

Southeast Staffing

Employee Handbook

A Manual of
Employee Benefits &
Personnel Policies

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Introduction

Welcome and Purpose

This handbook is designed to acquaint you with Southeast Staffing and provide you with general information about working conditions, benefits and policies affecting your employment.

The information contained in this handbook applies to all employees of Southeast Staffing. Following the policies detailed within the handbook is considered a condition of continuous employment. The contents of this manual shall not constitute nor be construed as a promise of employment or as a contract between the Company and any of its employees. The handbook is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

At-will Employment Statement

While we hope to have a long and profitable relationship with you, your employment with the Company is voluntary and is subject to termination by you or the Company at will, with or without cause, and with or without notice, at any time.

While the Company may have a disciplinary system in place, this system does not have to be used—the Company may make the decision to terminate you without first taking these disciplinary steps.

None of the information provided in our policies signifies a contractual agreement or should be interpreted to conflict with, eliminate or modify in any way your employment-at-will status with the Company.

No individual, except for **Peri Campbell, President**, can approve any kind of contractual agreement. Should a contractual agreement be signed by this person, it must also be notarized in order to be applicable.

You will be asked to read and sign your acknowledgement of the Florida Right to Work statutes at the time you complete your employment documents.

Mission Statement

Our mission is to retain and expand our customer base through superior, personalized service.

We have carefully selected you as a team member because we believe that you will provide the high-quality service that continually makes us the best in the business. We believe that consistent, ethical and quality performance of all our placements is the key to success and will result in loyal, mutually beneficial relationships. As a member of our team, dedication to providing the best service to our customers is your number-one priority.

To fulfill this mission, we are committed to:

- Providing competitively priced rates and high-quality service
- Be up to date with new technologies that may benefit us
- Rewarding employee achievement
- Serving and supporting the community
- Building partnerships
- Exceeding customer expectations

Employment Policies

Employment Termination

1. Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:
 - Resignation—voluntary employment termination initiated by an employee.
 - Termination—involuntary employment termination initiated by Southeast Staffing.
 - Layoff—involuntary employment termination initiated by Southeast Staffing for non-disciplinary reasons.
2. If you wish to resign, we ask that you notify your manager of your anticipated departure date at least twelve hours in advance. Of course, as much notice as possible is appreciated by Southeast Staffing and your co-workers. This notice should be in the form of a written statement.
3. If you fail to report to work for three consecutive days without informing management of the planned absence, we will assume that you have voluntarily resigned.
4. Any outstanding financial obligations owed to Southeast Staffing or its clients will be deducted from your final check given your prior written permission. If your final check does not sufficiently cover the money owed to the Company, you will remain liable for that amount.
5. If you leave Southeast Staffing in good standing, you may be considered for re-employment.
6. Except as required by law or by separate agreement, employee salary and benefits will end on the date of termination.
7. Upon resigning from Southeast Staffing, please continue to provide us with an accurate address for at least one year for tax purposes.

Equal Employment Opportunity

It is our policy to provide an equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy and believe in the concept and spirit of the law.

We are committed to assuring that:

- All recruiting, hiring, training, promotion, compensation and other employment-related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law;
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law; and Southeast Staffing's policy and procedures.
- Reasonable accommodations will be made for disabilities and religious beliefs.

We believe in and practice equal opportunity. The Director of Southeast Staffing Internal staff member serves as our Equal Opportunity Coordinator and has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our Company in meeting its objectives.

Please contact a member of Southeast Staffing's internal staff with questions or concerns.

I-9 Immigration Reform

Southeast Staffing complies with the Immigration Reform and Control Act, employing only those persons who are legally eligible to work in the United States.

Southeast Staffing complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked prior to their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his or her right to work within three days of hire, Southeast Staffing must terminate his or her employment.

Please contact a member of Southeast Staffing's internal staff with questions or concerns.

Workplace Conduct

Code of Ethics Policy

Southeast Staffing maintains specific policies in an attempt to assist employees in adhering to certain standards of conduct. These policies are in place to preserve the Company's reputation and prevent adverse consequences to all parties involved. This particular policy is designed to establish standards of conduct with respect to payments and political contributions.

Prohibition of Improper Payments

The Company requires all employees to only use lawful practices involving payments to customers, political parties, officials, candidates or governmental authorities. As a result, kickbacks and bribes offered with the intent of inducing or rewarding specific buying decisions or actions are strictly prohibited. No Company employee may offer to make direct or indirect payments of value in the form of compensation, gifts or contributions to any of the following:

- Persons or firms employed by or acting on behalf of a customer (private or governmental) for the purpose of rewarding favorable actions in a transaction.
- Any governmental officials, political parties or officials of a party or candidate for political office, for the purpose of rewarding favorable actions or influence of the official, party or candidate.

These restrictions are not applicable to ordinary, reasonable business entertainment expenses and gifts of no substantial value. Management should exercise sound judgment and discretion with regard to controlling and authorizing these business expenses on a regular basis.

Political Contributions

The Company will not make any contributions to any political party or candidate for political office in violation of federal or state law. Federal law generally prohibits corporations from making contributions or expenditures in connection with a political campaign, subject to some limited exceptions. There are, however, various states that do allow corporate contributions to political parties and candidates in conjunction with state and local elections.

Reporting to Management

Any employee who must authorize, make or agree to a payment that may be contrary to this policy must report this information to his or her supervisor or to the Company's legal counsel immediately. If an employee learns that a coworker is engaging in conduct contrary to this policy, the employee must report this information immediately to his or her supervisor or the Company's legal counsel immediately as well. Management personnel who receive a report will promptly discuss the issue with legal counsel for further investigation.

