

STATEMENT

I, the undersigned employee, do hereby state that I have received, read, understand, and will abide by the rules and guidelines set forth in writing by COMPANY.

I understand that if I accept employment with COMPANY, I will be working for COMPANY on its client's premises and that any information I learn while working with its client is to be kept confidential. I further understand that any questions or concerns regarding my employment status will be directed to COMPANY and will not be directed to the COMPANY's Client.

I understand that if my assignment is ended due to absenteeism, walking off, No Call, or No Show, or any other violation of the COMPANY attendance policy or the attendance policy to where I am assigned, that I have VOLUNTARILY terminated my assignment which is the equivalent to having VOLUNTARILY QUIT. I understand that I am required to present my reason for voluntarily quitting my assignment when picking up my last pay check.

I understand that my presence on a COMPANY's client's premises is strictly prohibited unless I am currently on a temporary assignment for that client.

I understand that all positions with COMPANY are temporary positions and that I am not guaranteed employment for any length of time. I understand that if my temporary assignment ends, for any reason, I must report in person with my photo ID to the DWPWFS office and sign the availability log prior to close of business on the first business day following the completion of my assignment. If I do not report in person with my photo ID to the DWPWFS office and sign the availability log prior to close of business on the first business day following the completion of my assignment, I understand that COMPANY will consider me to have voluntarily quit.

I understand and agree that I will not drive my personal vehicle for any reason to run any type of errands for a client while on COMPANY's payroll.

I understand and agree that receipt of this handbook is my official warning and that any infraction of the rules and regulations set forth in this handbook will be grounds for disciplinary action, up to and including immediate termination of my employment with COMPANY.

Signature

Date

Witness

Date



COMPANY POLICIES

&

BASIC

SAFETY PROCEDURES

Your application number is: #_____

LOCATIONS

North Alabama
256-533-3273

East Central Alabama
205-836-4281

West Central Alabama
205-942-1133

This handbook is designed to acquaint you with the policies and procedures of Darrell Walker Personnel/WorkForce Systems, and provides information about the working conditions and policies affecting your employment.

You should READ, UNDERSTAND, and COMPLY with all provisions of this handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Darrell Walker Personnel/WorkForce Systems, to benefit its employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Darrell Walker Personnel/WorkForce Systems continues to grow, the need may arise to change policies described in this handbook. Therefore, Darrell Walker Personnel /WorkForce Systems reserves the rights to revise, supplement, or rescind any policy or portion of this handbook, as it deems appropriate, at its sole discretion. These provisions supersede all existing policies and practices and may not be amended or added to without the expressed written consent of the Company President, Linda W. Channell. Hereafter, in this handbook, when the word "COMPANY" is used, it will refer to Darrell Walker Personnel/WorkForce Systems

ON THE JOB INJURY: If you have an incident resulting in injury while on the job, you must tell your supervisor immediately and contact COMPANY for incident reporting. If medical treatment is needed, you will be sent to an authorized COMPANY Workers' Compensation physician. Any liability for unauthorized medical treatment may be denied by COMPANY and its insurance carrier. Failing to report an injury immediately, no matter how minor, may result in termination of employment and denial of work comp benefits.

Initials _____

Attendance

AVAILABILITY: You must call your COMPANY office between 7:00 – 8:00 am **EVERY DAY** that you are available for work. If you fail to call in available, then COMPANY considers you unavailable for that day. If your assignment ends, for any reason, you must report in person with your photo ID to your COMPANY office and sign the availability log before the end of the first business day following the completion of your assignment. If you do not report in person with your photo ID to your COMPANY office and sign the availability log prior to close of business the first business day following completion of an assignment, COMPANY will consider you to have **voluntarily quit**.

CONTACT INFORMATION: It is your responsibility to make sure COMPANY has your correct address & phone number. If we do not have your correct information and cannot contact you for available work, you will be considered to have found employment on your own and to have **voluntarily quit**.

REPORTING FOR WORK: You must report to your accepted assignment on time and prepared to work the entire shift. Any employee who does not report to work on time and work the entire shift will be considered in violation of company policy and subject to disciplinary action, up to and including termination of your assignment. If you are going to be late, or cannot report for your scheduled shift, you must contact COMPANY at least 2 hours prior to the start of your shift. You will be considered to have **VOLUNTARILY QUIT** if you **NO CALL / NO SHOW** for your scheduled shift. All telephone calls are answered 24 hours per day / 7 days per week.

