



# Staff Resources, Inc. Employee Handbook

Staff Resources, Inc.  
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# **REVISION MATRIX**

<b>Date</b>	<b>Section(s)</b>	<b>Description</b>
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## **HOW TO CONTACT US AT STAFF RESOURCES**

If you have questions concerning this handbook, our policies and procedures, or otherwise need to contact us, Staff Resources Inc. has a number of ways to establish communication:

### **Telephone**

866-477-4364 or 248-488-8882

### **Facsimile**

Send faxes to us at (248) 489-4324

### **E-Mail**

E-mail the Human Resources Department at: [DSI-HR@dsidsc.com](mailto:DSI-HR@dsidsc.com)

### **Website**

You can contact us through our website: <https://www.dsidsc.com/staff-resources/>

### **Mailing Address**

Send mail to us at:

Staff Resources, Inc.  
38799 W Twelve Mile Road  
Farmington Hills, MI 48333

### **Visiting Us**

Should you need to visit our administrative offices, we are located at

Staff Resources, Inc.  
38799 West Twelve Mile Road, Suite 200  
Farmington Hills, MI 48331-2903

## **SECTION I – INTRODUCTION**

### **A. WELCOME TO STAFF RESOURCES, INCORPORATED**

To those who receive this handbook when joining Staff Resources, Incorporated, a sincere welcome! We are delighted you have joined our organization

To those who have been with us for some time upon receipt of this handbook, permit us to take this time to thank you for your past cooperation, service to the Company and its customers, and your contribution to our growth. We are grateful for your contribution to our mutual success.

Each of you, newcomer or veteran, will find this handbook helpful. It describes the benefits to which you may be entitled, the Company's policies and procedures and some of our expectations and rules of conduct.

### **B. PREAMBLE**

- These personnel policies and procedures supersede any and all other verbal representations, promises, understandings, handbooks, contrary written materials, and/or personnel policies previously issued by Staff Resources, Incorporated.
- Decisions concerning the interpretation and administration of the handbook terms, Company policies, and any administration or qualification for benefits described in this handbook or in other written descriptions of benefits are subject to the sole discretion of the management of SRI, and ultimately, the President of the Company.
- Staff Resources, Inc. reserves the right to amend, modify or change its policies at any time and without advance notice to its employees. Any revisions to this handbook will be tracked and posted on the Intranet.
- This Employee Handbook is not to be considered or construed to be a contract of employment.<sup>1</sup> No obligation may be imposed upon the Company in contradiction of or addition to the terms of this handbook (or subsequent written handbook amendments or official written notices of handbook changes) unless the same is expressly set forth in writing directed to an employee directly by the President of the Company.

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<sup>1</sup> SRI is in the “contract staffing” business of providing personnel (generally referred to as “contract employees”) to business and industry. To avoid confusion, the term “contract” refers to the customer’s contract with SRI. The customer obtains personnel by issuing a purchase order or “contract” to SRI. SRI takes this opportunity to clarify that the industry term does not infer a contractual employment relationship between SRI and its employees.

## **C. EMPLOYMENT CLASSIFICATION**

Staff Resources, Inc. provides contract personnel to business and industry across the Country. Employment classifications are distinguished in a variety of ways.

1. “Contract Staff” employees are those serving a customer pursuant to a contract or purchase order between SRI and the customer, generally at the customer’s facilities. Contract staff employees are hired on a project-by project basis, and employment is contingent upon the availability of assignments for which the employee is qualified, as ultimately determined by the customer.
2. “Direct Staff” employees are those who serve SRI’s core operations, and who generally, perform their services in SRI’s offices and facilities. Direct Staff employees may be subject to differing prerequisite benefits and procedures, as indicated herein or in supplemental materials provided with this handbook.

Federal law distinguishes between employees on the basis of the nature of their duties and the way they are paid:

1. “Exempt Employee”- An Exempt Employee is an executive, administrative, professional or outside sales employee who is exempt from overtime laws under the Fair Labor Standards Act. The compensation of an exempt employee is not based on the number of hours worked. They are paid on a salary and/or commission basis.
2. “Non-Exempt Employee” - Non-Exempt Employees are paid on an hourly basis and their job responsibilities do not generally fall within the executive, administrative, professional or sales duties. Non-Exempt Employees are compensated for any approved overtime hours worked.

## **EMPLOYMENT STATUS**

1. Temporary Full-Time Employee - An employee hired for a specific period of time, for a specific assignment or project or to fulfill certain client requests. Because of the nature of customers’ needs and the flexibility offered by the contract staffing industry in general, contract staff positions are generally classified as Temporary Full Time. SRI offers a compensation and benefit package to Temporary Full-time Employees, including Health and Life Insurance. These plans contain their own requirements. Summary Plan Descriptions and pamphlets, which have been provided to you and which are available from the Human Resources Manager, describe some of these benefits.
2. Regular Full-Time Employee - An employee hired for a position that is anticipated to continue for the foreseeable future or to meet a continuing need, rather than a temporary assignment or work dictated by a customer’s operations. For example, Direct Staff positions generally involve Regular Full-Time status. This category includes management and administrative support personnel. Along with our compensation package, Staff Resources, Inc. offers to its full-time Employees Health and Life insurance protection. These plans contain their own requirements. Summary Plan Descriptions and pamphlets, which have been provided to you and which are available from the Human Resources Manager, describe some of these benefits.
3. Part-Time Employee - An employee generally scheduled to work less than 30 hours per week does not receive additional fringe benefits. A part-time employee does not automatically become a full-time employee if he or she occasionally works 30 hours or more. Rather, position re-classifications can only occur after management’s consideration of the position, the likely future need for services, and the available funding.

4. Occasional Employees- When needed, the Company may elect to retain occasional employees for a short term duration or a special project. Occasional Employees may be full time or part time, exempt or non-exempt. Occasional Employees do not receive benefits, even if employed on a full time basis.



## **SECTION II - EMPLOYMENT BENEFITS**

### **A. HOLIDAYS**

Staff Resources does not pay for any Holiday time off. However, we recognize the following Holidays for regular compensation purposes:

New Years Day	Independence Day	Thanksgiving
Memorial Day	Labor Day	Day after Thanksgiving
		Christmas Day

- During a holiday week any actual time worked over thirty-two (32) hours will be paid as overtime.
- If an eligible hourly employee is required to work on a holiday, the employee will receive double-time pay for the actual hours worked on the holiday (only after working the required straight time hours first).

