

# **EMPLOYEE HANDBOOK**

## **StaffScapes, Inc. of Colorado**

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# StaffScapes, Inc. Employee Handbook

## Statement of Purpose

Welcome to StaffScapes, Inc., a Professional Employer Organization (PEO) that provides payroll, benefits, and workers' compensation services to small businesses. The purpose of a PEO is to minimize the nonproductive costs involved in employee administration, and allow the worksite employer to focus on its "core" business. This concept allows small employers to provide their employees with benefits they might not be able to provide on their own.

It is the philosophy of StaffScapes that:

**"People are our most important asset,  
and their safety and well-being is our greatest concern."**

Safety, quality, and productivity are the operating principles of StaffScapes and the worksite company. In order to achieve these goals and objectives, you must have a clear understanding as to your responsibilities to StaffScapes and the worksite company and to your co-workers.

This employee handbook provides a quick and convenient way of informing employees of basic policies and procedures. However, **this handbook is not a contract or agreement, including a contract for employment for any specified period of time.** This version of the handbook is meant to work in conjunction with your worksite company's handbook, and is the only valid version in use in regards to the policies and procedures addressed with in. Any other handbooks or guides given to you by your worksite company remain in effect regarding any items not addressed in this handbook, in as much as they do not contradict the policies and procedures with in. Any items not addressed in this handbook are the sole responsibility of your worksite company.

Each employee should perform their job in a safe and efficient manner, observing all procedures and methods prescribed for performing all tasks involved with their job. Communication is a critical part of a successful operation. It is the employee's responsibility to report any unsafe conditions, as well as quality and productivity differences, to their supervisor. It is also the employee's responsibility to abide by the policies, rules, and regulations established by StaffScapes and the worksite company.

The worksite company will be responsible for scheduling and assigning work; direction of the work force; expanding, reducing, controlling, and determining the location of operations, including when and where and by whom work will be performed; and the method and means, processes, scheduling, and standards of productivity.

# StaffScapes, Inc. Employee Handbook

## Table of Contents

	Page
<b>1.0 Policies.....</b>	<b>1</b>
1.1 Employment at Will Policy.....	1
1.2 Unlawful Harassment Policy .....	1
1.3 Substance Abuse Policy .....	2
1.4 Management Availability Policy.....	3
- Procedure.....	3
1.5 Equal Employment Policy .....	3
Objective .....	3
Scope of Policy .....	3
Americans with Disabilities Act.....	3
1.6 Solicitation and Distribution Policy .....	3
1.7 Health and Safety Policy.....	4
1.8 Family and Medical Leave Act .....	4
- FMLA Eligibility.....	4
- Terms and Definitions .....	4
- Certification and Notice .....	5
- Intermittent and Reduced-Schedule Leave .....	5
- Benefits While on Leave .....	6
- Reinstatement.....	6
- Termination of Employment .....	6
1.9 Non-Medical Leaves of Absence .....	7
- Military Leave .....	7

# StaffScapes, Inc. Employee Handbook

- Jury Duty .....	7
- Voting Leave .....	7
<b>2.0 Employment Information.....</b>	<b>7</b>
2.1 Benefits.....	7
- Insurance Coverage .....	7
- Flexible Spending Accounts .....	7
<b>3.0 Facility Rules and Safety Instructions .....</b>	<b>8</b>
3.1 Facility Rules.....	8
- Changes in Work Rules .....	8
- Current Address .....	8
- Employee Notices .....	8
3.2 Safety Rules and Instructions .....	8
3.3 Non-compliance With Facility Rules and Safety Instructions .....	10

## 1.0 Policies

These policies will remain in effect until changed as provided in this section.

Any change in this statement of policy will take effect when notice of such change has been given to the employees in writing or by posting.

