period by any covered employee. Even in circumstances where an employee takes other leave covered by the federal FMLA under numbers 1-4 in the Basic FMLA Leave and Active Duty Leave section above, the combined leave shall not exceed 26 weeks during that 12-month period.

### Definitions

A "serious health condition" referenced in numbers (2) and (3) of the Basic FMLA Leave and Active Duty Leave section above means an illness, injury, impairment, or physical or mental condition that involves:

- (a) in-patient care (i.e., an overnight stay) in a hospital or other medical care facility (including any period of incapacity or any subsequent treatment in connection with such in-patient care);
- (b) a period of incapacity of more than three (3) consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves
  - (i) treatment two (2) or more times by a health care provider or under the supervision of a health care provider within 30 days of the start of the incapacity, or
  - (ii) treatment by a health care provider on at least one (1) occasion within seven (7) days of the start of the incapacity which results in a regimen of continuing treatment under the supervision of a health care provider;
- (c) any period of incapacity due to pregnancy, or for prenatal care;
- (d) any period of incapacity due to a chronic serious health condition requiring periodic visits of at least twice a year for treatment by a health care provider;
- (e) a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, during which the employee (or family member) must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- (f) any period of absence to receive multiple treatments by a health care provider or under the supervision of a health care provider, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

A “qualifying exigency” referenced in number (4) of the Basic FMLA Leave and Active Duty Leave section above refers to the following circumstances:

- (a) Short-notice deployment: to address issues arising when the notification of a call or order to active duty is seven (7) days or less;
- (b) Military events and related activities: to attend official military events or family assistance programs or briefings;
- (c) Childcare and school activities: for qualifying childcare and school related reasons for a child, legal ward or stepchild of a covered military member;
- (d) Financial and legal arrangements: to make or update financial or legal affairs to address the absence of a covered military member;
- (e) Counseling: to attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or child, legal ward, or stepchild of the covered military member;
- (f) Rest and recuperation: to spend up to five (5) days for each period in which a covered military member is on a short-term rest leave during a period of deployment;
- (g) Post-deployment activities: to attend official ceremonies or programs sponsored by the military for up to 90 days after a covered military member’s active duty terminates or to address issues arising from the death of a covered military member while on active duty;
- (h) Additional activities: for other events where the Company and the associate agree on the time and duration of the leave.

### **When Spouses Work Together**

A husband and wife, when both are eligible for FMLA and both work at Integrative Staffing Group, LLC, are eligible for either a combined 12 weeks of unpaid leave as discussed in the Basic FMLA Leave and Active Duty Leave section above or a combined 26 weeks of unpaid leave as discussed in the Military Caregiver Leave section above.

### **Notice of Need for FMLA Leave**

If the leave is foreseeable (birth or placement, planned medical care, leave due to active duty of immediate family member), the employee must provide at least thirty (30) days advance notice. If circumstances prevent providing the thirty days advance notice, then the associate should provide as much notice as possible.

If an employee fails to give the required notice for foreseeable leave with no reasonable excuse, the employee may be denied the taking of the leave until the employee provides adequate notice of need for the leave. Employees should make every reasonable effort to schedule medical treatments so as not to disrupt the ongoing operations of the department.



## **Intermittent FMLA Leave**

Intermittent leave also may be available depending upon an employee's serious health condition or an employee's immediate family member's serious health condition. Intermittent or reduced schedule leave for the birth or placement of a child for adoption or foster care may be taken only with approval from Integrative Staffing Group, LLC. Military Caregiver Leave may be taken intermittently or on a reduced leave schedule when medically necessary.

Employees taking intermittent leave must follow Integrative Staffing Group, LLC's call-off procedures.

## **Documentation Supporting FMLA Leave**

Your reason for the leave must be covered under FMLA and you must provide a completed FMLA Certification of Health Care Provider Form supporting the need for the leave. A request for reasonable documentation of family relationship verifying the legitimacy of a FMLA Leave may also be required.

The employee will have fifteen (15) days in which to return a completed Certification form following receipt of the form from Integrative Staffing Group, LLC. If the employee fails to provide timely certification after being required to do so, the employee may be denied the taking of the leave under FMLA. If the Certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will have seven (7) days after receiving such written notice to provide the necessary information.

If there is reason to doubt the validity of the medical certification, a second opinion, at the expense of Integrative Staffing Group, LLC, related to the health condition may be required. If the original certification and the second opinion differ, a third opinion, at the expense of Integrative Staffing Group, LLC, may be required. The opinion of the third health care provider, which Integrative Staffing Group, LLC and the employee jointly select, will be the final and binding decision.