### **B. INSURANCE BENEFITS**

Staff Resources, Inc. provides health, vision and life insurance coverage, for eligible employees and their families. Please refer to the plan documents and descriptions provided by the carriers and the benefit packet received at your time of hire.

For eligible SRI employees, insurance coverage will begin on the first of the month following thirty (30) days of employment. Any desired change or election to your insurance plan may only occur during the new hire enrollment window, open enrollment, or in the case of a qualifying life event.

*It is the responsibility of each employee to inform the human resources department whenever a birth, adoption, marriage, divorce, death, or other event has occurred that may require a modification in your coverage or of any other changes in family status within fifteen (15) days of the event. Staff Resources, Inc. will not be responsible for any lapse in coverage or "ineligible" status that occurs due to an employee's failure to report a change in status.*

## **SECTION III - PERSONNEL POLICIES**

### **A. WORK WEEK**

Our basic work week is 40 hours, Monday through Friday. Breaks for employees on assignment will be in accordance with each client's standard policy.

Your specific work hours as a contract employee will be established by the client company. It is the responsibility of each employee to perform their given duties within the required time frame allotted for each task as defined by the client.

### **B. EMPLOYEE ATTENDANCE**

Each employee is responsible for being present every workday at the correct time as determined by his or her supervisor.

- The employee must obtain prior approval from their immediate client supervisor and SRI Representative whenever a necessary absence from work is contemplated.
- When an unexpected absence or tardiness arises because of illness or emergency, the employee must notify the client supervisor and SRI contact by telephone prior to the scheduled shift, or as soon as reasonably possible.
- For absences of three (3) consecutive days or more due to illness, a physician's slip is required to be provided, unless leave is taken pursuant to the Family and Medical Leave Act, as described later in this handbook. The Company may require documentation from other employees when deemed necessary.
- Employees in need of accommodation or leave for a covered disability under the ADA or comparable state provisions should contact the Human Resources Manager at SRI's headquarters.

Failure to contact the company in the event of absence can lead to disciplinary action. If an employee is absent for three consecutive days without contacting the Company in the manner provided, SRI will consider the employee to have voluntarily resigned employment.

### **C. LEAVING THE OFFICE**

All employees must sign out with the appropriate client staff member when leaving the office during the work day.

### **D. JURY DUTY**

We recognize your duty as a responsible citizen to serve on a jury should you be called upon to do so.

If you are notified to report for jury duty, please tell your client supervisor at once. If he/she thinks it is essential for you to be at work during the period you are scheduled to serve, he/she may ask the court to postpone your service.

When you are absent for jury duty or attendance as a witness, you will be paid your regular salary less the amount you receive in jury or witness fees for a maximum of one (1) eight (8) hour day. Also, it is expected you will come to work if you are released early from court.

## **E. TIMESHEETS**

All Employees are expected to complete a weekly timesheet and provide as much daily detail as possible. This allows us to accurately invoice for all services rendered while assisting us in the evaluation of future project estimates.

1. Please round off to the nearest half hour.
2. Timesheets are to be submitted by each contract staff employee no later than 10:00 AM (ET) every Monday.
3. Timesheets are submitted through Vision, an internet-based program accessible through your computer or mobile device. If you are having issues submitting your weekly timesheet you may also fax, e-mail, or call in your hours.
4. Reporting false hours worked may lead to discipline up to and including immediate dismissal.

## **F. PAYROLL**

Payday is every other Friday for the period ending the previous Sunday. The pay period is from Monday to Sunday for the purpose of completing the weekly timesheet.

All approved expense reports submitted to SRI for payment shall be paid every payday.

Direct Deposit - SRI has direct deposit available for employees. SRI encourages all employees to take part in setting up their direct deposit.

Deductions - Every paycheck is subject to certain deductions, all of which are listed separately on your paycheck stub.

Some deductions are required by law, i.e., withholding for Federal, State and City income taxes, and for Social Security Taxes (FICA), court ordered garnishments and child support. If you have any questions about the amount deducted from your pay, contact the Human Resources Manager.

When so authorized by you, you may see other deductions on your paycheck, such as:

- Health Insurance Coverage.
- Benefit deductions as authorized by your application.
- Other special deductions authorized by you.

## **G. EXPENSE REPORTS**

Please see the "SRI Expense Policy" located on the Intranet/Companies/SRI/Employment Information for complete details on allowable expenses and how they are to be reported. All completed expense reports must be submitted to accounting by 10:00 AM (ET) on Monday. Expenses are paid every 2 weeks with payroll.

## **H. CHANGES IN PERSONAL STATUS**

To insure the benefits to which you are entitled and that your tax records are current, you need to notify the administrative department of any changes in your personal status. You should keep your personnel record current and accurate by reporting any changes in your name, address, telephone number, marital status, number of dependents, and the person to notify in case of an emergency.

*It is the responsibility of each employee to inform the Human Resources department of any changes in family status within fifteen (15) days. Staff Resources, Inc. will not be responsible for any lapse in coverage or "ineligible" status that occurs due to an employee's failure to report a change in status.*

## **I. UNPAID LEAVE OF ABSENCE**

Leaves of absence may be granted only with the written approval of your direct supervisor and a Corporate Officer and may also be subject to certain qualifying criteria.

Employees on any leave of absence may not operate a business or work at another job, without the express, written permission of the Company. Failure to return from leave on the agreed day may result in the termination of employment.

Leaves of absence are without pay and benefits and classified as:

### **1. Special Leave**

Personal leaves of absence or emergencies of up to thirty (30) days may be granted dependent upon the employee's length of service, employment record and business conditions at the time. Leaves must be mutually agreed upon between the employee, and a Corporate Officer, including all terms and conditions, and must be set forth in writing. This type of leave is without pay. No benefits will be accrued during a personal leave of absence.

### **2. Medical Leave**

Employees requiring leave for a serious health condition should see the next section on Family and Medical leave of absence. Those employees who are not covered by the FMLA, but who require leave without pay for sickness, injury, pregnancy or pregnancy-related conditions may be granted leave for a period up to thirty (30) days, unless granting leave would pose an undue hardship to SRI. Such leave may be extended for one or more additional thirty (30) day periods or portions thereof in the discretion of the Company.

