

**EMPLOYEE
ACKNOWLEDGMENT
FORM**

**CⁿStaffing inc
FIELD EMPLOYEE
INFORMATION PAMPHLET**

Introduction

Welcome! You are very important to our CⁿStaffing family. It is our objective to help you succeed in your career. CⁿStaffing is a specialty staffing company only serving the direct and indirect care positions within the medical profession. Since our staff is like you, professionals from the medical field, we truly understand what you are looking for in your next career move. We are really excited about you being part of our family! Thank you, Chuck Novick, President, CⁿStaffing

Your Work Environment

Equal Employment Opportunity

CⁿStaffing inc. (“the Company”) provides equal employment to qualified persons without regard to race, color, religion, sex, national origin, age, pregnancy or military status. Employment decisions are based solely on the individual’s qualifications and performance.

No Harassment — No Discrimination Policy

The Company strictly prohibits any harassment of employees by any other Company or client 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 any CⁿStaffing Account Manager, or any Manager in CⁿStaffing or Chuck Novick, President of CⁿStaffing at 972-484-3922 or email Chuck at 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 possible, 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 of any employee of the Company.

It is Company Policy to provide a non-discriminatory, harassment free 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 any CⁿStaffing Account Manager, or any Manager in CnStaffing or Chuck Novick, President of CⁿStaffing at 972-484-3922 or email Chuck at 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 and reported to client senior management. If the investigation by CⁿStaffing and client company confirms the harassment has occurred, the company will take corrective action that is within its authority and power up to assisting CⁿStaffing employee in finding alternative employment and/or resigning the business relationship with client company.

Immigration Law Compliance

It is the policy of CⁿStaffing to employ only individuals who are currently authorized to work in the United States. As a condition of employment, you must properly complete, sign, and date the first section of the Immigration and Naturalization Service’s I-9 (Employment Eligibility Verification Form), and provide documentation to prove both your identity and your employment eligibility.

Leave of Absence

For the safety and benefit of our employees, CⁿStaffing acknowledges and adheres to all federal and state laws regarding Family and Medical Leave which includes Maternity Leave, Military Leave, and Jury Duty Summons. If the need for leave arises, please contact your Staffing Supervisor for more information and assistance.

You and Your Job As A CⁿStaffing Employee

What CⁿStaffing Expects From You

CⁿStaffing guarantees your performance to our clients. When you are hired as one of our field employees, it is because you are the best person available for the job. We feel you can help our client deliver the best quality of services. We expect you to follow all the rules and requirements stipulated by the client companies where you are assigned. We expect you to do your best. We expect you to stay focused, do the job required and complete the assignment. Our client depends on your top performance.

Always be flexible and maintain a positive attitude. From all of us you can expect openness, honesty, and a genuine concern for your career. In return we ask for your best effort everyday, pride in the work you do, and care about those you serve.

You agree not to accept any temporary or full-time employment for six months after the last day you worked for a client company to whom CⁿStaffing assigned you without permission from CⁿStaffing. You agree to call and notify CⁿStaffing everyday by 7:30AM of your availability and be available to work the next working day after your assignments ends. Failure to call CⁿStaffing of your availability and be available for your next assignment, you will be considered as voluntarily quit and will make you ineligible for unemployment benefits.

Once you have accepted an assignment, you must use the time card supplied by CⁿStaffing. CⁿStaffing will not recognize or pay for any hours worked by you in the absence of an individual time card with both your signature and the client’s signature.

In Addition, You Will Be Expected To:

Communicate! Communicate! Communicate! Call us . . . whenever you’re available for work. **Call us . . .** when your assignment ends. The day before is better. **Call us . . .** If you’re going to be late or absent. **Call us . . .** if you can’t complete an assignment. **Call us . . .** if you’re asked to perform duties other than those we described to you. **Call us . . .** if the client asks you

to return for another assignment or offers you a permanent position. **Call us . . .** if you’re injured on-the-job. **Call us . . .** if you’re unsure how to handle a sensitive situation on the assignment. **Call us . . .** if you change your name, address or phone number. **JUST CALL US.**

Keep your Commitment, Be Punctual and Be Reliable. Always show up for the assignment, observe the client’s business hours and be on time. If at any time you find that you have a problem, call your Staffing Supervisor at least one hour before the start of your assignment and explain your circumstances. Failure to do so may be grounds for dismissal or indication that you have quit voluntarily. Always call your Staffing Coordinator and Site Supervisor if you can not make it to work or going to be late.

Never Walk off an Assignment. If there is a problem, your Staffing Supervisor can normally respond to it over the phone. If you walk off an assignment, you voluntary quit and will make you ineligible for unemployment benefits.