A request for Active Duty Leave must be supported by the Certification of Qualifying Exigency for Military Family Leave form as well as appropriate documentation, including the covered military member's active duty orders. A request for Military Caregiver Leave must be supported by the Certification for Serious Injury or Illness of Covered Service member form as well as any necessary supporting documentation.

## **Recertification**

Under certain circumstances as provided by law, including (but not limited to) situations in which the need or nature of the approved leave changes, Integrative Staffing Group, LLC may, in its sole discretion, require recertification of your serious health condition. Integrative Staffing Group, LLC may also request recertification every year in which FMLA Leave is taken for any serious health condition that lasts longer than one (1) year. In these situations, you will have fifteen (15) days in which to provide, at your expense, a completed Recertification form.

### **Substitution of Paid Leave**

Employees must substitute all accrued paid leave (e.g. Paid Time Off, Sick Leave and/or Vacation) for unpaid FMLA Leave. If you take leave in excess of the weeks for which you are eligible, you will not be assured a position with Integrative Staffing Group, LLC upon your return.

### **Benefits During FMLA Leave**

During the approved FMLA Leave, the employee's coverage under Integrative Staffing Group, LLC's benefits will continue, but if the employee goes without pay, the employee must pay their share of health, dental, and voluntary life insurance premiums (if applicable).

### **Interaction with State Military Leave Laws**

Certain states require employers to provide greater or different job-protected leave to family members of persons in the military. When applicable, Integrative Staffing Group, LLC complies with all such military family leave laws. When leave provided under one of these laws is covered under the federal FMLA, it also shall count toward the employee's federal FMLA entitlement and as FMLA Leave under this Policy. These military family leave laws vary by state, and the employee should contact the Managing Partner if you have questions about them.

### **Unemployment Compensation**

Integrative Staffing Group, LLC participates in the state's Unemployment Compensation Fund. If a qualified employee leaves Integrative Staffing Group, LLC under the qualifying circumstances, he/she may be eligible to receive benefits as determined by the state's unemployment compensation authorities. These benefits are funded solely by Integrative Staffing Group, LLC under a program that is administered by state unemployment compensation authorities. These benefits vary according to the state of residence and/or employment. Additional information can be obtained by contacting the Managing Partner.

### **Worker's Compensation**

Integrative Staffing Group, LLC provides a comprehensive workers' compensation insurance coverage at no cost to all employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment, subject to applicable legal requirements.

Employees who sustain work-related injuries or illnesses should inform their supervisor and Integrative Staffing Group, LLC's Managing Partner immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable Integrative Staffing Group, LLC to comply with all workers' compensation laws and ensure that employees qualify for coverage as quickly as possible.



## **Employee Development**

### **Training**

From time to time, Integrative Staffing Group, LLC offers training programs that are provided for employee development purposes and as employees move through the organization and gain broader and more strategic responsibilities. Some courses are required, while others are self-nominating but require approval from the immediate supervisor. Integrative Staffing Group, LLC encourages employees around continuous learning on their own as well. Integrative Staffing Group, LLC may also provide time and money for training external to Integrative Staffing Group, LLC if it makes business sense to send the employee, and depending on the discipline/field.

### **Tuition Discounts**

Integrative Staffing Group, LLC is a member of SPALMC, (Southwestern Pennsylvania Area Labor Management Committee). SPALMC has an agreement with select regional schools for discounted tuition for employees of member organizations of SPALMC.

NOTE: Employees should check with SPALMC and schools to find out which schools are currently included in SPALMC's tuition discount program and what are the current discount rates for the schools.

## **Dress Code and Hygiene**

You are expected to dress and groom yourself in accordance with accepted social and business standards. Personal appearance is an indication of attitude toward work and directly affects the image candidates and customers have of the company. By establishing and committing to specific requirements of appearance, we can maintain our professional image throughout the organization. The purpose of this policy is to assure that customers are presented with a consistent and professional appearance by following these guidelines.

### **Requirements**

These requirements apply to all employees and contracted staff while they are in the Integrative Staffing Group, LLC work environment.

