

**FULL STEAM STAFFING**  
**EMPLOYEE HANDBOOK**  
**for**  
**TEMPORARY STAFFING**  
**ASSOCIATES**

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## **Introduction**

This Associate Employee Handbook (the “Handbook”) is designed to summarize Full Steam Staffing LLC’s (“Full Steam Staffing” or the “Company”) personnel policies and benefits applicable to our Temporary Staffing Associates and to acquaint you with the Company. Compliance with the Company’s policies and procedures as set forth in this Handbook is a condition of employment. This Handbook supersedes all previous employment policies, written and oral, express and implied. With the exception of the at-will employment policy, which can only be changed in a writing signed by the Chief Executive Officer, the Company reserves the right to modify, rescind, delete or add to the provisions of this Handbook from time to time in its sole and absolute discretion. The Company will notify employees of any significant changes that affect them. This Handbook is not a binding contract between the Company and its employees, nor is it intended to alter the at-will employment relationship between the Company and its employees. The Company reserves the right to interpret the policies in this handbook and to deviate from them when, in its discretion, it determines it is appropriate.

This Handbook applies to all temporary staffing employees (“Associates”) regardless of their work site. It is our intent to comply with all applicable state and federal laws. To the extent any of the policies in this Handbook are inconsistent with a particular state’s laws, the laws of the state in which you are working will govern.

Each Associate is responsible for reading and following this Handbook. If at any time you have questions regarding the Company’s policies, we encourage you to discuss them with your supervisor or with Human Resources.

## **At-Will Employment Relationship**

Employment with the Company is at-will, unless otherwise specified in a written employment agreement. This means employment with the Company is not for any specified period and may be terminated by you or the Company at any time, with or without cause or advance notice. In connection with this policy, the Company reserves the right to modify or alter your position, in its sole discretion, with or without cause or advance notice, through actions other than termination, including demotion, promotion, transfer, reclassification or reassignment. In addition, the Company reserves the right to exercise its managerial discretion in imposing any form of discipline it deems appropriate. No person other than the Chief Executive Officer of the Company has the authority to enter into an agreement contrary to this statement. To be valid, such agreement must be specific, in writing and signed by the Chief Executive Officer of the Company.

## **Employment Categories**

**Temporary Staffing Associates:** Temporary Staffing Associates (“Associates”) are those employees who are hired to provide temporary staffing services to the Company’s clients on an as-needed and temporary basis. This Handbook applies to all Associates. Unless otherwise required by applicable law, Associates are generally not eligible for benefits provided to Administrative Employees.

## **Equal Employment Opportunity Policy**

Full Steam Staffing is an equal opportunity employer. The Company is committed to providing equal employment opportunities to all employees and applicants without regard to unlawful considerations of race, religion, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions and breastfeeding), gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, marital status, military or veteran status, genetic information or any other classification protected by applicable local, state or federal laws. This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, compensation, promotion, benefits, training, discipline and termination.

The Company also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. In addition, the Company prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristics protected by federal, state, or local law.

## **Requests for Accommodation**

To ensure equal employment opportunities to qualified individuals with disabilities, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any employee or applicant who requires an accommodation in order to perform the essential functions of the job should contact Human Resources. The employee should specify in what way s/he is limited in his/her ability to perform her/his job and what accommodation s/he believes is needed. The Company will engage in a good faith interactive process with the employee and identify possible accommodations, if any, that will enable the employee to perform the essential functions of his/her job. If a reasonable accommodation can be identified that will not impose an undue hardship, the Company will make the accommodation. If there is more than one possible accommodation, the Company will decide which one will be provided.

The Company will attempt to make reasonable accommodations for employee observance of religious holidays and sincerely held religious beliefs, including religious dress, provided the accommodation does not impose an undue hardship on the Company and/or impact the health and safety of employees or others in the workplace. If you desire a religious accommodation, you are required to make the request to your supervisor as far in advance as possible. An employee's observance of a religious holiday will be charged to the employee's accrued vacation. If the employee has no available vacation or paid time off, leave will be without pay.

## **Policy Prohibiting Harassment, Discrimination and Retaliation**

### **Policy**

The Company is committed to providing a work environment free of inappropriate and unlawful harassment and discrimination. The Company expects everyone to behave professionally and respectfully in the workplace. The Company will not tolerate any type of harassment or discrimination against applicants

for employment, employees, independent contractors, vendors, clients or customers on the basis of age, race, color, religion (including religious dress and grooming practices), sex/gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, national origin, ancestry, physical or mental disability, military or veteran status, marital status, sexual orientation, genetic information, or any other characteristic protected by applicable local, state or federal laws. The Company's policy prohibiting harassment and discrimination applies to all persons involved in the operation of the Company, including supervisors, co-workers, and third-party non-employees (such as vendors, clients and independent contractors). All harassment claims are to be reported to the Human Resources Department immediately at 909-947-3755 or [HR@fullsteamstaffing.com](mailto:HR@fullsteamstaffing.com).

### **Definitions**

**Harassment** is unwelcome verbal, visual or physical conduct based on a protected characteristic described above that creates an intimidating, offensive or hostile working environment or that interferes with work performance.

**Discrimination** is the act of differentiating among employees or applicants for employment on the basis of any protected characteristic described above.

**Sexual Harassment** is one form of unlawful harassment. Federal law defines sexual harassment as: Unwelcome sexual advances, requests for sexual favors or other visual, verbal or physical conduct of a sexual or sex-based nature when:

- submission to that conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Specific examples of conduct prohibited under this policy are presented below. These examples are provided to illustrate the kind of conduct prohibited by this policy. This list is not exhaustive.

- Verbal conduct such as epithets, derogatory jokes, comments or slurs based on an individual's protected characteristic;
- Unwanted sexual advances, invitations or comments, comments about a person's sexuality or sexual experience;
- Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct such as assault, unwanted touching, pinching, patting, grabbing, brushing against, poking, blocking normal movement or interfering with work because of sex, race or any other protected characteristic described above;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors; and/or
- Retaliation for having reported or threatened to report harassment.

Please note that more than just sexual harassment is prohibited by this policy. Harassment based on any protected characteristic described above is expressly prohibited by this policy. In addition, conduct need not be motivated by sexual desire to constitute sexual harassment.

### **Procedures for Making, Investigating, and Resolving Complaints**

All Company employees are responsible for helping to ensure that the work environment is free from prohibited harassment and discrimination. If you believe you have been discriminated against, or subjected to sexual or other harassment in violation of this policy, by an employee or a non-employee, you may inform the offending party that his/her conduct is unwelcome and tell that person to stop the behavior but you are not required to do so. Either way, you must immediately report the facts of the incident to the on-site supervisor, the local branch office, the Human Resources Department at 909-947-3755 Ext 309 or any member of management. You are not required to use the usual process of communicating with your immediate supervisor first. That is, employees may contact any of the other above-listed management individuals directly. Complaints will be accepted in writing or orally. Supervisors and managers who receive complaints must immediately report such complaints to Human Resources.

Anyone who has observed discrimination, harassment or retaliation must also report such conduct immediately to the on-site supervisor, the local branch office, the Human Resources Department or any member of management. Reported incidents will be promptly and thoroughly investigated. Company will conduct a fair, timely, thorough, and objective investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. The Company expects all employees to fully cooperate with any investigation conducted under this policy or regarding any other Company policies. The investigation will be kept as confidential as possible, and information will be shared only on a need-to-know basis. The Company will take appropriate remedial action to stop any prohibited discrimination or harassment and to deter future conduct of a similar nature. Corrective action may include discipline, up to and including termination.

**The Company will not tolerate any form of retaliation against any employee for engaging in protected activity, such as making a good faith complaint of harassment or discrimination or for cooperating in an investigation.**

The Equal Employment Opportunity Commission (“EEOC”) and similar state agencies accept and investigate complaints of unlawful harassment and discrimination in the workplace. The EEOC or the applicable state agency may, in some cases, prosecute claims on behalf of employees. Employees may contact the EEOC at 1.800.669.4000 and/or contact the appropriate state agency as listed below.

