



GRAFTON EMPLOYEE HANDBOOK

WORK PROCEDURES

Q. *When does my employment with Grafton begin?*

A. Your employment with us begins on the first day of your first assignment.

Q. *How do I get an assignment?*

A. It is your responsibility to call and let us know when you are able to accept work assignments. We will attempt to place you in positions for which you are qualified. We must know when you can work and how to reach you. As soon as you know you'll be available, or that your current assignment is nearing completion, call us and let us know.

Q. *When should I call the office?*

A. Our office hours are from 7:30 a.m. to 5:30 p.m., Monday through Friday, and we have a 24-hour voicemail to take your message when the office is closed.

Q. *What do I do when I'm ill or running late to my assignment?*

A. You are required to call Grafton before the starting time of your assignment. If you are unable to let us know before the starting time, then call us as soon as possible. We will inform the client. Excessive tardiness and more than two days missed in a month may result in termination.

Q. *How do I get time off from an assignment for an emergency or medical reason?*

A. Anytime that you are not going to your work assignment or need to leave the assignment for an emergency or medical reason, you must call your Grafton Manager immediately. We will inform the client. If you need to take time off for other reasons, call your Grafton Manager and we will attempt to arrange it for you.

Q. *What companies will I go to?*

A. We supply personnel for many of the leading companies. Let us know if you are interested in a particular company and we'll attempt to place you there.

Q. *Can I smoke at work?*

A. Most companies have an area where smoking is allowed. You are expected to comply with the client companies' smoking policy. Please ask your supervisor when and where you may smoke.

Q. *What about personal phone calls?*

A. Please limit personal phone calls to your break and lunch periods. If you need to make a personal call

during work hours, be sure to obtain approval from your assignment supervisor.

Q. *What do I do if a client asks me to stay longer or accept a full-time job?*

- A.** Many assignments are extended. When a client wants to extend your assignment, **call us** because we need to make the arrangements with you and the client. If you receive a full-time job offer from the client, call us. Grafton has a conversion policy with our clients. There is never a fee to you.

Q. *How can I maximize my performance on the job?*

- A.** Use this 8-point checklist to help you. If you follow these guidelines to the best of your ability, they can help you be successful.
1. Arrive at your assignments on time.
 2. Be at work every day that you are scheduled.
 3. Ask about special office procedures and etiquette.
 4. Learn about work priorities and deadlines.
 5. Take special care of the equipment you use.
 6. Ask for help when you need it.
 7. Complete each assignment that you accept.
 8. Call us if you have any problems, or if an assignment changes in any way.

Q. *What do I do if I am injured on the job?*

- A.** If you are injured while performing work on an assignment, call your Grafton Manager immediately for instructions to receive medical attention. If you are unable to make the call to us, please have your assignment supervisor or other appropriate individual call us. You must immediately report all injuries; no matter how minor the injury may seem, within 8 hours of injury or it may affect your workers compensation. Please advise any medical care facility that as an associate you are covered by our Workers' Compensation Insurance.

Q. *What do I do if the client asks me to travel?*

- A.** If the client asks you to travel, you are required to call your Grafton Manager. Authorization to travel has to be preapproved to ensure insurance coverage.

ASSIGNMENT INFORMATION

- Professionalism is a key to Grafton's success. As a Grafton associate, your dress and actions should always reflect that professionalism.
- Due to the confidential nature of our business and our clients' information, it is grounds for immediate termination if you take any information to or from the clients' worksite. The copying or transferring of software or proprietary information is illegal and Grafton will prosecute any associate involved in that activity.
- The internet and email systems are for business use only, and should only be used in accordance with your assignment. Misuse or abuse of the system will result in your release from the assignment.
- Let us know your plans and when you'll be available for other work. If you do not contact Grafton after each assignment, Grafton will

assume you are not available for work and you have voluntarily quit, resulting in unemployment benefits being denied.

- If you accept an assignment we expect you to complete that assignment in a professional manner.

COMPENSATION

Q. *How Will I Get Paid?*

- A.** Timesheets are required for every assignment you work. It is your responsibility to fill out your timesheet correctly & have them signed by the client's supervisor. Your signed timesheet must be in the office by Monday noon for you to receive a paycheck on Friday.

Q. *How Can I Increase My Pay Rate?*

- A.** Each assignment is different and requires different skills. Grafton's rate of pay depends on a variety of factors. As your skill level increases, so will your ability to qualify for higher pay. In addition to skills and duties performed, factors such as good evaluations from the clients on attendance and job performance will help increase your pay.

Q. *What Deductions Will Be Taken From My Pay?*

- A.** Grafton will deduct from your paycheck all legally required federal, state and city with- holding and Social Security and Medicare taxes. We reserve the right to deduct overpayments from future paychecks.

TIMESHEET INSTRUCTIONS & CHECKLIST

Follow the timesheet checklist to ensure prompt payment.

Each Monday, begin a new timesheet for days worked.

You may work for different clients within the same week. You must fill out separate timesheets for each client you work for.

CHECKLIST

All timesheets must have the following:

- D** Your name
- D** Date of each day worked

- ⓓ Start time, finish time, and amount of time for lunch
- ⓓ Total hours for each day, deducting lunch-time & rounding to the nearest quarter hour
- ⓓ Total hours for the week
- ⓓ Your signature
- ⓓ Client's name and signature
- ⓓ No timesheet means no paycheck

SAFETY REMINDERS

ⓓ Grafton is concerned about your safety on the job. Please do not lift or carry anything heavy. Grafton does not allow associates to lift or carry anything that weighs more than 40 pounds. If you are asked to do anything you feel may be unsafe, politely explain that you are required to call your Grafton Manager for permission.

