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# *QUALITY*

***LABOR***

***SOLUTIONS***

***Employee Handbook***

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***Section 1. Introduction***

* 1. ***Purpose of this Handbook***

*The purpose of this handbook is to familiarize you, the employee, with the policies, rules and other key aspects of Quality Labor Solutions, QLS, (“The Company”). The information in this handbook supersedes all rules and policies that may have been expressed or implied, in both written and oral format. Compliance with this handbook is compulsory for all employees. The company reserves the right to interpret this handbook’s content as it sees fit, and to deviate from the policy when it deems necessary.*

* 1. ***Changes of Policy***

*QLS reserves the right to change this handbook’s content, at any time and at our sole discretion. Its provisions may not be altered by any other means, oral or written. You will receive written notice of any changes we make to the employee handbook and are responsible for understanding and complying with all up-to-date policies. If you are confused about any information defined herein, please contact Human Recourses Manager.*

* 1. ***Employment Forms***

*All new employees are required to complete and submit the following forms. Starred (\*) forms can be found at the end of this manual. All others have been or will be provided separately.*

*\*At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook*

*Employment Application*

*Employment Eligibility Form I-9*

*On the day of hire, each new employee is legally obligated to complete the Employment Eligibility Verification Form I-9 and submit documents establishing identity and eligibility within the next three business days. The same policy applies to re-hire employees whose I-9’s are over three years old or otherwise invalid.*

*W-4 Tax Forms*

*Direct Deposit Form*

*Non-Disclosure Agreement*

*This agreement prohibits the unauthorized disclosure of confidential Company information, via any means of communication, including, but not limited to, face-to-face, over the phone and via the internet.*

***Section 2. Terms & Definitions***

***2.1 Definition of “At-Will” Employment***

*The job of an “at-will” employee is not guaranteed. It may be ended, at any time with or without notice, by the employee or, for a lawful reason, by the company. The company also reserves the right to alter an “at-will” employee’s benefits, pay rate, and assignments as it sees fit. Terms of an employee’s employment may only be changed by the President, CEO or CFO, and must be signed by the president or the CEO.*

***2.2 Types of Workers***

*This section distinguishes between the different types of workers the Company employs. Employee status is established at the time of hire and may only be altered via a written statement signed by the Company.*

*Exempt vs Non-Exempt*

*Most employees are non-exempt, meaning they are entitled by law to at least minimum wage and premium pay for overtime. Exempt employees are not subject to these laws. Exempt status is defined by standards set by state law and the Federal Labor Standards Act (FLSA). This class of employee is usually an executive, an administrator, or a highly paid specialist.*

*Regular vs. Temporary*

*Regular employees work a regular schedule, either on a full-time or part-time basis. To be considered full-time, an employee must work at least 40 hours per week. A temporary employee is a person we hire for a short period (usually 3 months at maximum) to assist with a project or a staff shortage. A temporary employee is also employed on an “at-will” basis (defined above).*

*Independent Contractors & Consultants*

*Independent contractors and consultants are not company employees, but rather self-employed professionals whom we hire for specific projects. Unlike employees, they do not operate under Company direction, and control their own methods, materials and schedules. They are not eligible for Company benefits.*

***Section 3. Payroll***

***3.1 Payment Schedule***

*Employees are paid weekly generally on every Friday. The work week begins Monday and ends on Sunday. In cases where the Regular payday falls on a holiday, Employees will receive payment on the last business day before said holiday.*

***3.2 Wages***

*Wages vary from employee to employee and are based on level of skill and experience. Pay is be kept confidential and can only be discussed with authorized personnel. The Company conducts regular evaluations of all employees and promotions as it sees fit. Employees who feel entitled to higher pay may contact authorized personnel.*

*Overtime*

*A non-exempt employee may work overtime on the terms defined by Louisiana law pending prior authorization by his or her manager/supervisor*

***3.3 Deductions & Garnishments***

*Federal and state law requires that we deduct the following from every paycheck:*

