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# Welcome to McIntosh Staffing Resources!

Established two decades ago, McIntosh Staffing Resources is a privately owned staffing company. We service businesses and job seekers with quality focused and timely effective staffing solutions in both the temporary and direct hire employment market.

What makes McIntosh Staffing Resources successful for you is our keen and quick ability to put you in touch with the right job for your needs. We take the time to listen, consider your goals and stay with you throughout the process.

We are the area staffing leaders in your career field. We utilize our employment network to your benefit. We nurture our market niche offering a mutually beneficial relationship to both you and our client.

All of our Staffing Resource Specialists bring years of experience in both the human resources, recruiting and sales fields. With these skills on your side feel assured you are solicited effectively and professionally.

As a member of our temporary employment team you will have the opportunity to polish your technical skills, explore business cultures, make employment and social contacts, have the ultimate exposure to direct hire opportunities and schedule your week with an allowance of flexibility you are looking for.

Thousands of job seekers just like you have found successful and rewarding employment relationships through our ever growing network of client businesses from Seabrook to Wolfeboro - Kittery to Kennebunk. We are pleased to have you join our team and trust you will find your employment relationship with us pleasant and rewarding.

To answer some of the questions you may have concerning McIntosh Staffing Resources and it's policies we have written this Handbook. The Handbook is designed to set forth guidelines and acquaint you with our goals, policies and benefits.

This Handbook supersedes any previous employee handbook or other written statement of policy which may have been previously issued by the Company. The policies set forth in this Handbook can be modified, revoked or added to at any time at our sole discretion. Any revisions will substitute and replace prior policy or procedure statements and become a part of this Handbook. All employees will become subject to the new addition, deletion or change regardless of date of hire.

Neither the text of this Handbook, nor that of any policy or procedure statement of McIntosh Staffing Resources are intended to, nor should they be construed as a contract of employment or as a contract guaranteeing continued employment. Although we hope that your employment relationship with us will be mutually rewarding, employment with McIntosh Staffing Resources is "at will" in that it may be terminated at any time by you or by us, with or without cause, and without previous notice.

## Handbook Acknowledgment

I acknowledge receipt of the McIntosh Staffing Resources Temporary Employee Handbook. I understand that this handbook is intended to provide information regarding McIntosh Staffing Resources' employment practices and policies, and that this handbook and the practices and policies it contains are subject to change at any time, with or without notice, at McIntosh Staffing Resources' sole and absolute discretion. This handbook does not constitute a contract or obligation on the part of McIntosh Staffing Resources and does not guarantee my employment for a specific number of assignments or a fixed duration of any particular assignment.

I also acknowledge that the employment relationship between McIntosh Staffing Resources and myself is employment-at-will so that both McIntosh Staffing Resources and I remain free to choose to end our work relationship at any time, for any reason, with or without notice. No supervisor, manager, employee or other representative of McIntosh Staffing Resources other than McIntosh Staffing Resources' Owner/Manager, has authority to make any promise or commitment contrary to the foregoing, or to enter into any agreement with me for employment for any specified duration. Any such agreement entered into by the Owner/Manager of McIntosh Staffing Resources must be in writing.

I have read and understand the above statements, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revision made to it.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## Confidentiality Agreement

As a condition of employment in the capacity of temporary support services for McIntosh Staffing Resources of Dover, New Hampshire, the undersigned \_\_\_\_\_ agrees to the following with respect to the receipt and protection of Confidential and Proprietary information.