1. Personal grooming and hygiene:
  - A. Hair styles are neat and well groomed. Extremes in hairstyle or color are not acceptable.
  - B. Facial hair must demonstrate appropriate grooming. Beards and mustaches are neatly trimmed and clean.
  - C. Make-up is complimentary to natural color and is worn in moderation.
  - D. Nails are kept clean and well groomed. Nail polish, if worn, is a moderate color.
  - E. Socks or stockings/pantyhose should be worn at all times, though in warmer

- weather, employees may go without hosiery provided the shoes/skirt/dress/slacks that are worn are in good taste without hosiery and appropriate for meetings with clients and employees. Socks are not worn with dresses or skirts.
- F. Undergarments are not noticeably visible through clothing or uniforms. No revealing clothing, i.e. high skirts, leggings, low cut shirts.
  - G. Jewelry does not impair the ability to perform the assigned task or present a hazard to the employee.
  - H. Clothing is clean, pressed, in good repair and the appropriate size and length. No tattered, torn, or stained clothing.
  - I. Jeans, shorts, tee shirts, and sweatshirts, etc. are not acceptable.
  - J. Tennis shoes/sneakers or opened sandals/shoes/flip-flops are not acceptable.
  - K. At no time should offensive words or graphics be displayed on clothing, including but not limited to: sexually suggestive writing or pictures, clothing advocating violence, clothing promoting alcohol, tobacco or drug use.
  - L. Not hats or caps.
  - M. Scrapes and wounds are covered with appropriate bandages.

Employees are expected to meet hygiene requirements while at work including maintaining personal cleanliness and performing oral hygiene to minimize body odors and avoiding use of heavily scented perfumes, colognes, and/or lotions.

Maintaining general body cleanliness is expected. This includes regularly brushing one's teeth and gums, using deodorant, and bathing daily.

Personal hygiene is one of the best ways to reduce disease transmission, and as such, employees are to be attentive to their personal hygiene and hygiene practices, including frequent and proper hand washing, cough, and sneeze etiquette.

- Hand Washing – Employees should always wash their hands with soap and warm water for at least 20 seconds, as frequently as possible, or use hand sanitizer regularly. This is particularly warranted after using the bathrooms.
- Coughs / Sneezes – Keeping hands clean and free when coughing or sneezing, as well as covering your nose/mouth with tissues or clothing, are important to help prevent the spread of serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), and Covid-19.

Important - Germs can be easily spread by:

- Coughing, Sneezing, or Talking
  - Touching your face with unwashed hands after touching contaminated surfaces or objects.
  - Touching surfaces or objects that may be frequently touched by other people.
2. Any exceptions to this policy require approval by the Managing Partner or management.
  3. Department managers are responsible for communicating and enforcing this personal appearance policy. Failure to adhere to this policy is subject to corrective action.

EXAMPLES

- Shirt w/Collar
- Golf Shirt or Pollo
- ¼ Zip Sweater
- Khaki/Dress Pants
- Loafers/Laced; Dress Shoes
- Boots



- Blouse or Sweater
- Golf Shirt or Pollo
- Khaki and Dress Pants
- Knee/Ankle Length Skirts/Dresses
- Closed Toed Shoes/Flats
- Open Toed Shoes/Flats
- Sandals with a Back (No Flip Flops)
- Boots



## **Tobacco Use Policy**

All common areas have been designated as non-smoking areas including individual offices, hallways, rest rooms, meeting rooms, conference rooms, etc.

Employees are only permitted to smoke outside the building premises and not closer than five (5) feet to the any entrance to the building. In addition, employees must properly dispose of all smoking buds in trash receptors and/or ashtrays.

Employees are not permitted to use chewing tobacco during working hours due to the hygiene and sanitation necessary to ensure that employees present a professional and non-offensive image to clients, employees and the public.

Any employee found to be in violation of the tobacco use policy may be subject to disciplinary action up to and including termination of employment.

## **Substance Abuse Policy**

### **Purpose and Goal**

Integrative Staffing Group, LLC is committed to protecting:

1. The safety, health and well-being of Integrative Staffing Group, LLC's employees;
2. Integrative Staffing Group, LLC's assets and operations; and
3. The employees, assets and operations of other companies contracting Integrative Staffing Group, LLC's services.

We recognize that substance abuse poses a significant threat to our goals. We have established an alcohol and drug free workplace program that balances our respect for individual employees with our need to maintain an alcohol and drug free working environment.

Under this program, we require that employees, as a condition of their employment, adhere to a strict policy regarding the use and possession of alcohol and drugs. Integrative Staffing Group, LLC may modify the policy in any manner at any time.

Any employee taking legally prescribed or over-the-counter medication is responsible for being aware of any potential effect or impairment such drugs may have on his/her reactions, judgments, or ability to perform his/her duties. If the medication may negatively affect or impair the employee's ability to perform his/her job properly or in a safe and/or efficient manner, the employee is responsible for requesting a reasonable accommodation for his/her manager before working while using the medication. Any employee requesting such reasonable accommodation may be requested to present medical substantiation of the need for such accommodation.

Furthermore, Integrative Staffing Group, LLC strongly encourages employees to voluntarily seek help with substance abuse problems (including, but not limited to, misuse of alcohol, illegal drugs, prescription and over-the-counter drugs) **before** they face performance issues or disciplinary action.

