

## C<sup>n</sup>Staffing inc Policies and Procedures

### READ and SIGN BELOW:

I understand that this application will be given due consideration, but its receipt does not imply that I will be employed. I authorize C<sup>n</sup>Staffing to verify any statements contained in this application and to conduct any credit or background investigations deemed necessary. **EQUAL EMPLOYMENT OPPORTUNITY:** CnStaffing inc. ("the Company") provides equal employment to qualified persons without regard to race, color, religion, sex, national origin, age or pregnancy. **NO HARRASSMENT OR DISCRIMINATION:** The Company strictly prohibits any harassment of employees by any other Company employee. Harassment, sexual and any form, is a serious violation of Company policy which will subject the individual engaging in such conduct to disciplinary action up to and including employment termination. ALL Company employees are responsible for helping to assure that we avoid harassment. If you feel that YOU have experienced or witnessed harassment, you are to notify CnStaffing Account Manager, or CnStaffing's Director of HR or Chuck Novick, President of CnStaffing at 972-484-3922 or email Chuck at [chuckn@cnstaffing.com](mailto:chuckn@cnstaffing.com) or mail to his attention and mark "confidential" to 12005 Ford Rd, ste 545 Dallas, TX,75234. Retaliation against anyone who has reported harassment is strictly prohibited by the Company. It is the Company policy to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, the Company will keep all complaints and the terms of their resolution confidential. If an investigation confirms the harassment has occurred, the Company will take corrective action as is appropriate under the circumstances, which may include disciplinary action, up to and including immediate termination of employment.

It is Company Policy to provide a non-discriminatory work environment for all of its field employees while working off-site temporary contract work assignments. However, the Company has no way to police the day to day conduct of its clients or its clients' employees. Therefore, it is also the responsibility of its field employees to promptly report any improper or unwelcome conduct experienced while on assignment outside of Company offices. If you feel that you have experienced or witnessed harassment, you are to notify CnStaffing Account Manager, or CnStaffing's Director of HR or Chuck Novick, President of CnStaffing at 972-484-3922 or email Chuck at [chuckn@cnstaffing.com](mailto:chuckn@cnstaffing.com) or mail to his attention and mark "confidential" to 12005 Ford Rd. Ste 545 Dallas, TX, 75234 so that the matter may be thoroughly and promptly investigated.

I understand that if accepted for employment, I will be working for C<sup>n</sup>Staffing on your payroll, at your client's premises. I agree that I will obtain your permission before discussing full time employment with the client. I understand that any information I learn while working for a client is to be kept confidential.

**C<sup>n</sup>Staffing has a very strict "NO DRUG POLICY", and I consent to submitting to a pre-employment drug test as required, and a yearly drug screen thereafter or by special request. This will be done at my cost.** I understand that my failure to comply with this agreement will be grounds for immediate termination. I agree, if employed by C<sup>n</sup>Staffing, that if I ever make claims against you for personal injuries, upon your request I shall submit to examination by physicians of your selection. I will hold you harmless from any claims including, but not limited to, personal injury or illness as a result of my providing false or misleading information on this application. **I agree to take a drug and alcohol test if I have an on-the-job injury while your employee.**

I understand that if employed, my employment will not be for any fixed period of time and may be terminated by C<sup>n</sup>Staffing at any time, with or without cause. I understand that I am expected to complete any assignment I accept. If I do not complete the assignment, then C<sup>n</sup>Staffing can assume that I have voluntarily quit and may result in a denial of any state unemployment benefits due me. Without limiting the right of C<sup>n</sup>Staffing under the previous sentence, I understand that any misrepresentation; omission or false statement by me in this application will subject me to immediate termination if I have been employed.

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**POLICY AND PROCEDURES:** (please initial each box to indicate you have read it)

I have a working telephone and transportation.

If for some unexpected reason, such as an illness or emergency, I cannot make it to work or will be late, I will contact C<sup>n</sup>Staffing inc as soon as possible and they will contact the customer and/or find a replacement. My failure to do so may be grounds for dismissal or indicate that I have voluntarily quit. **If I walk off the job or fail to return without notice (1 week minimum) unless validated emergency, I voluntarily quit and may result in a denial of any state unemployment benefits due.**

I understand that I am an employee of C<sup>n</sup>Staffing inc, and only I or C<sup>n</sup>Staffing inc can terminate my employment. When an assignment ends, I must report to C<sup>n</sup>Staffing inc office for my next job assignment. **I agree to call in daily by 7:30 AM each day of my availability for work. Failure to do so or failure to accept my next assignment will indicate that I have voluntarily quit and may result in a denial of any state unemployment benefits due me.**

I understand and will comply with C<sup>n</sup>Staffing inc safety rules and regulations explained to me at my orientation as well as the safety responsibilities as stated below.

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\_\_\_\_ If I sustain an injury on the job, I will inform my site supervisor and CnStaffing inc immediately after the incident. CnStaffing inc will coordinate with the customer and myself as to the proper procedure for transportation, treatment and reporting of the incident. I understand any false reporting of the incident could result in prosecution.

\_\_\_\_ CnStaffing inc will pay once a week. My pay period starts on Monday and ends on Sunday. My check will be ready each Friday following the week worked.

\_\_\_\_ I understand that in order to be paid in a timely manner, time cards must be turned in by Friday end of shift unless you are working the weekend. Any late timecards will not be paid until the next payroll (following week).

**Employee Safety Responsibilities:**

CnStaffing inc employees are expected to be responsible for themselves, their actions, their safety, the safety of fellow workers and their return to work after an injury. This includes the following specific responsibilities:

1. To understand and follow the safety rules that are applicable to the job duties and use of all personal protective equipment.
2. To report all unsafe conditions or work practices to their supervisor and CnStaffing inc.
3. To immediately report all incidents and injuries to their supervisor and CnStaffing inc.
4. To assist in the investigation of incidents involving other employees.
5. To keep the work areas clean and orderly at all times.
6. To only operate machinery or undertake job duties for which they are trained and authorized to perform.
7. To show up for work on time and in condition free from drugs and alcohol.
8. To honestly present their incident and the extent of their injuries.
9. CnStaffing inc has worker's compensation insurance coverage to protect you. You can get information about your rights from any Office of your Worker's Compensation Commission.
10. You may elect to retain your common law right of action if, no later than five (5) days after beginning employment, you notify CnStaffing inc in writing that you wish to retain your common law right to recover damages for personal injury. If you elect your common law right of action, you cannot obtain Worker's Compensation income or medical benefits if you are injured.

**Penalties for Fraud for Work Related Injuries:**

There are criminal and administrative penalties that apply to fraud and misrepresentation. The criminal penalties, under Section 12.33 of the Penal Code, for fraud is severe and can range up to a second-degree felony punishable by a fine of up to \$10,000 and a prison sentence up to 20 years. The penalties for fraud, under Section 10.01 of the Worker's Compensation Act, is a Class B Administrative Violation, punishable by a fine of up to \$5,000. A person who obtains payments is liable for repayment plus interest on top of the fines. We want to see that employees receive the benefits to which they are entitled for legitimate injuries. However, we will not tolerate fraud and exaggeration by employees who want to receive more than their fair benefits. We will investigate each injury to determine that it is legitimate. We will aggressively prosecute any fraud or misrepresentation. I have read the Policy and Procedures, Employee Safety Responsibilities & Penalties for Fraud and agree to abide by these policies:

\_\_\_\_\_  
(Signature of Applicant)

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

\_\_\_\_\_  
(Date)

Witnessed:

\_\_\_\_\_  
(Signature)

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

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**CnStaffing, inc**  
PROPRIETARY INFORMATION