- Generally, proof of disability will be required before leave is granted. SRI reserves the right to require a medical examination by a physician of its choice to verify the need for leave.
- Employees will be required to furnish a physician's statement that the employee is able to perform the essential functions of the job, with or without accommodation, upon conclusion of leave.
- Employees requiring accommodation for a covered disability under the Americans Disability Act should direct their request for accommodation to the Human Resources Manager.

SRI cannot guarantee the employee's position will remain open during the time that medical/personal leave is taken.

## **J. FAMILY AND MEDICAL LEAVE OF ABSENCE**

Family and Medical Leave of Absence - To be eligible for family and medical leave of absence, employee must:

- Have worked for the employer for a total of at least 12 months AND
- Have worked at least 1,250 hours over the previous 12 months for the employer.

FMLA leave may be granted for any one of the following reasons:

- Birth of employee's child or care of employee's child.
- Care for employee's child placed for adoption or foster care.
- Care for an immediate family member (spouse, child or parent with a serious health condition).
- Medical leave when an employee is unable to work because of a serious non- work related health condition.
- Medical leave for an employee who is the spouse, son, daughter, parent or next of kin of a "covered service member" in order to care for the covered service member who has a serious injury or illness. The term "covered service member" means a member of the United State Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy, is otherwise in out-patient status or is otherwise on the temporary disability retired list, for a serious injury or illness.
- Medical leave for a "qualifying exigency" arising due to the fact the employee's spouse, child or parent is on active duty, or has been called to active duty, in the United States Armed Forces in support of a contingency operation. The term "qualifying exigency" and "contingency operation" shall have the definitions established by the United States Department of Labor, both of which are under consideration at the time this policy has been adopted by the employer.

*Staff Resources, Inc. reserves the right to obtain a second medical opinion at its own expense to determine whether and to what extent a serious health condition exists. When a conflict exists between the employee's certification and the second opinion, a third health care provider, jointly agreed to by SRI and the employee, and paid for by SRI will have the final say whether a serious health condition exists.*

**Foreseeable Leave** - Including the birth, adoption, placement of a foster child or planned medical treatment, a minimum of thirty (30) days advance notice must be provided to SRI unless absolutely not practical. Failure to provide SRI with sufficient information may result in a delay or loss of leave benefits and/or coverage.

- Medical certification from your health care provider must be furnished by the employee at the time of the leave request if the leave is foreseeable and will exceed three (3) days due to the serious health condition of the employee or of a family member.

**Unforeseeable Leave** - Medical certification must be provided within 15 days of SRI's request for certification. All medical certifications must state the approximate date the serious health condition began, the probable duration of the serious health condition, the appropriate medical facts known to the health care provider concerning the serious health condition; that the employee cannot perform the work required of the job with or without an accommodation as provided by law and when care is for a family member, the need to have the employee assist in that care and the estimated duration of that need.

**Intermittent/Reduced Leave** - SRI, in its sole discretion, may temporarily transfer an employee seeking an intermittent or reduced leave due to a medical necessity to any equivalent alternative position that better accommodates the requested intermittent or reduced leave provided that he/she is qualified for the alternative position.

## **K. RETURN TO WORK**

- For any leave exceeding three (3) days, employees must submit a written release from his/her treating physician before returning to work which indicates the employee can perform the essential functions of his/her job with or without an accommodation as provided by law.
- During the leave, SRI may require periodic reports from the employee's treating physician updating the Company on the status of the employee's health and may require periodic reports from the employee on his/her intent to return to work.

### **Position Reinstatement and Benefit Coverage During Absence**

Staff Resources, Inc. is not required to hold an employee's position open if he/she has been on inactive status for more than twelve (12) weeks unless otherwise provided by law. Employees who do return to work during or at the conclusion of the twelve (12) week period shall be reinstated to the same or an equivalent position, assuming employment would have continued if the employee had remained on active duty.

All benefits for which the employee is otherwise eligible shall continue during the approved family or medical leave of absence. Benefit plans will not continue during non-FMLA leave and the leave period is not counted as service time.

The employee portion of the costs of continued benefits shall be reimbursed to the Company and are due on the same schedule as if the employee was working full time. In addition, time missed for an approved leave shall be considered working time for purposes of calculating an employee's eligibility for any Company offered employee benefits.

An employee who fails to return to work upon the completion of a family or medical leave will be required to reimburse SRI for the employer portion of monies expended incident to the purchase of health care benefits unless the employee does not return because of a continuation, recurrence, or onset of a serious health condition which would entitle the employee to a leave or other circumstances beyond the control of the employee.

SRI may deny restoration to a former position to highly compensated employees where the denial is necessary to prevent substantial and grievous economic injury to the Company's operations.

## **L. PAID MEDICAL LEAVE OF ABSENCE**

According to the Paid Medical Leave Act employees of Staff Resources, Inc. are eligible for unpaid time off only. Please see Family Medical Leave of Absence (H). If you have any questions regarding eligibility, please refer to the Michigan Legislature website at [www.legislature.mi.gov](http://www.legislature.mi.gov) or contact HR.

*Michigan Legislature Home > Public Act MCL Search > Public Act Number: 338, Public Act Year: 2018*

## **M. ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

Staff Resources, Inc. is an equal opportunity employer. It is our philosophy and policy that any unlawful discrimination or harassment against any employee or applicant for employment on the basis of race, color, sex, religion, national origin, age, disability, height, weight, veteran, marital or familial status will not be allowed or tolerated. This policy applies to all employment practices, including recruiting, hiring, pay rates, training and development, promotion, demotion, discipline, termination, benefits and other compensation or terms and conditions of employment. It is the policy of the company to comply with all federal and state employment laws.

Employment decisions at SRI will be made on the basis of individual merit, skill and qualification, personal suitability, personal characteristics, including one's ability to perform as a member of the team. In making employment decisions, the company will consider both objective and subjective factors such as education, training, skills developed, prior job experience, prior job performance, customer satisfaction, attitude, ability to work with others, leadership and potential for growth in the job.

Any violation of this policy will subject the offending employee to prompt disciplinary action up to and including immediate discharge from employment.

### **1. Sexual Harassment**

Sexual harassment can take many forms and can be initiated by males or females. It can be initiated by supervisors, co-workers or even customers or visitors to the workplace. It can be directed towards members of the opposite sex or members of the same sex. Harassment can be verbal or physical.