### **Covered Workers**

All Integrative Staffing Group, LLC employees including full-time, part-time, temporary and contract employees, interns, and applicants must comply with this policy. Certain designated Integrative Staffing Group, LLC sub-contractors also must comply with this policy.

### **Applicability**

This policy applies at all times including while working on Integrative Staffing Group, LLC business, traveling on Integrative Staffing Group, LLC business, representing the Integrative Staffing Group, LLC at any function, operating Integrative Staffing Group, LLC vehicles, while on or around Integrative Staffing Group, LLC or client property and during all working hours.

### **Prohibited Behavior**

Alcohol or Prohibited Substances (listed below) should **never** be brought onto a client location by a Integrative Staffing Group, LLC employee. It is a violation of our policy to:

- Use or possess alcohol<sup>1</sup> or any Prohibited Substances (listed below) while performing duties for Integrative Staffing Group, LLC, including, but not limited to, while working at Integrative Staffing Group, LLC or client location, or while traveling on Integrative Staffing Group, LLC business; or while in a Integrative Staffing Group, LLC vehicle;
- Report for duty or remain on duty:
  - While using, being under the influence of, or being impaired by alcohol as verifiable by a Blood Alcohol Concentration (BAC) of .04 percent or greater; or
  - Within twenty four (24) hours after having used Prohibited Substances.
- Misuse or engage in the illegal or unauthorized use, distribution or possession of prescription and over-the-counter drugs.

<sup>1</sup> On certain limited occasions, Integrative Staffing Group, LLC employees may be in attendance at business-related social functions where alcoholic beverages are served. On those limited occasions, employees are permitted to imbibe alcohol on a limited basis. On those limited occasions, employees are expected to exercise proper judgment and limit consumption appropriately. Any employee who does not limit consumption appropriately in the judgment of Integrative Staffing Group, LLC should not be permitted to drive, and will be considered to have violated this policy.

- Refuse to submit to an alcohol or drug test.
- Attempt to or actually tamper with, adulterate or substitute a specimen in any alcohol or drug test.

Prohibited Substances<sup>2</sup> include: Amphetamines (including methamphetamines), barbiturates, benzodiazepines (e.g., Valium, Librium, Xanax), cannabinoids (marijuana/THC), cocaine, benzoylecgonine, methadone, methaqualone, opiates/expanded opiates (e.g., heroin, opium, codeine, morphine), phencyclidine (PCP), propoxyphene (e.g., Darvon), and synthetic/semi-synthetic opioids and narcotics (i.e., hydrocodone, hydromorphone, oxycodone). Integrative Staffing Group, LLC reserves the right to amend this list as it deems appropriate.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medication will be responsible for conferring with their treating physician and pharmacist about whether the medication may interfere with his/her ability to perform his/her job safely, productively and efficiently. If the use of a medication could compromise the safety of the employee or others, or if it could negatively impact the employee's performance, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave time, request change of duty, notify supervisor, notify Integrative Staffing Group, LLC, doctor, request reasonable accommodation, etc.) to avoid performance problems and unsafe, unproductive, and inefficient practices.

### **Alcohol and Drug Testing**

As a condition of employment, each field employee is required to participate in random, post-accident and/or reasonable suspicion alcohol and drug testing, upon selection or at the request of management. All field employees will be subject to random testing and will be required to participate in the testing if selected. Employees will be required to participate in post-accident testing if an accident results in an injury to an employee or another individual that requires off-site medical care, or if, in the opinion of Integrative Staffing Group, LLC, the accident results in significant property damage or disruption of the operations of Integrative Staffing Group, LLC or an Integrative Staffing Group, LLC client. In addition, employees will be required to participate in reasonable suspicion testing based on observation of an individual's behavior or performance, or based upon specific, objective facts where the rational inference to be drawn under the circumstances is that the person may be using, under the influence of, or impaired by alcohol or drugs. As a general matter, office employees will be subject to testing under this policy if required pursuant to an Integrative Staffing Group, LLC client contract or job specifications, or if the employee also works in the field.

In addition, those Integrative Staffing Group, LLC employees who work on projects for certain of Integrative Staffing Group, LLC's clients will be required to undergo drug and alcohol testing pursuant to Integrative Staffing Group, LLC's contractual obligations to the client. Any

<sup>2</sup> To the extent that any of the Prohibited Substances are legally prescribed by the employee's treating physician and are being used in accordance with the prescribing physician's directives, such use or possession will not violate this policy.

employee who directly or indirectly performs work for any such clients should assume that he or she is subject to testing.