1. All information received, whether written or verbal, and designed as Confidential or Proprietary, or any other information, shall be protected against disclosure in a prudent manner.
2. Confidential, Proprietary or any other information shall not be reproduced without the consent of McIntosh Staffing Resources or its client companies and shall not be used for purposes other than conducting authorized business activities of client companies of McIntosh Staffing Resources.
3. Confidential or Proprietary information shall be returned to client companies of McIntosh Staffing Resources at the termination of the employment for which this agreement is a condition. Materials returned shall include written material originally received by the undersigned employee, copies thereof and notes referring to same, as well as notes documenting orally communicated Confidential or Proprietary information.
4. Confidential or Proprietary information shall be protected against public disclosure by the employee following the termination of the employee relationship upon which this agreement is conditional, provided that prior disclosure by client companies of McIntosh Staffing Resources or third parties prior to that date had not taken place. Such prior disclosure voids the further applicability of this clause.

This agreement is the entire agreement between McIntosh Staffing Resources and the employee signing this instrument, and supersedes any prior understanding or agreement, with respect to the protection of McIntosh Staffing Resources, or its client companies' proprietary information.

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

\_\_\_\_\_  
Date

## **Benefits Agreement**

In consideration of my assignment to the client company of McIntosh Staffing Resources, I agree that I am solely an employee of McIntosh Staffing Resources for benefits plan purposes and that I am eligible only for such benefits as McIntosh Staffing Resources may offer to its employees. I further understand and agree that I am not eligible for or entitled to participate in any benefits plan offered by the client company, its parents, affiliates, subsidiaries, or successors to any of its direct employee, regardless of the length of my assignment to the client company by McIntosh Staffing Resources and regardless of whether I am held to be a common-law employee of the client company for any purpose, and therefore, with full knowledge and understanding, I hereby expressly waive any claim or right that I any have, now or in the future, to such benefits and agree not make any claim for such benefits.

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

\_\_\_\_\_  
Date

## Copyright and Patent Agreement

In connection with my assignment(s) to provide services to client companies of McIntosh Staffing Resources I agree that any and all discoveries and/or inventions (which shall include improvements and modifications) relating to work I perform, or relating to matters discounted to me in connection with work to be performed, or suggested by such matters, whether or not patentable, which discoveries and/or inventions are made or conceived by me, solely or jointly with others, during the term of my assignment (regardless of whether conceived or developed during work hours) or during a period of one year thereafter, shall be the property of the client company as “work made for hire” to the extent provided by sections 101 and 201(b) of the Copyright Act U.S.C. 101*et seq.*, and such discoveries and/or inventions shall be promptly disclosed to the client company. The client company shall have the right to file and prosecute at its own expense, all patent applications on said discoveries and/or inventions. I shall, during any assignment to client company of McIntosh Staffing Resources, or at any time thereafter, provide all documents, information, and assistance requested for the filing or prosecution of any such patent application pertaining to such discoveries and/or inventions. The client company has of all right, title, and interest in and to such discoveries and/or inventions, patent applications, and letter patent issuing thereon.

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Employee Signature

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Date

## Compensation/Benefits

### **Holiday Pay**

You can be eligible for up to six paid holidays per year. To qualify you must have worked 960 hours for McIntosh Staffing Resources from the time you registered with our service and the holiday needs to fall within assignment dates as requested by the client company. Holiday pay will be issued at your current rate and the number of hours is determined by averaging the previous twelve weeks worked for us. The following is a list of holidays we observe:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

### **Vacation Pay**

You are eligible for a paid vacation once every 2080 hours worked for McIntosh Staffing Resources. The information used to determine the amount of vacation hours paid is based on the average hours worked for the previous twelve weeks. The pay rate is based on the pay rate of the last temporary assignment worked.

The hours that you work for McIntosh Staffing Resources are always cumulative, so if you ever return to do any more work for our company your previous hours will be counted towards your total.

### **Health Insurance**

McIntosh Staffing Resources does not offer health insurance; however, can refer you to several select insurance carriers that administer employee paid temporary health insurance coverage.

### **Retirement Program**

We offer a SIMPLE-IRA program to our employees. This program is an excellent retirement plan option that allows employees to reduce their taxable income by the amount of their contribution with a portion of their contribution being matched by us.