California: California Department of Fair Employment and Housing, [www.dfeh.ca.gov](http://www.dfeh.ca.gov), (800.884.1684)

Connecticut: Connecticut Commission on Human Rights and Opportunities, [www.ct.gov/chro](http://www.ct.gov/chro), (860.541.3459, 800.477.5737).

Illinois: Illinois Attorney General, [www.illinoisattorneygeneral.gov](http://www.illinoisattorneygeneral.gov), (312.814.3000)

New Jersey: New Jersey Division on Civil Rights, [www.njcivilrights.org](http://www.njcivilrights.org), (973.977.4500)

Oregon: Bureau of Labor and Industries (“BOLI”), [www.boli.state.or.us](http://www.boli.state.or.us), (971.673.0761)

Texas: Texas Commission on Human Rights, [www.texasworkforce.org](http://www.texasworkforce.org), (888.452.4778)

Washington: Washington Human Rights Commission, [www.hum.wa.gov](http://www.hum.wa.gov), (206.464.6500)

Please contact your on-site supervisor, the Company's local branch office or the Human Resources Department if you have any questions about this policy or require further information.

## **Immigration Law Compliance**

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 form with the Company within the past three years, or if their previous I-9 is no longer valid or is no longer in the possession of the Company. This Company may also update I-9s for employees who hold temporary visas or work permits.

If employees have any questions or want more information on immigration law issues, they are encouraged to contact the Human Resources. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## **Assignments/Assignment Procedures**

You will be offered assignments based on availability as well as your experience and skills. Usually, you will know about assignments a day or two in advance. Some opportunities, however, start right away. When you accept an assignment, you should record all important information so you will be prepared for a good start.

You have the flexibility to accept or decline any assignments for which you are selected. You are expected to complete all assignments you accept. If you are unable to report to work or complete an assignment for any reason, illness, emergency, etc., notify us immediately, not the client, in order for us to obtain a replacement. When your assignment with a client ends, contact us within 24 hours. The end of a particular assignment does not terminate your employment with us as you remain an employee of Full Steam Staffing and are eligible for placement with another client. If you fail to contact us at the end of an assignment, you may be considered to have voluntarily resigned your employment with Full Steam Staffing.

### **Points to Remember**

- Arrive on time every day to show your professionalism and commitment to quality performance.
- Dress appropriately for the assignment. The Company's Personnel Coordinator will outline the client's dress code and other important rules concerning breaks and more.
- Direct all incoming personal calls to our office and we will pass messages on to you. Client phones should not be used to make or receive personal calls.
- If you desire a full-time position, or are offered one while on assignment, let us know immediately.

## **Employment Applications**

We rely upon the accuracy of the 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 applicant's exclusion



from further consideration for employment. If already hired, the employee may be subject to discipline up to, and including, termination of employment.

## **Background Checks**

The Company recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable, and nonviolent, and who do not present a risk of serious harm to their coworkers or others. For purposes of furthering these concerns and interests, the Company reserves the right to investigate an individual's prior employment history, personal references, and educational background, license verification, as well as other relevant information. Consistent with legal or contractual requirements, the Company also reserves the right to obtain and to review an applicant or employee's criminal conviction record, and related information, and to use such information when making employment decisions, but only to the extent permissible under applicable law. Any inquiries into an applicant's criminal history only will be conducted, if at all, after a conditional offer of employment is made. All background checks will be conducted in strict conformity with the federal Fair Credit Reporting Act (FCRA), state fair credit reporting laws, and state and federal anti-discrimination and privacy laws. The Company is an equal opportunity employer and will comply with applicable federal, state, and local laws relating to the use of background checks and inquiries regarding criminal history for employment purposes.

## **Workweek**

The workweek is a regularly recurring period of seven (7) consecutive twenty-four (24) hour work days. The regular work week at the Company commences on Monday at 12:01 a.m., and ends at 12:00 midnight on Sunday.

Work schedules for Associates vary throughout the Company. Supervisors will advise Associates of their individual work schedules.

## **Pay Rates/Timesheets/Pay Periods/Paydays**

Associates will be paid for all hours worked in accordance with applicable federal, state and local laws. The pay rate is determined before you begin the assignment and can vary from one assignment to the next. Compensation for overtime will be paid to nonexempt Associates in accordance with applicable federal, state and local laws.

Only those hours that are actually worked will be included when determining a non-exempt employee's overtime pay. Paid time off, for example, is not hours worked and are therefore not counted in making overtime calculations. Employees must obtain advance authorization before working overtime. Regardless, employees will be paid for any overtime hours actually worked. Working "off the clock" is never permitted. If any supervisor or client requests that you perform work "off-the-clock," immediately report the situation to Human Resources.

The Company will make all state and federally required payroll deductions (social security, medicare, withholding taxes) as required by law. The Company matches social security contributions and provides Workers' Compensation insurance.

Associates must report their time at least weekly, and upon completion of each assignment. Use a new timesheet for every assignment you work. For a continuing assignment, use a new timesheet each week. If using a time and attendance system, be sure to utilize the system to record the start and end of your shift each work day. Associates must review and sign your timesheet each Friday, or at the end of each

assignment. The client company supervisor must also sign your timesheet. Failure to deliver the timesheet by the appropriate time may delay the processing and issuance of your paycheck.

Most Associates are paid every Friday, for the one-week period that ends the previous Sunday. You will be notified if you are on an assignment that may have different paydays and/or pay periods.

## **Meal and Rest Periods**

Full Steam Staffing complies with federal, state and local laws in allowing appropriate meal and rest periods for non-exempt employees. The time when meal periods are taken will vary by assignment, but will be scheduled in accordance with any applicable laws.

In general, unless state law has different requirements, all Associates are required to take a minimum of 30 minutes for an unpaid, duty-free meal period when working more than six (6) consecutive hours in a day. Where required by law, Associates may be required to take longer or additional breaks. To ensure that these mandatory meal periods are taken, hourly employees must clock-out and in when starting and ending a meal period. Skipping meal periods is not permitted. You may not work through meal periods simply to leave work early at the end of the day. If, on any day, you forget to clock out for your meal break, you must immediately notify your supervisor. If, on any day that you work more than six hours, you do not receive an uninterrupted 30-minute meal break, you must immediately notify your supervisor or Human Resources.

## **Lactation Accommodation**

In compliance with applicable law, female employees who wish to express milk for their infant child will be provided a reasonable amount of break time for that purpose. The break time will, to the extent possible, run concurrently with any paid break time already provided (if required by applicable state law), and to the extent additional time is needed, the time will be unpaid. The Company will make reasonable efforts to provide the use of a room or other location near the work area for the employee to express breast milk in private. You should notify your supervisor if you require lactation accommodations.

## **Health Insurance Benefits**

Associates are eligible for medical benefits in accordance with the Affordable Care Act (ACA). Please consult with your Full Steam Staffing representative for more information regarding your eligibility for medical benefits.

## **State Disability Insurance or Paid Sick Leave**

Associates may be covered by state-sponsored disability insurance, which may provide wage replacement benefits to eligible employees who are unable to work due to disability.

Additionally, employees in certain states are entitled to paid sick leave. Information regarding state disability insurance and paid sick leave benefits is contained within your State Supplement, if applicable.

## **Standards of Conduct**

We have established workplace standards of performance and conduct as a means of maintaining a productive and cohesive working environment. Full Steam Staffing counts on common sense and professionalism in the actions of all employees. This is essential to providing a positive work environment. Therefore, conduct that is dangerous to others, dishonest, unethical, illegal, and/or abusive will not be

tolerated by Full Steam Staffing. Violations of Full Steam Staffing Standards of Conduct will be grounds for disciplinary action, up to and including discharge from employment.

When an employee fails to meet Full Steam Staffing's established Standards of Conduct, his or her manager may attempt to utilize progressive discipline so that the employee will be assisted in improving his or her performance or conduct. However, because Full Steam Staffing employees are employed at-will and can be terminated or resign at any time for any or no reason, Full Steam Staffing reserves the right to impose any type of discipline it deems appropriate, as determined by the Company in its sole discretion, up to and including immediate termination of employment.