The Company prohibits all harassing behaviors, no matter the source, and regardless of whether the behavior is motivated by the desire to establish a relationship or by hostility. The Company is strongly committed to eradicating and preventing sexual harassment in all of its forms, and for that reason encourages the prompt and early reporting of problems pursuant to the procedures below. Even when customers or outside companies are involved, SRI will work with those companies to resolve your problems.

Examples of prohibited sexual harassment can, depending on the circumstances include, but are not limited to:

- Unwelcome or uninvited physical contact with the body of another, even if you do not recognize the touching as offensive.
- Sexualizing conversations, turning the subject to sex, discussions of sexual subjects, past or present romances; double entendres.
- Excessive compliments or commenting on the appearance or particular physical characteristics of an employee.
- Unsolicited or unwelcome flirtations, advances, invitations to social outings or after work events or propositions.
- Improper jokes, cartoons, photos, graffiti, e-mails, and voicemails.
- Leering, whistling, catcalls.
- Discussions of or inquiries about another employee's personal life, relationships, past romances or off-duty sexual conduct.
- Displaying, discussing or referring to pornographic, sexually explicit or offensive materials, including magazines, bathing suit calendars, websites or live performances.

- Conditioning continued employment of an employee upon unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature.
- Making submission to or rejection of verbal or physical sexual conduct the basis for employment decisions affecting the employee.
- Stating or implying that employment advances of a particular employee have resulted from the granting of sexual favors or the establishment or continuance of a sexual relationship.
- Stating or implying that deficiencies in performance of an employee are attributable in whole or in part to the gender of that person.

## **2. Other Illegal Harassment**

Illegal harassment on the basis of race, color, sex, religion, national origin, age, disability, height, weight, veteran, marital or familial status can also take many forms. Most of the comments and examples regarding sexual harassment recited above have application in the context of other illegal harassment. The Company is strongly committed to eradicating and preventing illegal harassment in all of its forms, and for that reason encourages the prompt and early reporting of problems pursuant to the procedures below. Even when customers or outside companies are involved, SRI will work with those companies to resolve your problems.

## **N. NON-FRATERNIZATION POLICY**

Staff Resources, Inc. has a non-fraternization policy for its employees. As used in this policy, the term “fraternization” means co-employee dating and all other romantic relationships between employees. The employee non-fraternization policy is:

- a. SRI discourages fraternization between and among its employees as well as fraternization of its employees with clients and customers.
- b. SRI absolutely prohibits fraternization between a managerial or supervisory employee and a subordinate employee regardless of whether the subordinate employee is supervised directly or indirectly by the managerial or supervisory employee.

The purpose of the SRI employee non-fraternization policy is:

- a. Avoid the possibility, perception or appearance of employee favoritism.
- b. Avoid employee morale problems arising from the perception or appearance of employee favoritism.
- c. Avoid conflicts of interest that may arise between employees.
- d. Avoid emotional interference or the potential for emotional interference with job performance.
- e. Avoid claims of sexual harassment.
- f. Maintain the confidentiality of human relationships.

The determination of whether an employee is engaged in conduct that violates this employee non-fraternization policy is reserved exclusively for SRI.

A violation of the SRI employee non-fraternization policy will subject the offending employee to disciplinary action including the possibility of discharge from employment at the sole discretion of SRI.



## **O. COMPLAINT PROCEDURE**

Any employee of the company who believes he or she has been the subject of any harassment, including sexual harassment, should report the matter to the Company at the earliest possible opportunity. Employees have a variety of ways to report harassment: Reports of harassment may be made in writing (the preferred method), in direct verbal communications with SRI management, telephonically or by e-mail. One may report the harassment to his or her immediate SRI supervisor if he or she wishes. Alternatively, the employee may contact the Human Resources Manager at (248) 489-4300 Ext. 2649, or may make direct contact with any senior member of management. Employees may e-mail reports to [DSI-HR@dsidsc.com](mailto:DSI-HR@dsidsc.com)

Employees working at customer locations will likely find that the customer's human resources or personnel department will accept harassment complaints with regard to the customer's personnel. However, if you elect to use a customer's procedures, we request and require that you simultaneously notify us via one of the methods above, so that we may assist in the process.

Upon a complaint, the company will immediately commence an investigation, which will include contact with you, the person against whom the complaint is made and others who may know relevant facts. When the complaint involves customers or visitors, SRI will utilize all proper methods to resolve your complaint. When it is determined that a SRI employee engaged in illegal harassment, the offending employee will be subject to discipline up to and including discharge from employment.

SRI takes allegations of sexual and illegal harassment very seriously, and so should you. Allegations can have damaging effects on the careers and reputations of others. It is a violation of this policy to make intentionally false allegations of harassment for improper motives.

## **P. NON-RETALIATION**

The company encourages any employee to ask questions concerning discrimination or harassment with the appropriate supervisors, officers of the company or the Human Resources Department. The Company strictly prohibits retaliation against an employee who has registered a complaint under this procedure. Any employee of the company who, after investigation, has been determined to have retaliated against any employee for resisting harassment or utilizing the complaint procedure in this policy, will be subject to appropriate discipline up to and including discharge.

## **Q. ALCOHOL AND DRUG ABUSE POLICY STATEMENT**

Staff Resources, Inc. is concerned for the health of its employees and providing a healthy work environment. Good health and a pleasant workplace provide a more congenial, positive, and productive network of employees. Alcohol and drugs are inconsistent with a healthy and productive work environment.

Accordingly, employees are prohibited from reporting to work in an unfit condition, while under the influence or impaired by alcohol, drugs, or controlled substances or while having drugs, alcohol or controlled substances in their system. No employee may possess, sell or distribute alcohol, drugs or controlled substances while on Company property or on Company time or engage in criminal drug trafficking during off duty hours. The consumption of alcohol at the workplace by any employee during normal work hours is prohibited and subject to disciplinary action. Staff Resources, Inc. discourages the consumption of alcohol at any time during the work day including lunch or customer entertainment functions during work hours.

To prevent controlled substances, drugs, alcohol and other contraband from being brought onto the Company premises, the Company may, in its discretion, inspect any locker, package, container, purse, tool box, vehicle or other personal belongings brought onto the Company premises in connection with the investigation of any rule violation or in the maintenance of a safe workplace. Employees will cooperate in all investigations of suspected rule violations or of workplace safety.