To be eligible for this program, employees must have completed two prior consecutive calendar years of service with McIntosh Staffing Resources with gross wages equaling \$5000 or more in both years and anticipate current year earnings to be equal or above \$5000. Our Staffing Resource Specialists are always happy to review the plan more thoroughly with you.

## **Procedures**

### **Temporary Assignment Information**

Our staff will provide you with the most efficient and confidential search program to fit your needs. Following your initial consultation with McIntosh Staffing Resources your profile information will be entered into a computerized selection program. For this reason it is impossible for us to “forget” you or to lose your information.

We encourage you to check in with us periodically in order to maintain open communication, particularly if you have changes in job status, skill level or address/phone number information.

It is McIntosh Staffing Resources’ policy to review our current applicant files prior to advertising a position. Whenever a temporary assignment becomes available that meets your profile we will contact you immediately by phone, and will leave a message if you’re unavailable. The staffing specialist will give you all information regarding the temporary assignment such as location, duties involved, supervisor’s name, length of assignment, rate of pay, etc. If you ever have questions regarding an assignment, or misgivings, please communicate these concerns to the staffing specialist. Remember that we are here to help YOU find a position that best suits YOUR needs.

Your rate of pay is agreed upon at the time your assignment is secured from the client company. We arrive at the rate per hour based on the duties and skill level required of the position. No deviation of rate can be expected unless otherwise discussed with our office. Please do not speak directly with your assignment supervisor regarding this issue as it is not their responsibility.

Your staffing specialist will act as your McIntosh Staffing Resources liaison with the client company. All contact with the client company must be coordinated through our office. It is important that you understand that you are an employee of McIntosh Staffing Resources, and not an employee of the client company. While working for a client company you must comply with the rules and working conditions established by McIntosh Staffing Resources as well as any rules of the client company.

We expect that you will complete the assignment that you accept, and that you will comply with the hours that are required. If for any reason you become unhappy or are unable to complete the work assignment, we ask that you contact our office to discuss the situation immediately. In the event that you need to leave an assignment early during the day or need time off for personal reasons, please notify our office and your supervisor for approval. In all circumstances of time off you will not be paid.

McIntosh Staffing Resources may, during an assignment, renegotiate the terms of any assignment with the client should the job specifications change, the responsibilities increase, or other circumstances occur in which McIntosh Staffing Resources deems it appropriate to renegotiate the terms. If while you are on an assignment you feel that the assignment responsibilities have changed please contact your staffing specialist.

### **Temp to Direct Hire**

For Temp to Direct Hire positions you are placed temporarily on our payroll until the client company is ready to bring you onto their payroll. We do not require client companies to contract to a specific time frame for this period. There is no guarantee that a Temp to Direct Hire position will definitely turn into a direct placement. Note, while on our payroll there are no benefits available.

It is our policy to extend all job offers to you from our client companies. Please report any job offers extended to you directly from our client companies to our office immediately.

During temporary employment status, solicitation for direct hire employment to the client company for which you are a temporary employee must be coordinated through our office.

Employment with our client companies should be approved by McIntosh Staffing Resources prior to acceptance for a period of 180 days following your initial referral to the client company.

### **Absences**

We request that you contact our office and your direct supervisor at the client company for which you are assigned as soon as possible in the event you are unable to report to work for any reason. If you are unable to contact the client company that you've been assigned to please indicate in your message so that we will know to call them right away. Failure to notify McIntosh Staffing Resources properly of an absence may result in disciplinary action up to and including termination.

In the event that you need to take time off for personal reasons please contact our office in advance so we may coordinate the time with the client.

Absenteeism or tardiness that is unexcused or excessive in the judgment of McIntosh Staffing Resources is grounds for disciplinary action, up to and including dismissal.