*\*Social Security*

*\*Income Tax (federal and state)*

*\*Medicare*

*\*State Disability Insurance & Family Temporary Disability Insurance*

*\*Other deductions required by law or requested by employee*

*A Wage and Tax Statement (W-2) recording the previous year’s wages and deductions will be provided at the beginning of each calendar year.*

*If at any time you wish to adjust your income tax withholding, please fill out the designated form and submit it to accounting. You will only be allowed to do so twice a year.*

***3.4 Wage Garnishment***

*Sometimes, the Company Receives legal papers that compel us to garnish an employee’s paycheck - that is, submit a portion of said check in payment of an outstanding debt of the Employee. We must, by law, abide by this either until ordered otherwise by the court or until the debt is repaid in full of withheld payments.*

***Section 4. Right &Policies***

*The following section summarizes your legal rights as an employee of QLS. Questions about any policy detailed in this section may be addressed with a Human Resources representative.*

***4.1 Equal Opportunity Employment Policy***

*The Company provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex. Sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics, marital status, or any other classification prohibited by applicable local state or federal laws. This policy is applicable to hiring, termination and promotion; compensation; schedules and job assignments; discipline; training; working conditions, and all other aspects of employment. As an employee, you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of the work place.*

***4.2 Accommodation for Disabled Employees***

*We are happy to work with otherwise qualified disabled employees in order to accommodate limitations, in accordance with the Americans with Disabilities Act (ADA). It is up to the employee to approach his or her supervisor with this request, and to provide medical proof of his or her needs upon the Company’s request.*

*We are happy to accommodate employees diagnosed with life-threating illnesses. Such employees are welcome to maintain a normal work schedule if they so desire, provided that we receive medical papers proving their working cannot harm themselves or others and their work remains at acceptable standards.*

***4.3 Employment of Minors***

*Our policy on employment of minors adheres to all FSLA standards, including the following:*

*\*Minimum hazardous job employment age (18)*

*\*Sub-minimum wage standards for students, apprentices, disabled employees under the age of 20.*

***4.4 Employment of Relatives***

*The employment of relatives can prove to be problematic, particularly situations where relatives share a department or a hierarchical relationship. The company will not hire relatives to work in any potentially disruptive situation. An employee must inform us if he or she becomes a co-worker’s relative. If at any time we perceive the situation to be dysfunctional, we may have to reassign or ask for one relative’s resignation in order to remedy the situation.*

***4.5 Religion & Politics***

*QLS is respectful of all employees’ religious affiliations and political views. We ask that if you choose to participate in a political action, you do not associate the company in any way.*

*We are happy to work with employees to accommodate political and religious obligations, provided accommodations are requested from a manager in advance and it does not interfere with work*

***4.6 Private Information***

*Employee information is private and only accessed on a need-to -know basis. Your healthcare information is completely confidential unless you choose to share it. In some cases, employees and management may receive guidelines ensuring adherence to the Health Insurance Portability and Accountability Act (HIPAA).*

*Personnel files and payroll records are confidential and may only be accessed for legitimate reason. If you wish to view your files, you must set up an appointment in advance with Human Recourses. A company appointed record keeper must be present during the viewing. You may only make photocopies of documents bearing your signature, and written authorization is needed to remove a file from Company premises. You may not alter your files, although you may add comments to items of dispute.*

*Certain information, such as dates of employment and rehiring eligibility, are available by request only. We will not release information regarding your compensation without your written permission.*

***4.7 Leaves of Absence***

*Employees requiring time off from work may apply for a leave of absence.*

*All leaves must be approved by management. For planned leaves, employees must submit request at least 5 days in advance. Emergency leaves, employees must request a leave as soon as possible. Accepting/performing another job or applying for unemployment benefits during leave will be considered voluntary resignation.*

*We consider all request in terms of effect on the Company and reserve the right to approve or deny request at will, except when otherwise directed by law. Any request for a leave of absence due to disability will be subject to an interactive review. A medical leave request must be supported in a timely manner by a certification from the employees’ healthcare provider. Extension of leave must be requested and approved before the current leave ends. No employee is guaranteed reinstatement upon returning from leave, unless the law states otherwise. However, the company will try to reinstate each returning employee in his or her old position, or one that is comparable.*