Marijuana Use or Possession at Work - Even though the use of marijuana may be legal in the State according to Michigan Law, the employer maintains rights to prohibit the use or possession of marijuana on its premises and while employees are on duty. Violation of this policy will result in disciplinary action up to termination.

Staff Resources, Inc. may, in its discretion, require that employees notify it of therapeutic drug use or obtain prior approval for such use, including over-the-counter medications where the drug(s) are capable of causing drowsiness, judgment errors or where the manufacturer advises against use while operating motorized vehicles or machinery.

Violations of the Company's Alcohol and Drug Abuse Policy will be subject to discipline, up to and including immediate discharge. SRI reserves the right to perform drug and alcohol screening at any time before or during employment.

## **R. OFFICE SUPPLIES**

Disposable office supplies and drafting supplies that are required as part of your normal job description shall normally be available from the client. Any permanent items (i.e. scales, templates, etc.) desired as personal preference may be purchased at personal cost to the employee.

## **S. TELEPHONE**

Personal calls should be reasonable and limited in length and never interfere with your work or those around you.

#### **T. SMOKING**

Smoking is not allowed in our offices at any time. Nor may SRI employees smoke in a customer facility where smoking is prohibited. Please step outside to the designated smoking areas to smoke at reasonable intervals which minimize the disruption to the work day.

#### **U. FIREARMS, WEAPONS, AND GAMBLING POLICY**

Staff Resources, Inc. expressly prohibits employees, vendors, and clients from bringing or displaying firearms or weapons or concealed weapons on the work premises including parking lots or any of our client offices. "Weapons" shall include, but not be limited to, any hunting items such as crossbows, camping knives, military memorabilia, etc. Failure to comply with this policy will be subject to appropriate discipline up to and including immediate discharge.

Staff Resources, Inc. also prohibits gambling on the client or SRI work premises.

#### **V. DRESS CODE**

The Company expects its employees to dress in a respectable and professional manner when they are representing SRI, consistent with the client company's dress code.

#### **W. FOREIGN TAX AUTHORITY**

As our consulting business continues to expand, SRI will also seek out global opportunities. These opportunities may result in the temporary relocation of our personnel to different cities, states or countries. Such relocations may necessitate our tax compliance with the prevailing tax authority. SRI will continue to maintain the best interest of our employees and anticipate project related non-resident or ex-patriot tax consequences, so the employee is not negatively affected by accepting such an assignment.

#### **X. EMERGENCY TRAVEL ASSISTANCE SERVICES**

A copy of this card should be provided to your employees who travel outside the country of their permanent workplace for the purpose of conducting your business.

This is not an insurance card. The purpose of this card is to provide contact information for the third-party provider that your employees can call when in need of medical or personal assistance services provided under your Global Executive Support Services Agreement.

## EMERGENCY TRAVEL ASSISTANCE SERVICES



Insured Name:  
DESIGN SYSTEMS, INC

**Policy Number:** ZPP-81M54597-18-GC

Employees are eligible for medical and personal assistance services. In the event of an emergency, first class local emergency services and then contact us.

When you call, please be ready to provide:

- Your location, age, gender, and home address
- The telephone number from which you are calling and/or a number where we can reach you

These services are not insurance benefits. To the extent these services are not included in your program; you may be responsible for payment. All services must be arranged and approved by Europ Assistance.

**Available 24/7**

**Toll free in the US or Canada:** + 1 (866) 251 -2870

**Collect Outside of the US:** +1 (240) 330-1304

**Email:** ops@europassistance-usa.com

## **SECTION III – CONFIDENTIALITY AND PRIVACY POLICIES**

### **A. COMPUTERS, E-MAIL AND INTERNET POLICY**

The Company's (or client's) computer system provides employees with access to the Internet and an electronic communications system (e-mail). Access to these systems is intended to enhance the Company's (or client's) business and is considered a valuable Company asset. Access to these systems can however, create certain liabilities; so it is necessary to establish some important guidelines. The Internet and e-mail are to be used by authorized individuals only and are intended for business purposes. All information generated, uploaded, downloaded, transmitted, received, and/or stored, to/from the system is considered the property of the Company and no employee shall have any confidentiality in the information at any time regardless of content. The system includes various reporting methods that details the work generated and the content thereof.

Authorized users may only use the Internet and the Company's e-mail system for personal use during lunchtime, which is intended to be personal time. However, even personal use of the Internet and/or e-mail system may be monitored, accessed, audited and/or copied by the Company. Do not assume that an erased message cannot be retrieved. The Company's right to monitor and copy extends to all use of the Internet and/or e-mail system, including but not limited to, monitoring sites visited on the Internet, monitoring chat groups and newsgroups, monitoring information downloaded or uploaded by users of the Internet and monitoring e-mail sent and/or received by users. Employees expressly consent to the Company's right to monitor and copy this information by continuing their employment with the Company. Employees who engage in non-work related communications during their lunch hour do so at their own risk, as such activities are not within the scope of their employment at the Company. (Needless to say, this also applies to any prohibited non-work related communications during work hours.) This means if you engage in a non-work related communication that leads to a claim or liability, the Company will neither defend nor indemnify you against a recovery or the cost of defense. In addition, by your signature acknowledging receipt of this policy handbook, you acknowledge and agree you will indemnify the Company for any loss or claim, including the cost of defense, incurred by the Company as a result of any non-work related communication.

To avoid corruption or pollution of the Company's software and system and to avoid dedication of our system to non-work related matters, authorized individuals are prohibited from installing or downloading software or programs without the express, advance permission of the office manager. Programs downloaded from external sources may contain viruses that could destroy or impair the Company's programs and systems. External programs may be incompatible with the system or a business environment. For example, computer games are strictly forbidden, their installation will not be authorized, and employees may not use their terminals to play computer games.

Under no circumstances (whether during work hours or the lunch hour) is any person permitted to access, download, upload, transmit, print, e-mail or otherwise create or disseminate information of a racial, sexual, sexist, or obscene nature, or which is derogatory to another person or group, including but not limited to information based upon a person or group's race, sex, sexual orientation, ethnicity, national origin, disability, height, weight, marital status, pregnancy, veteran status, or other protected classification. Under no circumstances may any person access pornography or a source of information that is primarily sexual in nature. Nor may any person transmit, print, e-mail, or otherwise create or disseminate information that is defamatory, insulting or critical to another, which discloses private or embarrassing facts, or which may be reasonably be perceived as making an expressed or implied threat to another, which harasses another person, or which continues communication after another person has requested that communications cease.

