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Welcome to RJ-Staffing

RJ-Staffing is a leader in the local staffing industry and has been proudly serving Rockland, Bergen, and the surrounding counties since 1996. We are family owned and operated and have extensive knowledge of the local marketplace. Our team believes that working together on a more personal level distinguishes us from the rest. We not only love what we do, but have a deep-rooted sense of purpose and pride in the services we provide. Our commitment to excellence and quality service has contributed to our many years of success in helping our community's job seekers find gainful employment.

We work diligently to connect quality local candidates like yourself with dynamic career opportunities in the area. Our team is dedicated not only to placing you into job opportunities best suited to your qualifications, but to understanding your individual needs and ultimate goals. Our aim is to fulfill the unique requirements of both our clients and our candidates and make the perfect match. Whether you are seeking temporary or permanent employment, **RJ-Staffing** is here to help you achieve your immediate and long-term professional goals.

The attached Employee Manual serves to provide answers to questions you may have about **RJ-Staffing's** policies, procedures, rules, and regulations. You are responsible for reading and understanding the Employee Manual. If you need further clarification, please contact your **RJ-Staffing** representative.

We look forward to working with you and extend to you our personal best wishes for your success and happiness!

Sincerely,
The **RJ-Staffing** Team

Employee Manual

This Employee Manual has been prepared to inform you of **RJ-Staffing's** policies, procedures, rules, and regulations, which are to be considered as guidelines. The legal name of our company is **Professional Staffing Services, Inc.** We do business as **RJ-Staffing**. These names should be considered one and the same. Whenever applicable, rules, regulations, policies, and procedures that refer to **RJ-Staffing** are meant to include all of **RJ-Staffing's** client companies as well. **RJ-Staffing**, at its option, may change, delete, suspend, or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice as business, employment legislation, and economic conditions dictate, and any such action shall apply to existing as well as to future employees. No one other than the President of **RJ-Staffing** may alter or modify any of the policies in this Employee Manual. Any alteration or modification of the policies in this Employee Manual must be in writing. No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee. Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision. This Employee Manual replaces (supersedes) any and all other or previous **RJ-Staffing** Employee Manuals or other **RJ-Staffing** policies, whether written or oral.

At-Will Employment

The term "permanent" in reference to a job means that the position is not a temporary assignment. This is in no way a contract of employment for a specified duration of time or a guarantee of employment. Your employment with **RJ-Staffing**, and our client companies, is "employment at will." This means that neither you nor **RJ-Staffing** has entered into a contract regarding the duration of your employment. You are free to terminate your employment

with **RJ-Staffing** at any time, with or without reason. Likewise, **RJ-Staffing** has the right to terminate your employment or otherwise discipline, transfer, or demote you at any time, without or without reason, at the discretion of **RJ-Staffing**. No employee of **RJ-Staffing** can enter into an employment contract for a specified period of time or make an agreement contrary to this policy without written approval from the President of **RJ-Staffing**.

Code of Conduct and Disciplinary Policy

By accepting employment with us, you have a responsibility to **RJ-Staffing**, our client companies, and your fellow employees to adhere to certain rules of behavior and conduct. Failure to adhere to the following list can be grounds for disciplinary action, up to and including termination. This list does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment. Either you or **RJ-Staffing** may terminate the employment relationship, with or without reason, and in the absence of any violation of these rules.

Accepting Assignments

When you accept an assignment, make sure you can commit for the entire length of the assignment.

Dress Code and Personal Appearance

A neat, tasteful appearance contributes to the positive impression you make on our client companies. You are expected to be suitably attired and groomed during working hours or when representing **RJ-Staffing**. When working at a client company's site, please dress appropriately according to their corporate culture.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. **RJ-Staffing** is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. If you are unable to report to work, or if you will arrive late, please contact your **RJ-Staffing** representative immediately. We will notify the client company. If you know in advance that you will need to be absent, please notify your **RJ-Staffing** representative.