As it is impossible to list every reason why an employee may be subject to disciplinary action, the following list of offenses is not all-inclusive, but merely provides guidance to our employees concerning conduct that Full Steam Staffing would define as unacceptable. Following are examples of behavior, performance or conduct that are not permitted and may result in disciplinary action, up to and including termination:

- Excessive unexcused absenteeism, tardiness or any absence without notice, including failure to report to an assignment, unless due to exigent circumstances (e.g., illness or injury);
- Unauthorized possession, use, theft or removal of property belonging to us or any of our clients;
- Failure to comply with all safety rules and regulations, including the failure to wear safety equipment when instructed;
- Working under the influence of alcohol, marijuana or other controlled substances, or other violation of the Company's Drug and Alcohol Free Workplace Policy;
- Possession of weapons, explosives, or other hazardous or dangerous devices or substances onto Company or client property without prior written approval;
- Being absent for two (2) or more consecutive work days without prior authorization or notice, or failure to call us when an assignment ends;
- Violation of the Company's policies prohibiting harassment, discrimination or retaliation;
- Insubordination, for example, refusal to carry out your supervisor's reasonable work request
- Dishonesty, or falsification of records, including but not limited to falsification or dishonesty pertaining to time records, work injury claims, personnel records, or sick leave;
- Disclosing confidential information without authorization;
- Gambling on Company or client property or during working hours;
- Use of abusive or threatening language;
- Fighting, threatening, or coercing fellow employees, vendors, clients or others on Company or client property or during working hours, for any purpose;
- Leaving work before the end of scheduled shift without permission;
- Neglect of job responsibilities and duties, including incompetence.

This policy is written to comply with applicable law and will not be applied in a manner that restricts the flow of concerted employee communication about terms and conditions of employment.

Full Steam Staffing may use any type of discipline it deems appropriate in its sole discretion, including, but not limited to, verbal warning(s), written warning(s), suspension, or immediate termination. Nothing in these Standards of Conduct, or in this Handbook, in any way affects the at-will status of the employees' employment.

## **Drug and Alcohol Free Workplace Policy**

We believe that maintaining a workplace that is free from the effects of drug and alcohol abuse is the responsibility of all persons involved in our business, including our employees and clients. The use, possession, sale, or transfer of any controlled substance (including marijuana) or alcohol on Company or client property, in Company or client vehicles, or while engaged in Company or client activities is strictly forbidden. Being under the influence of drugs or alcohol while on Company or client property, in company or client vehicles, or while engaged in Company or client activities is also strictly forbidden.

Unless prohibited by law, Full Steam Staffing reserves the right to conduct or require drug and alcohol testing on any employee on company or client premises, engaged in company or client business, or operating company or client equipment. Specifically, testing may be required after accidents or near misses, when a client requires pre-assignment testing, and/or where management has a reasonable suspicion that an employee is impaired or affected on the job by alcohol or a controlled substance in violation of this policy.

Some of the observable behaviors that may indicate that an employee is working in an impaired condition or otherwise engaging in conduct that violates this policy include, but are not limited to:

- Observed use of alcohol or drugs;
- Smell of alcohol on breath;
- Fluctuating mood, unusual or aggressive or abnormal behavior;
- "On-the-job" absenteeism (e.g., long or excessive breaks);
- Unsteady gait, slurred speech, poor coordination or slowed reactions;
- Drowsiness or nodding off;
- Illogical and/or unrelated responses to questions.

Full Steam Staffing will pay the costs associated with the drug test. Full Steam Staffing will provide the employee with a reasonable opportunity to rebut or explain the results. A positive test will result in termination. A refusal to test will be considered the same as a positive test.

All drug testing-records will be treated as confidential.

The Company may search company or client premises or property, without prior notice, and reserves the right to search employees' personal property brought onto company or client premises in order to investigate a reasonable suspicion that this policy has been violated.

Employees violating this policy are subject to disciplinary action up to and including immediate termination and, consistent with state laws, possible denial of any workers' compensation benefits. Failure to consent to a test or any attempt to falsify or alter test results will also result in disciplinary action, up to and including termination.

## **Workplace Searches**

To protect Company and Client property and to ensure the safety of all employees, the Company, and our clients, reserves the right to inspect and search any employee's work area, files, locker, equipment, and any area on Company premises. You should have no expectation of privacy with respect to items brought onto Company or client property and/or stored in Company or client facilities. Inspection may be conducted at any time, without notice, at the discretion of the Company or client.

In addition, when the Company or a client has a reasonable suspicion that a Company or client policy is being violated that necessitates a search, you may be required to submit to reasonable searches of your personal vehicles, parcels, purses, handbags, backpacks, briefcases, lunch boxes or any other possessions or articles brought on to the Company or client property. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted entry. Failure to consent to a search without reasonable justification may be subject to discipline, up to and including termination.

## **Violence-Free Workplace**

The Company is committed to providing a work environment free from violence. The Company maintains a zero-tolerance policy for any acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or, unless it is required by the nature of the employee's position, possession or use of weapons of any kind, on Company property or while conducting Company business. Should you engage in such acts, you will be subject to disciplinary action, up to and including immediate termination of employment. You may also be subject to other civil or criminal liability.

If you feel you have been subjected to behavior prohibited by this policy or witness or have knowledge of any actions in violation of this policy, you should report the incident immediately to your Supervisor or Human Resources at 909-947-3755. All complaints will be investigated promptly and appropriate action taken. Corrective action will be imposed for engaging in any potentially violent or threatening activities. You may also contact the appropriate law enforcement authorities if you have reason to believe there is an immediate threat to your safety and/or the safety of others. Reports or incidents warranting confidentiality will be handled appropriately and confidentiality will be maintained to the extent possible. You will not be retaliated against for reporting, in good faith, any conduct prohibited by this policy.

## **Anti-Bullying Policy**

Full Steam Staffing is committed to the elimination of all forms of abusive conduct (also known as "bullying"). We are committed to providing all employees a healthy and safe work environment.

This policy applies to all employees. It applies during normal working hours, at work related or sponsored functions, and while traveling on work related business.

"Abusive conduct" means conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious.

## **Reporting Abusive Conduct**

Anyone with knowledge of abusive conduct in the workplace should notify Human Resources at [hr@fullsteamstaffing.com](mailto:hr@fullsteamstaffing.com). This is true whether or not the knowledge came firsthand. Report abusive conduct to any supervisory employee in your chain of command or HR. If the conduct immediately threatens safety, contact the police.

## **Family and Medical Leave**

The Company provides employees with family and medical leave in accordance with the provisions of the Federal Medical Leave Act (“FMLA”). The Company complies with all requirements of similar local and state laws in areas where it operates or does business. If a local or state law entitles an employee to more generous benefits than provided under this policy, the employee will receive the benefits required by the applicable law.

This policy provides an overview of the leave provided under the FMLA, but is not intended to diminish or increase any obligations or rights set for under such laws. Unless otherwise defined in this policy, the terms used in this policy have the meanings they are given under the FMLA.

### **Employee Eligibility**

Eligible employees are those who have:

- Completed 12 months of service with the Company (the service need not be consecutive);
- Worked at least 1250 hours during the 12-month period immediately preceding the requested leave; and
- Worked at a location where there are 50 employees of the Company within a 75-mile radius.

### **Qualifying Reasons for Leave**

Eligible employees may take leave for the following reasons:

1. For the birth of the employee’s child, or placement of the child with the employee for adoption or foster care;
2. To care for the employee’s spouse (including same sex marriage), , child or parent with a serious health condition;
3. For the employee’s own serious health condition, which prevents him or her from performing the functions of his/her position;
4. Because of a qualifying exigency (as defined under the FMLA) arising out of the fact that the employee’s spouse, son, daughter, or parent who is either a member of the National Guard or Reserves, or a retired member of the Regular Armed Forces or retired Reserves, is on covered active duty or call to covered active duty status (“Military Exigency Leave”); or
5. To care for an immediate family member or next-of-kin who is a covered servicemember recovering from a serious injury or illness sustained in the line of active military duty (“Military Caregiver Leave”).