*Below are the three main types of leave that QLS offers employees. Some, but not all, are governed by law.*

* ***Work-Related Sickness & Injury***

*Employees eligible for Worker’s Compensation rendered unable to work because of work-related injury or illness will receive an unpaid leave for the period required. For eligible employees, the first 12 weeks will be treated concurrently as a family and medical leave under the Family and Medical Leave Act.*

* ***Maternity***

*An employee disabled on account of pregnancy, childbirth, or related medical condition may request an unpaid leave of absence of up to four months. Time off may be requested for prenatal care, severe morning sickness, doctor-ordered bed rest and recovery from childbirth.*

* ***Election Days***

*Provided an employee’s schedule does not allow time for voting outside of work, and that he/she is a registered voter, he/she may take up to two hours, without pay, at the beginning or end of the workday, to vote in local, state or national elections.*

***Section 5. Employment Benefits***

*The following is merely an overview of the company’s benefits package. It does not contain all relevant information. Please contact Management.*

***5.1 Unemployment Insurance***

*Employees rendered unemployed through no fault of their own or due to circumstances described by law, receive unemployment insurance. State agencies administer this insurance and determine benefit eligibility, amount (if any), and duration.*

***5.2 Workers Compensation***

*Workers compensation laws compensate for accidental injuries, death and occupational disabilities suffered in the course of employment. Quality Labor Solutions provides Workers’ Compensation Insurance for all the employees. Generally, this includes lost wages, disability payments and hospital, medical and surgical expenses (paid directly to hospital/physician) and assistance to the injured employees in returning to suitable employment.*

***5.3 Social Security Benefits (FICA)***

*Both employees and the Company contribute funds to the Federal Social Security Program, which provides retirees with benefit payments and medical coverage.*

***5.4 Additional Benefits***

*The company may also provide the following benefits to eligible employees: New Hires are not Eligible until they have completed their 90-day Probationary Period.*

* *Group Health Insurance*
* *Group Dental Insurance*
* *Group Vision Insurance*
* *Group Life: Indemnity Plan*
* *Group life Insurance: $25,000 Coverage for employee only Company paid*
* *Paid Vacation: 40Hrs after 1yr (if eligible)*

 *Vacation will be taken in work day schedule increments either 8hrs or 10hrs depending on your specific job site requirements. Vacation time is calculated from your start date. The Company does not buy back unused vacation time and it does not rollover to the next Year.*

***Section 6. Rules of Conduct***

***6.1 On the Job***

***Reporting for Work***

*Employees are expected to begin and end each shift at the time and on the day appointed. You must inform your supervisor no less 1 hour before the start of the work day if you will be absent or late and obtain his or her permission to leave early. Absences and late arrivals will be recorded. Should your absences or tardiness exceed a reasonable limit, you will be subject to disciplinary action and possible termination. Failing to call one’s supervisor or report to work for consecutive workdays will be considered voluntary resignation, and result in removal from payroll. (Refer to section 6.3)*

***Clocking In***

 *You must Clock in and out on your schedule shift. Your work shift will be pre determined before the start of the shift and is subject to change. You must also sign in at the Guard-shack at the start and end of your shift. If you forget, bear in mind that your timecard cannot be updated without your supervisor’s approval. Employees must walk to the guard shack and sign in and out. Employee’s will not clock another Employee IN or OUT under any Circumstances. In the event you are caught doing so you will be terminated. Any employee who fails to correctly and consistently punch in and/ or punch out per the company’s policy will be subject to disciplinary action, up to and including termination.*

***Staying Safe***

*Safety in the workplace is the Company’s number one priority. You must inform your supervisor in the event of unsafe conditions, accident or injury, and always use safe working methods.*

***PPE -Personal Protective Equipment***

*PPE must be worn at all times in the Work place and is required to perform your job. We will provide this equipment to you. These items remain Company Property and you are responsible for them. If your PPE becomes damaged or is no longer usable, they must be returned to your supervisor for a replacement. If you leave for any reason, you will be required to return your equipment. If you do not return the equipment the cost of the equipment will be deducted from your final pay check.*