Automobiles, Equipment, and Machinery

Do not operate automobiles, equipment, or machinery of any kind unless specific permission is granted by your **RJ-Staffing** representative. If a client asks you to operate an automobile or any equipment or machinery, you must call us immediately. If you fail to obey this rule, you agree that you are operating that particular machine or vehicle at your own risk. **RJ-Staffing** will not be liable for any accident or claim that arises from such use. For more information, please refer to **RJ-Staffing's** General Employee Safety Manual, also provided.

Cellphone, Computer, E-Mail, Telephone, Internet, and Voicemail Usage

You are not to use your cellphone during working hours. You are not to use computers, e-mail, internet, telephones, or voicemail for personal use. Any employee who violates this policy or uses electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

Interviewing

Some assignments may require an interview with the client company prior to a start date. You are not required to accept these assignments. If you agree to go on any of these interviews, you will not be paid for your travel time or for the actual time spent on the interview. Furthermore, the interview itself is not a guarantee that you will be offered the position.

Working for Our Client Companies

Do not approach our client companies to inquire about job openings within their company. If you are interested in working for one of our client companies, please contact your **RJ-Staffing** representative so that they can contact the

appropriate person. You are not permitted to accept employment (either directly or indirectly) with any client company that **RJ-Staffing** introduced you to without the prior consent of **RJ-Staffing** for a period of twelve months following our introduction, unless it is through **RJ-Staffing** and on **RJ-Staffing's** payroll. This restriction will expire after twelve months from last introduction. That introduction could be in the form of a temporary assignment, interview, résumé submission, or conversation. Any deviation from this policy must first be approved by **RJ-Staffing**. You are required to inform us if a client company approaches you for direct employment. Failure to abide by these requirements may subject you to legal proceedings up to and including reimbursing **RJ-Staffing** for any fees deemed appropriate.

Confidential Information

Upon accepting employment with **RJ-Staffing**, you agree not to disclose or use any **RJ-Staffing** confidential information, or confidential information from **RJ-Staffing's** client companies, either during or after your employment. We sincerely hope that our relationship will be long-term and mutually rewarding. However, your employment with **RJ-Staffing** assumes an obligation to maintain confidentiality, even after you leave our employ. No one is permitted to remove or make copies of any **RJ-Staffing**, or client company, records, reports, or documents without prior management approval. Disclosure of confidential information could lead to termination, as well as other possible legal action. Given **RJ-Staffing** and its client companies are considered joint employers, it may be necessary for **RJ-Staffing** to share your information with the appropriate staff members of the client company.

Additional Unacceptable Activities

The provision of this Disciplinary Policy is not a guarantee of its use. **RJ-Staffing** reserves the right to terminate employment at any time, with or without reason. Additionally, **RJ-Staffing** reserves the right to prosecute any employee for any of the infractions.

- Violation of security or safety rules or failure to observe safety rules or **RJ-Staffing** safety practices, including failure to wear required safety equipment or tampering with **RJ-Staffing** equipment or safety equipment.
- Negligence or any careless action that endangers the life or safety of another person.
- Being intoxicated or under the influence of a controlled substance while at work.
- Possession or sale of a controlled substance in any quantity while on company premises, except medications prescribed by a physician which do not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons, or explosives on company property or while on duty.
- Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on company premises or when representing **RJ-Staffing**.
- Fighting or provoking a fight on company property or negligent damage of property.
- Insubordination, refusing to obey instructions properly issued by your manager pertaining to your work, or refusal to help out on a special assignment.
- Theft or unauthorized possession of company property or the property of fellow employees, unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management, unauthorized use of company equipment or property for personal reasons, or using company equipment for profit.
- Dishonesty, falsification, or misrepresentation on your application for employment or other work records, lying about sick or personal leave, falsifying reason for a leave of absence or other data requested by **RJ-Staffing**, or alteration of company records or other company documents.
- Immoral conduct or indecency on company property.
- Unsatisfactory or careless work or failure to meet production or quality standards as explained to you by your supervisor.
- Any act of harassment, sexual or other.
- Leaving work before the end of a workday, not being ready to work at the start of a workday without approval of your supervisor, or stopping work before time specified for such purposes.