Initials _____

Nature of Employment

Employment with COMPANY is voluntarily entered into and the employee is free to resign, at will, at any time without cause. Similarly, COMPANY may terminate the employee relationship, at will, at any time, with or without cause.

COMPANY offers temporary, Temp-to-Hire, and Direct Hire employment programs. Unless you are a Direct Hire participant, full-time employment eligibility with a COMPANY client requires completion of a Temp-to-Hire program. If you secure employment with a COMPANY client company to which you were referred by COMPANY within 6 months of the referral date, prior to completion of a Temp-to-Hire, you will be responsible for a fee equal to one month's salary.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions within our Company will be based on merit, qualifications, and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

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

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of the Company. Employees can raise concerns and make reports without fear of reprisal. Any employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Initials _____

Darrell Walker WorkForce Systems

Company Policy

In order to promote the orderly, efficient, and safe operation of any job you are assigned to, and provide a pleasant and safe workplace for our employees, COMPANY expects employees to follow rules of conduct that will protect the interest and safety of all employees and the organization. Company policy is enforced with disciplinary action ranging from a verbal warning, up to immediate termination of employment, according to the nature of the offense, overall frequency of the offense, and employee record. It is not possible to list all of the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that will result in disciplinary action, up to and including termination. The listed offenses are not all-inclusive. Any conduct that could jeopardize health or safety, interfere with or damage the business or reputation of the Company, or otherwise violate accepted standards of behavior, will result in appropriate discipline. Please read these rules and corresponding disciplinary procedures thoroughly.

General Conduct

The following is a list of general infractions that will not be tolerated and will result in disciplinary action up to and including termination of employment. COMPANY considers this your WARNING; you should as well.

1. Falsifying or failing to disclose any employment related information, oral, or written, or any other type of dishonesty.
2. Punching or filling out another person's time card or asking or causing another employee to punch or fill out a card other than their own.

Sexual and Other Unlawful Harassment

COMPANY is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, disability, national origin, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person. It undermines the integrity of the employment relationship and is strictly prohibited.

An employee must report an incident of sexual or unlawful harassment promptly. The employee must report the matter to the President or Vice-president of COMPANY. Employees may raise concerns and file reports without fear of reprisal. The President and Vice-president will investigate complaints of harassment in a timely and confidential manner.

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

Initials _____

Workers' Compensation

COMPANY provides a comprehensive workers' compensation insurance program at no cost to its employees. This program covers any on the job injury sustained in the course of employment that requires medical treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a 3-4 day waiting period. If the employee is hospitalized, coverage begins immediately.

All on the job injuries require an alcohol and drug test at the time of treatment. If an employee receives a positive post-accident alcohol or drug screen, he/she will be subject to termination in accordance with COMPANY's policy on Drug and Alcohol Testing. Positive results on a post-accident alcohol or drug test can result in denial of workers' compensation benefits. Neither COMPANY nor the insurance carrier will be liable for payment of workers' compensation benefits, or the payment of medical bills incurred for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity.

14. To prevent back injuries, follow these lifting rules: get a firm footing, bend your knees, tighten stomach muscle, lift with your legs, keep the load close, and keep your back upright.

Initials _____

Drug and Alcohol Testing

It is COMPANY's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner.

No employee may use, possess distribute, sell, manufacture, or be under the influence of alcohol or illegal drugs while on COMPANY's premises or on any job assignment. Violation of this policy will result in immediate termination of employment and may incur legal consequences.

The company does pre-employment drug testing, random drug testing, and drug and alcohol testing when an employee is injured on the job. The results of an employee's test are kept confidential and will be discussed only with the employee, Company management, and customers who require pre-employment drug testing.

If an employee tests positive, the employee will be automatically terminated from the Company. The employee is given the option to request confirmation from the lab or accept the positive drug test results. All positive drug test and confirmations will be at the expense of employee. The employee's reinstatement will be contingent upon the employee being able to provide COMPANY with a negative drug test 30 days or more from the date of the positive drug test

The legal use of prescribed drugs is permitted on the job only if it DOES NOT impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that DOES NOT endanger other individuals in the workplace.

