



# Employee Handbook

**Understanding employment at  
CLEAR CHOICE STAFFING**

**Revised on January 1<sup>st</sup>, 2025**

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## Welcome to CLEAR CHOICE STAFFING

On behalf of your colleagues, we welcome you to Clear Choice Staffing and wish you every success here.

At Clear Choice Staffing, we believe that whether you're Inhouse employee or temporary employee everyone contributes directly to the growth and success of the company, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should become familiar with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Clear Choice Staffing.

We believe that professional relationships are easier when all employees are aware of the culture and values of the organization. This guide will help you to better understand our vision for the future of our business and the challenges that are ahead.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

## Clear Choice Staffing Inc.

# 1. Organization Description

## 1.1 Introductory Statement

This handbook is designed to acquaint you with Clear Choice Staffing and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Clear Choice Staffing to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Clear Choice Staffing continues to grow, the need may arise and Clear Choice Staffing reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

## 1.2 Customer Relations

Customers and Employees are among our organization's most valuable assets. Every employee represents Clear Choice Staffing to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

Clear Choice Staffing will provide customer relations and services training to all employees with extensive customer contact. Customers who wish to lodge specific comments or complaints should be directed to the Clear Choice Staffing inhouse Coordinators or President of the Company for appropriate action. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of Clear Choice Staffing. Positive customer relations not only enhance the public's perception or

image of Clear Choice Staffing, but also pay off in greater customer loyalty and increased sales and profit.

### 1.3 Temporary Employees and Customers

Clear Choice Staffing is in the business of assisting temporary to permanent personnel in finding quality employment for our customers and helping our customers find quality employees for temporary to permanent assignments. You can find out more by talking with the staffing coordinators about positions we have available.

### 1.4 Facilities and Location(s)

#### **Offices:**

6956 Indiana Avenue Suite 5  
Riverside, CA 92506  
951-777-1057

#### **Client Locations:**

Throughout Riverside & San Bernardino  
Counties

4403 Riverside Dr. Suite A  
Chino, CA 91710  
909-284-4400

### 1.5 The History of Clear Choice Staffing

Established in 2023 Clear Choice Staffing was built with the mission of helping people find quality and sustainable work as well as assisting Client Customers find quality personnel for temporary to permanent status. The team of Clear Choice Staffing comes with over 40 years of combined knowledge of the industry of helping employees and customers work together.

### 1.6 Management Philosophy

Clear Choice Staffing's management philosophy is based on responsibility and mutual respect. Our wishes are to maintain a work environment that fosters on personal and professional growth for all employees. Maintaining such an environment is the

responsibility of every staff person. Because of their role, managers and supervisors have the additional responsibility to lead in a manner which fosters an environment of respect for each person.

People who come to Clear Choice Staffing want to work here because we have created relationships with companies seeking great people looking for an opportunity. Clear Choice Staffing aims to become a leader in the temporary and permanent placement arena. The mainstay of our strategy will be to offer great opportunities to people looking for a great way to help provide for their family. For our client customers, Clear Choice Staffing seeks to be the Staffing company that has quality talent to fulfill their positions.

To help achieve this objective, Clear Choice Staffing seeks to attract highly motivated individuals that want to work as a team and share in the commitment, responsibility and discipline required to achieve our vision. Part of attracting these special individuals will be to build a culture that promotes both uniqueness and a bias for action. While we will be realistic in setting goals and expectations, Clear Choice Staffing will also be aggressive in reaching its objectives. This success will in turn enable Clear Choice Staffing to give its employees above average compensation and innovative benefits or rewards, key elements in helping us maintain our leadership position in the marketplace.

## 1.7 Goals

Our Goals are to expand the operation to numerous locations helping client customers and people seeking working relationships.



## 2. The Employment

### 2.1 Nature of Employment

Employment with Clear Choice Staffing is voluntarily entered and the employee is free to resign at any time, with or without cause. Similarly, Clear Choice Staffing may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable FEDERAL AND OR CALIFORNIA law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Clear Choice Staffing and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Clear Choice Staffing sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the President of Clear Choice Staffing.

### 2.2 Employee Relations

Clear Choice Staffing believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their Clear Choice Staffing Management.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Clear Choice Staffing amply demonstrates its commitment to employees by responding effectively to employee concerns.

To protect and maintain direct employer/employee communications, we will do anything we can to protect the right of employees to speak for themselves.