The term “covered service member” is defined by federal law and means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or a veteran who seeks medical treatment for a serious service-related injury or illness within five years of serving in the military. The term “next-of-kin” is defined as the nearest blood relative. “Qualifying exigencies” for Military Exigency Leave include: short-notice deployment; military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation leaves; post-deployment activities; arranging certain parental care; and other reasons as agreed upon between the Company and the employee. Certain restrictions on leave may apply, depending upon the nature of the qualifying exigency. The term “covered active duty or call to covered active duty status,” as defined by the FMLA means, in the case of a member of the Regular Armed Forces, duty during deployment with the Armed Forces to a foreign country and, in the case of a member of the Reserves, duty during deployment to a foreign country in support of a contingency operation.

### **Amount of Leave**

A maximum of 12 work weeks of unpaid leave may be taken within a 12-month period for any qualifying reasons 1 through 4 as listed above. The 12-month period is measured forward from the first date the employee takes FMLA leave.

Employees who are absent for Military Caregiver Leave may take up to 26 workweeks of unpaid leave in a single 12-month period. The “single 12-month period” begins on the first day the eligible employee takes family and medical leave to care for a covered service member and ends 12 months after that date. This leave entitlement is applied on a per-covered service member, per-injury basis. Employees who use Military Caregiver Leave in addition to other types of family and medical leave in the same leave year or single 12-month period are entitled to a combined maximum of 26 weeks of protected leave.

Certain state laws may provide employees disabled by pregnancy, childbirth or related medical conditions additional rights to take a pregnancy disability leave separate from, and in addition to any leave available under FMLA. However, the first 12 weeks of pregnancy disability leave will be treated concurrently as leave under the FMLA, for eligible employees.

If leave is taken for a serious health condition, the leave may be taken either in a block, or if medically necessary, on an intermittent or reduced schedule basis. Employees and supervisors are expected to work together to schedule leaves so as not to unduly disrupt Company operations. In most situations, an employee will continue in his/her regular job. However, in certain circumstances, at the Company’s discretion, employees may be temporarily assigned to an alternative position in order to better accommodate recurring periods of leave. Employees will receive equivalent pay and benefits as they would have received in their regular job while in the temporary position.

When both parents are employed by the Company and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Company will not grant more than 12 weeks of combined leave both employees.

All time off which qualifies as family and medical leave under state and/or federal law will be counted against the employee’s FMLA entitlement to the fullest extent permitted by law.

### **Compensation During Leave**

Leaves granted under this policy are unpaid. Any earned sick leave and accrued vacation benefits may be used during an approved leave in accordance with the Company's requirements under the applicable paid leave policy.

### **Benefits during Leave**

Employees will continue to receive group health plan benefits during the leave for up to 12 weeks (or up to 26 weeks while on Military Caregiver Leave) on the same terms and conditions as when working. The employee must continue to pay the employee's portion of premiums for group health plans while on leave. Failure to make timely payments may result in loss of coverage. Alternatively, if the Company voluntarily pays the employee's unpaid share of any benefit premiums so that it has the ability to reinstate the employee's coverage upon his/her return from leave, the Company will recover such amounts from the employee's future wages. In addition, in some circumstances, an employee who does not return to work may be required to reimburse the Company for all premiums it paid during the leave.

Vacation and sick time will not accrue during unpaid portions of leaves.

### **Return to Work**

Upon returning from FMLA leave, employees will be reinstated to the same or an equivalent position, with the same pay and benefits, except as permitted by law. Generally, employees whose leave does not exceed the approved period of leave or the maximum allowed under the law, will be reinstated to their former position. However, employees will not be provided greater rights than he/she would have had if he/she had been continuously employed during the leave.

Failure to report to work on the first workday after the approved leave has expired, unless an extension of the leave is granted in writing, or falsification of any information submitted in connection with the leave, will result in termination of employment.

If the leave was taken due to the employee's own serious health condition, the Company will require certification from the employee's health care provider of the date the employee is able to resume work, with or without accommodation. The return-to-work certification must be provided to the Company on or before the date of the employee's return to work and is a condition of reinstatement. If the employee requires accommodation to return to work, the Company will engage in a good faith interactive process to determine what, if any, reasonable accommodations are necessary and available.

Reinstatement after family and medical leave may be denied to certain salaried "key employees." The Company will notify you if your position falls into this "key employee" category.

### **Notification**

Employees must provide at least 30 days' advance notice for a foreseeable event (e.g., the expected birth of a child or a planned medical treatment). For events that are unforeseeable, employees must notify the Company as soon as practicable after they learn of the need for leave, but no later than 2 business days thereafter. Failure to comply with these notice rules may result in a delay or denial of the requested leave.



While written notice is not required, employees are requested to submit a request for leave in writing and to meet with Human Resources prior to commencing the leave where possible.

The employee must notify Human Resources of any changes in the status of the leave, the expected start date, or the expected return date. Any such requested changes are subject to approval by the Company.

### **Certification**

If the leave request is made because of an employee's serious health condition, the serious health condition of the employee's family member, or because of a covered servicemember's serious illness or injury, the Company will require the employee to obtain a medical certification form signed by a licensed healthcare provider. The certification must include sufficient information to allow the Company to determine if the leave is requested for a qualifying reason, and the anticipated dates (or duration and frequency) of the requested leave.

If the need for leave may extend beyond the time covered by a certification, and additional leave is requested, the employee is required to provide the Company with an updated certification from his or her health care provider. Certification for the extension shall be submitted prior to the expiration of the current certification. Failure to submit the updated certification in a timely fashion may result in the denial of an extension of the leave and, if the employee fails to return to work, the employee may be considered to have abandoned his or her employment with the Company.

When an employee requests leave due to a qualifying military exigency, the Company will require the employee to provide a copy of the covered military member's active duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service. The Company also will require that such leave, because of a qualifying exigency, be supported by a certification from the employee that sets forth: (1) a statement or description of appropriate facts regarding the qualifying exigency for which the leave is requested; (2) the approximate date on which time off from work due to the qualifying exigency commenced or will commence; (3) the beginning and end dates for the employee's absence, or, where leave is requested on an intermittent or reduced schedule basis, an estimate of the frequency and duration of the qualifying exigency; and (4) if the qualifying exigency involves meeting with a third party, appropriate contact information for the individual or entity with whom the employee is meeting and a brief description of the purpose of the meeting.

All medical certifications and military exigency certifications must be provided within 15 days of being requested by the Company. If a certification is not provided within 15 days of the first request, absent extenuating circumstances, the leave may be delayed or denied.

For employee's serious health conditions, the Company may require, at its own expense, a second opinion from a health care provider selected by the Company. If the second opinion differs from the first opinion, the Company may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and employee. The opinion of a third health care provider shall be considered final and binding on the Company and the employee.

Obtain appropriate forms from the Company's local branch office.

If you have any questions concerning, or would like to submit a request for a family and medical leave of absence, please contact the Company's local branch office.

The Company will comply with all other state and federal leave laws, subject to any employer and employee eligibility requirements.

## **Military Leave**

Military leaves are available to employees who enter, voluntarily or involuntarily, the Armed Forces of the United States, including the National Guard, the state military forces, or the reserve components of the same, to participate in active or inactive duty or training. Time off is also permitted for an examination to determine one's fitness for duty in any of the military forces. Such leave will be granted in accordance with applicable state and federal law, and employees returning from military leave will be reinstated in accordance with applicable law. Unless prohibited by military necessity, you must notify the Company of your need for leave, indicating the date of departure and return, as far in advance as possible. Upon return, you must furnish evidence verifying the dates of your military service. For further information about your rights and obligations regarding military leave or to request a military leave, please contact the Human Resource Department.

## **Work-Related Injury Leave**

In case of work-related injuries, employees are entitled to receive leave and benefits in accordance with applicable law. An employee who suffers an injury while on the job must report it immediately to his/her immediate supervisor and the Human Resources Department. Employees must also provide the Company with a signed written notice of the injury or illness within 30 days of the injury. This notice may be in the form of the employee's workers' compensation claim form.