### **Assignment Time Extensions**

You are more than welcome to continue with your assignment if your supervisor extends the time frame. You are not obligated to extend if you have completed the initial time frame of the assignment. Please report all job extensions to our office, as well as any job offers that your supervisor makes to you directly. In the event that you are interested in a job that you see posted internally, or you are interested in general job opportunities within the client company to which you are assigned, it is necessary that you approve all resume

submittals with our office beforehand. Often we have a unique hiring arrangement with the client company.

### **Client Company Property**

Because of the temporary nature of your employment assignment it is possible that it could end without prior notice. For this reason, we ask that you catalog client company property that you are utilizing, (i.e. keys, parking passes, identification badges, literature), with our office. Should you find your services are no longer needed we will ask that you return these items to our office immediately or turn them into your assignment supervisor on your last day of employment.

### **Dress Codes**

It is important that you comply with company dress codes. Your staffing specialist will inform you of the dress requirements upon securing your assignment. We recommend wearing clean, modest and conservative attire. Never wear jeans or sneakers unless you find it acceptable once you start an assignment.

### **Hours of Operation**

Our regular business hours are Monday - Friday 8AM to 5PM. We also have voicemail for your convenience during evening/weekend hours, or in time of emergency situations.

### **Job Hunting**

We do not discourage job hunting while employed as a temporary employee, but we expect that you will try to schedule all interviews at a time compatible with your supervisor's needs (such as early mornings, late afternoons or during lunch breaks). In the event that you are hired for a permanent position we require a one week's notice, so that we may coordinate with your supervisor for a replacement if needed. Prospective employers will respect your consideration of your immediate employer.

### **Matters of Security**

In some cases an employee will be asked to handle petty cash, be given office keys or asked to perform other security tasks. In the event that a client ever asks you to perform a duty of this nature, or one that McIntosh Staffing Resources did not discuss while securing your assignment, please contact our office immediately. We will contact the client company to discuss the situation, and will advise you on what steps to take.

**Non Solicitation**

McIntosh Staffing Resources prohibits any of their employees from soliciting our client companies and their employees for any purpose or on behalf of any cause. This includes such things as Avon, Mary Kay Cosmetics, Girl Scout Cookies, Jaycees, American Cancer Society, etc.

**Overtime**

In compliance with NH State Labor Laws overtime will only be issued if you work over 40 hours in any one pay period. Working over eight hours on any one day will not warrant overtime pay. All overtime will be issued at time and a half of your regular pay rate.

**Payroll**

Pay day is Friday! All timecards must be in our office by Tuesday at NOON for the previous week's work to ensure inclusion in the Friday payroll, unless otherwise instructed by our Payroll Manager. All timecards must be completed and signed by your supervisor before they can be processed. Note, when filling out a timecard round to the nearest quarter hour. If the assignment is finished check "yes" for assignment complete. The week ending date is always the Saturday date (last day of the pay period). If you anticipate the absence of your supervisor preventing their signature please call our office. You may drop the timecard off or mail it to our office. Faxes will only be allowed during special circumstances, such as holiday weeks. Behind our building at 65 Belknap Street in Dover is a handicap ramp which has a black mailbox with our name on it. This box is checked daily; do feel free to drop off timecards or any other information that you need to leave for our office.

Paychecks are available for pickup after 12PM on Fridays. They will automatically be mailed at 5PM if it has not been picked up. Relatives and friends are allowed to pick up your check, but we need verbal authorization from you and we may request identification before we will release it to someone.

**W-2 Forms**

W-2 forms will be issued to you for the previous year reflecting your payroll. Please contact our office with any address changes, so that we can have our payroll vendor mail your W-2 to the correct location.

**Personal Belongings**

Because of the temporary nature of your assignment it is advisable that you do not leave personal belongings at the workplace as they may be misplaced should your assignment end abruptly. Please consider traveling with these items if you will need them daily.

**Personal Phone Calls**

It is understood that in cases of emergency or urgent need you may take or receive personal telephone calls during work hours. Please restrict your use of the telephone to those special circumstances. In the event you must use a client company telephone for any long distance calling please make financial arrangements with the client or use your personal calling card.