### 1.1 Employment at Will Policy

**NEITHER THIS HANDBOOK NOR ANY STATEMENT HEREIN IS TO BE CONSTRUED AS AN EMPLOYMENT CONTRACT, GUARANTEE, OR AGREEMENT FOR EMPLOYMENT WITH ANY EMPLOYEE.** The only person authorized to make such a commitment is the president of the company, and the commitment must be in writing. You are free to terminate your employment at any time for any reason and so is the company.

### 1.2 Unlawful Harassment Policy

This policy provides direction to all employees and establishes that unlawful workplace harassment based on such factors as sex, color, race, religion, national origin, age, disability, or any other characteristics prohibited by applicable law will not be tolerated. Not only is such harassment a violation of company policy, it also may be a violation of Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, or the Americans With Disabilities Act, as well as other federal, state, commonwealth, and local statutes and ordinances. All levels of management are responsible for implementing this policy, including communicating to each of their employees the seriousness of violations.

Unlawful harassment refers to behavior towards another employee based on that employee's sex, color, race, religion, national origin, age, disability, or other protected status which is unwelcome and personally offensive to its recipient and (1) creates an intimidating, offensive, or hostile work environment, or (2) unreasonably interferes with the person's work performance.

Sexual harassment, a particular form of unlawful harassment, includes solicitation of sexual favors, unwelcome sexual advances, or other verbal or physical conduct of a sexual nature or based on sex. Such conduct can also constitute unlawful sexual harassment when submission to it is either an explicit or implicit term or condition of employment, or submission or rejection is used as a basis for employment decisions. Some other examples of prohibited conduct include racial slurs; ethnic jokes; unwanted physical contact; foul language; sexually oriented propositions; obscene gestures; posting of offensive statements, posters, or cartoons; or other similar conduct which may be considered offensive to another employee.

Any employee who feels he or she has been unlawfully harassed, is aware of, or suspects the occurrence of unlawful harassment, or wants counseling on coping with potential harassment, should immediately contact his or her supervisor, or the Human Resources Department of StaffScapes at **303-466-7864** or (800) 551-7607. Because of the sensitivity of some harassment issues, such as sexual harassment, the matter will be investigated quickly to determine if unlawful harassment has occurred. All investigations will be conducted as discreetly and confidentially as feasible.

Any employee, regardless of position, found to have unlawfully harassed another employee, applicant for employment, customer, or vendor will be subject to immediate and appropriate disciplinary action, up to and including termination of employment. Frivolous charges will not be tolerated, and may result in disciplinary action. No person will be adversely affected in employment with the company as a result of bringing good faith complaints of unlawful harassment.

## StaffScapes, Inc. Employee Handbook

### 1.3 Substance Abuse Policy

It is StaffScapes' policy to provide a workplace free from the adverse effects of substance abuse. It is strictly prohibited for any employee:

1. To report for work under the influence of intoxicants, drugs, or controlled substances.
2. To use, possess, transfer, purchase, introduce, or traffic in illegal drugs or controlled substances in any amount or in any manner (a) on company premises or in company vehicles at any time, whether or not engaged in company business, or (b) while engaged in company business anywhere, including off company property.
3. To in any way use company property or the employee's position within the company to make or traffic in illegal drugs or controlled substances.
4. To be convicted of a felony attributable to the use, possession, or sale of illegal drugs or controlled substances on or off company property.

When an employee is suspected of violating this policy, he or she may be asked by StaffScapes to submit to a drug/alcohol test. In addition, any employee who is involved in an employment related accident for which a person seeks outside medical treatment will be required by StaffScapes to submit to a drug/alcohol test.

Any employee who violates this policy, including the refusal to submit to the drug/alcohol test, will be subject to disciplinary action, up to and including termination of employment. When StaffScapes has reason to believe an employee is violating this policy, the employee may be suspended immediately pending investigation.

Any employee who is taking a drug or medication, whether or not prescribed by the employee's physician, which may adversely affect that employee's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs that are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those drugs which may cause drowsiness or dizziness. The supervisor, in conjunction with the Human Resources department, will determine whether the employee can remain at work and whether any work restrictions are necessary.