- Sleeping or loitering during working hours.
- Smoking in restricted areas or at non-designated times, as specified by department rules.
- Creating or contributing to unsanitary conditions.
- Failure to report an absence or late arrival or excessive absence or lateness.
- Obscene or abusive language toward any manager, employee, or customer, indifference or rudeness towards a customer or fellow employee, or any disorderly/antagonistic conduct on company premises.

Termination

RJ-Staffing will consider you to have voluntarily terminated your employment, which may impact your rights to collect unemployment benefits, if you do any of the following:

1. Resign from **RJ-Staffing**.
2. Fail to report to an assignment without first notifying your **RJ-Staffing** representative.
3. Leave an assignment prior to its conclusion without first notifying your **RJ-Staffing** representative.
4. Fail to notify **RJ-Staffing** of your availability to work at the conclusion of an assignment.
5. Fail to call **RJ-Staffing** weekly to inform us of your availability.

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of **RJ-Staffing** policies. However, your employment is at-will, and you and **RJ-Staffing** each has the right to terminate your employment for any or no reason.

Post-Employment Inquiries

RJ-Staffing does not respond to oral requests for references. In the event your employment with **RJ-Staffing** is terminated, either voluntarily or involuntarily, **RJ-Staffing** may be able to provide a reference to potential employers, but only if you have completed and signed a release form.

Unemployment Compensation

Depending upon the circumstances, you may be eligible for Unemployment Compensation upon termination of employment with **RJ-Staffing**. Eligibility for Unemployment Compensation may be affected if you fail to notify us that you are available for work. You must also contact us weekly to inform us of your availability. Unemployment Compensation is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed. Failure to report to an assignment without notification or leaving an assignment prior to its completion without first notifying your **RJ-Staffing** representative will be interpreted as a voluntary termination and will disqualify you from receiving Unemployment Compensation.

Arbitration

If an employment dispute arises while you are employed with **RJ-Staffing**, **RJ-Staffing** requests that you agree to submit any such dispute arising out of your employment or the termination of your employment (including, but not limited to, claims of unlawful termination based on discrimination, breach of contract, or any other bias prohibited by law) exclusively to binding arbitration under the Federal Arbitration Act, 9 U.S.C., Section 1. Similarly, any disputes arising during your employment involving claims of unlawful discrimination or harassment under federal or state statutes shall be submitted exclusively to binding arbitration under the above provisions. This arbitration shall be the exclusive means of resolving any dispute arising out of your employment or termination from employment by **RJ-Staffing** or you, and no other action can be brought by employees in any court or any forum. By simply accepting or continuing employment with **RJ-Staffing**, you automatically agree that arbitration is the exclusive remedy for all disputes arising out of or related to your employment with **RJ-Staffing**, and you agree to waive all rights to a civil court action regarding your employment and the termination of your employment with **RJ-Staffing**; only the arbitrator, not a judge nor a jury, will decide the dispute. If you decide to dispute your termination or any other alleged incident during your employment, including, but not limited to, unlawful discrimination or harassment, you

must deliver a written request for arbitration to **RJ-Staffing** within six months from the date of termination or six months from the date on which the alleged incident(s) or conduct occurred and respond within fourteen calendar days to each communication regarding the selection of an arbitrator and the scheduling of a hearing. If **RJ-Staffing** does not receive a written request for arbitration from you within six months or if you do not respond to any communication from **RJ-Staffing** about the arbitration proceedings within fourteen calendar days, you will have waived any right to raise any claims arising out of the termination of your employment with **RJ-Staffing**, or involving claims of unlawful discrimination or harassment, in arbitration and in any court or other forum. You and **RJ-Staffing** shall each bear respective costs for legal representation at any such arbitration. The cost of the arbitrator and court reporter, if any, shall be shared equally by the parties.

Bonding Requirement

If your employment with **RJ-Staffing** requires you to handle other people's property or to deal with money in any capacity, **RJ-Staffing** may require that you be bonded. It is your responsibility to assure that you are bondable. **RJ-Staffing** will pay the cost of bonding. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or dismissal.