**Reference Checking**

Your references must be checked prior to a formal job offer from our client companies. We will check your references only with your permission. This procedure will save valuable time and assist in expediting a job offer to you.

**Smoking in the Workplace**

Unless otherwise stated you should always assume that the client's workplace is a non-smoking environment. We urge all of our employees to respect the client's decision, and to take smoking breaks outside of the building. In some instances we know that a client is a smoking environment, and we will inform you of that when we secure the assignment for you. As always, you should feel free to tell our staffing specialists that you do not wish a smoking environment, if that is the case.

**Termination of Assignment (notice)**

Because of the temporary nature of your job assignment, it is not uncommon for our clients to request termination of your services without prior notice. In most cases this is not a reflection of the quality of your skills but a business decision on the part of the client. You will be notified either while on assignment or at your home following your work day should this occur.

In the event that your assignment is terminated you are entitled to receive wages earned through the time of termination, but McIntosh Staffing Resources has no other obligation or liability other than the payment of such earned wages. In the event that an assignment gets canceled before your start date, McIntosh Staffing Resources has no monetary obligation or liability whatsoever.

**Trade Secrets and Confidential Information**

One of the services that McIntosh Staffing Resources provides its clients is the knowledge that any information that one of our employees comes across will remain confidential. This means that you are prohibited from discussing or disclosing any information about a client company that you have worked for, either during your assignment or after. You are also prohibited from discussing any aspect of the operations techniques of McIntosh Staffing Resources that you may have learned while on assignment. You will be required to sign a confidentiality agreement. If McIntosh Staffing Resources learns that you have been discussing any aspect about a client company, or McIntosh Staffing Resources, it will be grounds for disciplinary action up to and including dismissal.

It should be understood that after the termination of your employment with McIntosh Staffing Resources you will not engage in any activity which harms, prejudices or disparages McIntosh Staffing Resources or its client companies.

**Travel**

Should you be instructed to drive or be driven from the premises of your employment assignment during your working hours for any reason, please contact McIntosh Staffing Resources immediately.

In cases of extended travel to a temporary assignment, or if a client ever asks you to perform errands during the work day you should always contact McIntosh Staffing Resources beforehand so that we may coordinate this with the client. It is important for McIntosh Staffing Resources to coordinate travel time with the client to determine whether the travel time is compensated.

**Use of Client company Property (computers, fax machines, copiers, etc.)**

McIntosh Staffing Resources disapproves of our employees using our client's property for their personal use. This includes phones, faxes, copiers, envelopes, stamps, etc. The only exception to this rule is when you need to fax our office your timecard for payroll submittal, and we ask that you check with the client company first for their permission.

**Workers' Compensation**

All accidents, however minor, must be reported to our office immediately.

**Liability**

It must be understood that McIntosh Staffing Resources will not accept any responsibility for any claim, demand or action that may be brought against you by the client company.

## **Policies**

### **Employment at Will Definition**

The employment relationship between McIntosh Staffing Resources and each of its employees is employment-at-will. Just as any employee is free to end his/her employment with McIntosh Staffing Resources at any time for any reason, McIntosh Staffing Resources in its sole discretion may terminate an employee's employment at any time, for any reason, without prior notice or warning. No supervisor, manager, employee or other representative of McIntosh Staffing Resources, other than the Owner/Manager, has authority to make any promise or commitment contrary to the foregoing, or to enter into any agreement with an employee for employment for any specified duration. Any such agreement entered into by the Owner/Manager of McIntosh Staffing Resources must be in writing.

### **Employment Eligibility Verification (IRCA - Form I-9)**

All new employees are required to complete the Employment Eligibility Verification Form, IRCA Form I-9, as required by law. Your offer of employment is contingent upon your ability to provide McIntosh Staffing Resources with satisfactory proof of your identity and authorization to work in the United States. This form must be completed within the first three days of your employment.