All testing will be performed by a testing facility selected by Integrative Staffing Group, LLC. Testing will be conducted for alcohol and all Prohibited Substances listed under Section IV of this policy. Testing for the presence of alcohol may be conducted by breath analysis; testing for the presence of the metabolites of the Prohibited Substances will be conducted by urine analysis.

To ensure accuracy and fairness, all testing will be conducted in accordance with Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines. A copy of those guidelines is available upon request. The process will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer (MRO) during which employees who test positive will have the opportunity to provide a legitimate medical explanation for the positive result such as a physician's prescription; and a documented chain of custody.

All alcohol and drug testing information will be maintained in separate confidential records.

### **Consequences**

Any employee who violates this policy or who allows substance abuse issues to negatively impact work performance, safety, productivity or efficiency will be immediately suspended without pay and subject to disciplinary action, up to and including termination from employment. Any employee who violates this policy or tests positive for alcohol or any Prohibited Substance will be permanently removed from work or service for those Integrative Staffing Group, LLC clients who mandate such removal.

If an employee, for the first time, violates this policy, generally,<sup>3</sup> he or she will be offered the opportunity to undergo rehabilitation with the possibility of being reinstated to if, in management's sole opinion, an undue hardship is not imposed on Integrative Staffing Group, LLC's operations and if the employee agrees to the terms of a Last Chance Agreement prepared by Integrative Staffing Group, LLC that includes the following requirements, in addition to other requirements that may be imposed by Integrative Staffing Group, LLC:

- The employee must acknowledge his or her violation of this policy;
- The employee must attend, follow and complete all recommended treatment plans and directives of their treating medical professional approved by Integrative Staffing Group, LLC;
- The employee must sign an Authorization Form that permits representatives of Integrative Staffing Group, LLC to discuss with the employee's treating medical professional the employee's compliance with these requirements and ability to return to work;
- The employee must agree to undergo drug and alcohol follow-up testing on a regular, unannounced basis while employed by Integrative Staffing Group, LLC;

<sup>3</sup> Integrative Staffing Group, LLC reserves the right to deny reinstatement to an employee who tests positive for alcohol or drugs or otherwise violates this policy.



- The employee must acknowledge and agree that any violation of the Last Chance Agreement will result in immediate termination of employment.
- The employee must acknowledge and agree that he or she remains an at-will employee of Integrative Staffing Group, LLC.

An employee or applicant will be considered to have violated this Policy if he/she:

- Refuses the screening or the test;
- Attempts to or actually tampers with, adulterates or dilutes the specimen;
- Refuses to sign the required testing and waiver forms; or
- Refuses to cooperate in the testing process in such a way that prevents completion of the test.

Any employee who violates this policy or tests positive will be subject to immediate termination from employment. However, nothing in this policy prohibits the employee from being disciplined or terminated from employment for other violations and/or performance problems.

In the case of a violation of the policy or positive test by an applicant for employment, the offer of employment will be withdrawn and the candidate will not be eligible for reconsideration for employment.

### **Confidentiality**

All information received by Integrative Staffing Group, LLC through the program is confidential communication. Access to this information is limited to those who have a legitimate need to know as determined by relevant laws and management policies.

### **Workplace Harassment**

Integrative Staffing Group, LLC respects the dignity and professionalism of each of its employees and is committed to maintaining a work environment that is free from discrimination and unlawful harassment. In furtherance of this commitment, **Integrative Staffing Group, LLC absolutely prohibits unlawful workplace harassment on the basis of sex (with or without sexual conduct), race, color, age, national origin, religion, disability, genetic information, protected activity (i.e., opposition to prohibited discrimination or participation in the complaint/investigatory process) or other protected status.**

Harassment consists of unwelcome conduct, whether verbal, physical or visual, on the basis of sex (with or without sexual conduct), race, color, religion, national origin, ancestry, disability, age, genetic information or protected activity (i.e., opposition to prohibited discrimination or participation in the statutory complaint process) or other protected status which unreasonably interferes with an individual's job performance or otherwise creates an intimidating, hostile or offensive working environment, or which results in a tangible employment action such as hiring, firing, promotion or demotion. Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed or visual material (including through the internet or e-mail) or offensive physical actions.

Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment also includes unnecessary touching of an individual or unwelcome physical contact such as patting, pinching or brushing against another, subtle pressure or request for sexual activities, referring to or calling an individual by an endearing, demeaning or sexual term, a display in the workplace of sexually suggestive objects, pictures, cartoons or posters, graphic verbal commentaries about or leering at an individual's body, sexually degrading words used to describe an individual, sexually explicit, suggestive or offensive comments, jokes or teasing, preferential or derogatory treatment based on gender, verbal abuse of a sexual nature, physical or sexual assault, or other similar behavior.