Be Neat and Dress Appropriately. A well-groomed appearance makes a positive impression on supervisors and co-workers. Safety, comfort and the client’s dress codes will determine what is appropriate -- avoid distracting extremes in style.

Notify Us Whenever Your Personal Status Changes, such as your name, address, telephone number, dependent status, or person to notify in case of emergency.

Never Drive Any Vehicle While on an Assignment. It is specifically prohibited without proof of insurance and permission from your Staffing Supervisor. Even then, both you and our client company must be willing to sign a “hold harmless” agreement.

HIPAA. Maintain Confidentiality. Do not discuss patient or client information. Violation of HIPAA policies is justification for termination and ineligibility for unemployment benefits. Furthermore, do not discuss your personal and employment information with anyone.

Never Work for Any Other Staffing Service on the Same Assignment to which you are assigned under CⁿStaffing unless you have the permission of your Staffing Supervisor.

Abide By All Policies and Procedures of both the client company and CⁿStaffing. Failure to do so may result in termination for cause.

Safety

General Safety

CⁿStaffing attempts to provide a safe and healthy work environment that complies with federal and state safety requirements. No employee will knowingly be required to work in unsafe conditions. All employees should report any unsafe situation or equipment, or if requested to perform duties different than assigned to their Client Supervisor and Staffing Supervisor immediately.

General Safety Rules--“Safety Comes First, Always”

- Rule Number One: Be safety-aware for others as well as yourself.
- Obey safety signs, tags, and always read operating instructions first.
- Comply with all safety rules and OSHA regulations when operating any equipment.

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Employee’s Printed Name

Employee Signature

Date

Staffing Supervisor’s Signature

Date

Staffing Supervisor’s Printed Name

CⁿStaffing inc

- Learn where fire extinguishers and first aid kits are located. If you don't have current first-aid training, do not move or treat any injured person unless they are in immediate danger.
- Do not operate machinery or equipment for which you are not trained.
- Always use proper lifting techniques.
- Do not lift more than 40 pounds without mechanical assistance.
- Do not lift more than 20 pounds above shoulder height.
- Always use tools appropriately.
- Climbing ladders, or other objects (chairs) is prohibited.
- Do motion exercises prior to starting or returning to your work station.
- No horseplay, scuffling or fighting.
- Appropriate clothing and footwear must be worn at all times.
- Safety guards are never to be removed from machinery or equipment.
- Never remove or bypass any safety devices.
- Required Personal Protective Equipment must be worn at all times
- Maintain a well-kept and organized work area (including floor) at all times.
- If assignment requires respiratory protection, notify your Staffing Supervisor immediately.

Accident/Injury Reporting

Any work-related injury or illness must be reported to your Staffing Supervisor and Client Supervisor immediately.

If medical treatment is required, your Staffing Supervisor will direct or take you to a medical facility where you will receive prompt, competent treatment.

Your Staffing Supervisor and the Company's Risk Service Department will assist you with any questions or concerns you might have with your medical treatment or work status.

All claims will be investigated, and false claims will result in immediate termination.

Substance Abuse Policy

The policy of **CⁿStaffing** is to maintain a drug and alcohol-free work environment that is safe and productive for our employees and others having business with our Company. To meet these objectives, the following policy has been adopted: The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on **CⁿStaffing** or client company premises or while performing services for **CⁿStaffing** or client company is strictly prohibited. **CⁿStaffing** also prohibits reporting to work or performing services while impaired by the use of alcohol or consuming alcohol while on duty.

In order to ensure compliance with this policy, substance abuse screening will be conducted under the following situations: (such screening will be at the employee's expense and part of the requirement of employment. Such cost will be deducted from your pay. Depending on the test, cost will vary from \$20 to \$40.)

Pre-Employment: As required by CⁿStaffing or client company. Some clients require pre-employment drug testing, TB test, etc. The cost of these test will be deducted from your check and range from \$20 - \$40, depending on the test. If you have up-to-date documented test results, that information may be used with client approval.

For Cause: Upon reasonable cause to believe that a substance problem exist, testing may be conducted.

Random Testing: Random testing is conducted on all personnel or as required by client company.

Post Accident: Any employee involved in an accident/injury while performing services for CⁿStaffing or client company that results in property damage or bodily injury, will be required to submit to a substance screening.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to a substance screening will be subject to termination.

Notwithstanding, any provision herein, this policy will at all times be enforced in accordance with applicable state law.

Weapons Policy

For the protection of our employees, firearms, explosives and other weapons, regardless of your authority to carry a concealed weapon, are prohibited on any **CⁿStaffing** or client company premises, including autos, parking areas, or lockers. **CⁿStaffing** reserves the right to conduct searches to verify compliance with this policy.

Policies and Procedures

You are expected to have a working telephone and reliable transportation. Without these resources you may not expect employment.

You are expected to complete any job assignment that you accept. If you do not complete the assignment, **CⁿStaffing** can assume that you have voluntarily quit. You agree not to accept a full-time position at a client CⁿStaffing sent you to without CⁿStaffing permission.

You agree to call and notify CⁿStaffing everyday by 7:30AM of your availability and be available to work the next working day after your assignments ends. Failure to call CⁿStaffing of your availability and be available for your next assignment, you will be considered as voluntarily quit and will make you ineligible for unemployment benefits.

Simple Payroll Procedures

CⁿStaffing pays its employees once a week. The pay period normally starts on Monday and ends on Sunday. Your check will be ready for pickup Friday from 8am to 5 pm following the week worked. You understand that in order to be paid in a timely manner, time cards must be turned in no later than noon Monday following the week worked. Any late time card will result in not being paid until the next week's payroll period.

Falsification of time sheets will result in immediate termination and will initiate legal action. **CⁿStaffing** is your employer. You grant CⁿStaffing the right to withhold from your last paycheck any money related to a falsification of a time sheet or failure to return client/company property (eg: keys, access cards, tools, equipment). We pay your wages and benefits, and we are responsible for your performance and professional well-being. Any questions regarding our relationship, your assignment or your pay should be directed only to us.

Your weekly pay is based upon approved hours as reflected on your weekly timesheet. It is your responsibility to take a timesheet with you on every assignment. When filling out your timesheet, think neat, complete and sign.

Dates, times and totals must be provided for each day worked, and time entries must be rounded to the nearest quarter hour. A copy of the timesheet should be left with your supervisor. Keep a copy for yourself, and return the remaining copies to your local office no later than noon on Monday following the week you worked.

Your paycheck will be held for pickup on Friday, or mailed if not picked up. You'll be notified of any change in the payroll process or policy. If you walk off an assignment, you voluntarily quit, not eligible for unemployment benefits and not eligible to work for CⁿStaffing.

If a check is ever lost in the mail, simply call us. If after 7 working days you have not received it, we will issue a Stop Payment and reissue you another check the 3 days after the stop payment was issued. If you can not wait the 7 days, we will issue a Stop Payment the day after you notify us; a \$20 processing fee will be deducted and the check will be issued the 3 days after you requested the stop payment. If you wait the 7 days, there is not a processing fee.

Benefits

Vacation Pay

We appreciate your hard work and recognize your consistent performance. Each 1,800 hours of your time on assignments with us will earn 40 hours of vacation pay at your current rate of pay (straight time). There is no limit on the number of times you can qualify -- and your hours carry over from year-to-year, assignment to assignment -- no limits, no gimmicks, no hidden qualifiers.

Incentives

WOW! You can earn money while your friends work! Ask your Staffing Coordinator about the details on our Great Incentives.

Direct Deposit

We are excited to provide direct deposit for your convenience. Ask your CⁿStaffing Payroll Administrator for the detail. If at any time you need to discontinue your direct deposit, you are required to notify CⁿStaffing Payroll Administrator in writing to void and discontinue your direct deposit. **Your pay will continue to be transferred to your designated account until officially notified in writing by you to discontinue.**

Never an Applicant Fee

Any applicant fees that arise are paid by the client company that hires you. You are never charged a placement fee. That's all there is to it!

Holiday Pay

We recognize six (6) national holidays: Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas and New Year's Day. To qualify, just work 500 regular hours in the 12 months leading up to the holiday. After you qualify, work both the day before and after the holiday, and you'll be paid for that holiday!

Group Medical and Life Insurance

CⁿStaffing will help you get in contact with an insurance agent to provide you with quality temporary insurance at a low cost to you. For benefit information, see your Staffing Coordinator.

Unemployment Insurance Benefits

CⁿStaffing pays for unemployment benefits under federal and state law for employees who lose work through no fault of their own. Employees who are terminated for misconduct in connection with their work, voluntarily resign, take leave of absence, fail to report to work or fail to report their availability for work as required by CⁿStaffing or refuse acceptable work may not be eligible to collect unemployment benefits.

CⁿStaffing

Dallas (972) 484-3922

INFORMATION

PAMPHLET

FOR

FIELD

EMPLOYEES

CⁿStaffing inc Specialists in Medical Careers