### 2.3 Equal Employment Opportunity

To provide equal employment and advancement opportunities to all individuals, employment decisions at Clear Choice Staffing will be based on merit, qualifications, and abilities. Clear Choice Staffing is an equal opportunity employer to all, regardless of age, ancestry, association with a member of a protected class, bereavement leave, color, disability (physical, intellectual/developmental, or mental health/psychiatric.), exercising the right to family care and medical leave related to serious health condition of employee or family member, child bonding, or military exigencies, engaging in protected activity, gender identity or expression, genetic information or characteristic, marital status, medical condition (cancer or genetic characteristic), military and veteran status, national origin (includes language restrictions), pregnancy, childbirth, breastfeeding, or related medical conditions, Pregnancy Disability Leave (PDL), race (includes hairstyle and hair texture, religious creed (includes dress and grooming practices), reproductive health decision making, sex/gender, and sexual orientation.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor and the Staffing Coordinator or Management of Clear Choice Staffing. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### 2.4 Diversity

We are opposed to all forms of unlawful and unfair discrimination. All employees, no matter whether they are part-time, full-time or temporary, will be treated fairly and with respect. When Clear Choice Staffing selects candidates for employment, promotion, training or any other benefit, it will be on the basis of their aptitude and ability.

- We are opposed to any form of illegal and unfair discrimination. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect.

When Clear Choice Staffing selects candidates for employment, promotion, training or any other benefit, it will be on the basis of their skills, abilities and merit.

Clear Choice Staffing is committed to:

- Create an environment in which the individual differences and contributions of all team members are recognized and valued;
- Create a working environment that promotes dignity and respect for every employee;
- Attract and retain a skilled and diverse workforce that best represents the talent available in the communities in which our assets are located and our employees reside;
- Ensure appropriate selection criteria based on diverse skills, experience and perspectives is when hiring new staff. Job specifications, advertisements, application forms and contracts will not contain any direct or inferred discrimination;
- Ensure that applicants and employees of all backgrounds are encouraged to apply for and have fair opportunity to be considered for all available roles;
- Comply with equal opportunity and anti-discrimination legislation;
- Not tolerate any form of intimidation, bullying, victimization, vilification or harassment and to take disciplinary action against those who violate this policy;
- Provide training, development and advancement opportunities for all staff based on merit;
- Encourage anyone who feels they have been discriminated, to express their concerns so that we can take corrective action;
- Encourage employees to treat everyone with dignity and respect;
- Regularly review all our employment practices and procedures so that fairness is maintained at all times;

## 2.5 Business Ethics and Conduct

The successful business operation and reputation of Clear Choice Staffing is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Clear Choice Staffing is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees are expected to act in a way that will merit the continued trust and confidence, note our customers should do the same and if they are NOT please notify the Management of Clear Choice Staffing immediately.

Clear Choice Staffing will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor at Clear Choice Staffing.

Compliance with this policy of business ethics and conduct is the responsibility of every Clear Choice Staffing employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

## 2.6 Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts

from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Although Clear Choice Staffing has no prohibition against employing relatives of current employees or individuals involved in a dating relationship with current employees, we are committed to monitoring situations in which such relationships exist in the same area. In case of actual or potential problems, Clear Choice Staffing will take prompt action, and this can include reassignment. Employees in a close personal relationship **MUST** refrain from public workplace displays of affection or excessive personal conversation.

## 2.7 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Clear Choice Staffing wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the President for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Clear Choice Staffing. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative because of Clear Choice Staffing business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Clear Choice Staffing as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Clear Choice Staffing does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Clear Choice Staffing.

Should you be in doubt as to whether an activity involves a conflict, you should discuss the situation with your manager.

## 2.8 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with Clear Choice Staffing. All employees will be judged by the same performance standards and will be subject to Clear Choice Staffing scheduling demands, regardless of any existing outside work requirements.

If Clear Choice Staffing determines that an employee's outside work interferes with performance or the ability to meet the requirements of Clear Choice Staffing as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Clear Choice Staffing.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Clear Choice Staffing for materials produced or services rendered while performing their jobs.

## 2.9 Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of Clear Choice Staffing. Such confidential information includes, but is not limited to, the following examples:

- |                               |                                     |
|-------------------------------|-------------------------------------|
| * Compensation data           | * Pending projects and proposals    |
| * Computer processes          | * Proprietary production processes  |
| * Computer programs and codes | * Research & development strategies |
| * Customer lists              | * Scientific data                   |
| * Customer preferences        | * Scientific formulae               |
| * Financial information       | * Scientific prototypes             |

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

## 2.10 Disability Accommodation

Clear Choice Staffing is ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment

inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

Clear Choice Staffing is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Clear Choice Staffing will follow any provincial or local law that provides individuals with disabilities greater protection.

This policy is neither exhaustive nor exclusive. Clear Choice Staffing is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with all applicable federal, provincial, and local laws.

## 2.11 Job Posting and Employee Referrals

Clear Choice Staffing provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although Clear Choice Staffing reserves its discretionary right to not post a particular opening.

Job openings will be posted on the employee bulletin board and/or in the email system, and normally remain open for 15 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).



To be eligible to apply for a posted job, employees must have performed competently for at least 90 calendar days in their current position. Employees who have a written warning on file or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the HUMAN RESOURCES DEPARTMENT listing job-related skills and accomplishments. It should also describe how their current experience with Clear Choice Staffing and prior work experience and/or education qualifies them for the position.

Clear Choice Staffing recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

Clear Choice Staffing also encourages employees to identify friends or acquaintances that are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment.

An employee should submit the referral's resume and/or completed application form to the HUMAN RESOURCES DEPARTMENT for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

## 2.12 Whistleblower Policy

Clear Choice Staffing is committed to conducting its business with honesty and integrity at all times. If, at any time, this commitment is not respected or appears to be in question, Clear Choice Staffing will endeavor to identify and remedy such situations. Therefore, it is the company's policy to ensure that when a person has reasonable grounds to believe that an employee, manager or any other person related to the company has committed, or is about to commit, an offence that could harm the company's business or reputation, it denounces the wrongdoers in question.

The whistleblowing policy has been put in place to:

- Encourage employees, partners or managers to disclose this information or behavior; Protecting complainants from reprisals;
- Treated all parties to an investigation in a fair and equitable manner;
- To ensure confidentiality as much as possible;
- Take corrective and disciplinary action if wrongdoing is discovered.

It is the duty of all employees, contractual third parties or partners to report misconduct or suspected misconduct, including fraud and financial impropriety to the board. This includes misconducts such as but not limited to:

- Providing false or misleading information, or withholding material information on Clear Choice Staffing financial statements, accounting, auditing or other financial reporting fraud or misrepresentation;
- Pursuit of material benefit or advantage in violation of Clear Choice Staffing's Conflict of Interest Policy; Misappropriation or misuse of Clear Choice Staffing resources such as funds, supplies or other assets;
- Unauthorized alteration or manipulation of computer files;
- Destroying, altering, mutilating, concealing, covering up, falsifying, or making a false entry in any records that may be connected to an official proceeding, in violation of federal, provincial or state law or regulations or otherwise obstructing, influencing, or impeding any official proceeding, in violation of federal, provincial or state law or regulations;
- Violations of federal, provincial or state laws that could result in fines or civil damages payable by Clear Choice Staffing, or that could otherwise significantly harm Clear Choice Staffing 's reputation or public image;
- Unethical business conduct in violation of any Clear Choice Staffing policies and/or Clear Choice Staffing Code of Conduct;
- Danger to the health, safety, or well-being of employees and/or the general public;
- Forgery or alteration of documents;
- Authorizing or receiving compensation for goods not received or services not performed, or paying for services or goods that are not rendered or delivered;
- Authorizing or receiving compensation for hours not worked;
- Embezzling, self-dealing, or otherwise obtaining an unlawful private benefit (i.e., Clear Choice Staffing assets being used by anyone in the organization improperly for personal gain).

### 2.13 Accident and First Aid

Clear Choice Staffing believes that the best practice in case of an accident, is to ensure staff have access to a trained First Aider or someone who can take charge in the event of an accident.

In case of any work-related incident or accident please call your branch office immediately if during business hours Monday thru Friday 8am-5pm. If after business hours please call our afterhours emergency number.

It is the responsibility of everyone to report and record any accident involving personal injury.

Employees who are absent from work following an accident must complete a self-certification form, which clearly states the nature and cause of the injury.

## 3. Employment Status and Records

### 3.1 Employment Categories

It is the intent of Clear Choice Staffing to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

REGULAR/TEMPORARY FULL-TIME employees are those who are not in a temporary or probation status and who are regularly scheduled to work Clear Choice Staffing full-time schedule. Generally, they are eligible for Clear Choice Staffing benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR/TEMPORARY PART-TIME employees are those who are not assigned to a temporary or probation status and who are regularly scheduled to work less than 28 hours per week. While they do receive all legally mandated benefits (such as Social Security and unemployment insurance), they are ineligible for all of Clear Choice Staffing other benefit programs.

CONTRACTUAL employees are those who are hired as interim/temporary replacements, to temporarily supplement the work force, or to assist in the completion of a specific project.

Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as CSST and unemployment insurance), they are ineligible for all of Clear Choice Staffing other benefit programs.

CASUAL employees are those who have established an employment relationship with Clear Choice Staffing but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as CSST and

unemployment insurance), they are ineligible for all of Clear Choice Staffing other benefit programs.

### 3.2 Access to Personnel Files

Clear Choice Staffing maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Clear Choice Staffing, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Clear Choice Staffing who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review/inspect their own file or request a copy should contact Clear Choice Staffing Management. The request must be in writing and the file will be provided within 30 days of the written request. If you as the employee makes a verbal request, Clear Choice Staffing will provide a form for you to fill out and make a written request as provided by law.

### 3.3 Personnel Data Changes

It is the responsibility of each employee to promptly notify Clear Choice Staffing of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify a staffing coordinator.

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### 3.4 Employment Applications

Clear Choice Staffing relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### 3.5 Performance Evaluation

At the time of a performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and employer may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way.

### 3.6 Job Descriptions

Clear Choice Staffing makes every effort to obtain accurate job descriptions for all positions within the organization or at a client location. Each description may include a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

Clear Choice Staffing tries to obtain job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The staffing coordinator and clients try to prepare job descriptions when new positions are created. Existing job descriptions can be revised to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's

duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact Clear Choice Staffing coordinators or human resources department if you have any questions or concerns about your job description.

### 3.7 Salary Administration

The salary administration program at Clear Choice Staffing was created to achieve consistent pay practices, comply with federal and provincial laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, Clear Choice Staffing is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by client customers, as long as they fall in line with minimum wage federal and state requirements. Clear Choice Staffing periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process.

Employees should bring their pay-related questions or concerns to the attention of their Clear Choice Staffing Supervisor. The Payroll department is also available to answer specific questions about the salary administration program.



## 4. Employee Benefit Programs

### 4.1 Employee Benefits

Eligible employees at Clear Choice Staffing are provided a wide range of benefits. Several programs (such as unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

Eligible employees are provided with the following benefits after probation:

- Medical Insurance
- Dental and Vision Insurance
- Cal Savers 401k
- Sick Pay

The benefit programs require contributions from the employee of up to **100%** of the applicable premiums.

### 4.2 Vacation Benefits

Clear Choice Staffing does **NOT** offer paid annual vacation.

### 4.3 Military Service Leave

Employees serving in the uniformed services, including the Army, Navy, Marine Corps, Air Force, Coast Guard and Public Health Service commissioned corps, as well as the reserve components of each of these services, may take unpaid military leave, as needed,

to enable them to fulfill their obligations. However, those employees must provide advance written or verbal notice to their manager/supervisor. Employees should provide notice as far in advance as is reasonable under the circumstances. In addition, employees may, but are not required to, use accrued vacation or personal leave while performing military duty.

#### 4.4 Religious Observance

Federal and state equal opportunity laws generally require employers to accommodate the religious beliefs of employees, but do not require them to provide paid leave. The Company respects your religious beliefs however, the time off will be without pay. Employees who require additional time off may take it but we can not guarantee your position will still be available when you return.

#### 4.5 Holidays

Clear Choice Staffing does **NOT** offer holiday pay. If a temporary works on a holiday, the compensation will be paid per Federal and State law.

#### 4.6 Workers COMP Insurance

Clear Choice Staffing provides employees workers compensation insurance as instructed and required by the State. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor and Clear Choice Staffing management immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Neither Clear Choice Staffing nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Clear Choice Staffing.

#### 4.7 Sick Leave Benefits

Clear Choice Staffing provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Regular/Temporary full-time employees

Eligible employees will accrue on a pro-rated basis sick leave benefits at the rate of 40 hours per year. Sick leave benefits are calculated based on a "calendar year," the 12-month period that begins when the employee starts to earn sick leave benefits after their **90-day probation**.

Paid sick leave can be used in minimum increments of 2 hours. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify Clear Choice Staffing Management before the scheduled start of their workday if possible. Clear Choice Staffing Management must be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement **MUST** be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as basic employment insurance. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from provincial disability insurance, workers' compensation or Clear Choice Staffing-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Employees who quit or that are terminated are **NOT** entitled to be paid any unused sick days upon termination of employment.

#### 4.8 Bereavement Leave

Employees who require taking time off due to the death of an immediate family member should notify their supervisor and Clear Choice Staffing immediately.

Non-Paid bereavement leave will be provided to employees having worked 90 calendar days for Clear Choice Staffing:

- a) Five (5) working days in the case of the death of an employee's spouse, child or the employee's spouse's child.
- b) Three (3) working days in the case of the death of an employee's father, mother, sister or brother.
- c) One (1) working day in the case of the death of an employee's grandfather, grandmother, uncle, aunt, nephew, niece, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandson, grand-daughter (except the uncle, the aunt, the brother-in-law, the sister-in-law, the grandfather, the grandmother, the nephew and the niece of the spouse).

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any unpaid sick leave for additional time off as necessary.

#### 4.9 Relocation Benefits

Clear Choice Staffing does not offer relocation benefits.

#### 4.10 Educational Assistance

Clear Choice Staffing does not offer educational assistance.

#### 4.11 Health Insurance

Clear Choice Staffing health insurance plan provides employees and their dependents access to medical insurance benefits after their 60-day probation period. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular/Temporary full-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Clear Choice Staffing and the insurance carrier.

Details of the health insurance plan are described by Clear Choice Staffing management team. Information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the human resources department for more information about health insurance benefits.

#### 4.12 Life Insurance

Clear Choice Staffing does not currently offer Life Insurance.

#### 4.13 Long Term Disability

Clear Choice Staffing does not currently offer Long Term Disability.

#### 4.14 Marriage, Maternity and Parental Leave

### **Marriage**

One (1) unpaid working day off is allowed for the marriage of the employee or one of his children.

An employee may take one (1) day leave of absence for the marriage of a parent, brother, sister or child of joint sound.

## **Maternity Leave Admissibility**

### **The employee is entitled to a maternity leave according to:**

Current Government legislation entitles employees to a combined Maternity/Parental leave, without pay, of up to 52 weeks. However, during this leave of absence, employees may be eligible to receive state disability insurance (contact the California Employment Development Department for more information). An employee may also maintain their health insurance benefits at their own cost in accordance with eligibility rules. Employees that wish to benefit from Parental Leave only are entitled to a leave of absence, without pay, of up to 37 weeks.

### **Notice:**

- a) The employee must provide in writing to the company, at least three weeks in advance the date of the beginning of her maternity leave and the date envisaged of her return to work. A medical certificate attesting of the date envisaged of the birth must accompany the notice.
- b) The notice can be less than 3 weeks if the medical certificate attests need for the employee to cease working within a less time. If physical dangers are possible, the employee will be assigned to other tasks while preserving the rights and preferences connected to her regular position.

### **Complications:**

If the employee or the child suffers from complications preventing the return to work at the end of the maternity leave, the employee will have to forward a medical certificate to the company. The employee will be entitled to a prolongation of her maternity leave, which can reach a 52-week maximum including the parental leave.

**Return to work:**

- a) If the regular/temporary job of the employee does not exist anymore on her return, Clear Choice Staffing with help provide opportunities as soon as they are presented.

**Miscarriage:**

- a) In the event of miscarriage, the employee as soon as possible must deliver to the direction a notice accompanied by a medical certificate attesting of the miscarriage or the urgency.

**Special maternity leave:**

When there is a danger of miscarriage, or a danger to the health of the mother or of the child to come caused by pregnancy and requiring a stop of work, the employee is entitled to a special maternity leave of the duration prescribed by the medical certificate which attests existing danger and which indicates the date envisaged of the childbirth.

**Preventive withdrawal:**

When there is a danger of miscarriage, or a danger to the health of the mother or the child to come caused by the working conditions, the employee must ask to be assigned to tasks not involving such dangers. If the direction cannot offer other tasks, the employee can then make the request for a preventive withdrawal. The maternity leave will then begin at the date envisaged from the childbirth.

**Birth of a child or adoption**

Two (2) unpaid working days off during the birth of the employee's child or of the adoption of a child (leave of paternity) other than those of joint sound. Moreover, the employee can prevail himself of a leave without balance of three (3) days. This leave can be split but must be taken in the 15 following days of the arrival of the child at the house.

## 5. Timekeeping / Payroll

### 5.1 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state/provincial laws require Clear Choice Staffing to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

### 5.2 Paydays

All employees are paid weekly on every Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Currently Clear Choice Staffing does offer direct deposit.



### 5.3 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

**Termination for Cause:** An Employment Contract may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice, or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance.

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.
- Temporary – assignment ends for client.

**Termination Without Cause:** An Employment Contract may be terminated by the Employer at any time and for any reason on a without cause basis, upon the provision of notice or payment of notice instead.

### 5.4 Administrative Pay Corrections

Clear Choice Staffing takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error for pay, the employee should promptly bring the discrepancy to the attention of the Clear Choice Staffing coordinator so that corrections can be made as quickly as possible.

## 6. Work Conditions and Hours

### 6.1 Work Schedules

The normal work schedule is determined by clients which are mostly Monday to Friday 8 hours a day but could change depending on client's needs. Staffing Coordinators will advise temporary employees of the times their schedules when it will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Temporary scheduling varies on days and times each day within established limits. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of continued work schedule.

### 6.2 Absences

As an employee, you will be treated as a professional, which means that you will be expected to complete your work on time and at the expected level of quality.

Even though you will be treated as a professional and will presumably behave as one, general absence guidelines are nevertheless necessary to ensure that we are able to conduct business in a predictable manner. Although we are not interested in monitoring your comings and goings, we need to know, in advance if you cannot make it to your shift and Clear Choice Staffing has to be informed. Here are those guidelines:

## Absences

Employees are expected to be at work and to work a full schedule, except for authorized absences. Authorized absences include the following:

- sick leave
- time off for a workers' compensation injury
- a death in your family
- jury duty
- military leave
- emergency situations beyond your control

### Notification procedure

To obtain an authorized absence, call in, where possible, and let the appropriate person know that you are unable to come to work. The call should be made, if possible, no later than your regular starting time.

As for notifying someone that you will be late to work or will be leaving early, contact your immediate supervisor onsite and a Clear Choice Staffing Supervisor.

### Failure to notify

If you don't come to work and don't call in, at some point we have the right to determine that you're not coming back. Thus, our rule is that unauthorized absences of three or more consecutive days without notice will be considered as a voluntary termination, and we will remove you from the payroll.

If you are repeatedly absent without authorization, you could be subject to counseling, suspension, and termination.

**Inclement weather**

During inclement weather, you should call to find out whether to report to work. Also, while the weather may be nice where you are, hazardous weather conditions could exist at or near the workplace. If you know hazardous conditions have been reported in the area, protect yourself and call work first.

**6.3 Jury Duty****Non-Paid Absence**

Time off taken for jury duty is treated as a non-paid absence for up to 1 during any one year. Employees are not paid for the time they are absent for jury duty.

**Advance Notice**

Employees must give advance notice of the need for time off for jury duty. A copy of the summons should accompany the request.

**Return to Work**

If employees are dismissed from jury duty before the end of the workday, they must notify a Clear Choice Staffing supervisor.

**6.4 Use of Phone and Mail Systems**

Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls.

The use of Clear Choice Staffing-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use an approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

## 6.5 Smoking

In keeping with Clear Choice Staffing intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace and most client facilities. If smoking at a client facility ensure you follow client's policy and procedures.

This policy applies equally to all employees, customers, and visitors.

## 6.6 Meal and Break Periods

All employees are provided with one meal period of 30 minutes in length each workday along with two 15-minute breaks. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. **Please notify a Clear Choice Staffing Representative IMMEDIATELY if NOT being provided 15-minute breaks or 30-minute lunch.**

## 6.7 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees could be given the opportunity to volunteer for overtime work assignments per the client. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed based on client's decision.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including **possible termination of employment.**

## 6.8 Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

## 6.9 Telecommuting

Currently, Clear Choice Staffing does not offer telecommuting.

## 6.10 Emergency Closing

At times, emergencies such as severe weather, fires or power failures, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

### 6.11 Business Travel Expenses

Clear Choice Staffing does not offer Business Travel at this time.

### 6.12 Visitors in the Workplace

To provide for the safety and security of employees and the facilities at Clear Choice Staffing and client sites, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter Clear Choice Staffing and worksite at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on any Clear Choice Staffing premises or worksite, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

### 6.13 Computer and Email Usage

Computers, computer files, the email system, and software furnished to employees are valuable, vital assets and Clear Choice Staffing property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

Clear Choice Staffing and their Clients have the right to monitor all of its information technology system and to access, monitor, and intercept any communications, information, and data created, received, stored, viewed, accessed or transmitted via those systems.

Clear Choice Staffing strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Clear Choice Staffing prohibits the use of

computers and the **email system in ways that are disruptive, offensive to others, or harmful to morale.**

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

#### 6.14 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by Clear Choice Staffing to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Clear Choice Staffing and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of Clear Choice Staffing and/or their Client's. As such, Clear Choice Staffing and their Client's reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of



unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a rule, if an employee did not create the material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by Clear Choice Staffing and/or their Client's in violation of law or Clear Choice Staffing policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

**The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:**

- Sending or posting discriminatory, harassing, or threatening messages or images;
- Using the organization's time and resources for personal gain;
- Stealing, using, or disclosing someone else's code or password without authorization;
- Copying, pirating, or downloading software and electronic files without permission;
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization;
- Violating copyright law;
- Failing to observe licensing agreements;

- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions;
- Sending or posting messages or material that could damage the organization's image or reputation;
- Participating in the viewing or exchange of pornography or obscene materials;
- Sending or posting messages that defame or slander other individuals;
- Attempting to break into the computer system of another organization or person;
- Refusing to cooperate with a security investigation;
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- Using the Internet for political causes or activities, religious activities, or any sort of gambling;
- Jeopardizing the security of the organization's electronic communications systems;
- Sending or posting messages that disparage another organization's products or services;
- Passing off personal views as representing those of the organization;
- Sending anonymous email messages;
- Engaging in any other illegal activities.

### 6.15 Workplace Monitoring

Workplace monitoring may be conducted by Clear Choice Staffing and/or their Client's to ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct

performance problems through targeted training. Improved job performance enhances our customers' image of Clear Choice Staffing as well as their satisfaction with our service.

Computers furnished to employees are the property of Clear Choice Staffing. As such, computer usage and files may be monitored or accessed.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because Clear Choice Staffing and/or their Clients are sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

#### 6.16 Workplace Violence Prevention

Clear Choice Staffing is committed to preventing workplace violence and to maintaining a safe work environment. Clear Choice Staffing has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, provincial, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other

members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Clear Choice Staffing will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Clear Choice Staffing may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Clear Choice Staffing requires employees to bring their disputes or differences with other employees to the attention of their supervisors and the human resources department and management before the situation escalates into potential violence. Clear Choice Staffing is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

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## 7. Employee Conduct & Disciplinary Action

### 7.1 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Clear Choice Staffing expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol, illegal drugs or marijuana;
- Possession, distribution, sale, transfer, or use of alcohol, illegal drugs or marijuana in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Sexual or other unlawful or unwelcome harassment;
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
- Excessive absenteeism or any absence without notice;

- Unauthorized use of telephones, mail system, or other employer-owned equipment;
- Unauthorized disclosure of business "secrets" or confidential information;
- Violation of personnel policies;
- Unsatisfactory performance or conduct.

## 7.2 Sexual and Other Unlawful Harassment

Clear Choice Staffing is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes;
- Verbal sexual advances or propositions;

- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words, or suggestive or obscene letters or invitations;
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- (2) submission or rejection of the conduct is used as a basis for making employment decisions; or,
- (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor and the management of Clear Choice Staffing. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the human resources department and management of Clear Choice Staffing right away. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the human resources department and management of Clear Choice Staffing so it can be investigated in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

### 7.3 Attendance and Punctuality

To maintain a safe and productive work environment, Clear Choice Staffing expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Clear Choice Staffing. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

### 7.4 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Clear Choice Staffing presents to customers and visitors.

During business hours or when representing Clear Choice Staffing, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability. Offensive body odor and poor personal hygiene is not professionally acceptable.



### 7.5 Return of Property

Employees are responsible for all Clear Choice Staffing and Client property, materials, or written information issued to them or in their possession or control. Employees must return all Clear Choice Staffing property immediately upon request or upon termination of employment. Where permitted by applicable laws, Clear Choice Staffing may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Clear Choice Staffing may also take all action deemed appropriate to recover or protect its property.

### 7.6 Resignation and Retirement

Resignation is a voluntary act initiated by the employee to terminate employment with Clear Choice Staffing. Although advance notice is not required, Clear Choice Staffing requests at least 2 weeks written notice of resignation from employees.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

In line with actual legislation Clear Choice Staffing does not have an age where it expects employees to retire. It is however our policy to have discussions with all our staff where they can discuss their future aims and aspirations. Staff and their managers can also use this opportunity to discuss retirement planning should the employee wish to do so.

You should ensure that you inform your line manager at least 1 month before you plan to retire to ensure that all appropriate arrangements are made (ex: sourcing a replacement etc.).

### 7.7 Security Inspections

Clear Choice Staffing wishes to maintain a work environment that is free of illegal drugs, alcohol, marijuana, firearms, explosives, or other improper materials. To this end, Clear Choice Staffing and our Client's prohibits the possession, transfer, sale, or use of such materials on its premises. Clear Choice Staffing requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of Clear Choice Staffing and/or Client's. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Clear Choice Staffing and/or Client at any time, either with or without prior notice.

## 7.8 Progressive Discipline

The purpose of this policy is to state Clear Choice Staffing position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced comes from good leadership and fair supervision at all employment levels.

Clear Choice Staffing own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Clear Choice Staffing is based on mutual consent and both the employee and Clear Choice Staffing have the right to terminate employment at will, with or without cause or advance notice, Clear Choice Staffing may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Clear Choice Staffing recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Clear Choice Staffing.

#### 7.9 Problem Resolution

Clear Choice Staffing is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Clear Choice Staffing supervisors and management.

Clear Choice Staffing strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Clear Choice Staffing in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor and Clear Choice Staffing management after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to human resources department or any other member of management.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to human resources department if problem is unresolved.
4. Human resources department counsels and advises employee, assists in putting problem in writing and visits with employee's manager(s), if necessary.
5. Employee presents problem to the President in writing.
6. The President reviews and considers problem. The President informs employee of decision and forwards copy of written response to human resources department for employee's file. The President has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

#### 7.10 Workplace Etiquette

Clear Choice Staffing strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. Clear Choice Staffing encourages all employees to keep

an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the human resources department if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines

- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor;
- Try to minimize unscheduled interruptions of other employees while they are working;
- Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace;
- Be conscious of how your voice travels and try to lower the volume of your voice when talking on the phone or to others in open areas;
- Keep socializing to a minimum and try to conduct conversations in areas where the noise will not be distracting to others;
- Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace;
- Try not to block walkways while carrying on conversations;
- Refrain from using inappropriate language (swearing) that others may overhear;
- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear;
- Clean up after yourself and do not leave behind waste or discarded papers.

### 7.11 Suggestion Program

As employees of Clear Choice Staffing, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

All employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit Clear Choice Staffing by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making Clear Choice Staffing a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.

Submit suggestions to the President and, after review, they will be forwarded to the Direction. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

Special recognition may be given to employees who submit a suggestion that is implemented.

**IF YOU HAVE ANY COMMENTS OR SUGGESTIONS REGARDING THE CONTENT OF THE EMPLOYEE HANDBOOK, PLEASE DIRECT THEM TO HUMAN RESOURCES DEPARTMENT OR MANAGEMENT.**

**WISHING YOU A LONG AND REWARDING CAREER AT Clear Choice Staffing!**

### Acknowledgement of Receipt

I acknowledge that I have received a copy of the Clear Choice Staffing Employee Handbook (“Handbook”) **OR** Received guidance as to where to find it in the clearchoice-staffing.com website. I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of the Company.

I also understand that the purpose of this Handbook is to inform me of the Company’s policies and procedures, and it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any Company employee, nor is it intended to create contractual obligations of any kind. I understand that the Company has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

I expressly agree to the provisions of Part 7.9, Problem Resolution, of the Handbook, in which I have agreed to use alternative dispute resolution, in lieu of litigation, as the sole means of resolving any dispute that may arise between the Company and me, subject to the Company’s right to seek injunctive relief. I understand that by agreeing to arbitration I waive any right I may have to sue or seek a jury trial. The decision of the arbitrator will be final and binding.

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*Signature*

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*Date*

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*Full Name (please print)*

Please sign and date one copy of this acknowledgement and return it to Human Resources.