All employees are responsible for helping to enforce Integrative Staffing Group, LLC's policy against harassment. Any individual who believes that he or she has been the victim of prohibited harassment or who has witnessed such harassment must **immediately report** such conduct to a supervisor so that the situation can be promptly investigated and remedied. An employee should immediately report **any** incident of suspected harassment to Integrative Staffing Group, LLC before it becomes severe or pervasive. Anyone who is uncomfortable for any reason in bringing such matter to the attention of a supervisor, or who is not satisfied after bringing the matter to the attention of a supervisor, should report the matter to Integrative Staffing Group, LLC's Managing Partner. Any supervisor who receives a complaint of harassment must immediately report the matter to Integrative Staffing Group, LLC' Managing Partner. Any questions about this policy or suspected harassment should also be brought to any of the same persons.

Employees should report unlawful harassment without fear of reprisal or retaliation. Integrative Staffing Group, LLC will not retaliate against anyone who files a bona fide complaint of harassment or who participates in an investigation. In addition, Integrative Staffing Group, LLC will not tolerate any retaliatory conduct by any Integrative Staffing Group, LLC employees against anyone who files a bona fide complaint of harassment or participates in an investigation.

The matter will be promptly, thoroughly and impartially investigated and all allegations of harassment will be kept confidential to the extent possible. The alleged harasser will not have any direct or indirect control over the investigation. Employees should be aware that Integrative Staffing Group, LLC may, under certain circumstances, use an outside source to investigate such complaints. Such investigation at a minimum will include an interview of the employee who complained of harassment, the alleged harasser, and others who could reasonably be expected to have relevant information. If Integrative Staffing Group, LLC determines that harassment

occurred, it will take immediate measures to stop the harassment and ensure that it does not recur.

**Integrative Staffing Group, LLC absolutely will not tolerate unlawful workplace harassment. Integrative Staffing Group, LLC also will not tolerate retaliation against anyone who files a bona fide complaint of harassment or who participates in an investigation. Any employee who is determined to have violated this policy will be subject to disciplinary action, up to and including termination of employment.**

## **Solicitations and Distributions**

In order to maintain order and efficiency, Integrative Staffing Group, LLC has developed a no-solicitation policy that will be strictly and uniformly enforced.

There are so many good causes for which collections could be made or products could be sold. Please do not put your friends and co-workers in the embarrassing position of being approached about unwanted solicitations during working hours. As a general rule, selling goods, collecting money, or other forms of solicitation, are not permitted if it becomes a deterrent to the completion of assigned tasks. In order to avoid unnecessary interruptions from work, solicitation by an employee is prohibited while either person is on working time.

No individual who is not an employee of Integrative Staffing Group, LLC may engage in any form of solicitation or distribution for any purpose at any time on Company property without permission from the Managing Partner. Such permission normally will not be granted.

Integrative Staffing Group, LLC recognizes the need to participate in humanitarian and patriotic programs and may, at times, support certain activities. If this occurs, the Company will effectively communicate the methods, time and places for the contributions/ donations.

## **Employee Travel Expense**

Many employees are required to travel, either frequently or occasionally, in the course of employment with Integrative Staffing Group, LLC. A comprehensive travel expense policy has been developed to which all employees must adhere in order to be reimbursed for related expenses. Traveling employees should refer to the policy to ensure compliance.

### **Business Expenses:**

**Company Vehicle:** Employees who have been issued Integrative Staffing Group, LLC vehicles must use these for all business related travel. The Company may provide gasoline and maintenance. Personal use mileage must be tracked as the value of these miles is taxable to the employee as earned income.

**Sales Travel:** Employees whose positions require travel but have not been issued a Company vehicle will be reimbursed for each mile traveled associated

with operating a car for bona-fide business activities as provided by the Company's expense policy. Vehicles must be appropriately maintained.

**Personal Vehicles:** Employees who do not have Integrative Staffing Group, LLC vehicles or expense allowances may need to utilize personal vehicles for business travel. Integrative Staffing Group, LLC reimburses the employee for each mile traveled provided the trip is authorized and the employee submits an appropriate request for reimbursement. Excluded, of course, is commuting mileage to/from Integrative Staffing Group, LLC's office/place of work.

Employees must submit their expense report to their manager for approval. The deadline to submit an expense report is by the 10<sup>th</sup> day of the following month. Any expense reports not submitted by the 10<sup>th</sup> of the following month will not be paid.

Once expense reports are submitted and approved, a check will be issued to the employee through a non-taxable expense reimbursable paycheck within 2 weeks of submitting.