Initials _____

3. Theft /or Taking company property or property of another without proper authorization.
4. Using company time or resources for personal gain unrelated to employment with COMPANY
5. Engaging in any immoral or indecent conduct.
6. Insubordination which includes, but is not limited to the following:
 - a) Disobeying or failing to carry out the instructions of a supervisor.
 - b) Interfering with a supervisor in the performance of his/her duties.
 - c) Talking disrespectfully to supervisor.
7. Provoking or participating in a fight.
8. Harassing or intimidating co-workers, or otherwise creating a hostile or unpleasant work environment, including violation of the Company policy prohibiting sexual harassment.
9. Profane, abusive, or threatening language or behavior.
10. Intentionally damaging or vandalizing Company property, property of another employee, or property of a client.
11. Sleeping on the job.
12. Leaving the job assignment during working hours without prior permission.
13. Failure to report to work.
14. Bringing, possessing, or claiming to possess any firearm or weapon on Company property, or while on a job assignment.
15. Working while under the influence of drugs and or alcohol.
16. Incompetent, unsatisfactory, or careless performance of duties.
17. Smoking in unauthorized areas.
18. Failing to immediately report any accident or unsafe condition.
19. Horseplay.
20. Disturbing other employees or other disruptive conduct.

21. The use of cell phones or any other electronic devices is not permitted. Employees needing to make an emergency call must first notify their supervisor.
22. Improper conduct toward a client or coworker.
23. Failing to observe Dress Code and Safety Rules.
24. Two or more absences or tardies.

Initials _____

Dress Code and Safety Equipment

All COMPANY temporary employees are required to report to work in a neat, clean, and professional manner. All required safety equipment is to be worn, at all times, while on the job assignment.

Dress Code for Industrial Division

Allowed

- Neat Jeans
- T-Shirts
- Tennis Shoes
- Work boots
- Steel Toe shoes / boots

Not Allowed

- Excessive Jewelry
- Cell phones
- Pagers
- Crop-tops
- Clothing with obscene/profan e language
- Sheer Tops
- Tube Tops
- Tank Tops
- Thong Sandals
- Sleeveless Shirts

Dress Code for Clerical Division

Allowed

- Pant/Dress Suit Dress
- Skirt/ Blazer
- Skirt/ Blouse
- Dress Slacks

Not Allowed

- Jeans*
- Sheer Tops
- Tube Tops
- Bare back dresses
- Crop Tops
- T-shirts
- Tank Tops*
- Capri pants*
- Athletic shoes*
- Shorts
- Excessive Jewelry
- Thong sandals
(*Allowed if permitted by client.

Initials _____

Safety Rules

1. Use the proper safety equipment for your job assignment, i.e. steel-toed shoes, back brace, safety glasses, hardhat, etc.
2. Keep all guards in place. DO NOT BYPASS ANY SAFETY SWITCH OR DEVICE.
3. No person affected by a communicable disease or abnormal sources of microbiological containment, shall work in any capacity in which there is a possibility of food or food ingredients becoming contaminated or of disease being transmitted to other individuals.
4. If you come in contact with any type of bodily fluid (blood, mucus, urine, vomit, etc.), contact your supervisor immediately. It must be disposed of properly per OSHA Standard 29CFR1910.1030 a thru c.
5. Keep your work area in good order to prevent falls, waste, and fire. Good housekeeping prevents slips, trips, and falls.
6. Never block aisle ways around fire extinguishers or emergency exits.
7. Use all equipment according to its purpose ONLY. Report equipment malfunctions or defects to your supervisor.
8. Always walk, NEVER run. NO HORSEPLAY. Do not jump over conveyers; always walk around.
9. Never jump off docks; always use stairs.
10. Do not climb on pallet racks or shelves. Always use a ladder.
11. Employees should never drive their personal vehicle for COMPANY's client during the employee's working hours.
12. DO NOT attempt to repair, maintain, clean, or set up any machinery that you are operating unless you have been properly trained in lockout/tag out. In the event that the machine you are operating needs maintenance for which you have not been trained, immediately notify your supervisor.
13. Never attempt to operate any breaker, disconnect, or plug in a power cable that has been locked out/ tagged out. When a LOCK/TAG has been placed on an electric device, it is the Responsibility of the person that put the LOCK/TAG on the device to remove it.