Antitrust Laws

Antitrust laws are relevant to many business decisions, and those who engage in illegal actions against such laws are subject to fines and imprisonment. Management will help guide employees in abiding by antitrust decrees applicable to the Company. The Company intends to comply with all U.S. antitrust laws applicable to normal business operations and will hold employees responsible for abiding by these laws as well.

Exchange of Information with Competitors

Communication with competitors would be an infringement of antitrust laws, specifically if the communication is accompanied by some action. The prohibitions of this policy are intended to avoid antitrust infringements. Under this policy, no employee may discuss information on any subject with a competitor or another third party acting on behalf of a competitor to remain compliant with Section 1 of the Sherman Antitrust Act, unless the Company's legal counsel determines that the communication would not violate antitrust laws.

When participating in trade associations and other meetings with competitors, employees may not attend unauthorized meetings with competitors or meetings for trade associations held to discuss business without adhering to the formal rules established by the trade association for its meetings.

Employees must recognize that participating in development and product certification events impacting competitors or suppliers may initiate antitrust violations. Consult with the Company's legal counsel before attending any event that may develop standards or certify products with competitors.

Violations of this Policy

If an employee violates this policy, he or she may be subject to termination or other disciplinary action to prevent future violations. The following individuals may be subject to disciplinary action or termination:

- Employees who are in direct violation of this policy.
- Employees who deliberately withhold information concerning the violation of this policy or fail to report a violation of this policy.
- Management personnel who fail to report violation of this policy by their subordinates.

If an employee is accused of violating antitrust laws, yet he or she did consult legal counsel and acted in good faith, the employee may not face disciplinary action under this policy. The Company may also assist in the employee's defense, within the confines of the law.

Complaint Policy

Southeast Staffing strives to openly communicate with all employees. Any concerns employees have should be promptly be reported to management so that a solution may be devised.

Examples of some complaint's employees may have:

- Suggestions for improvement
- Concerns about working conditions
- Issues with co-workers
- Concerns about treatment at work

When a complaint is voiced, we will do our best to remedy the situation. While every employee may not be satisfied with every solution, we do value the input that employees provide and want to foster an environment where all employees feel comfortable reporting their concerns.

Please contact a member of Southeast Staffing's internal staff with all complaints.

Disciplinary Action Policy

Disciplinary actions may entail verbal, written and final warnings, and suspension and termination. All of these actions may not be followed in all instances. Southeast Staffing reserves the right to exercise discretion in discipline. Prior warning is not a requirement for termination. If you are disciplined in writing, copies of your warnings are placed in your personnel file.

Southeast Staffing reserves the right to take any disciplinary action the Company considers appropriate, including termination, at any time. In addition to those situations discussed elsewhere in this handbook, listed below are some examples where immediate termination could result. This list is general in nature and is not intended to be all inclusive:

- Discourtesy to a customer, provider or the general public resulting in a complaint or loss of good will.
- Refusal or failure to follow directions from management.
- Breach of confidentiality relating to employer, employee, customer or provider information.
- Altering, damaging or destroying Company property or records, or another employee's property.
- Dishonesty.
- Providing false or misleading information to any Company representative or on any Company records, including the employment application, benefit forms, time cards, expense reimbursement forms and similar records.
- Fighting or engaging in disorderly conduct on the Company's or a customer's premises.
- Violations of any of Company's employment policies including, but not limited to, confidentiality, security, solicitation, insider trading, conflict of interest and code of conduct.
- Conduct or performance issues of a serious nature.
- Failure of a drug or alcohol test.

Drug-free Workplace Policy

We recognize alcohol and drug abuse as potential health, safety and security problems. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this Drug-free Workplace Policy is made a condition of employment.

Employees are prohibited from the following when reporting for work, while on the job, on Company or customer premises or surrounding areas, or in any vehicle used for Company business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol
- Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine (“controlled substance” means a drug or other substance as defined in applicable federal laws on drug abuse prevention)

Any employee violating these prohibitions will be subject to disciplinary action up to and including termination.

Any employee convicted under any criminal drug statute for a violation occurring while on the job, on Company or customer premises, or in any vehicle used for Company business must notify the Company no later than five days after such a conviction. A conviction includes any finding of guilt or plea of no contest and/or imposition of a fine, jail sentence or other penalty.

Drug and alcohol testing will be carried out in compliance with any applicable state and federal laws and regulations.

We recognize that employees suffering from alcohol or drug dependence can be treated. We encourage any employee to seek professional care and counseling prior to any violation of this policy.

Harassment Policy

Southeast Staffing strives to provide a work environment that is free from harassment. Therefore, Southeast Staffing will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance and other characteristics protected under state, federal or local law. This conduct is prohibited in any form at the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to all employees, clients, customers, guests, vendors and persons doing business with the Company.

Harassment consists of unwelcome conduct toward an individual because of his or her age, race, gender, color, religion or other protected status when the conduct creates an intimidating, hostile or offensive work environment that causes work performance to suffer or negatively affects job opportunities.

Types of prohibited harassment include, but are not limited to, the following:

- Verbal or written comments related to a trait someone possesses, including name-calling, jokes, slurs, negative stereotyping or threats. Verbal comments about an individual appearance.
- Nonverbal conduct, such as staring, leering or giving inappropriate gifts
- Physical conduct, such as assault or unwanted touching
- Visual images, in hard copy or electronic form, relating to a trait someone possesses (for example, cartoons, drawings or pictures)

Appropriate performance reviews, counseling or discipline by your manager do not constitute harassment.

If you feel that you are being harassed, take the following steps:

- Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so
- Report the incident or additional incidents immediately to your manager or immediate supervisor at your client assigned workplace.
- All reports will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible. Appropriate actions will be taken to stop and remedy such conduct, including interim measures during a period of investigation.