### **Employee Expense Reimbursement (Other)**

Occasionally employees may need to purchase supplies, materials or equipment for Integrative Staffing Group, LL. Employees are issued a Company credit card that should be used for these purposes. Approved expenditures will be paid by the Company. Also, things like employee cell phone charges will be paid by the Company for Company-provided cell phones used by employees in covered/applicable roles/positions (provided employee has followed the policy on cell phone use). Other expenditures (i.e. involving cash payment for supplies) that are not on the credit card, should be submitted on an expense report for reimbursement by Integrative Staffing Group, LLC.

### **Traffic Regulations and Driving Clients/Employees**

All Integrative Staffing Group, LLC employees are expected to abide by all driving/motor vehicle and traffic regulations when operating a motor vehicle, regardless of whether the employee is transporting a client, an employee, or is driving solo with no passengers. Special care should be taken by the Integrative Staffing Group, LLC employee when the employee is driving another Integrative Staffing Group, LLC employee or driving a client (such as when taking the client out to lunch). All accidents should be reported promptly to the employee's manager regardless of whether the Integrative Staffing Group, LLC employee was at fault or not. Employees should not use a cell phone while driving where it is not permitted, and should also use a hands-free option (blue tooth, wired earpiece, etc.) even when cell phone use while driving is permitted.

### **Alcohol Consumption at Work-Related Events**

There are certain work-related events that may involve after-hours or day-time socializing with clients or networking. These events may involve eating and or drinking. Should employees choose to drink alcohol sensibly at work-related events, prior authorization by the Managing Partner must be granted. Should drinking alcohol occur, drinking and driving while intoxicated (according to laws/regulations) will not be acceptable.

You should not feel as though you need to drink simply because the customer is drinking or that you need to have as many drinks as the customer may have.

In all cases, employees of Integrative Staffing Group, LLC should remember that they are representing the Company, regardless of whether it's an informal setting (i.e. a local pub or restaurant) and that their behavior reflects on Integrative Staffing Group, LLC.

## **Requests for Information**

The following guidelines should help handle those situations when requests for information are received from someone out of Integrative Staffing Group, LLC

### **Requests for Information about Employees and Former Employees**

Requests for disclosure of personal information about employees or former employees, including requests for references or recommendations, should be directed to the Managing Partner. It is a violation of Integrative Staffing Group, LLC policy for any employee to furnish employment information or professional references for any current or former Integrative Staffing Group, LLC employee without the express approval of the Managing Partner.

### **Requests from Customers**

All consumer requests and complaints should be referred to the Recruiting Department, Sales Department or Managing Partner. All such calls should be handled in a courteous manner.

### **Requests from the Media**

All calls, emails, etc. from the media (newspapers, TV, radio, etc.) should be directed to the Managing Partner who will respond to the media. All such calls should be handled in a courteous manner.

## **Rules of Conduct and Company Policy**

In order for our Company to be successful, the employees must have the responsibility for conducting themselves in a manner that reflects pride in their job, cooperation, positive attitude, teamwork and respect for their coworkers and Company. This will allow Integrative Staffing Group, LLC to meet the high standards of quality, production and efficiency that we have set for the operation.

Employees of Integrative Staffing Group, LLC are also expected to conduct themselves in a manner that promotes the safety, health and welfare of all employees; encourages proper work

habits; protects personal and Company property; maintains the required standards of quality and productivity; and complies with all public laws.

It is not possible to list all of the behaviors that are considered unacceptable in the workplace. The following list does not cover every situation that may arise, nor is disciplinary action limited to these violations. Integrative Staffing Group, LLC reserves the right to provide any level of discipline, including no discipline at all, depending on the circumstances of an employee's conduct or purported work rules violation. The following is a list of some of the unacceptable behaviors that may result in disciplinary action, up to and including termination of employment

1. Falsification of any reports, communications or records, including employment applications, personnel productions records and time cards/sheets.
2. Obtaining materials, tools, or supplies at storerooms or other assigned places on fraudulent orders or by misrepresentation.
3. Stealing or theft of Integrative Staffing Group, LLC or any employee's property.
4. Insubordination (including refusal or failures to comply with a supervisor's directive or the use of profane, abusive, or threatening language).
5. Mischief, such as destroying of Company or any employee's property.
6. Neglect or carelessness resulting in damage to equipment or Integrative Staffing Group, LLC property; defacing or marking Integrative Staffing Group, LLC property or buildings with paint, chalk or any other substances.
7. Immoral conduct or indecency
8. Creating or contributing to unsanitary or dangerous conditions which may endanger fellow employees or which make it a hostile work environment for others.
9. Failure, falsifying or refusing to report information or testimony when accidents, personal injury or property damage are being investigated or on the day it occurs.
10. Failure to stay on the job in your department or assigned place of duty during working hours and/or leaving the work area during your scheduled work hours without the authorization of your immediate supervisor.
11. Possessing alcoholic beverages of controlled, illegal substances while on Company property or while performing Integrative Staffing Group, LLC business off Integrative Staffing Group, LLC property or bringing alcohol beverages or controlled, illegal substances onto the job site.
12. Reporting to work or being at work on Integrative Staffing Group, LLC property, or being on Company business off Company property with alcohol or controlled, illegal substances in your system.