### **Equal Employment Opportunity Policy**

It is the policy of McIntosh Staffing Resources to recruit, hire, train, promote, transfer, pay and take all other employment actions without regard to an employee's race, color, national origin, sexual orientation, ancestry, sex, religion, marital status, handicap/disability and veteran status, as required by law.

This policy has been created not only to comply with existing laws and regulations, but as an expression of our own personal intentions and feelings. McIntosh Staffing Resources will continue to respect, support and implement this policy on the highest priority basis.

### **AIDS in the Workplace**

A New Hampshire law requires an individual's informed consent to be tested for AIDS and prohibits the release of information regarding the test except in limited instances. The Genetic Testing Law prohibits genetic testing as a condition of employment.

### **Drug and Alcohol Free Workplace Policy**

Substance abuse has an adverse impact on employees' work, personal and family lives, as well as on the ability of McIntosh Staffing Resources to fulfill its mission to provide the highest quality services to its clients. McIntosh Staffing Resources is committed to establishing and maintaining an alcohol and drug free workplace.

The use, distribution, dispensing, sale, purchase, manufacture, or trading of illegal drugs while on McIntosh Staffing Resources' premises, client premises, or in any other work-related environment is strictly prohibited. The prohibition of illegal drug activity includes occasions when an employee is representing McIntosh Staffing Resources or one of

McIntosh Staffing Resources' clients at events and meetings beyond the normal work hours.

Employees are not permitted to consume alcohol while on McIntosh Staffing Resources premises, client premises, or while conducting company business.

Employees are prohibited from the misuse or abuse of prescription and over the counter drugs. Employees who are using prescribed or over the counter drugs for existing medical conditions must inform McIntosh Staffing Resources of such treatment to discuss the necessity of temporary alteration of job duties or assignment if the drugs (1) may have possible side effects which may affect job performance, or (2) alter an employee's physical or mental abilities.

Employees who violate this policy are subject to disciplinary action, up to and including termination.

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

After twelve (12) months of employment and provided an employee has worked at least 1,250 hours in the 12 months prior to the requested leave, medical (including pregnancy, immediate family illness, adoption) leaves of absences for periods up to 12 weeks may be requested.

If you expect to be absent for more than five consecutive work days as a result of an illness, injury or disability (including above-mentioned reasons), you must submit a written request for medical leave to McIntosh Staffing Resources as far in advance of your anticipated leave date as possible. If your absence is due to an emergency, you or a member of your immediate family, must inform our office as soon as possible; this should be followed up with a written request, normally submitted within three days of the beginning of your leave. All medical leave requests must be accompanied by appropriate medical certification from your physician, indicating the condition necessitating your leave, and your projected date of return to work.

If your leave request is granted, you are required to provide McIntosh Staffing Resources with additional physician's statements at least once every thirty days attesting to your continued disability and inability to work.

Before being permitted to return from medical leave, you are required to present McIntosh Staffing Resources with a note from your physician indicating the appropriate medical facts documenting your conditions, its date of onset and that you are capable of returning to work and, when necessary, a statement of your ability to perform the essential functions of your job.

If you are unable to return to work following the three-month medical leave, reinstatement cannot be guaranteed as it might be necessary to fill the vacancy. McIntosh Staffing Resources endeavors, however, to place an employee returning from leave in his or her former position if at all possible.

### **Pregnancy, Childbirth and Related Medical Conditions**

Notwithstanding anything else in the Family and Medical Leave policy above, female employees are entitled under New Hampshire Law to a leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth or related medical conditions, even if such period exceeds 12 weeks. Employees who return to work after a leave resulting from a temporary physical disability will be reinstated to their original job or a comparable position unless business necessity make this impossible or unreasonable.