If an employee expects to be absent for more than one day, he/she must submit a medical certification that confirms he/she is not able to work and provides an estimated return to work date. Employees on leave for a work-related injury are required to provide the Company with monthly notices of the status or change in status, or their intention to return to work. Failure to provide such information may result in disciplinary action. The period of leave for a work-related injury will run concurrently with FMLA leave to the maximum extent permitted by law.

## **Jury Duty**

The Company encourages employees to serve on jury selection or jury duty when called. An employee who is called to perform jury duty shall be given unpaid leave. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of having served. Of course, employees are expected to report to work whenever the court schedule permits. Any mileage allowance, fees, etc. paid by the court for jury services may be retained by you.

## **Voting**

The Company accommodates flexible scheduling for employees on election days. The Company will also allow up to two hours of paid time off to vote if the employee is unable to vote before or after working hours. Where possible, the employee shall give his/her supervisor at least two days' notice in advance of need for time off to vote.

**Witness Duty**

An employee subpoenaed or otherwise requested to testify as a witness by the Company will receive paid time off for the entire period of witness duty. Employees will be granted unpaid time off to appear in court as a witness when subpoenaed to do so by a party other than the Company.

## **SAFETY POLICY AND TRAINING MATERIALS**

### **Safety Policy**

Full Steam Staffing's primary concern is for the safety and welfare of its employees. To accomplish this goal, guidelines have been established that recognize the responsibility of Full Steam Staffing, our clients, and you, our employee. Full Steam Staffing's responsibility is to promote a safe and healthy workplace for all of our employees. Because our Associates work on various work sites, the client and its on-site supervisor control the workplace. Full Steam Staffing expects its clients to demonstrate a commitment to accident-free workplaces. Only employees who will take the responsibility to work safely and observe Full Steam Staffing and customer safe work practices will be assigned work.

Our team approach to accident prevention and safe work practices will help create a working environment that promotes safety, health, and the professionalism that you and our clients have a right to expect.

### **General Guidelines**

Safety rules and safe work practices are designed to protect your safety, but they are only as effective as your willingness to cooperate. These guidelines are a condition of your continued employment. Know these guidelines and consider them required elements of any job assignment with Full Steam Staffing. Failure to abide by these policies may result in termination of your job assignment or in reduction or complete elimination of any related benefits.

### **Safety Do's**

- Do know the safe work practices of each job assignment as provided by your client supervisor.
- Do pay attention to your work and your surroundings. Avoid horseplay and be alert to moving equipment and all machinery.

### **Safety Don'ts (Prohibited Conduct)**

- Do not use any Company or client vehicle for work purposes without written permission from Full Steam Staffing.
- Do not use any cell phones or other mobile technology devices while driving, even when using the phone hands-free. If you receive a call while you are driving, let it go to voicemail or wait until you have safely stopped the vehicle to answer it. This policy does not apply in emergency (911) situations.
- Do not accept duties that require the handling of money or other valuables without written permission from Full Steam Staffing.
- Do not use alcohol, illegal drugs, or controlled substances on Company premises or while on the job or on the client's premises. Anyone who reports to work under the influence of any of these substances will be subject to disciplinary action, up to and including termination of employment, and potentially a loss of benefits. (Refer to the Alcohol and Drug Free Workplace Policy.)

## **Safety and Health Rules**

- 1) All employees shall follow our safety and health rules, render every-possible aid to safety operations, and report all unsafe conditions or practices to the management.
- 2) Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
- 3) All employees shall be given accident prevention instructions.
- 4) Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties, shall not be allowed on the job while in that condition.
- 5) Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
- 6) Work shall be well planned and supervised to prevent injuries in the handling of material and in working with equipment.
- 7) No employee shall knowingly be permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness, or other causes that might unnecessarily expose the employee or others to injury.
- 8) Employees shall not enter voids, chambers, tanks, or other similar places that receive little ventilation, unless and until it has been determined that it is safe to enter.
- 9) Employees shall be instructed to ensure that all guards and other protective devices are in their proper places and adjusted, and shall report deficiencies promptly.
- 10) Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
- 11) All injuries shall be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.
- 12) When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
- 13) Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
- 14) Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.
- 15) Employees shall cleanse thoroughly after handling hazardous substances, and follow the special instructions for those products.
- 16) Before leaving any job, be sure it is in a safe condition.

- 17) Work shall be arranged so that employees are able to face the ladder and use both hands while climbing.
- 18) Gasoline shall not be used for cleaning purposes.
- 19) No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel until it has first been determined that no possibility of explosion exists and authority for the work is obtained from their supervisor.
- 20) Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the supervisor and repaired before use.

### **Reporting Unsafe Conditions and Work Related Accidents and Injuries**

- Contact Full Steam Staffing immediately if you are asked to perform duties other than those specified by your assignment.
- Report any unsafe conditions immediately to your on-site client supervisor as well as your Full Steam Staffing Personnel Coordinator.
- Notify your on-site client supervisor and ask for instructions if you are unsure of any job task you are asked to perform.
- Notify your on-site client supervisor if you observe another employee engaged in an unsafe act.
- Report any on-the-job accident or injury to your on-site supervisor and seek first aid. The injury shall be reported to your on-site client supervisor no later than the end of the shift on which you suffered the injury. You must also report any work related injury to the Full Steam Staffing office immediately – by using office voice mail –no later than the end of your shift.
- All employees are advised of their right to access relevant exposure and medical records which the Company is required to maintain under OSHA's Access to Exposure and Medical Records and Record-keeping standards, or similar state requirements. This includes injury and illness records (i.e., OSHA 300 Logs). See HR for more information.
- Employees have the right to report work-related injuries and illnesses.
- Full Steam Staffing is prohibited from discharging or in any manner discriminating against employees for reporting work-related injuries and illnesses.

### **Emergency Procedures**

The on-site client supervisor will inform you of the location of emergency exits as well as evacuation assembly points. In the event of an emergency, follow the instructions of your on-site client supervisor. Do not use fire extinguishers or other fire fighting equipment nor become involved in rescue operations.

### **Personal Protective Equipment (PPE)**

Industrial and construction assignments frequently require the use of personal safety equipment. When these conditions exist at your job assignment, you will be informed of the type of equipment required and how to use and care for it. The on-site client supervisor will provide the equipment. It is your responsibility to use it

as instructed without exception. Failure to wear required safety equipment may result in termination of employment. Examples of safety equipment you may be required to wear are as follows:

**Hard hats** – protection from overhead hazards.

**Safety Glasses/Goggles** – protection from airborne particles, sparks, and some splashes.

**Safety Shoes** (to be provided by employee) – protection from objects falling on feet and sharp objects penetrating shoe soles.

**Hearing Protection** – protection from high-level noise exposure.

**Gloves** – depending on the type of gloves, protection from harmful liquids, heat, or surface contact hazards.

**Boots and Aprons** – protection from wet environments.

**Dust Masks** – Full Steam Staffing employees are not permitted to do tasks which require respirators. Dust masks or particle masks are permissible and recommended only for nuisance dust exposures.

**Welding Hoods** – only ANSI approved welding hoods that meet eye tint requirements will be accepted.

### **PPE Training - Hearing Protection**

Our hearing is a valuable resource and we should take precautions to protect ourselves from noise exposure that could potentially cause us to lose even a portion of that resource. Hearing protection devices are a common item of Personal Protective Equipment (PPE). Here are some types of hearing protectors that you may see at your worksite:

**Foam Ear Plugs:** These come in a variety of sizes and types as shown below. Normally, these plugs are compressed with the fingers and then inserted directly into the ear canal, and then they expand and form a sound reduction barrier to reduce the effects of the surrounding noise. Since there are such a wide variety of these plugs, you should always read the directions on the package to assure that you insert them correctly and they are suitable for use in your work environment. Remember to always wash your hands before inserting the plugs. Handling the plugs with dirty hands can result in ear infection.