- ⓓ Please ask for instructions before using unfamiliar equipment.
- ⓓ Please locate aisles, stairways, and exits you can use during an emergency.
- ⓓ Please watch for obstacles and wet floors that may cause an accident.
- ⓓ Please call us immediately if you are injured at work.
- ⓓ Please call us if the client asks you to travel. Authorization to travel has to be approved by Grafton before traveling to ensure insurance coverage.
- ⓓ Before working, please familiarize yourself with client specific safety procedures.
- ⓓ Personal Protection Equipment (PPE) is required to be worn at all times.

EQUAL EMPLOYMENT OPPORTUNITY

Grafton Staffing Companies ("Grafton") provides equal employment opportunities (EEO) to all associates and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws. In addition, Grafton complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment including but not limited to; hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

DRUG /ALCOHOL POLICY

The welfare and success of this company depends on the physical and psychological health of all its associates. The abuse of drugs and alcohol poses a serious threat to both the company and its associates. Any associate who engages in the sale of or is found under the influence of habit forming or illicit drugs or alcohol which impairs judgment, performance or behavior while at work will be subject to discipline or termination.

A few client companies of Grafton request temporary associates to take a drug test before they are placed on an assignment. If this situation should arise, the Grafton Manager will explain this prior to your acceptance of the assignment.

WORKPLACE HARASSMENT

Grafton expressly prohibits any form of unlawful associate harassment based on race, color, religion, sex, national origin, age, disability, or status as a Vietnam-era or special disabled veteran. Improper interference with the ability of Grafton's associates to perform their expected job duties is not tolerated, and your assignment will end immediately.

With respect to sexual harassment, Grafton prohibits:

1. Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature. Sexual harassment will be regarded as a violation of this policy when:
 - D Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 - D Submission to or rejection of such conduct is used as a basis for decisions affecting an individual's employment; or
 - D Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. The management of Grafton considers the following conduct to be some examples of the type of acts which violate Grafton's sexual harassment policy:
 - D Physical assaults such as rape, sexual battery, molestation, intentional physical touching which is sexual in nature;

Unwanted sexual advances, propositions or other sexual comments such as unwelcome sexually oriented gestures, noises and remarks, preferential treatment for submitting to sexual conduct or conduct making the performance of an associate more difficult because of their sex;

- D Sexual displays or publications displayed in the workplace which are sexually demeaning or pornographic, and reading sexually suggestive or pornographic literature. Such material includes calendars, cartoons, jokes, cards or other material of this nature.

EMPLOYMENT POLICIES

This Associate Handbook contains the present personnel policies and practices of Grafton for the guidance of all temporary or contract to hire personnel. Grafton reserves the right to make additions or changes to the policies and practices set forth in this Associate Handbook, and to change wages, benefits,

and working conditions without prior notice at its sole discretion. None of the policies or practices described in the Associate Handbook constitute, nor should they be relied upon as, contractual obligations of Grafton to its associates or any other persons. Rather, these policies are general guidelines provided to you for informational purposes only.

Additionally, nothing in this Associate Handbook guarantees any specific term of employment or a minimum number of temporary work assignments or working hours or limits the right of Grafton or the associates to terminate their relationship at any time. All employment is of a strictly temporary nature and all associates are employed at will. As such, they are free to resign or to refuse any temporary work assignment at any time with or without reason. Similarly, Grafton may terminate the at-will employment relationship with any associate and may decline to assign an associate to any particular work assignment at any time with or without reason or advance notice.

COMPLAINT PROCEDURE

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. No member of management will condone or ignore any act of sexual or workplace harassment and must take prompt and decisive action to stop any harassment they are aware of. All members of management must promptly report all incidents of sexual or workplace harassment to either the Grafton Manager or an officer of the Company. Further, associates are also responsible for respecting the rights of their co-workers.

If you experience any job-related harassment based on your sex, age, race, national origin, disability, or another factor, or believe you have been treated in an unlawful, discriminatory manner, you must promptly report the incident to either the Grafton Manager or an officer of the Company, or if neither is present, the Grafton Coordinator. The Grafton Manager or an officer of the Company will undertake an investigation. Your complaint will be kept confidential to the maximum extent possible.

If the Company determines after a thorough and complete investigation that an associate is guilty of harassing another associate, appropriate disciplinary action will be taken against the offending associate. Disciplinary action may include, but not be limited to; verbal warning, written reprimand, suspension, or discharge. Records of all disciplinary measures will be permanently retained in the associate's personnel file.

Associates, agents, consultants, guests, customers, vendors and other non-associates are forbidden to engage in any form of sexual harassment. Associates may refuse, without fear of reprisal, to work with a non-associate who fails to refrain from sexual harassment. Any non-associate who, in the sole opinion of the Company, violates this Policy may be barred from the Company's premises.

Grafton prohibits any form of retaliation against any associate for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if after investigating any complaint of harassment or unlawful discrimination, the Company determines that the complaint is not bona fide or that an associate has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

Grafton recognizes the sensitivity and confidentiality of the information received during an investigation of workplace harassment. Grafton will try to keep all information and documentation confidential, where at all possible.