### **Military Leave of Absence**

If you are an active, full/part-time employee called to duty in the armed forces of the United States, or if you are required to attend scheduled drills or training in the National Guard or Reserve Corps, McIntosh Staffing Resources will provide you with unpaid leave as required to fulfill your military obligation. Upon return, you will be re-employed in compliance with state and federal laws, but there is no guarantee that you will be placed with the previous client company.

### **Prohibition of Harassment**

It is McIntosh Staffing Resources' policy that all employment relationships shall be conducted in an environment that is not hostile or offensive. Harassment based on an individual's age, race, creed, color, religion, national origin, sex, sexual orientation, disability, or marital status, or any other basis prohibited by applicable local, state, or federal law will not be tolerated. Harassment includes, but is not limited to:

*Verbal harassment*, such as making a joke or comment that refers to a certain ethnic group, race, sex, nationality, age, disability, sexual preference, religion or belief, epithets, derogatory comments, vulgar or profane words and expressions, or slurs;

*Physical harassment*, such as assault and blocking, impairing or otherwise physically interfering with an individual's normal work or movement;

*Visual forms of harassment*, such as derogatory posters, cartoons or drawings; or

*Sexual harassment*, such as unwelcome sexual advances or requests for sexual favors; verbal, visual or physical conduct of a sexual nature, such as name calling, obscene jokes, sexually suggestive comments or insulting sounds; graphic or verbal comments of a sexual nature about a person's anatomy; or displaying at work sexually suggestive objects, posters, drawings or pictures.

If you believe that you have been subject to harassment by a supervisor, management official, fellow employee, customer, client, vendor or any other person in connection with your employment with McIntosh Staffing Resources, you should immediately bring the matter to the attention of your supervisor or a representative of our office. If the complaint involves a representative of this company and you feel uncomfortable discussing the matter with our organization, report the matter to an EEO Officer.

All complaints of harassment will be investigated promptly and, where necessary, corrective action will be taken. Any investigation of such complaints will be treated as

confidentially as possible. No employee will be punished or suffer any adverse employment action as a result of filing any good faith harassment complaint to our attention.

Any supervisor, agent, or other employee who is found to have engaged in harassment or retaliation against an employee for exercising rights protected by this policy will be subject to appropriate discipline, up to and including discharge.

## **Safety Focus**

McIntosh Staffing Resources operates in full compliance with Worker's Compensation safety/risk management regulations (a copy of our Safety Policy is available by request).

Job safety is not always on the mind of office workers because they are unaware that a job related accident could happen in their environment. Please report to the assignment authority and McIntosh Staffing Resources, any issue or incident that you perceive as unsafe in the environment to which you are assigned.

### **Workers' Compensation**

All accidents, however minor, must be reported to our office immediately.

### **Readiness for Emergency Conditions**

Emergency conditions can occur anytime and anywhere. At such times, prompt and correct action is essential. Your knowledge of procedures and readiness to respond correctly can minimize injury, damage and loss. Familiarize yourself with all routes of exit from the premises for which you are assigned. **REMEMBER...REMAINING CALM IN AN EMERGENCY PREVENTS INJURIES AND LOSS.**

**VERY IMPORTANT: Co-Employment Explanation--**Companies to which you are assigned as a temporary employee are required by law to follow different policies and procedures for supervising and compensating temporary employees than they are for their own employees due to co-employment laws now in place. The issue of co-employment arose largely out of a suit brought against Microsoft Corporation alleging unfair pay and practices relating to their independent contract workers. Therefore, companies to which you are assigned are not allowed to give temporary employees disproportionate supervision or extra compensation, perks and/or benefits without first authorizing these through McIntosh Staffing Resources; included in these categories are invitations to employee functions, bonuses (monetary or other), holiday gifts (cash or merchandise) and similar perks or benefits. Please notify your Staffing Specialist at MSR immediately if you receive any of these or if you are unsure about an offering, invitation or supervisor request from the client company where you are performing temporary work.