**Ear Muffs:** These are used in many industrial applications, especially where the exposures are for short periods and employees want protection that can be put on and taken off easily. Ear Muffs are only effective when they are adjusted to fit snugly around your ears. There are muffs that are specifically designed for use with hard hats and other types of PPE that may be needed on your job site. Always consult with your supervisor if you have questions about the use and care of your PPE.

### **Back Belt Safety**

There are a variety of Back Belts on the market and each is just a bit different. One thing is true about all of them: **Back belts are not designed to help you lift more!** These belts are designed to assist you in utilizing proper lifting technique and good body mechanics. The belt should be worn in accordance with the manufacturer's instructions.



This photo is typical of many brands. The waist belt should be closed as shown when wearing the belt to prevent the loose ends from being caught up in machinery, storage shelves, etc. For this belt, the elastic support panels should be tightened immediately prior to the lifting activity and loosened when the activity is completed. Wearing the belt properly will make it more difficult for you to bend at the waist, which is a habit to be avoided when lifting.

### A quick summary of rules for Back Belts:

- Read the manufacturer's instructions and follow them for the wear and care of the belt.
- The belt does not make you stronger or able to lift a greater load, so do not use it for that purpose.
- The belt is not a substitute for good lifting technique. Practice the proper technique when lifting.
- Stand close to the object
- Bend at the knees and keep your back as straight as possible.
- Use the large muscles of the legs to lift, rather than bending at the waist and lifting with your back muscles. If you have any questions about the use of the belt or about proper lifting techniques, ask your supervisor.

### Eye Protection

Eye injuries are tragic. They often leave the victim in pain and can even result in a total loss of sight! One of the most tragic things about eye injuries is that most are preventable. Using eye protection is just good sense. Do not take a chance on losing one of your greatest assets and blessings, the ability to see.



Safety Glasses are the most commonly used form of eye protection and they come in a variety of tints, styles, and sizes. Glasses should be equipped with side-shields to improve the level of protection from flying objects. Never alter a set of safety glasses, such as removing the side-shields, because this may affect their ability to protect your eyes as they are intended. **Remember not all glasses are safety glasses. Make sure that the glasses you use are rated as safety glasses by looking for the symbol Z-87 that indicates that the glasses meet the ANSI standard for eye protection.**



If safety glasses do not provide enough protection, ask for a pair of goggles. These work best when handling liquids or working in dust, since they provide a tighter seal around your eyes. Since goggles form a seal, they may be prone to "fog up" when the temperature changes or if you sweat heavily. Try applying an anti-fog agent to the inside surface of the goggles to prevent this problem. These anti-fog agents are available at most safety supply stores.



There are times when you may need some additional protection. Use face shields along with your glasses or goggles to add another layer of protection from splashes or other hazards that endanger your eyes. If you have questions about which eye protection is correct for your assignment, always ask your supervisor.



## Hand Protection

Hand and finger injuries are among the most common injury types in industry. These injuries often result when workers handle materials. Chemical burns, cuts and abrasions, and splinters are common hand injuries. Using the right type of gloves can help to reduce your chances of suffering a hand/finger injury. Here are some types of gloves that may be useful in the injury prevention effort:



For handling chemicals, always consult the Material Safety Data Sheet (“MSDS”) sheet for the chemical product to assure that you are using the correct glove. Just because the gloves appear to be rubber or plastic and seem to be “leakproof,” that does not mean that they will provide protection against the hazards associated with the chemical you are using. If you have any doubts, consult with your supervisor.

For handling metal and wood where splinters or sharp edges may be present, leather or Kevlar gloves are often used. These gloves are cut resistant and come in a variety of sizes and styles.

For light material handling and to protect against cold temperatures, cotton gloves may be suitable. Consult with your supervisor to assure that you have the type of glove that is best suited to provide protection from the hazards at your job location.

## Bloodborne Pathogens Awareness

OSHA’s standard "Occupational Exposure to Bloodborne Pathogens" (29CFR 1910.1030) was designed to limit occupational exposure to human blood and other potentially infectious materials in the workplace. This standard covers all employees who, because of performing their job duties, may reasonably have an anticipated exposure to human blood, unfixed tissues, or contact with blood and other potentially infectious materials. "Good Samaritan" acts (for example, assisting a co-worker with a nosebleed), are not considered occupational exposure under this standard.

### Bloodborne Pathogens

According to OSHA, bloodborne pathogens are microorganisms that are present in human blood and can cause disease in humans. Two pathogens of concern are the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV); however, there are many other pathogens, which can be transmitted through blood (i.e. *T. cruzi*, Malaria).

### Hepatitis B (HBV):

Over one million people in the U.S. are carriers of the Hepatitis B Virus (HBV) and an additional 300,000 people become infected each year. In 1983, 17,000 healthcare employees were infected by contact with blood and body fluids of infected patients. This number has dropped dramatically to 400 in 1995, due to the increased use of the HBV vaccine. Hepatitis dangers can be reduced by: wearing PPE, using disinfectants to clean the work surfaces, washing hands and using puncture-resistant sharps containers.

**Symptoms:** Hepatitis symptoms include jaundice (yellow hue to the skin and eyes), loss of appetite, nausea, and elevated liver function tests.

**Hepatitis B Vaccine:** All employees are encouraged to be vaccinated against Hepatitis B Virus if there is a risk of exposure to blood or other potentially infectious material. The vaccine is administered in a series of

three shots. The second shot is given one month after the first, and the third given six months after the initial dose. Employees who decline the Hepatitis B vaccine must sign an Informed Refusal Form. At any time after a worker initially declines to receive the vaccine, he or she may opt to take it.

**Human Immunodeficiency Virus (HIV):**

HIV is the virus, which causes the disease, "Acquired Immune Deficiency Syndrome," or as it is more commonly known, AIDS. AIDS weakens a person's immune system, therefore weakening the body's ability to fight off infections. In the healthcare and laboratory setting, HIV is much less contagious than HBV, but whereas there is an HBV vaccine, HIV is incurable and ultimately leads to death. Once a person becomes infected with HIV, it may be years before AIDS develops.

**Symptoms:** Symptoms of AIDS include fatigue, fever, weight loss, pneumonia, nausea, night sweats, rashes, mouth sores, sore throat, and swollen lymph glands.

**Modes of Transmission:** HIV and HBV are transmitted through contact with infected human blood and other potentially infectious body fluids, including:

- semen
- vaginal secretions
- cerebrospinal fluid
- synovial fluid
- pleural fluid
- pericardial fluid
- peritoneal fluid
- amniotic fluid
- saliva in dental procedures
- body fluid that is visibly contaminated with blood
- unfixed tissue or organ (other than intact skin from a human, living or dead)
- HIV-containing tissue cultures
- HIV- or HBV-containing culture medium or other solutions
- Blood or other tissues from experimental animals infected with HIV or HBV.

In laboratories and clinical settings, transmission is most likely to occur due to: accidental needle stick, cut from contaminated glass, razor, scalpel, etc., contact with damaged skin (open sores, acne, cuts, abrasions, blisters), or contact with mucous membranes (eyes, nose and mouth). According to the Center for Disease Control, all blood and body fluids must be considered infectious; therefore, they have set up "**Universal Precautions**" which are recommendations that are enforced by OSHA to protect workers from infection.

**Protecting yourself from Bloodborne Pathogens:**

When working with human blood or other potentially-infectious material, it is important to take steps to protect yourself. Engineering controls (i.e. biological safety cabinets, safety syringes, centrifuge cups, mechanical pipe fitting devices, etc.), will minimize any risk of infection along with the following precautions:

- Assume that all blood or blood-related products are infectious. Follow **"Universal Precautions."**
- Wear personal protective equipment (gloves, lab coats, goggles, mask).
- Replace torn or defective personal protective equipment (PPE).
- Remove PPE before leaving the work area.
- Use biological safety cabinets to contain procedures that generate aerosols.
- Handle all materials carefully to minimize potential for splashing and spraying.
- DO NOT mouth pipette - use mechanical devices.
- Clean contaminated areas with a solution of 10% bleach in water.
- Never bend or cut needles or recap them using a two-handed technique.
- NEVER eat, drink, smoke, apply cosmetics or lip balm, or insert/remove contact lenses in the lab.
- Wash hands with soap and water: before gloving, after gloves are removed, after contact with each patient, before leaving the laboratory or medical office, before eating, or after your hands have touched a potentially contaminated surface.
- Dispose of infectious waste properly.