All passwords must be disclosed to the Company or they are invalid and cannot be used. Employees are not permitted to access files or retrieve any stored information of others unless they have received the other person's permission or authorization from the Company. However, the Company reserves the right to access all such information. Employees are also prohibited from using passwords other than their own to gain access to other employee's files or e-mail messages.

Because the Internet is a public form of communication, client and/or Company confidences may be lost when communication is sent over the Internet. Therefore, authorization from the information owner is required prior to the transfer over the Internet and/or via e-mail.

Copyrighted materials belonging to others may not be transmitted. Virtually all written and recorded materials are protected by copyright without the need for the traditional copyright notice. All employees obtaining access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with the information owner's express permission and/or pursuant to the Company's licensing agreements.

Employees may not use the Company's system to gain unauthorized access to other companies' or individuals' private computer systems. Any such activities that can be considered "hacking" will be reported to the proper authorities.

Violation of this policy and/or any identified abuse of the Internet and/or e-mail system may result in the loss of Internet and/or e-mail privileges, together with disciplinary action up to and including discharge. Examples of abuse include but are not limited to, any use which would create liability for the Company, excessive use, unauthorized downloading, personal use during business hours, use of an embarrassing, insulting, disruptive, and/or threatening nature, use in violation of law, unwelcome propositions, ethnic or racial slurs or other messages that can be construed as discrimination, harassment or disparagement of others based upon their race, color, religion, sex, national origin, age, marital status, handicap, veteran status, familial status, height, weight or other characteristic, consistent with applicable law.

## **B. COMPANY AND CLIENT- DOCUMENTS**

All business documents of Staff Resources, Inc. or its clients, including without limitation drawings, invoices, computer discs, flash drives, purchase orders, bid documents, drawings, files, software, customer lists, written descriptions of our clients' contacts, wants, needs and preferences, requests for quotes, pricing information, margin information, financial data, and other documents and computer stored information, are the property of Staff Resources, Inc. or its clients, and are considered confidential by and proprietary to Staff Resources, Inc. or its clients. Each Employee should take those steps necessary to assure these documents are used, filed and stored in such a manner so as to safeguard their confidential nature. Business documents of Staff Resources, Inc. or its clients should not be copied or removed from the premises of Staff Resources, Inc. or its clients. Employees are cautioned that a variety of state and federal statutes providing for substantial criminal or civil monetary penalties are implicated whenever one attempts to improperly obtain or remove confidential or trade secret information from a computer or a

company's premises, or when one seeks to alter, adulterate or sabotage computer operations or programs.

Personal information must not be entered into, stored or programmed into company or client computers. Employees are cautioned that SRI and its customers retain the right to review any information stored or contained in any computer utilized by our personnel and there is no right of privacy in any such information.

### **C. TRADE SECRET, PATENT AND COPYRIGHT POLICY**

Staff Resources, Inc. (SRI) provides unique services and products which require development and use of technology proprietary to SRI or its clients. Each employee of SRI has a responsibility to protect his/her own contribution to technology and the contribution of other employees.

The responsibility of each employee includes communicating to appropriate personnel at SRI and the customer all "Developments". Developments include or relate to inventions, discoveries, concepts and ideas, whether or not patentable or copyrightable; and Developments include hardware and apparatus, processes and methods, formulas, computer programs and knowledge ("know-how") related to the use of programs, the combination of computer programs for optimized results, and software in various stages of development (source code, object code, documentation diagrams, flow charts), designs, drawings specifications, models and data.

Employees must only use SRI's (and/or Clients) "Confidential Information" in a manner authorized by SRI (and/or client) and should not otherwise use or disclose, at any time, any Confidential Information. Confidential information includes any information or material which is not generally available to or used by others. Examples of Confidential Information include information or material related to Developments, purchasing, accounting, merchandising, licensing, trade secrets, customer information, quotes and requests for quotes, and "developments" as defined above.

When requested to do so, or upon termination of employment each employee is obligated to deliver to SRI or the client all documents and copies of any documents and other materials in the employees possession pertaining to SRI's (and/or client's) business, as well as written confirmation that such documents have been delivered.

Each employee has a responsibility to recognize and help secure SRI's (and/or clients) ownership interest in all patents, copyrights, trade secrets, Confidential Information and Developments. It does not matter whether an employee took part in conception or development. The employee has a responsibility to protect SRI's (and/or clients) ownership interest. This responsibility includes the obligation to assign to SRI or client any copyright related and patent related rights that emerge within the scope of employment.

### **D. CONFIDENTIALITY AGREEMENT**

Employees working with or exposed to Developments, Confidential Information, or Trade Secrets are required to execute SRI's or the customer's Confidentiality Agreement as specified for each assignment. If you are currently working in a position with access to this information, but have not executed the Agreement, please contact the Human Resources Department.

### **E. COOPERATION IN INVESTIGATIONS/PRIVACY OF WORK LOCATIONS**

From time to time, the Company is required to investigate matters involving workplace misconduct, substance abuse issues, threats to workplace safety or even business affairs that require immediate attention. Failure to cooperate in any investigation of a suspected rule violation and/or in the Company's efforts to maintain a safe workplace or protect its business interests, including any refusal to permit the Company, in its discretion, to inspect any desk, work area, computer, package, purse, bag, briefcase, container, tool box, vehicle or other personal belonging brought onto the Company's property is strictly prohibited.

## **F. EMPLOYMENT DISPUTES**

In consideration of your employment, you agree:

- That any claim, action or legal proceeding arising out of your employment application, employment or termination of employment with SRI must be filed within 6 months of the date of the employment action that is the subject of the claim, action or legal proceeding. While the statute of limitations for claims arising out of an employment action may be longer than 6 months, You agree to waive any such statute of limitations and agree to be bound by the 6 month period of limitations stated here in this employee handbook and your employment application.
- To waive your right to a jury demand and right to have a jury trial of any dispute, controversy or claim arising out of or relating to your employment relationship with SRI including any claim that the employer violated any state or federal law (including discrimination rights claims), Michigan employment common law or the commission of any tort relating to your employment with SRI.