Retaliating or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. Employees who violate this policy or retaliate against an employee in any way will be subject to disciplinary action, up to and including termination.

Sexual Harassment Policy

Southeast Staffing prohibits sexual harassment of all kinds. This policy applies not only to employees, but also to clients, customers, guests, vendors and anyone else doing business with Southeast Staffing. Any employee who feels that he or she has been a victim of sexual harassment should notify Southeast Staffing Internal staff member immediately.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment

Examples of sexual harassment include, but are not limited to, the following:

- Unwelcome sexual flirtation, advances or propositions
- Verbal comments related to an individual's gender or sexual orientation
- Explicit or degrading verbal comments about another individual or his or her appearance
- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer
- Any sexually offensive or abusive physical conduct
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures
- Displaying cartoons or telling jokes which relate to an individual's gender or sexual orientation

Standards of Conduct

The work rules and standards of conduct for Southeast Staffing are important, and the Company regards them seriously. In addition, employees are expected to follow the rules and standards faithfully in doing their jobs and conducting business on behalf of Southeast Staffing. Please note that any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, manufacture, distribution, sale, transfer, dispensation or use of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Immoral actions or intimidating others
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of Company or customer property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas at the workplace
- Sexual or other unlawful or unwelcome harassment or touching
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, including cell phones, or other Company equipment. Using Company equipment for purposes other than business (e.g., playing games on computers or personal Internet usage)
- Unauthorized disclosure of confidential information or willful violation of policy.
- Unsatisfactory performance or conduct

These rules apply to any and all interactions with customers, fellow employees or anyone else associated with the workplace.

Violence in the Workplace

It is Southeast Staffing's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, the Company will not tolerate violence or threats of violence of any form in the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to Company employees, clients, customers, guests, vendors and persons doing business with the Company.

It is a violation of this policy for any individual to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax or email).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Any other conduct or acts that management believes represent an imminent or potential danger to workplace safety or security.

Anyone with questions or complaints about workplace behaviors that fall under this policy may discuss them with a supervisor or a Southeast Staffing Internal staff member representative. The Company will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate termination of employees. Where such actions involve non-employees, the Company will take action appropriate for the circumstances. Where appropriate and/or necessary, the Company will also take whatever legal actions are available and necessary to stop the conduct and protect Company employees and property.

Weapons in the Workplace

Southeast Staffing prohibits the possession of firearms or any other lethal weapon on Company property, in a vehicle being used on Company business, in any company-owned or leased parking facility, or at a work-related function. This applies to all employees, visitors and customers on Company property, even those who are licensed to carry weapons. The only exception to this is an employee who is required to possess weapons in order to fulfill his or her job duties.

Some examples of prohibited weapons include:

- Firearms (pistols, revolvers, shotguns, rifles and bb guns)
- Knives (switchblades, gravity knives or any knife with a blade longer than three inches)
- Metal knuckles
- Bows and arrows
- Tasers

We prohibit weapons to ensure the safety and security of all employees and persons visiting the Company. Any employee found in violation of this policy will be subject to disciplinary action, up to and including immediate termination. If you have questions or concerns regarding this policy, please contact Southeast Staffing Internal staff member.

Employee Benefits

Employee Benefits

As an employee of Southeast Staffing, you are responsible for paying federal, state and local taxes. This includes income taxes, Social Security and Medicare taxes. These taxes will automatically be withdrawn from each of your paychecks at a rate that is determined by the number of deductions you claim.

Southeast Staffing employees who work an average of 30 hours per week will be eligible to purchase Health Care coverage, Dental Care Coverage, Term Life Insurance and/or Short-Term Disability Insurance following a 60-day probationary period. A representative from Southeast Staffing will contact you 30-45 days after your hire date to discuss your options. Southeast Staffing pays a portion of the Health Care coverage for yourself. Any other coverage or dependent coverage premiums will be payroll deducted.

Should Southeast Staffing remain your employer for a period of six (6) months, and you average 30 hours or more per week for the six (6) months prior to the holiday, you will be eligible to receive Holiday Pay for each of the following six (6) Federal Holidays; New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. You must work your scheduled day before and after the holiday in order to be paid for the holiday.

Should Southeast Staffing remain your employer for a period over one (1) year and you average 30 hours or more per week for the year prior to your anniversary date, you will have earned five (5) days of paid vacation. The vacation time does not accrue. It is only earned each year on your anniversary date using the aforementioned criteria for each year of employment. Vacation time does not accelerate beyond five (5) days.

Time Away from Work

Communicable Disease Policy

A communicable disease is a disease that can be transmitted from one individual to another via: (1) direct physical contact, (2) the air (cough, sneeze or particle inhaled), (3) through a transmission vehicle (either ingested or injected) or (4) through a vector (animals or insects). Examples of some of the most common communicable diseases include: measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis (TB). This definition may be broadened in accordance with the recommendations and information provided from the Centers for Disease Control and Prevention (CDC).

Southeast Staffing will make decisions involving those with communicable diseases based on medical information concerning the disease in question, the risks of transmission to others, symptoms and any special circumstances of the individuals involved. The Company will weigh potential risks and available alternatives before making any decisions.

Reporting Procedure

Those employees who demonstrate signs or symptoms of a communicable disease that poses a credible threat of transmission in the Southeast Staffing workplace should report that potential infection or disease immediately to any Southeast Staffing Internal staff member. The employee is then responsible for keeping Southeast Staffing informed of his or her condition that may require extended care, missed work, etc. The employee may also be required to provide written documentation from a physician to return to the worksite.

Hiring and Employment

Southeast Staffing will not discriminate against job applicants or employees with a communicable disease. These individuals will not be denied access to the worksite solely because they have a communicable disease, but may be excluded from Company facilities, programs and functions if Southeast Staffing determines that restriction is necessary to protect the welfare of the infected individual or the welfare of others.