### **Decontamination**

Always keep your work area neat and orderly. Clean and disinfect the medical or laboratory environment with a 10% Clorox solution in water or an equivalent disinfectant. At the end of each work shift, clean all equipment and surfaces that may have been exposed to blood and other infectious agents. Medical or laboratory instruments should be disinfected with approved hospital disinfectants (tuberculocidal at recommended dilutions) or in autoclaves.

### **Spill Clean Up**

- Spills of bodily fluids in your work area are to be cleaned up by individuals who have up to date Bloodborne Pathogen training
- Wear appropriate PPE (gloves, lab coat, etc.), carefully covering the spill with paper towels.
- Gently pour fresh 10% bleach solution or other disinfectant around the edges of the towels.
- Wait 10 minutes to ensure proper contact time.
- Wipe up the spill from the perimeter in, placing contaminated towels in an autoclave bag.
- Wipe down the area again with fresh disinfectant.

### **Sharps**

Needle stick or other puncture injuries often occur when cleaning or disposing of sharp instruments and needles. Sharps containers must be located close to work area where sharps are used. They must be puncture-resistant, leak-proof, labeled, and color-coded. They must NOT be overflowing. The following items must be disposed as sharps: all types of needles, syringes, pasteur pipette, glass culture dishes, glass blood vials, glass pipettes, scalpel blades, surgical staples, slides, cover slips, lancets, tweezers, and razor blades.

### **Warning Tags, Signs, and Labels**

The biohazard symbol warns of actual or potential presence of biological hazards. It must be displayed on equipment (refrigerators, incubators, etc.), containers (sharps and infectious waste), and rooms that contain, or are contaminated with hazardous biological agents. Labels must have the biohazard symbol visibly displayed on a fluorescent orange or red background.

### Emergency Procedures

- If an exposure occurs, wash the affected area for 15 minutes with soap and water.
- If a splash occurs to the eyes or mucous membranes, flush the affected area with running water for at least 15 minutes can be improved by prompt action.
- Report any potential exposure and visit Occupational Health immediately!

## INITIAL HAZCOM TRAINING

### Hazard Communication Standard Right to Know

Employees of Full Steam Staffing have the right to know the properties and potential safety and health hazards of substances to which they may be exposed. Such knowledge is essential to reducing the risk of occupational illness and injury.

#### Goals of Right to Know:

- To help you reduce the risks involved in working with hazardous materials
- To transmit vital information to employees about real and potential hazards of substances in the workplace
- To reduce the incidence and cost of illness and injury resulting from hazardous substances
- To promote public employer's need and right to know
- To encourage a reduction in the volume and toxicity of hazardous substances

### Hazardous Substance

A hazardous substance is any substance that is a physical hazard or a health hazard.

(a) “ **Health Hazard** ” means any chemical or biological substance or agent that is listed in the U.S. Occupational Safety and Health Administration's list of Toxic and Hazardous Substances, 29 CFR Part 1910, Subpart “Z,” and any other substance including, but not limited to, chemicals that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hematopoietic system, and agents that damage the lungs, skin, eyes or mucous membranes, and any substance for which a Material Safety Data Sheet has been provided by the manufacturer as a hazardous material, or such substances deemed by the Commissioner, based on documented scientific evidence, that poses a threat to the health of an employee.

(b) “ **Physical Hazard** ” means a chemical that is a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive, and is contained in the U.S. Occupational Safety and Health Administration's list of Hazardous Materials, 29 CFR Part 1910, Subpart “H,” and any substance for which a Material Safety Data Sheet has been provided by the manufacturer as a

hazardous material, or such substances deemed by the Commissioner, based on documented scientific evidence that poses a threat to the safety of an employee.

### **Identifying Hazardous Substances**

Every container of a hazardous substance must bear a label showing the chemical name and the Chemical Abstract Service number (CAS #) or the manufacturer's label. In addition, many containers will have pictorial labels suggesting the protective measures required in handling the substance.

Other labels and placards will utilize a numbering system of 0-4 to determine the seriousness or the hazard of the substance in the three categories of Health, Flammability, and Reactivity. In all cases, a 0 means the least threat while a rating of 4 means the greatest danger.

### **How to Determine Which Substances Are in Your Place**

The client site to which you are assigned will provide site-specific training on the Chemical Information List (CIL). In addition, train and explain the extent of the hazard of each substance on the CIL, and protective measures required in using the chemical, locate the Material Safety Data Sheet (MSDS) for each substance. The MSDS will provide an in-depth analysis of the substance along with all precautions necessary to handle the substance safely.

### **Chemical Information List/Material Safety Data Sheets**

Chemical Information List (CIL) is the list of all hazardous substances in a specific location. Every substance on the CIL will have a Material Safety Data Sheet (MSDS) on file at your assigned work location.

It is very important to know how to read and understand the MSDS. It is designed and written in sections:

#### **Section I**

Product Identification

(Chemical Name and Trade Names)

#### **Section II**

Hazardous Ingredients

(Components and Percentages)

#### **Section III**

Physical Data

(Boiling point, density, solubility in water, appearance, and color, etc.)

#### **Section IV**

Fire and Explosion Data

(Flash point, extinguisher media, special fire fighting procedures, and unusual fire and explosion hazards)

#### **Section V**

Health Hazard Data

(Exposure limits, effects of overexposure, emergency and first aid procedure)

#### **Section VI**

Reactivity Data

(Stability, conditions to avoid, incompatible materials, etc.)

#### **Section VII**

Spill or Leak Procedures

(Steps to take to control and clean up spills and leaks and waste disposal methods)

#### **Section VIII**

Control Measures

(Respiratory protection, ventilation, protection for eyes or skin or other protective equipment)

#### **Section IX**

Special Precautions

(How to handle and store, steps to take in a spill, disposal method, and other precautions)

#### **Appropriate Work Practices**

It is strongly suggested that you read the MSDS for every substance you come in contact with and utilize the control measures (protective measures) and the special precautions delineated on the MSDS. When in doubt, consult with your supervisor.

#### **Emergency Procedures**

Report all spills and avoid contact with substances unless you have the proper protective equipment.

If you are exposed to a substance that requires you to have protective equipment—when you do not have the required protective equipment—seek medical attention and file a written report of the exposure with your supervisor. The record of the exposure will be kept permanently and will be available to you.

#### **Emergency 911**

To report emergencies, Contact your supervisor or Dial 911. This number will provide access to fire, police, ambulance, or emergency services.

#### **Acronyms You May Wish to Become Familiar With:**

**OSHA** Occupational Safety & Health Act

**EPA** Environmental Protection Agency

**NRC** National Response Center (Coast Guard)

**DOT** Department of Transportation

<b>NIOSH</b>	National Institute of Safety & Health
<b>MSHA</b>	Mine Safety & Health Act
<b>TSCA</b>	Toxic Substance Control Act
<b>CFR</b>	Code of Federal Regulations
<b>CAS</b>	Chemical Abstract Service (number)
<b>ACGIH</b>	American Conference of Governmental Industrial Hygienist
<b>SARA</b>	Superfund Amendments Re-authorization Act
<b>TLV</b>	Threshold Limit Value
<b>TWA</b>	Time Weighted Average
<b>PEL</b>	Personal Exposure Limit
<b>UEL</b>	Upper Explosion Limit
<b>LEL</b>	Lower Explosion Limit
<b>PPE</b>	Personal Protective Equipment
<b>PPM</b>	Parts Per Million
<b>PPB</b>	Parts per Billion
<b>Mg/l</b>	Milligrams per liter

Chemical Information Lists (CIL) and Material Safety Data Sheets (MSDS) are the key sources to determine which substances are in the workplace and how to avoid exposure to hazardous substances. CIL's and MSDS's are available at the client facility to which you are assigned.