## **G. SOCIAL SECURITY NUMBER PRIVACY POLICY**

Staff Resources, Inc. is committed to maintaining the privacy and confidentiality of the social security numbers (SSN) of its employees as may be required by law. In its normal course of business operations and personnel policies, the employer obtains and possesses SSNs of its employees. The SRI Social Security Privacy Policy is:

- Confidentiality of Social Security Numbers - The employer will maintain and preserve the confidentiality of the SSN of its employees to the fullest extent practicable and as may be required by law. If the disclosure of a SSN becomes necessary without written authorization of the employee, only the last 4 digits of an employee's SSN will be disclosed to the extent practicable unless disclosure of the full SSN is permitted by this policy or federal or state law.
- Unlawful Disclosure of Social Security Number - The unlawful disclosure of SSN of the employees of SRI is expressly prohibited. The disclosure of SSNs of employees is governed by federal and state law. A person (defined as an individual, partnership, limited liability company, association, corporation, public or nonpublic elementary or secondary school, trade school, vocational school, community or junior college, college, university, state or local government agency or department or other legal entity) shall not intentionally do any of the following with the SSN of an employee or other individual:
  - a. Publicly display all or more than 4 sequential digits of the SSN.
  - b. Use all or more than 4 sequential digits of a SSN as the primary account number for an individual except as permitted in this policy statement.
  - c. Visibly print all or more than 4 sequential digits of a SSN on any identification badge or card, membership card, permit or license.
  - d. Require an individual to use or transmit all or more than 4 sequential digits of his/her SSN over the internet or a computer system or network unless the connection is secure or the transmission is encrypted.
  - e. Require an individual to use or transmit all or more than 4 sequential digits of his/her SSN to gain access to an internet website or computer system or network unless the connection is secure, the transmission is encrypted or a password or other unique personal identification number or other authorization device is also required to gain access to the internet website of computer system or network.
  - f. Include all or more than 4 sequential digits of a SSN in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulation, from the outside of the envelope or packaging.

This prohibition of the unlawful disclosure of a SSN of an employee does not apply to any of the following:

- a. Written authorization of the employee.
- b. The use of all or more than 4 sequential digits of a SSN that is authorized or required by state or federal statute, rule of regulation, by court order or rule, or pursuant to legal discovery of process.
- c. The use of all or more than 4 sequential digits of a SSN by Title IV-D Agency, law enforcement agency, court, prosecutor as a part of a criminal investigation or prosecution, or providing all or more than 4 sequential digits of a SSN to a Title IV-D Agency, law enforcement agency, court or prosecutor as part of a criminal investigation or prosecution.
- d. The administrative use of all or more than 4 sequential digits of a SSN in the ordinary course of business to do any of the following:
  - Verify an individual's identity, identify an individual or do any other similar administrative purpose related to an account, transaction, product, service or employment, or a proposed account, transaction, product, service or employment.
  - Investigate an individual's claim, credit, criminal or driving history.
  - Detect, prevent or deter identity theft or another crime.
  - Lawfully pursue or enforce a person's legal rights including, but not limited to, an audit, collection, investigation or transfer of a tax, employee benefit, debt, claim, receivable or account or interest in a receivable or account.
  - Lawfully investigate, collect or enforce a child or spousal support obligation or tax liability.
  - Provide or administer employee health insurance or membership benefits, claims or retirement programs or to administer any ownership of shares of stock or other investments.

Access to Information or Documents Containing Social Security Numbers - The SSNs of the employees of SRI are maintained in a secure location in the Human Resources Department with limited access to other employees of SRI on a "need to know" basis of the employer in its ordinary course of business and with authorization of access limited to the Human Resources Manager, officers of SRI or those persons who have received a written authorization from the employee.

Disposition of Documents Containing Social Security Numbers - After the expiration of 7 years from the last date of employment of the employee, the employer will destroy by shredding all documents containing the SSN of its employees.

Penalties for Violation of Social Security Number Privacy Policy - A person who violates the SRI Social Security Number Privacy Policy will be subject to disciplinary action, which may include, but not limited to, termination of employment. A person who violates this policy with knowledge his or her conduct violates federal or state law governing the privacy of SSNs may be subject to criminal prosecution as well as liable for actual damages and attorney fees in a civil action or further subject to such other penalties as may be provided by federal and state law. Criminal and civil penalties are in addition to any employer penalties for a violation of the Social Security Privacy Policy of SRI.

## **H. HIPAA CONFIDENTIALITY POLICY**

Staff Resources, Inc. has adopted a policy that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by company representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs.

### Protected Health Information Defined

PHI refers to individually identifiable health information received by the company's group health plans or received by a health care provider, health plan or health care clearinghouse that relates to the past or present health of an individual or to payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.



### The HIPAA Compliance Officer

The company has designated the Human Resources Specialist as the HIPAA compliance officer (HCO), and any questions or issues regarding PHI should be presented to the HCO for resolution. The HCO is also charged with the responsibility for:

- Issuing procedural guidelines for access for PHI.
- Developing a matrix for personnel who will need access to PHI.
- Developing guidelines for describing how and when PHI will be maintained, used, transferred or transmitted.

### Annual Activities Necessitating Use of PHI

Annually or more frequently as necessary, Staff Resources, Inc. performs enrollment, changes in enrollment and payroll deductions; provides assistance in claims problem resolution and explanation of benefits issues; and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence, and employees will not disclose PHI from these processes for employment-related actions, except as provided by administrative procedures approved by the HCO. General rules follow:

- Disclosures that do not qualify as PHI-protected disclosures include:
  - Disclosure of PHI to the individual to whom the PHI belongs.
  - Requests by providers for treatment or payment.
  - Disclosures requested to be made to authorized parties by the individual PHI holder.
  - Disclosures to government agencies for reporting or enforcement purposes.
  - Disclosures to workers' compensation providers and those authorized by the workers' compensation providers.
- Information regarding whether an individual is covered by a plan for claims processing purposes may be disclosed.
- Information external to the health plan is not considered PHI if the information is being furnished for claims processing purposes involving workers' compensation or short- or long-term disability and medical information received to verify Americans with Disabilities Act (ADA) or Family and Medical Leave Act (FMLA) status.

### Records Retention

Personnel records and disclosures of PHI will be maintained for a period of six years as required by federal law, unless a state law requires a longer retention period. Records that have been maintained for the maximum interval will be destroyed in a manner to ensure that such data are not compromised in the future in accordance with the company record destruction policy.