Southeast Staffing will comply with all applicable statutes that protect the privacy of individuals with communicable diseases.

Abuse of this policy will result in disciplinary action up to and including termination. Southeast Staffing reserves the right to revise this policy without notice during changing pandemic conditions.

Contagious Illness Policy

Southeast Staffing realizes that employees with contagious temporary illness, such as influenza, colds and other viruses, need to continue with normal life activities, including working. However, the Company also seeks to maintain a healthy workplace for its employees and customers.

In deciding whether an employee with an apparently short-term contagious illness may continue to work, the Company considers several factors. The employee must be able to perform normal job duties and meet regular performance standards.

In the judgment of the Company, the employee's continued presence must pose no risk to the health of the employee, other employees and customers. If an employee disputes the Company's determination that this type of risk exists, the employee must submit a statement from his or her attending health care provider that the employee's continued employment poses no risk to the employee, other employees and customers.

Supervisors are encouraged to remind employees that the Company does not provide paid leave to cover absences due to contagious temporary illness. All employees are urged to contact Southeast Staffing Internal staff member with questions about the possible contagious nature of another employee's temporary illness.

Please contact a member of Southeast Staffing's internal staff with questions or concerns

Funeral Leave

We have taken into consideration the personal needs that arise from the death of an immediate family member. You will be allowed leave up to three days including the day of the funeral. This leave will be granted but unpaid.

Immediate family includes father, mother, spouse, child, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents or any relative who lives with the employee.

Jury Duty

While it is the duty of every citizen to serve on a jury when called, Southeast Staffing recognizes that this often means the loss of income. Southeast Staffing does not pay the difference between the jury pay and regular wages for days when you are unable to report to work because of jury service.

Jury Duty is considered an excused absence if you are able to provide the following:

- Show your supervisor your summons to serve on a jury prior to the time that you are scheduled to serve.
- Furnish your supervisor with evidence of having served on a jury for the time claimed.

Jury absence will be noted on your time sheet or timecard. Time spent on jury duty will not be counted as hours worked for the purpose of computing overtime pay

Time Off to Vote

Southeast Staffing encourages all employees to vote. It is the policy of Southeast Staffing to comply with all state election law requirements with respect to providing employees, when necessary, with time off to vote. You will not be paid for time away to vote.

Lunch and Rest Periods

Employees are allowed an unpaid lunch break. Lunch breaks are at the client's discretion and vary from 30 to 60 minutes. The schedule for meal periods will be established based on work requirements at each client's location. Staggered meal periods may be necessary for some clients based on their needs.

Two paid rest periods of 15 minutes each can be permitted each day. The schedule for these breaks will depend completely on the needs of each client. Rest periods are considered time worked, and employees will receive compensation for such periods.

Please note that under the Florida Right to Work Laws no employer is required to grant any type of break, either paid or unpaid. Under Florida Law any break granted under 20 minutes shall be a paid break. Any break granted for more than 20 minutes is considered a meal break. Florida Law allows the employer to grant unpaid meal breaks. All breaks granted by an employer is considered a courtesy and not required under law.

Military Leave

Southeast Staffing provides military leave to eligible employees in compliance with federal and state laws, including the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Questions regarding the Company's military leave policy should be directed to a member of Southeast Staffing's internal staff. Employees should notify their managers as soon as they become aware of a military service obligation.

Leave for Annual Training

Employees who are members of the U.S. Army, Navy, Air Force, Marines or Coast Guard Reserves or the National Guard may be granted leaves of absence for the purpose of participating in Reserve or National Guard training programs.

Employees will be granted the minimum amount of leave needed to meet the minimum training requirements of their units. No employee will be required to use vacation time for military duty, but employees who do elect to schedule their vacations to coincide with military duty will receive their full regular vacation pay in addition to any pay from the military.

Leave for Military Service

Permanent employees who perform service in the uniformed services may be granted leaves of absence for the purpose of participating in military service. Under USERRA, "uniformed services" consists of the U.S. Army, Navy, Marine Corps, Air Force and Coast Guard and their Reserve components, U.S. National Guard and Air National Guard, the Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or emergency.

Employees with leaves of less than 31 days must report back to work by the beginning of the first regularly scheduled work period after the end of the last calendar day of service, plus the time required to return home safely and have an eight hour rest period.

Employees with leaves between 31 and 180 days must apply for re-employment no later than 14 days after completion of uniformed service. Employees with leaves longer than 180 days must apply for re-employment no later than 90 days after completion of uniformed service.

The reporting or application deadlines are extended for persons who are hospitalized or convalescing because of an injury or illness incurred or aggravated during the performance of military service.

Returning service members will be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority (escalator position). The Company will make reasonable efforts

Time Away From Work

(such as training or retraining) to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment. However, certain exceptions apply and a service member may be placed in an alternative reemployment position if he or she cannot qualify for the escalator position.

Reemployed service members are entitled to the seniority and rights and benefits based on seniority that they would have attained with reasonable certainty had they remained continuously employed.

During a period of military service, the employees will be treated as if they are on a furlough or leave of absence. Consequently, during their period of service they are entitled to participate in any rights and benefits not based on seniority that are available to employees on comparable nonmilitary leaves of absence.

Nursing Mothers

To ease the transition of mothers returning to work following the birth of a child, lactation accommodation will be provided for nursing mothers.

For up to a year following a child's birth, nursing employees will be provided break time to express breast milk during the workday. The employee will be allowed a reasonable break time whenever she has the need to express milk throughout the day.

Areas for mothers to express milk in private and secure areas for storing milk will be determined by Southeast Staffing clients.

Breaks to express milk will not be paid. Employees may use normal break and lunch periods to accommodate their nursing needs. However, if the breaks needed to express milk exceed standard daily break time, then the employee must use personal time unpaid time.

If you are returning from maternity leave, speak with your manager or supervisor regarding your nursing needs. Your supervisor will work with you to accommodate your break schedule as needed, knowing that your breaks may differ on a day-to-day basis.

Please contact a member of Southeast Staffing's internal staff with questions or concerns.

Pandemic Flu Leave

In the event of a pandemic flu outbreak, as declared by Southeast Staffing management, in conjunction with the Center for Disease Control, the following Pandemic Flu Leave policy applies to all employees, including temporary and non-benefit eligible.

Confirmed Infection

Employees who are absent due to a confirmed pandemic flu infection will not receive full pay for their normally scheduled work hours until a physician has authorized their return to work. If the leave extends beyond 90 days the employee will need to reapply for employment.

Suspected Infection

If you suspect that you have the flu, or you are asked to leave work due to symptoms and you are subsequently found to be free of the virus, you will not be paid in full for your normally scheduled work hours to cover the time it took for the medical evaluation. You will be required to provide a written physician's notification to return to work.

Immediate Family Member Infection

This leave policy applies to the employee's own illness or for the employee to care for an immediate family member. The employee will not receive full pay for normally scheduled work hours. A written physician's notification will be requested confirming that the pandemic flu is the reason for the absence.

Abuse of this policy will result in disciplinary action. The Company reserves the right to revise this policy without notice due to changing pandemic conditions.

General Practices

Anti-discrimination Policy

Southeast Staffing does not discriminate against anyone based on race, color, ethnicity, religion, gender, sexual orientation, disability status or any other trait that is protected under local, state or federal law. In addition, we do not allow discrimination of any kind in the workplace. We are an equal opportunity employer and also take affirmative action measures against discrimination in all aspects of employment and Company business. This policy applies not only to personnel decisions, but to all aspects of business.

We ask that you respect those around you—co-workers, customers and management alike.

Any reports of discrimination will be investigated, and disciplinary measures will be taken.

Attendance & Standard Working Hours

Southeast Staffing expects that every employee will be regular and punctual in attendance. This means being at the client's location, ready to work, at the starting time each day. Absenteeism and tardiness place a burden on both co-workers and Southeast Staffing.

When you are unable to work due to illness or an accident, please promptly notify your supervisor. In the event your immediate supervisor is unavailable, you must speak with a manager. Leaving a message with another staff member or on voicemail does not constitute an accepted notification of absence. If you do not report for work and Southeast Staffing is not notified of your status, it will be assumed after three consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

In the event of severe weather, we remain open for business during regularly scheduled working hours. You are expected to report for work in severe weather if it is at all possible to do so safely. In the event we close due to weather, your supervisor will contact you. Please keep your client host and manager informed on how to reach you on such occasions. *See also Severe Weather Policy.*

Standard working hours for our office are from **8:00 a.m.** to **5:00 p.m.** Monday through Friday. Your standard working hours will be determined by the host client company and will be given to you upon your acceptance of the assignment and before you begin the first day of the assignment.

If you will be absent from work during your assigned standard working hours for any reason, you must contact your supervisor as soon as possible to avoid disciplinary action.

Background Check Policy

Southeast Staffing carefully selects quality employees. Background checks help to ensure that new employees have the skills for the job and have performed well in the past.

The Company conducts background checks on all job candidates after a contingent offer of employment has been extended. A background check may also be completed during reassignment or promotion of an employee. A third-party administrator may be used to conduct the background checks, and all background checks will be compliant with applicable laws, such as the Fair Credit Reporting Act.

The information that may be collected includes, but is not limited to:

- Criminal background
- Employment history
- Education
- Professional and personal references

Criminal background checks may not be used as the sole reason for denying employment, unless it is job-related. Regardless, the Company has the right to make the final decision about employing an individual after the background check is complete.

Checking professional and personal references is an important part of the background check process. This provides the Company with information on the potential employee's work ethic, skills and performance.

Information obtained from the background check process, including information from professional and personal references, will be used by the Company only as part of the employment process and will be kept confidential by a Southeast Staffing Internal staff member.

A background check may also be completed during reassignment or promotion of an employee.

Confidential Information & Company Property

During your employment at Southeast Staffing, you may have access to confidential and proprietary data, which is not known by competitors or within the company's field of business generally. This information (hereinafter referred to as "Confidential Information") includes, but is not limited to: data relating to the Company's marketing and servicing programs; procedures and techniques; the criteria and formula used by the Company in pricing its products and services; the structure and pricing of special packages that the Company has negotiated; lists of customers and prospects; the identity, authority and responsibilities of key contacts at Company accounts; the composition and organization of accounts' businesses; the peculiar risks inherent in their operations; sensitive details concerning the structure, conditions, and extent of their existing products and services; contract expiration dates; commission rates; service arrangements; proprietary software, Web applications and analysis tools; and other data showing the particularized requirements and preferences of the accounts. This Confidential Information is a valuable asset of the Company, developed over a long period of time and at substantial expense.

To protect the Company's interest in this valuable asset, you must (a) not use any such Confidential Information for your personal benefit or for the benefit of any person or entity other than the Company, and (b) use your best efforts to limit access to such Confidential Information to those who have a need to know it for the business purposes of the Company. In addition, you should minimize those occasions on which you take documents, computer disks or a laptop containing such Confidential Information outside the office. On those occasions where it is necessary, consistent with the best interests of the Company and doing your job effectively, to take documents, computer disk or a laptop containing Confidential Information outside the office, all appropriate precautionary and security measures should be taken to protect the confidentiality of the information.

During the course of your employment with the Company, you will be provided with and will generate correspondence, memoranda, literature, reports, summaries, manuals, proposals, contracts, customer lists, prospect lists, and other documents and data concerning the business of the Company. Any and all such records and data, whether maintained in hard copy or on a computer or other medium, is the property of the Company, regardless of whether it is or contains Confidential Information. Upon termination of your employment at the Company, you are required to return all such records to the Company and may not retain any copy of such records or make any notes regarding such records. We reserve the right to search for such information and property in personal items while on Company premises such as vehicles, purses, briefcases, etc.

Conflicts of Interest

All employees have a duty to further the Company's aims and goals, and to work on behalf of its best interest. Employees should not place themselves in a position where their actions or personal interests may be in conflict with those of Southeast Staffing. Examples include: soliciting or profiting from the Company's client or prospect base or other Company asset for personal gain; acting on behalf of Southeast Staffing in servicing or obtaining a client, and limiting the best solution for the client or prospect for personal financial gain; and acting as director, officer, employee or otherwise for any business or institution with which Southeast Staffing has a competitive or significant business relationship without the written approval of the chief executive officer.

Employees should report to their manager any situation or position (including outside employment by an employee or any member of an employee's immediate household) which may create a conflict of interest with Southeast Staffing.

Customer Complaint Policy

This Customer Complaint Policy aims to not only provide a framework for employees to work with when handling complaints from customers, but also to ensure consistency within Southeast Staffing in handling and resolving complaints from customers. Addressing customer complaints helps the Company in following through on our commitment to provide quality products, services and customer service.

Southeast Staffing defines the term “complaint” as any expression of dissatisfaction or grievance made by a customer or member of the public about any Southeast Staffing product or service, not including a request for information.

Southeast Staffing’s customer service representatives will provide reasonable information and assistance to customers to ensure that complaints are made effectively. Complaints may be made in any of the following ways:

- Via telephone at **321-727-3261**
- Via mail at **551 S. Apollo Blvd, Suite 206, Melbourne, FL. 32901**

Complaints will be acknowledged upon receipt by the Company and customers will be provided with a reference number that can be used to identify the progress of their complaint.

Complaints will be processed in a timely and efficient manner. Continuous improvement and training will be used to confirm complaints are resolved promptly and courteously. Managing our customers’ expectations realistically is our goal. This involves the careful examination of each complaint and the provision of a resolution offered on the basis of that analysis.

Complaints will be recorded and analyzed to ensure that our complaint management processes comply with this Policy. Trends will be identified, and feedback will be provided to the relevant departments to improve current processes.

Our mission is to resolve customer complaints immediately, rather than delaying the resolution. When necessary, customers will be kept informed of the progress of their complaint and the company’s internal escalation process.

When a customer has exhausted his or her avenues for addressing the complaint within the company or finds those avenues unacceptable, he or she can be advised of external channels for escalation.

Dress Code (General)

Southeast Staffing believes that your pride in both yourself and the Company is reflected in your appearance and in the image you create. We feel that our business image is important and, therefore, request that our employees maintain standards of dress and appearance appropriate to both the organization as a whole and your individual position responsibilities. Dress, grooming, personal cleanliness and professional behavior standards contribute to the professional image we strive to present to our customers and visitors. Therefore, while performing duties for the Company, employees are expected to dress in attire appropriate to the business environment and to behave in a professional manner at all times to best represent our business.

Guidelines

Specific dress code for each client will be explained during orientation for the specific client where the employees job assignment is located.

Inappropriate Attire and Appearance Guidelines

- Sundresses, tank tops, capri pants (or pedal pushers) or other trendy wear including exceptionally short dresses or skirts and crop tops
- Any clothing item displaying an offensive comment or graphic illustration or logo clothing including sport teams, cartoon characters, etc., unless otherwise specified.
- Jewelry (or other objects of personal expression, such as visible tattoos) that is distracting, large or represents an unprofessional image as determined by Southeast Staffing such as large chains, facial jewelry, nose rings, etc.
- Dirty, ragged, ungroomed, sexually provocative, revealing or see-through clothing or appearance
- Any other attire or appearance Southeast Staffing deems to be inappropriate in the business environment

If an employee is unclear about dress and appearance guidelines, he or she is encouraged to consult with any Southeast Staffing Internal staff member. If an employee reports to work in questionable attire or appearance, a notification and discussion will occur with the employee to advise and counsel him or her regarding the inappropriateness of the attire. Depending upon the circumstance, the employee may also be sent home with directions to return to work in proper attire. It is expected that any work time lost will be made up by the employee. Continued or frequent departures from these guidelines will not be permitted and employees who appear for work inappropriately dressed or groomed repeatedly will be subject to disciplinary action.

Driving While on Company Business

Driver inattention plays a role in many motor vehicle accidents. We are not only concerned about your welfare as a Southeast Staffing employee, but also the welfare of others who could be put in harm's way.

As a driver, your first responsibility is to pay attention to the road. When driving on Southeast Staffing business or driving while conducting business on behalf of the Company in any other capacity, the following applies:

Cellphone Use

Cellular phone use while driving is a common, often harmful, distraction. We are concerned about your safety as well as the safety of others. For this reason, the use of cell phones while driving is strongly discouraged. Do not accept or place calls unless it is an emergency, meaning the call cannot wait until you safely pull off the road or until you arrive at your destination. If you must use your cellphone while driving, please use good judgment: keep the call short, use a hands-free device, get to know your phone and its features, and suspend conversations during hazardous driving conditions (rain, snow, ice, fog, glare, heavy traffic, etc.).

Obey the Law

Southeast Staffing is not responsible for any moving traffic violations, parking tickets or any other city ordinances or state or federal laws regarding your driving habits and operation and care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for Southeast Staffing.

Other Safe Driving Precautions

- Use your best judgment when road conditions are poor. Limit or avoid driving when rain or snow threatens your safety.
- Make an effort to avoid distractions such as eating, applying makeup, paying too much attention to your radio or CD player, etc.
- Do not drive if your ability to drive safely is impaired by the influence of medications.
- Laptop computers should never be used at any time while driving.
- Be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.
- Be concerned for your coworkers' safety. Ask them to call you back at a safer time if they call you while they are driving.

General Practices

As a business against drunk driving, be responsible whenever you are operating a motor vehicle. Abide by the law and use a designated driver or the Businesses Against Drunk Driving program for transportation if you are under the influence of alcohol.

Employees who drive for company business must have a current, valid driver's license

Media Relations Policy

The Company is committed to providing the media with accurate information. To avoid discrepancies, specific guidelines should be followed when a media inquiry is received.

All media inquiries regarding the Company and its operation must be immediately referred to **Peri Campbell, President**, who is authorized to make or approve public statements regarding company business. Unless specifically designated by this person, you are not authorized to make those statements. If you wish to write or publish an article, paper or other publication on behalf of the Company, you must first obtain approval.

The Company will generally provide a response to media inquiries within 24 hours. Should the response require a detailed technical explanation, a spokesperson will be designated to address the issue. The spokesperson will be chosen carefully, based on their area(s) of expertise.

Media inquiries include, but are not limited to, the following:

- Press releases
- Advertisements
- Requests for interviews
- Information on:
 - Management changes
 - Financial data
 - Working conditions
 - Wages

Please contact **Peri Campbell** with any questions or concerns you have regarding the Media Relations Policy.

Online Social Networking Policy

Southeast Staffing is committed to maintaining a good relationship with its employees and the marketplace. The way the public views Southeast Staffing is vital to maintaining business, gaining new business, retaining first-class employees, recruiting new employees and marketing our products and services.

While Southeast Staffing has no intention of controlling employee actions outside of work, employees should practice caution and use discretion when posting content on the Web. Employees have the right to use social media for personal expression on their own time, and Southeast Staffing will not violate employee privacy by attempting to access content that has not been made available publicly. This policy serves as a notice on the practice of social networking for all employees to read and understand. As more concerns develop and legislation is released, this policy is subject to change

The purpose of this policy is to:

- To guarantee a constructive relationship between the company and its employees
- To manage risk and preserve Southeast Staffing's positive reputation
- To discourage the use of company time for personal social media activities
- To promote awareness among employees of the number of individuals who can access information presented on social networking sites

Definitions

Social networking and *social media* refer to any activity that involves interaction in online communities. This interaction includes, but is not limited to, browsing profiles and photos, reading messages sent through social networking forums and participating in instant messaging services.

A *social networking site* is any website that links individuals electronically and provides a forum where users can connect and share information. These websites can be tailored to specific interests or to certain types of users. Examples of popular social networking sites include Facebook, Twitter, MySpace, Flickr, Friendster, Classmates.com, LinkedIn, Xanga and Bebo. The list of social networking sites is constantly growing and changing because of the nature of the Web.

A *social networking profile* is a user's personalized page within a specific social networking site, usually containing personal information such as name, birthday, photo and interests.

Micro-blogging is the practice of publishing your recent whereabouts, thoughts or activities on a social networking site for other users to see. While not all social networking sites use micro-blogging, this is a primary focus of sites such as Twitter and Facebook.

Business purposes is considered using a social networking site for the company's gain, usually as a task or assignment given by a manager or supervisor. This can be done either through a specific company

account on a given social networking site or through a personal account set up for the purposes of recruiting or marketing for Southeast Staffing.

The term *Working Hours* includes any time employees are being paid to conduct company business. Standard working hours are from (insert hour) to (insert hour), Monday through Friday. This timeframe may vary based on job type and responsibilities.

Procedures

Prohibited Use

It is important that employees use their time at work for business purposes. Employees are not blocked from access to social networking sites on Southeast Staffing computers because, under some circumstances, social networking is a powerful business tool that can be channeled to gain positive publicity for the company and to connect with clients. However, access to such websites should follow company policy. The following actions are prohibited during working hours:

- Using social networking sites to conduct personal or non-company business with a company computer or device.
- Browsing social networking sites for non-company business on company time with a company computer or device.
- Reading e-mail alerts regarding personal social networking account activity or using Southeast Staffing e-mail to correspond with personal social networking contacts.
- Updating information, uploading photos or otherwise engaging with one's personal social networking profile for non-business purposes with a company computer or device.
- Micro-blogging for a non-business purpose on a social networking site throughout the day, whether it is on a company-provided computer.

Prohibited Conduct

Having your own individual social networking account and using it on your own time is certainly permissible. However, keep in mind that some actions on your personal site are visible for the entire social networking community and may no longer be considered private matters. Southeast Staffing has put in place a set of conduct guidelines to protect its brand and prevent the unwanted disclosure of confidential information. Please follow these guidelines:

- Do not use micro-blogging features to disclose trade secrets, publish internal reports, provide tips based on inside information or participate in other activities that may be considered insider trading.
- We urge you to consider resolving workplace grievances internally. If you choose to address a grievance using social media, refrain from posting comments and materials that could be viewed as malicious, obscene, threatening, intimidating or that could create a hostile environment on the basis of race, sex, disability, religion or any other status protected by law.

General Practices

- Refrain from posting any opprobrious, reckless or maliciously untrue comments. These communications may not be protected by law.
- Do not impersonate Southeast Staffing or its employees, make statements on behalf of Southeast Staffing without authorization, or make statements that can be construed as establishing Southeast Staffing's official position or policy on any particular issue.