If it is determined by an employee's own admission or as a result of "reasonable suspicion" that an employee has reported to work under the influence of drugs or alcohol or violated this policy, StaffScapes may, at its discretion and depending upon the circumstances, offer the employee an opportunity for assistance. The employee is responsible for initiating this effort, and the employee accepts responsibility for all costs of counseling, treatment, or other related services to the extent such costs are not covered by the company medical plans or a health maintenance organization. At StaffScapes' request, the employee will be required to submit adequate documentation from the attending physician or treatment center certifying that he or she has successfully completed the entire treatment program or is progressing successfully in such treatment program. The employee must agree to submit to additional drug or alcohol tests at StaffScapes' discretion during the treatment plan and for a period of three years after the completion of such treatment.

Failure to submit to a "reasonable suspicion" drug or alcohol screen, enter treatment, or submit to drug or alcohol screens for a period of three years after treatment will subject an employee to disciplinary action, up to and including termination of employment.

## 1.4 Management Availability Policy

Normal day-to-day relations between the employee and his or her supervisor provide the opportunity to discuss and resolve problems and differences that may arise. When the supervisor-employee discussions do not resolve the problem or difference, additional opportunities are available to the employee to resolve his or her problem or difference by using the Management Availability Policy of the company.

### Procedure

In most instances, when an employee has a problem or wishes to express an opinion on a problem or difference, he or she will first discuss the matter with his or her immediate supervisor. If the matter is not resolved and concluded to the satisfaction of the employee at the supervisor level, the employee may then go to the next level of management within the worksite company to discuss and attempt to resolve the problem or difference. At the conclusion of the manager's review, he or she will advise the employee of the disposition of the problem or difference. If the employee is still not satisfied, he or she may contact the president of the worksite company or the Human Resources Department of StaffScapes for final review and disposition.

Employees are encouraged to use the Management Availability Policy and to discuss problems or concerns openly. However, in certain cases it may not be appropriate to follow the sequence above. In cases of a sensitive nature, the employee may discuss the matter with any appropriate member of management.

## 1.5 Equal Employment Policy

### Objective

StaffScapes is an equal opportunity employer. It is the policy of StaffScapes to prohibit discrimination of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, national origin, religion, sex, age, disability, veteran, citizenship, or other protected status.

### Scope of Policy

The policy of equal employment opportunity applies to all aspects of the employment relationship including but not limited to: recruitment; employment; promotion; transfer; training; working conditions; wages and salary administration; and employee benefits and application policies.

### Americans with Disabilities Act

It is policy of StaffScapes and the worksite company to comply with all Federal and State laws concerning the employment of persons with disabilities. Qualified individuals with disabilities will not be discriminated against in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment. The worksite company will reasonably accommodate qualified individuals with a temporary or long-term disability so they can perform the essential functions of a job, as long as the accommodation does not cause undue hardship to the worksite company.

## 1.6 Solicitation and Distribution Policy

StaffScapes' policy concerning distribution of literature and solicitation is as follows:

1. The distribution of literature and solicitation by non-employees within the facility or on company property is prohibited.
2. The distribution of literature and solicitation by employees during working time is prohibited. "Working time" refers to the time that an employee is working or is expected to be working. It includes both the working time of the soliciting/distributing employee and of the employee to whom

## StaffScapes, Inc. Employee Handbook

the solicitation/distribution is directed. The prohibition on distribution of literature and solicitation by employees during working time does not prohibit distribution of literature or solicitation during break periods, meal times, or other specified periods during the workday when employees are properly not engaged in performing their work tasks.

3. The distribution of literature or solicitation by employees at any time in working areas is prohibited. This includes items such as cookies, candy, etc., which are intended for fundraisers for organizations. Posting of notices soliciting employees to participate in fund-raising events not sponsored by the company is also prohibited.
4. Solicitation by employees during non-working time in work areas where other employees are working and which interferes with the ongoing work of other employees is prohibited.