## **PROPER LIFTING AND CARRYING**

### **Lifting & Carrying Do's**

- Do use approved lifting techniques: face the load, make sure your feet are on level firm ground, bend your knees, grasp the load securely, and raise the load keeping your back as straight as possible.
- Do use the leg muscles to lift the load, never the back.
- Do warm up stretches before lifting, especially after any period of inactivity. Many back injuries can be prevented this way.

### **Lifting & Carrying Don'ts**

- Do not lift while your body is twisted, especially the lower back.

- Do not block your vision with the load, especially while moving.
- Do not lift more than 40 pounds unassisted.

### **Machinery and Equipment**

- **Always** notify your Full Steam Staffing office immediately if you believe the machinery or equipment you are asked to operate is unsafe.
- **Always** wear required personal protective equipment.
- **Never** operate any equipment or machinery until you have received specific instructions on safe operating procedures, safety devices, and equipment guards from your on-site supervisor.
- **Never** attempt to tamper with or bypass any machine safety device or guard.
- **Never** operate any machinery that has broken or defective safety devices or guards. Notify your no-site client supervisor immediately if such a condition exists.
- **Never** assume the power is turned off to any piece of equipment. Your on-site client supervisor will inform you of your restrictions as an affected employee under the customer's Lockout/Tagout Program.
- **Never** place any part of your body into the point of operation of any machine.
- **Never** attempt to perform maintenance or service on any of the client's equipment.
- **Never** wear loose clothing, rings, and jewelry or allow hair to dangle when operating machinery.

### **Mobile Powered Equipment**

- Do not operate any forklift devices, pallet jacks, tractors, construction equipment, or mobile powered machinery unless you have the approval of your Full Steam Staffing Personnel Coordinator.
- Do notify your Full Steam Staffing office immediately if you are directed by the client to operate any forklift or other mobile powered machinery without the prior approval of your Full Steam Staffing Personnel Coordinator.
- You must pass the client's equipment operator certification testing program before approval will be given by a Full Steam Staffing Personnel Coordinator to operate any mobile powered equipment.

### **Tools**

- **Always** use the correct tool for the task.
- **Always** make sure there are no signs of physical damage to hand held electrical equipment. Always check to see that the cord is not damaged and the plug has no exposed wiring or missing prongs.
- **Always** wear safety glasses or goggles when using any pressurized air system.
- **Never** use damaged tools.
- **Never** attempt to use any tools that you are unfamiliar with until you have received instruction and authorization.

### **HAZARDOUS SUBSTANCES**

Hazardous substances come in many forms. They can be flammable gases or liquids, caustics, pressurized gases, fuels, fumes, etc. Your on-site client supervisor will provide information to you about any hazardous substances in your work area. All of this information will be contained in the customer's Hazard



Communication Program. If you are not provided this information before you start work, notify your Full Steam Staffing office immediately.

**The Hazard Communication Program will address:**

- How to detect the presence or release of chemicals.
- Health and physical hazards associated with the chemicals.
- Methods to protect yourself from exposure.
- How to use the customer's container labeling program as well as the Material Safety Data Sheets (MSDS) for hazardous
- substances.

\* Remember that you have the right to read the MSDS for the materials in your area. This information sheet will provide physical property information as well as precautionary health and safe handling information.

**Working from Elevations and in Excavation**

*You will not do any of the following work.* If you are asked or directed to do so, contact your Full Steam Staffing Personnel Coordinator immediately. Also if you are asked to work from a ladder, cherry picker, scaffold, roof, near a trench, ditch or other excavation, contact the Full Steam Staffing office immediately.

- Full Steam Staffing employees are **never** permitted to work in or near any trench, ditch, or other excavation that is more than 4 feet deep.
- Employees are **never** permitted to work on a roof or scaffold. You must have the approval of your Full Steam Staffing Personnel Coordinator before you use any type of ladder.
- Employees are **never** permitted to work from elevated areas unless that area is protected by full perimeter protection such as walls or complete guardrails.

**Asbestos** – never remove or handle any type of asbestos containing material.

**Confined Space Entry** – never enter into any vessel, tank, pit, tunnel, tower, crawl-space, oven or any other enclosed space.

**Electricity** – never work on or near exposed energized electrical wiring or components.

**Hazardous Waste** – never handle or work near hazardous waste material.

**Respirators** – never work in an area that requires the use of a respirator.

**Spray Painting / Sandblasting** and spray coating operations.

**Traffic** – never work on or near roadways carrying auto, truck and other traffic.

**Unjamming or Maintenance of Industrial Machinery** – never put any part of your body into a machine for any purpose

including servicing, repair, or unjamming.

**Water** – never work on or near rivers, lakes, ponds, canals or the ocean.

## **Office Safety Rules**

Although offices are relatively safe workplaces, accidents do occur, and usually in two main categories: Slip/Trip/Falls and Lifting. To minimize the risk of workplace accidents when working in an office setting, you should:

- Wear safe shoes to work, low heels, and closed toes.
- Keep floor areas around your workstation free of boxes, extension cords, loose rugs, spilled liquids or other slip or trip hazards.
- Keep desk and file drawers closed when not in use.
- Always walk, do not run. Use handrails on stairs or ramps.
- Never climb on top of desks, chairs, or shelves. Use the proper stepladder or ask for assistance.
- Avoid lifting loads over 40 lbs. in weight. If lifting is required, use the safe lifting procedure with a straight back, bend at the knees, firm grip, and lift with legs.
- Never try to move heavy office furniture by yourself. Get help.
- Avoid bending at the waist or excessive twisting of the back – turn your feet in the direction you want to go and use the safe lifting procedure.
- Know the location of first-aid kits, fire extinguishers, and how to report fires or accidents or other emergencies.

## **Questions/Comments/Concerns**

Should you have any questions, comments, or concerns about workplace safety, contact the Company's local branch office.

## **Acknowledgment of Receipt of Full Steam Staffing Employee Handbook For Temporary Staffing Associates**

Employee's Name: \_\_\_\_\_  
(Type or print name)

This is to acknowledge that I have received a copy of the Full Steam Staffing Employee Handbook for Temporary Staffing Associates, and the State Supplement for the state in which I work, which contain important information about the Company's policies, procedures and benefits. I will promptly read and familiarize myself with the information contained in this Handbook and Supplement, and I understand I must comply with their contents. I further understand that failure to comply can result in discipline, up to and including immediate termination of my at-will employment.

I understand that the Handbook and related policies and procedures are not intended to be and do not create contractual commitments or a contract of employment, but are merely descriptions of recommended procedures to be followed and policies necessary for the safe and efficient operation of Full Steam Staffing. I further understand that Full Steam Staffing reserves the sole right to revoke, change or supplement its policies and guidelines at any time without notice. No policy is intended as a guarantee that benefits or rights will continue.

I specifically understand and agree that the employment relationship between the Company and me is "at will" and can be terminated by the Company or me at any time, with or without cause or notice.

I further understand that the Handbook outlines Full Steam Staffing's "Zero Tolerance" policy prohibiting discrimination, harassment and retaliation in the workplace, and its policy of Equal Employment Opportunity for applicants and employees. I have read these policies and understand that Full Steam Staffing has a strict policy prohibiting retaliation against any employee who complains of unlawful harassment or discrimination or who participates in any investigation of unlawful harassment or discrimination. I understand that if I have any questions about these policies I should speak to my supervisor, any member of Management or Human Resources.

I further understand that I that I can contact the Company's local branch office staff or Human Resources if I have any questions about any Company policies, including but not limited to questions about my pay and benefits.

My signature below further signifies that I have carefully read this Acknowledgment of Receipt.

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

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

### **ACKNOWLEDGMENT OF RECEIPT OF SAFETY POLICY AND TRAINING MATERIALS**

I further acknowledge that I have read and understand the Safety Policy and related training materials contained in the Employee Handbook and that I have had the opportunity to have those materials reviewed

with me. I further understand that I should contact my on-site supervisor or the Company's local branch office with any questions about the Safety Policy.

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

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

\* Note to employee: The original of this form will be placed in your personnel file.