Workplace Safety

All employees are entitled to Workers' Compensation benefits. All injuries or illnesses arising out of the scope of your employment must be reported to your **RJ-Staffing** representative immediately. **RJ-Staffing** is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury, accident prevention, and employee safety. Maintaining a safe work environment requires the continuous cooperation of all employees. All accidents, injuries, potential safety hazards, safety suggestions, and health and safety related issues must be reported immediately to your on-site manager and **RJ-Staffing** representative. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, an Employer's First Report of Work-Related Injury/Illness form must still be completed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. The Employee Claim form must be completed in all cases in which an injury requiring medical attention has occurred. For more information, please refer to **RJ-Staffing's** General Employee Safety Manual, also provided.

Discrimination and Harassment

RJ-Staffing seeks, selects, employs, and refers all applicants solely on the basis of qualification for the job to be filled, without discrimination with regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, military status, genetics, disability (that does not prohibit performance of essential job functions), or any other factor protected by law. **RJ-Staffing** is committed to maintaining a workplace free from discrimination and any form of harassment, including sexual harassment. For more information, please refer to **RJ-Staffing's** Sexual Harassment Policy and Complaint Form, also provided. If you are subject to or witness or become aware of behavior that may constitute discrimination or harassment, you are encouraged to report such behavior to your **RJ-Staffing** representative. Any employees, including managers, who engage in harassment or retaliation will be subject to remedial and/or disciplinary action.

Immigration Law Compliance

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work, you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9 Employment Eligibility Verification form. If you at any time cannot verify your right to work in the United States, **RJ-Staffing** may be obliged to terminate your employment.

Background Check and Drug Screening

Your employment with **RJ-Staffing** may require you to undergo a drug screening and/or a criminal background investigation. The results of the drug screening and/or criminal background investigation may impact your assignment eligibility or result in termination of employment.

Payroll

We have a weekly pay cycle. Payday is normally on Wednesday for services performed during the one-week period ending the previous Sunday at 12:00 midnight. The weekly pay schedule amounts to fifty-two pay periods per year. Our payroll workweek begins on Monday at 12:01AM and ends on Sunday at 12:00 midnight. At the end of each week, you must report your hours to **RJ-Staffing** so that we can prepare your paycheck. You must get your timesheet signed or approved by your supervisor and submit it to **RJ-Staffing** (via electronic timekeeping system, email, text, fax, or in-person drop-off) before we can process a paycheck for you. The deadline to submit your hours will be 9:30AM on Tuesdays. All hours reported after Tuesday at 9:30AM will be paid the following week. We offer Direct Deposit as a payroll option. If you choose to set up this service, we are able to directly deposit your paycheck into the bank account of your choice. Direct Deposit funds will be available as early as Wednesday, depending upon your bank. If you do not wish to setup Direct Deposit, paychecks will be mailed on Wednesdays or available for in-person pickup at our office upon request. You can deposit your paycheck into your bank account or cash your paycheck at the bank where you hold an account. **RJ-Staffing** banks with Chase Bank, a prominent international bank. Please keep in mind that Chase Bank will not cash your check unless you open an account with them. Adjustments will be made and announced in advance whenever **RJ-Staffing** holidays or closings interfere with the normal pay schedule. Submitting falsified timesheets and/or forging a supervisor signature are felonies which **RJ-Staffing** will prosecute to the full extent of the law.

Overtime Pay

If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half (1.5) times your regular hourly wage for approved hours worked over forty hours in one week.

Mandatory Deductions

RJ-Staffing is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state, and local income taxes and your contribution to Social Security, as required by law. State taxes will be calculated based upon the state in which you are working. The amount of the deductions will depend on your earnings and on the information you furnish on your Form W-4 Employee's Withholding Certificate form regarding the number of dependents you claim. We advise you to check your paystub to ensure that it reflects the proper number of withholdings. Other mandatory deductions include Income Withholding Orders for child support, if applicable.

Wage Garnishments

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck, you will be notified.