### 1.7 Health and Safety Policy

Our primary concern is your health and safety. There is no greater responsibility than the responsibility for someone else's safety. StaffScapes and your worksite company strongly adhere to this philosophy, and will use it as a guide to establish health and safety policies that provide employees with a workplace free from injuries and hazards.

The responsibility for preventing accidents is shared between the worksite company and its employees. We believe that all injuries can be prevented if each employee accepts responsibility for safety. The safe employee is the one who is in full control over his or her own actions. Through your cooperation and safety awareness, you will ensure the company's efficiency and successful operation.

### 1.8 Family and Medical Leave Act

#### FMLA Eligibility

A family or medical leave of absence under the FMLA is available only to an employee who has worked for their StaffScapes at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. In addition, the 1,250 hours applies to time worked during the 12-month period preceding the commencement of the leave. An eligible employee can take up to 12 weeks of leave under this policy each calendar year, beginning January 1st and continuing through December 31st. Each time an employee takes leave, StaffScapes will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time. If an employee and his or her spouse both work for the company, both employees are eligible for a combined total of 12 weeks to care for their child born within 12 months of the request for leave or to care for their child who has been placed with them through adoption or foster care. If one or the other employee or their child has a serious health condition, each employee is eligible for 12 weeks of leave.

#### Terms and Definitions

1. The term "disability" as used in this policy means a physical or mental impairment which substantially limits the employee in a major life activity.
2. "Serious health condition" means an illness, injury, impairment, or physical or mental condition which involves:
  - a. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment there for, or recovery there from), or any subsequent treatment in connection with such inpatient care; or
  - b. Continuing treatment by a health care provider as defined by FMLA regulations.

## StaffScapes, Inc. Employee Handbook

### Certification and Notice

1. An eligible employee who requests leave (a) to care for the employee's spouse, child, or parent, or (b) because of the employee's own serious health condition or disability must furnish certification issued by the health care provider. The employee must provide certification at the time he or she requests leave, but not later than 15 days after such request, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts. If an employee is eligible for FMLA leave, the leave will be provisionally designated as FMLA leave pending receipt of the appropriate certification from the health care provider.
2. An employee requesting a medical leave of absence or a family leave must use the certification forms provided by the StaffScapes' Human Resources department.
3. Recertification of the employee's or family member's medical condition is required every 30 days and at the time the employee makes a request for an extension of leave. However, if the minimum duration of the period of incapacity specified on the certification is more than 30 days, recertification is not required until the end of such period of incapacity, except in certain circumstances. Also, if at any time StaffScapes doubts the continuing validity of the original certification, StaffScapes may require recertification of the employee's or family member's medical condition. Finally, StaffScapes may request recertification if circumstances described by the previous certification have changed significantly.
4. Prior to returning to work, an employee on medical leave must submit a written statement from the health care provider indicating that he or she can safely perform the essential functions of his or her position. Any restrictions that prevent the employee from performing the essential functions of his or her position must be specified on the written statement, including the duration of the restrictions, if applicable.
5. For any medical or family leave which is foreseeable (including intermittent and reduced-schedule leave), an employee must provide at least a 30-day advance written notice of such leave. If a 30-day notice is not practicable because of unforeseen circumstances, notice must be given as soon as practicable. The notice should include the reasons for the requested leave, the anticipated duration of such leave, and the anticipated start of the leave.
6. In the event that intermittent leave or a reduced-schedule leave is medically necessary, the employee's certification must include a statement from the health care provider of the medical necessity of such leave or that the leave is necessary to care for the seriously ill family member, and the duration and schedule of the intermittent or reduced-schedule leave. Costs, if any, for this certification are the employee's responsibility.
7. If an employee fails to give timely advance notice when the need for leave is foreseeable with no reasonable excuse for the delay, the company may deny the leave until 30 days after such notice is given.
8. If an employee fails to provide the required medical certification in a timely manner (within 15 calendar days after StaffScapes' or worksite company's request), StaffScapes may deny leave.
9. An employee on leave may be required to periodically report on his or her intent to return to work. If the employee gives unequivocal notice of intent not to return to work, the employee's employment will be terminated and the employee's entitlement to reinstatement will cease. Also, subject to the Comprehensive Omnibus Budget Reconciliation Act (COBRA), health benefits will cease.

### Intermittent and Reduced-Schedule Leave

An employee may take family and medical leave intermittently or on a reduced schedule only under the following circumstances:

## StaffScapes, Inc. Employee Handbook

1. The employee has a serious health condition which requires intermittent medical leave or a reduced schedule.
2. The employee has a spouse, child, or parent with a serious health condition which requires intermittent family leave or a reduced schedule.

### Benefits While on Leave

Employment benefits include all benefits provided or made available to employees, including medical coverage, disability coverage, educational benefits, and pensions. Benefit coverage during a FMLA absence is as follows:

1. Medical/Dental Coverage.
  - a. Coverage will continue during the FMLA absence at the enrolled level.
  - b. The worksite company and the employee will continue to make their contributions. Premiums must be paid monthly by the employee while on FMLA absence. Coverage will be terminated should timely payment not be received.
2. Vacation. No vacation will be earned while on an unpaid leave of absence.
3. 401(k). No wages are being earned; therefore, no contributions by the worksite company will be allowed.
4. Holidays. Holidays which occur during a leave of absence will not be recognized as paid holidays.
5. Life and AD&D Insurance. Life and AD&D insurance coverage will continue during a FMLA absence. Premiums must be paid monthly by the employee while on FMLA absence. Coverage will be terminated should timely payment from the employee not be received.
6. Health/Dependent Care Flexible Spending Accounts
  - a. No contributions will be made during an unpaid leave of absence.
  - b. The employee can draw against his or her account.
7. COBRA benefits are available if the employee is terminated by resignation or failure to return to work at the conclusion of a leave of absence.

If the employee does not return after 12 weeks, the amount paid by StaffScapes or the worksite company for medical insurance during the leave must be reimbursed where allowed by law, by the employee.

### Reinstatement

An employee returning from medical leave will be reinstated to his or her former position, if available, provided the employee furnishes a physician's verification of the employee's ability to perform the essential functions of his or her position with or without reasonable accommodation. If the employee's former position is not available, the employee will be reinstated to a position with like responsibility and pay. Refusal of an offer of reinstatement will be treated as a voluntary resignation.

### Termination of Employment

An employee who does not return from a medical leave will be treated as having voluntarily resigned. If an employee is released for return to work by a physician, but fails to report for assigned work, that employee will be considered to have voluntarily resigned.

## 1.9 Non-medical Leaves of Absence

### Military Leave

Appropriate military leaves of absence will be granted by the company according to state and federal law.

### Jury Duty

Employees who are required by law to appear in court as a subpoenaed trial witness, or to serve on a jury and who actually appear to testify or serve or report for jury duty, will be granted time off by the company for each day partially or wholly spent in testifying or performing jury duty, if they otherwise would have been scheduled to work.

In order to receive the time off for jury duty, employees must give the company prior notice that they have been subpoenaed to testify or summoned for jury duty and must furnish satisfactory evidence that testimony was furnished or jury duty was performed on the days for which they request off work.

Employees will be paid according to state and federal law requirements, and in accordance with the requirements of the Fair Labor Standards Act.

### Voting Leave

When an employee is required to work and does not have at least 3 non-working hours during which the polls are open for voting to cast a ballot in a local, state, or national election within the county in which the employee resides, the employee will be released from work at the beginning or end of shift for up to 2 hours to visit the appropriate poll and cast a ballot, if the employee requests such time off in advance. Employees may be eligible to be paid for the time off according to state law requirements, and/or requirements of the Fair Labor Standards Act.

## 2.0 Employment Information

### 2.1 Benefits

#### Insurance Coverage

Regular, full-time employees are eligible for insurance, including vision, dental, life, and supplemental insurance, provided through StaffScapes' group plans. In addition, health insurance may be available through your worksite company. Terms and conditions of the group plans are set forth in the Benefits Package received with your first paycheck. Please contact your supervisor or StaffScapes' Benefits Department with any questions.

Regular, part-time employees with a normal schedule of 30 hours per week or over are eligible to purchase these group insurances through StaffScapes. Employees that are normally scheduled to work less than 30 hours per week are ineligible for these group insurances.

#### Flexible Spending Accounts

Healthcare and dependent care flexible spending accounts are also available, allowing pre-tax deductions to help cover the costs of medical expenses not covered by insurance and/or daycare or elder care costs. Terms and conditions of the flexible spending accounts are also set forth in the Benefits Package.

## **3.0 Facility Rules and Safety Instructions**

These rules and safety instructions have been adopted to assist in accomplishing the following objectives:

1. Promote the health, safety, and security of employees.
2. Guide and assist employees in their relationships with their coworkers and the worksite company.
3. Eliminate potential sources of misunderstandings.
4. Improve and maintain high levels of productivity and operational efficiency.
5. Protect the property of the facility.

Each employee will work with the worksite company toward making the facility a safe and efficient place in which to work. Therefore, it is essential for everyone to understand and comply with these rules and instructions.

### **3.1 Facility Rules**

#### **Changes in Work Rules**

When StaffScapes at any time modifies or changes these rules, the modifications or changes shall be posted or otherwise communicated to all employees.

#### **Current Address**

All employees are required to keep StaffScapes informed of their current address and telephone number. Changes in address or telephone number must be reported to StaffScapes promptly.

#### **Employee Notices**

It is necessary for insurance purposes that all employees immediately notify StaffScapes of any change of name, address, telephone number, marital status, emergency contact, children's names, number of dependents, or changes in tax exemptions. Changes in beneficiaries should be promptly reported to StaffScapes' Benefits Department.

### **3.2 Safety Rules and Instructions**

Accident and incident prevention is essential to a successful operation. It is the responsibility of every employee to observe all health and safety rules, to use good housekeeping practices, to use safe work practices, and to properly use all safety equipment supplied for the type of work being performed. Every employee is to participate in the accident prevention program by being alert for unsafe or potentially substandard conditions or acts, and take immediate action to correct the situation by reporting any such conditions or acts to his or her supervisor.

The following health and safety rules and instructions are established for the purpose of maintaining an orderly and efficient operation. These rules and practices are not intended to restrict the rights of employees, but to help individuals by defining and protecting the rights of all.

As such, the following rules and instructions are to be observed at all times:

## StaffScapes, Inc. Employee Handbook

1. In case of sickness and injury, no matter how slight, report at once to your supervisor for first aid. He or she will inform the Risk Management department and inform you of your rights, duties, and obligations under the law.
2. Personal protective equipment must be worn as provided for the performance of duties, or in compliance with established facility policy.
  - a. The use of hearing protection is mandatory in designated areas. Hearing protection, such as ear plugs, will be provided to each employee.
  - b. The use of safety glasses with side shields is mandatory in designated areas. The use of specific eye protection will also be required for specific job duties (i.e., safety glasses with face shields are mandatory in areas where the work entails grinding, sanding, buffing, welding, cutting, and all similar work where flying particles may be present). Chemical resistant goggles are required when working with acids, caustics, and like materials.
  - c. Appropriate footwear is required at all times. Check with your supervisor regarding appropriate footwear.
  - d. Head protection (hard hats) must be worn when working under any other work in progress and/or when required by the general contractor.
  - e. Dust masks are available and should be worn when working in enclosed, dusty environments like attics, etc.
3. Safety devices are for your protection. Never operate a piece of equipment unless all guards provided are in place. Guards shall never be removed, except when necessary to make adjustments or repairs; and they shall be replaced immediately upon completion of work requiring their removal.
4. No one will engage in any prank, contest, horseplay, running, or rough and boisterous conduct.
5. No individual will possess, consume, or be under the influence of intoxicating beverages or drugs on company premises or at the work site. Reporting to work in an unfit condition is prohibited.
6. Before using any ladder, check for good safety feet and ensure that it is free from cracks, broken rungs, and other defects. When necessary to prevent slipping, ensure that the ladder is tied off or that another employee holds the bottom of the ladder. Use care when placing a ladder; the foot should be one-fourth of the ladder away from the wall against which the ladder is leaning. Always face the ladder when ascending or descending. Use both hands when climbing up or down the ladder.
7. Never use makeshift or defective scaffolding, rigging, or stages. No uprights, braces, or supporting members of any scaffold should be removed, loosened, or weakened while any of the scaffold planking or flooring is in place.
8. Do not attempt to lift or push objects that are too heavy for you. Ask for help when you need it. Be certain to lift the proper way to avoid strains. Lifting belts must be worn and properly adjusted when lifting 50 or more pounds. It is highly recommended that the lifting belt be worn at all times.
9. When necessary to lift manually, proceed in the following manner: Crouch down to load keeping your back straight; grasp the load by standing straight with legs, keeping back in as nearly straight up and down position as possible; turn feet in direction in which you wish to move avoiding any twisting motions; generally reverse the previous procedure when lowering the load.

## StaffScapes, Inc. Employee Handbook

10. Only authorized drivers are allowed to operate forklift trucks, vehicle mounted platforms, or other mobile equipment. Under no circumstances may an unauthorized person drive a forklift, vehicle mounted platform, or other mobile equipment unless authorized by the department foreman or facility supervisor as a competent operator. Mobile equipment is to be operated in the manner intended and is not to be used to transport other employees or to elevate employees without the use of properly designed cages. If employees are working in an elevated position, the authorized operator is to be in the position of control on the equipment.
11. Shut down equipment before cleaning, adjusting, or repairing. Lock and tag out the equipment. Be certain that all stored energy is neutralized prior to working on equipment.
12. Keep your work area clean and free from hazards from poor housekeeping. Put all tools, materials, and cleaning supplies in their proper place.
13. Learn the location of all fire exits, fire protection equipment, and alarm boxes in your work area. After a fire extinguisher has been used, make sure it is replaced. Never re-hang a partially used fire extinguisher.
14. Pile materials, skids, racks, boxes, ladders, and other equipment so as not to block aisles, exits, fire protection equipment, alarm boxes, electrical lighting, power panels, valves, etc. Fire doors must be kept clear. All materials stored in satellite areas must be neatly stored on pallets.
15. Employees are not permitted to operate any equipment until they are instructed by a supervisor or company representative in the safe and proper method of operation.
16. Do not tamper with electrical circuits or switches unless you are an electrician or are authorized to do so. All electrical hand tools must have a ground plug. Electrical extension cords must be regularly inspected and immediately replaced when signs of wear are observed. Never use electric tools with worn or frayed power cords.
17. Employees will be well groomed and dressed in proper work attire.
18. Obey all warning signs.
19. Adherence to the facility's safety and health programs is mandatory.

The above list of health and safety rules and instructions is not all-inclusive. Additional rules and procedures will be discussed and added or amended by worksite company and facility policy, and communicated by supervisors. Each employee shall comply with these rules and instructions. Any violation of health and safety rules and instructions will result in appropriate disciplinary action.

### 3.3 Non-compliance With Facility Rules and Safety Instructions

In the event an employee disregards the established facility rules and safety guidelines, disciplinary action will be taken. The commission of any of the following offenses, practices, and actions may subject employees to discipline, including immediate suspension or termination of employment. This policy does not change the ability of management to demote, reassign, or terminate employment of employees with or without cause or notice. This list is not all-inclusive; other types of conduct that interfere with or adversely affect the operations and interests of the company may also be prohibited. Such conduct may also be regulated in operational policies, directives, and procedures.

1. Sexual or other unlawful harassment of any employee or visitor, or illegal discrimination against an employee or applicant.
2. Gross neglect of duty.

## StaffScapes, Inc. Employee Handbook

3. Dishonesty, including falsification of the employer's or employee's records, including, but not limited to, service records, reports to the government, records required to be maintained by the government, employee benefit applications or documents, or the employment application.
4. Unauthorized use or possession of intoxicating beverages while on company premises, when representing the company, or during company-sponsored activities.
5. Use, possession, sale, distribution, or purchasing (or offering to do any of the above) of controlled substances or narcotics while on company premises, while representing the company, or during company-sponsored activities.
6. Reporting to work or working under the influence of intoxicating beverages, controlled substances, or narcotics (or prescription drugs without medical authorization), or having levels of such substances in the employee's system at or above levels established by the company.
7. Destruction, abuse, theft, removal, or attempted removal of company property or another employee's property or material.
8. Physical violence, fighting, or creating a disturbance or inciting such activities on company premises, when representing the company, or during company-sponsored activities.
9. Immoral or indecent conduct when on company premises, when representing the company, during company-sponsored activities, or when utilizing company-provided equipment or devices.
10. Conduct which violates the common decency or morality of the community or which discredits the employer, the conviction for any crime involving moral turpitude, the conviction of a felony, or entering a guilty or no contest plea to a felony charge.
11. Bringing any firearm or weapon onto company premises or possessing any firearm or weapon on company premises or in company vehicles.
12. Falsifying or refusing to cooperate or give statements when accidents or disciplinary actions or any other authorized investigations are being carried out.
13. Sleeping on the job during working hours.
14. Insubordination, including refusal or failure to perform regular and overtime work assignments; disobedience of orders; or acts of disrespect toward management representatives.
15. Negligence or carelessness resulting in damage or destruction to, or loss of, the company's property.
16. Revocation or suspension of the driver's license of any employee whose duties include the driving of any motor vehicle
17. An employee's failure to remain at their regular place of work until their scheduled quitting time or until released by his or her supervisor.
18. Refusal to permit inspection by a management representative or security of objects brought into or taken out of the facility; refusal to show proper identification when requested to do so by a management representative or security, if applicable.
19. Tampering with another employee's time reporting or falsification of his or her own time reporting.

## StaffScapes, Inc. Employee Handbook

20. Violation of company rules, employee handbook provisions, security, safety regulations, or policies.
21. Divulging sensitive business information, plans, trade secrets, confidential data, or strategies to competitors or other third parties without proper authorization.
22. Absence from work for three consecutive workdays without prompt and proper notification to management as soon as feasible.
23. Concealing from management knowledge of theft, damage, or suspected compromise of sensitive business or classified information, trade secrets, or confidential data.
24. Engaging in commercial activity or outside employment that conflicts with or gives the appearance of conflicting with the interests of the company without first obtaining the written consent to such activities by appropriate management. Also, special favors from clients (e.g., gifts, money, tips, or rewards) should not be accepted.
25. Possession of sexually explicit pictures, posters, calendars, cartoons, magazines, etc. which may be perceived as offensive in nature.
26. Inappropriate or unauthorized use of company systems, including, but not limited to, computers, telephones, and credit cards.

This handbook only provides information on the basic policies and procedures and is to be used in conjunction with your worksite policies and procedures. If you have any questions please call a StaffScapes Human Resource Representative at 303-466-7864. Congratulations on your employment!