As stated above, the purpose of this policy is to protect Southeast Staffing's brand and prevent the disclosure of confidential information. It is not Southeast Staffing's intent to interfere with its employees' legal rights. Whenever state or federal law govern an area of social media participation, Southeast Staffing policies should be interpreted as to comply with them.

Open Door Policy

To foster an environment where employees and management feel comfortable communicating with and voicing concerns to one another, the Company uses an Open Door Policy. Basically, this policy means that all of the managers' doors are open to all of the employees, and employees are free to talk with management at any time. Please consider the following in regard to this policy:

You are responsible for addressing concerns with a manager, from complaints to suggestions and observations. Addressing these concerns allows the Company to improve and explain practices, processes and decisions.

We recommend that you first discuss concerns with your immediate supervisor, but the Open Door Policy also gives you the option of discussing them with higher management and/or member of Southeast Staffing's Internal staff. All of these parties will be willing to listen to the issue and assist in a resolution.

Orientation Period

For all employees hired by Southeast Staffing, the first 90 days of employment are considered to be an orientation period. During this time, the employee will undergo training and orientation as directed by the employee's host client. The employee's supervisor will also monitor the employee's performance during this time period.

During the first 90 days of employment, the employee is encouraged and expected to ask questions concerning his or her job responsibilities, and to determine if he or she is satisfied with the position. If the employee's job performance is found to be unsatisfactory by his or her supervisor at any time during the first 90 days of employment, the employment will be terminated.

All new employees will receive a confidential performance evaluation from their supervisor at the end of the orientation period. At that time, the employee will be eligible for employee benefits.

Overtime Pay

Southeast Staffing shall compensate all hourly, non-exempt employees one-and-a-half times their regular pay for all hours worked in excess of 40 hours each week. The work week begins on Sunday morning (12:01 a.m.) and ends on Saturday at midnight (12:00 a.m.).

At times, employees will be asked to work overtime to complete necessary work tasks. The employee's supervisor will notify the employee as early as possible regarding scheduling needs.

If an employee would like to work overtime hours, he or she must receive prior authorization from his or her client company supervisor.

Pay Periods & Check Distribution

Employees of Southeast Staffing work a standard work week consisting of 40 hours from 8:00 a.m. until 5:00 p.m. Monday through Friday. Employees will be paid as determined by the host client either on Friday, Monday or Tuesday. If these dates fall on non-workdays or holidays, employees will be paid on the next business immediately following the holiday.

Employees will receive a lunch break as designated by the host client during their shifts.

Employees will be asked to provide direct deposit information or issued a Global Cash Card for electronic transmission of payroll funds. "Pay stubs" will be emailed to the email address provided by the employee. Any employee requiring their payroll to be written on a bank negotiable check may retrieve it after 1:00 p.m. on their determined payday at the Southeast Staffing office located at 551 S Apollo Blvd, Suite 206, Melbourne, FL. 32901.

Personnel Records Policy

Southeast Staffing strives to keep accurate and up-to-date personnel records.

Employee personnel files may include the following:

- Job application
- Position description
- Résumé
- Records of participation in training events
- Salary history
- Records of disciplinary action
- Documents related to employee performance reviews, coaching and mentoring

In order to ensure the accuracy of your personnel records, please notify us immediately of the following changes:

- Name
- Address
- Telephone number
- Marital status
- Dependent status
- Tax status

Personnel records are kept highly confidential and are not available to anyone outside of the Company unless you have personally authorized the release, release is to an authorized governmental agency or release is required by law. To obtain access to your records, contact a Southeast Staffing Internal staff member.

Phone Call Policy

Personal phone calls - We recognize that periodically, personal phone calls must be made or received during the business hours. Such calls should be held at a minimum so that they do not interfere with the workflow.

Personal cellphone calls - In order to provide an optimum work environment, employees are expected to have cellphones turned off during work hours. Ringing cellphones are a distraction to co-workers and can interfere with productivity. Cellphones should only be used during breaks, lunches and outside of the office. Flexibility will be provided in circumstances demanding immediate or emergency attention.

Please contact any Southeast Staffing Internal staff member with questions about our Phone Call Policy.

Severe Weather Policy

Unless you are informed otherwise, always assume that Southeast Staffing is open for business during normal hours. Use common sense and your best judgment, however, when traveling to work in severe weather.

Some types of severe weather include hurricanes and tornadoes.

If the Company is not going to open for the day, you will sent information via text message, or the information will appear on the company's website.

When potentially dangerous weather develops during the day and a decision is made by management to close, you will be notified as soon as possible.

Smoke-free Environment Policy

Southeast Staffing is a smoke-free environment. Smoking is not permitted at any time in Company work areas or vehicles, or in client work areas or vehicles.

If smoking is allowed outside of the building, smokers should be considerate of colleagues, customers and members of the public. Help to maintain a clean entryway by depositing cigarettes in appropriate containers and staying far enough away from doors so that smoke does not blow into the building.

Employees who smoke must observe the same guidelines as non-smokers for the frequency and length of break periods.

Workers' Compensation Policy

Southeast Staffing will provide workers' compensation, a type of accident and injury insurance, that compensates an employee for lost time, medical expenses and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to their supervisor and to a Southeast Staffing Internal Staff member so that the necessary paperwork can be completed in a timely manner.

Employees returning to work from an injury or illness for which they were receiving workers' compensation must provide proof of rehabilitation or treatment from a licensed physician and verification that they are able to complete all job-related tasks. In the event that the employee cannot complete some of the tasks as ordered by the physician, the Company will modify the employee's job load if possible. Once a physician has verified that the employee can resume all job-related tasks, he or she will be expected to perform job duties according to physician recommendations.

