

## POLICIES

### Drug Free Workplace

It is required that all employees report to work at the appropriate time and be in top mental and physical condition. It is our obligation to provide a drug-free, safe workplace.

The distribution, possession or use of a controlled substance on Saunders Staffing, Inc. or its customers' premises is prohibited. Use or possession of alcohol on Saunders Staffing Inc. or its customers' premises is also prohibited. Employees who are under the influence of drugs or alcohol while on the job are subject to disciplinary action up to and including termination.

Employees must, as part of the agreement for employment, abide by the terms of the above policy and report any conviction under criminal drug statute or violations that occur while on Saunders Staffing, Inc. or its customers' premises while conducting company business. A report of conviction must be made within five (5) days after the conviction. The Drug-Free Workplace Act of 1988 places this mandate.

### Equal Employment Opportunity

Saunders Staffing, Inc. promotes fair and equal employment for everyone, regardless of race, color, sex, age, national origin, religion, handicap or disability and workplace harassment. We recruit, assign and process applicants on the basis of their qualifications for the particular job and without regard to anything unrelated to their ability to fulfill the job requirements. Saunders Staffing, Inc. offices may only accept customer requests for temporary help which meet these standards.

### Sexual Harassment

Saunders Staffing, Inc. has a firm policy that does not allow unlawful harassment including sexual harassment. Our policy covers harassment in any form, including physical, verbal or visual harassment.

Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors and other conduct of a sexual nature where:

1. Conduct interferes with an individual's work performance or creates an intimidating, offensive or hostile work environment.
2. Conduct is a term or condition of employment.
3. Rejection of the advance is used as the reason for employment decisions.

### Receiving Employment Offer from a Saunders Staffing, Inc. Client

Saunders Staffing, Inc. is your employer. Please do not seek or accept employment by any Saunders Staffing, Inc. customer unless special terms are agreed upon by Saunders Staffing, Inc. and the customer. Terms may consist either of staying on Saunders Staffing, Inc. payroll for a specific period or the customer paying a settlement fee to Saunders Staffing, Inc.

### Drug Testing

Saunders Staffing, Inc. and its customers prohibit use of illegal drugs or alcohol while on assignment as well as use of drugs or alcohol that could cause impairment on assignment. You may be required to submit to drug testing in order to be considered for assignment or continuation of assignment and will be required to take drug test if workers' compensation injury occurs while working on assignment. Depending on state law and customer requirements, the results of the test or refusal to take a test may affect your eligibility for workers' compensation benefits as well as eligibility for some or all assignments and future employment with Saunders Staffing, Inc. By signing below, you authorize the release of any test results to Saunders Staffing, Inc., our customers and our workers' compensation insurance carriers and you waive any claims against Saunders Staffing, Inc., our customers or compensation carrier as a result of such release.



## Abandonment of Assignment

The responsibility of notifying Saunders Staffing, Inc. if you are unable to start or complete an assignment is yours; you accept the assignment and should make every effort to complete the assignment. If you walk off an assignment before the end of the work day or do not return to an assignment without prior notice to Saunders Staffing, Inc. you will be deemed to have abandoned the assignment and will be subject to disciplinary action including immediate termination of employment.

## Working Safe

Working in a safe environment is the responsibility of our employees, our customers and Saunders Staffing, Inc. Please follow all safety procedures and wear required personal protective equipment as instructed. You are required to notify your Saunders Staffing, Inc. branch immediately if given an unsafe task or if you are afraid you have not been trained to do that job. Safety orientations are provided via video orientation as well as written instructions. Additional training at the job site and specific information regarding Material Safety Data Sheets (MSDS) that covers chemical exposures is to be provided by job-site supervisors as needed. If there is an injury or illness that arises from working on the job, you must notify your Saunders Staffing, Inc. supervisor immediately. All workers' compensation injuries are treated at Saunders Staffing, Inc. facilities and drug testing will be done.

## Recreation on the Job

Occasionally Saunders Staffing, Inc. customers will have exercise or physical fitness equipment on their premises for the personal use of interested employees including employees of Saunders Staffing, Inc. You may have the option to use such equipment and participate in such recreational opportunities on a voluntary basis on your own time. Please understand that you will not be supervised and that are not covered by our compensation for this type of injury. By signing below, you waive any claims against and release Saunders Staffing, Inc. and its customers from any liability claims whatsoever.

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I have read the preceding statements regarding Saunders Staffing, Inc. policies on Drug Free Workplace, Equal Employment Opportunity, Sexual Harassment, Drug Testing, Abandonment of Assignment, Working Safe, Recreation on the Job and understand and agree to abide by the terms. If I violate these policies, I understand that Saunders Staffing, Inc. will take disciplinary action up to and including termination. If I believe that I have been the victim of employment discrimination or harassment, I will notify my Saunders Staffing, Inc. supervisor or Saunders Staffing, Inc.'s Human Resources Department immediately.

Employee Signature \_\_\_\_\_

Employee's Printed Name \_\_\_\_\_

Date \_\_\_\_\_