13. Carrying weapons while on the premises of Integrative Staffing Group, LLC or on the premise of an Integrative Staffing Group's customer job site.
14. Tampering with or unauthorized use or fire extinguishers or fire-fighting equipment.
15. Deliberately restricting production or persuading others to do so, loafing on the job, in the break room or rest room.
16. Sleeping or assuming the attitude of sleep while on the job site.
17. Offering or receiving money or other valuable consideration in exchange for a job, better employment opportunities, or transfers or any advantage in working conditions.
18. Smoking or using an open light, or using chewing tobacco, where such practices are prohibited.
19. Violation of established safety rules of the job site that includes any careless or unsafe act that results in injury to self or another employee, or carelessness or inattentiveness leading to an accident, or potential injury or accident.
20. Disorderly conduct on job site premises.
21. Failure to use safety devices and proper safety equipment provided of employee protection.
22. Irregular attendance at work-habit or repeated absenteeism, which includes late starts and early quits.
23. Engaging in any illicit, nefarious, disreputable or other behaviors even during an employee's personal time, which could reflect poorly on Integrative Staffing Group, LLC and potentially damage the reputation of Integrative Staffing Group, LLC, including but not limited to: engaging in the sale of sex products or drugs, creating an online (social media) personal reputation which is counter to the image we want to promote at Integrative Staffing Group, LLC, etc.
24. Gambling on job site property.
25. Posting literature or other materials on bulletin boards or other job site property without proper approval, or removing literature or material that has been approved or posted.
26. Fighting with or striking another employee, client, anyone is a very serious offense. The employee will be immediately removed from the job site.



27. Explosive and volatile temperament leading to animosity or hostility toward another employee will not be tolerated.

### **Questions About This Policy Handbook**

If you as an employee of Integrative Staffing Group, LLC, have any questions about any policies in this policy handbook or other topics related to employment with Integrative Staffing Group, LLC, you should speak with your supervisor, or if uncomfortable in doing so, you may speak with another manager or with the Managing Partner of Integrative Staffing Group, LLC.

## **List of Employment Forms**

Workers' Compensation Panel Physicians  
Employer Response to FMLA Form  
Certification of Health Care Provider Form  
PTO / Leave Request Form  
Observation Check List  
Questions for Suspected Substance Abusers  
Voluntary Submission for Physical Examination Form  
Waiver of Health Coverage

All of these forms and others that employees may need for employment purposes, can be found on Integrative Staffing Group, LLC's website.

## **EMPLOYEE ACKNOWLEDGEMENT**

I understand and agree that this handbook is provided for employees as a general reference and summary of Integrative Staffing Group, LLC’s personnel policies, procedures, work guidelines and benefits. I understand and agree to read and become familiar with the provisions of this handbook. If I have any questions concerning this handbook, I understand and agree to discuss them with Integrative Staffing Group, LLC’s Managing Partner.

I UNDERSTAND AND AGREE THAT THIS HANDBOOK IS NOT TO BE CONSTRUED AS AN EMPLOYMENT CONTRACT OF ANY KIND. I FURTHER UNDERSTAND AND AGREE THAT MY EMPLOYMENT WITH INTEGRATIVE STAFFING GROUP, LLC IS AT-WILL, WHICH MEANS THAT I MAY VOLUNTARILY LEAVE EMPLOYMENT AT ANY TIME, FOR ANY REASON AND THAT I MAY BE TERMINATED FROM EMPLOYMENT BY INTEGRATIVE STAFFING GROUP, LLC AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT NOTICE. I understand and agree that, except by written employment agreement for a specific period signed by Integrative Staffing Group, LLC’s Managing Partner, no one at Integrative Staffing Group, LLC has the authority to enter into an oral or written contract of employment of any kind with me.

I understand and agree that the policies, practices and benefits in the handbook may change from time to time. I understand and agree that Integrative Staffing Group, LLC may amend, modify, supplement, rescind or revise any provision of this handbook with or without notice as it deems necessary or appropriate at its discretion. I understand and agree that any modification shall not change the at-will nature of my employment with Integrative Staffing Group, LLC.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature