

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. 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 1201 Richardson Dr Ste 150 Richardson, TX, 75080. 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 1201 Richardson Dr, Ste 150 Dallas, TX, 75080

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.

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 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.

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 \$50 to \$150 (Note: the drug screen and other required medical screening prices are just an estimate and are subject to change at any time, without notice at CnStaffing sole discretion.)

Pre-Employment: As required by CnStaffing or client company. All of our clients require pre-employment drug testing, TB test, etc. 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 for 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.

Payroll Procedures: CnStaffing pays its employees weekly on Fridays. You are required to have Direct Deposit account or obtain the pay card. If you choose the card expect approximately 3 weeks to process, in which your check will be mailed. The pay period starts on Monday and ends on Sunday. Your funds will be deposited Fridays of the following week. You understand that in order to be paid in a timely manner, time cards must be turned in end of shift Friday, weekend workers at the end of shift the last day. Late time cards will be processed the following payroll.

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) from you last pay check. We pay your wages and benefits, and we are responsible for your performance and professional wellbeing. 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. ALWAYS, follow up on Monday morning to see if your timesheet was received. You'll be notified of payroll announcements by email. 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 10 business 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 cannot wait the 10 days, we will issue a Stop Payment the day after you notify us; a \$30 processing fee will be deducted and the check will be issued the 3 days after you requested the stop payment. If you wait the 10 days, there is not a processing fee. (If you are paid in error you are liable to return the paid amount back to CnStaffing or you will be prosecuted to the furthest extent of the law.)

Direct Deposit: You are required to either choose direct deposit or the Pay card. You need to provide the appropriate documentation for direct deposit when you are assigned to a job. If you do not provide the supporting documentation we will sign you up for the pay card within 3 weeks. Checks will be mailed until the direct deposit or pay card is processed. As soon as you receive your pay card notify payroll so it can be set up. If at any time you need to discontinue your direct deposit, you are required to notify CnStaffing in writing to void/discontinue your direct deposit – no later than Tuesday. Your pay will continue to be transferred to your designated account until officially notified in writing by you to discontinue.

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.

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

**EMPLOYEE
ACKNOWLEDGMENT
Form**

I understand that this booklet is a general guide only and that the provisions of this booklet do not constitute an employment contract or alter my status as an "at-will" employee.

Since provisions of this booklet are subject to change by CnStaffing, I understand that revisions to policies contained in this booklet may supersede or eliminate one or more existing items, with or without notice.

I further understand that no employee booklet can anticipate every question about policy matters which may arise; therefore, questions regarding any policies or special circumstances not covered in this booklet should be discussed with your Staffing Supervisor.

I acknowledge receipt of the Employee Booklet and will read its provisions. I agree to abide by these policies as a condition of my continued employment with CnStaffing.

Employee's Printed Name

Employee Signature Date

Staffing Supervisor's Signature Date

Staffing Supervisor's Printed Name

CnStaffing inc

972-484-3922