## **SECTION IV - DISCIPLINARY ACTION, RULES OF CONDUCT AND TERMINATION OF EMPLOYMENT**

### **A. DISCIPLINARY ACTION**

Any conduct that is determined by management, in its sole discretion, to be contrary to the best interests of the company, tends to detract from a co-operative, harmonious teamwork environment, violates company rules or policies in this handbook or elsewhere, violates provisions of the criminal or relevant civil law, or is action reasonably understood to be wrongful or improper in the workplace may be subject to disciplinary action.

Disciplinary action can range from warnings to immediate dismissal, can begin at any time, and management reserves the discretion to determine the severity of discipline, based upon a variety of factors, including past events and/or offenses, the severity of the offense, and any other relevant factors.

### **B. AT-WILL EMPLOYMENT**

The employment relationship is terminable at the will of either the Company or the Employee. This means the employment relationship can be terminated without cause and without notice, at any time, at the option of either the Company or the Employee.

The at-will relationship with our employees may not be modified by any pre-hire or post-hire statements, oral agreements or representations of any sort. No one, including officers of the Company have had authority or now have authority to make arrangements contrary to the at-will relationship, unless set forth in an express, written agreement directed to the employee personally, and signed and dated by both the Employee and the President of the Company.

### **C. LAID OFF EMPLOYEES**

Naturally, SRI hopes to avoid layoffs. However, if layoffs become necessary, the decision as to who is laid off will be made in the discretion of SRI, with consideration given to business circumstances. Unless the layoff is declared to be a temporary layoff, employees should consider the layoff to be the termination of their employment status and endeavor to find substitute employment. Laid off employees will not receive fringe benefits beyond the end of the month in which he or she is laid off.

Employees may be recalled from layoff at the discretion of the Company should conditions change, and it is determined to be in the best interest of the Company. The order of recall is also at the discretion of the Company, with consideration to the individual employee and SRI's overall business conditions. Upon return from layoff, a former employee will be considered a new hire.

### **D. RULES OF CONDUCT**

The Company recognizes certain rules and regulations that must be followed in our workplace to get our work done in an orderly and efficient manner. The following rules, however, are not intended to cover all instances of misconduct and their existence does not alter the at-will employment relationship.

Violations of the following rules will, in the discretion of the Company, result in disciplinary action up to and including dismissal:

- Poor work performance.
- Insubordination (disobedience to authority or failure to follow instructions).
- Theft, unauthorized removal of property, or misappropriation of funds belonging to the Company, co-workers or a customer.
- Fighting, horseplay, scuffling, running or throwing material or other objects.
- Violation of the Company's Policy on Substance Abuse.
- Violation of the policy on non-discrimination or harassment.
- Gambling.
- Causing hazardous or unsafe working conditions.
- Possession of weapons on Company or customer premises or during working hours.
- Falsification of personnel forms, Company documents, timesheets or other records.
- Restricting or interfering with production or attempting to induce others to do so.
- Violation of absenteeism policy, excessive absenteeism or tardiness or absence without notification or permission.
- Damage to, destruction of, or misuse of property and equipment belonging to the Company, a customer or their employees.
- Leaving the job before the end of the assigned schedule without permission, walking off the job or wasting time, loafing, sleeping on the job, neglect or failure to perform assigned duties.
- Violation of the non-solicitation policy.
- Threatening, intimidating, coercing or interfering with employees or customers.
- Refusal to work overtime, or working overtime without permission.
- Smoking in unauthorized areas and/or discarding smoking materials improperly.
- Engaging in other employment without prior approval by the Company.
- Violation of safety policies or engaging in any action which threatens the safe or efficient operation of the Company.
- Failure to cooperate in the investigation of an offense.
- Unauthorized use of Company equipment and property, including but not limited to telephone, facsimile machine, computers, e-mail and demonstrator vehicles.
- Personal conduct which is obnoxious or abusive of other employees including gossip, rumors and statements of a defamatory nature.
- Unauthorized entry into the building during non-working hours.

- Posting, removing or tampering with notices on Company bulletin boards without authorization.
- Using, removing or disclosing employee lists, strategic plans, payroll data or confidential information of any nature without prior written authorization from the Company.
- Accepting gifts from vendors and/or customers unless approved by the President of the Company. A gift is an item or service of value equal to or more than \$20 and including merchandise, travel, use of vehicles, living accommodations, entertainment, or payment of these expenses.

**E. EXIT INTERVIEWS**

Upon termination, voluntary or otherwise, the Client and/or SRI will attempt to schedule an exit interview to assist the employee in the transition from employment. At the exit interview, it is expected the employee will return to the Client/SRI any and all Client/SRI property, including but not limited to, cell phones, computers, keys, electronic passes, any and all Client/SRI credit cards, all Client/SRI reports, data, paperwork, specifications, forms; and catalogs.

## **SECTION VI – SAFETY PROCEDURES**

### **A. SAFETY PROCEDURES**

Safe Work Procedures are documented procedures for performing tasks. The purpose of a safe work procedure is to reduce the risk to health and safety in the workplace and reduce the likelihood of an injury by ensuring employees know how to work safely when carrying out the tasks involved in their jobs. SRI Safety Procedures can be located at Intranet/Companies/SRI/Employment Information.

### **B. PURPOSE**

The purpose of this policy is to provide a basic awareness of safety and avoidance of injury on the job. While not every issue can be addressed in this manual, safety is everyones responsibility. When these basic procedures are adhered to the chances of injury will be minimized.

**SRI PERSONNEL HANDBOOK RECEIPT**  
**AND**  
**ACKNOWLEDGMENT FORM**

The Staff Resources, Inc. Employee Handbook is maintained in electronic format and can be found on the intranet.

Each employee is responsible for maintaining a thorough knowledge of SRI's policies and procedures as found in the Handbook. Remember the Handbook is considered confidential and proprietary information. If at any point you are working in a situation where you do not have access to the intranet site, you can request an electronic copy of the Handbook be made available to you.

If you have questions regarding any SRI policy, please see your Group Manager or the Human Resources Manager immediately.

If a particular provision is determined to be invalid or unenforceable, this Agreement shall be construed in all respects as if the invalid or unenforceable provisions were omitted. SRI reserves the right to alter and/or modify the employee handbook at any time; concerning grammar, format, minor revisions, etc. Any major changes made to the policies and procedures will require employees to sign revised handbook. The revised employee handbook will take control and be enforced.

**EMPLOYEE ACKNOWLEDGEMENT**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Distributed by:  
Staff Resources, Inc.  
Personnel Dept.