* *Hard Hats*
* *Gloves*
* *Safety Glasses – If you wear prescription glasses they must be Safety Approved Z-87*
* *Ear Protection – Must be on your person at all times in the event that you must enter an area where Hearing Protection is Required when noise levels are above allowable limits (85 Decibels)*
* *Dust Mask – Are Provided if required by job site.*

***Clothing***

 *Employees will dress in a respectable manner you are representing yourself and the Company. All employees are required to wear nothing less than a T-shirt and Jeans to work daily. Clothing may not display any offensive language. Sweatpants and Jeans with (holes, ripped or torn) are not permitted and you will be sent home. Baggy or excessive lose fitting clothing also are not permitted it is for your Safety that we do not allow this. Clothing needs to be close fitting, in good condition and allows you freedom of movement. You are working around mechanical moving equipment that you could potentially get pulled or caught in.*

***Cell Phones***

*Cell phones have become an important part of our everyday lives, but because of the nature of our business, as well as many other risks associated with employees carrying cell phones on their person, QLS has adopted the following policy:*

* *Cell phones are only to be used while on Break or Lunch periods.*
* *Cell phones are not allowed in the plant if you are caught with your Cell phone it is Immediate Termination. Cell phones may be left in the Break Room or your vehicle.*

***Cell Phone Use in a Company Vehicle***

* *No texting, retrieving voice mail, downloading music, surfing the web, tweeting, or checking face book or emails while operating a company vehicle.*
* *No phone calls should be made while operating a company vehicle.*
* *If a phone call needs to be made, the driver should find a safe location to park before making the call.*
* *Accidents occurring while the driver is using a cellular phone and is considered preventable, the driver is subject to disciplinary action up to termination.*
* ***6.2 Rules & Policies***

***Company Rules***

*These rules are critically important rules that must always be understood by everyone and followed. Violation of these rules are grounds for immediate disciplinary actions up to and including termination. Know these rules and follow them.*

* ***Smoking is forbidden everywhere in the plant except in marked designated areas.***
* ***No Sleeping on company time.***
* ***Willful insubordination to directions from management will result in appropriate disciplinary action.***
* ***Drug, Alcohol or other illegal substances are forbidden in your possession or used anywhere on Company property.***
* ***Weapons of any kind are forbidden on your person, in a QLS vehicle, or inside the plant grounds****.*
* ***Fighting, physical or verbal threats or abusive treatment of fellow employees is forbidden.***
* ***Theft, damage or defacing of company or employee property is forbidden.***
* ***Falsifying, destroying, hiding, or intentionally omitting material facts in company records is forbidden.***
* ***Hiding or misrepresenting an incident or noncompliance that must be reported or investigated under company policies is forbidden.***
* ***All above mentioned will result in appropriate disciplinary action.***

***6.3 Attendance Policy***

*Whenever possible, employees should schedule all medical and personal appointments outside of work hours. Excessive unscheduled absences, late arrivals, and early departures are grounds for corrective action. Employees who expect to be absent, late or leave early are expected to notify the Supervisor or Management* ***Themselves*** *as soon as possible, unless they are incapacitated and unable to do so, but no later than one hour to the start of the shift.*

* ***Unexcused absence from work***
* *Employee illness for a-day – if you are sick/ill you must present a doctor’s excuse on the date of work return.*
* *Family illness/emergency.*
* *Transportation problems. Absences due to transportation problems will not be excused.*

*\*You are required to call in each day you are absent even if the days run consecutively.*

* ***Approved absence from work***
* *Scheduled vacation*
* *Jury duty*
* *Funeral (immediate family)*
* *Approved leave*
* *On the job injury. If an employee misses work due to an accident or illness that is work related, with proper medical documentation.*
* *Summoned or subpoenaed which requires you to attend a legal proceeding. Absence must be documented by written proof from the presiding judicial/legal entity. This does not include incarceration, which is not an excused absence.*

***No Call / No Show***

*Not reporting to work and not calling to report and absence is a NO CALL/NO SHOW and is a serious matter. Unreported absences indicate a lack of interest in your job.*

* *Any incident where the employee does not contact their supervisor within the first hour of their scheduled shift to inform that they will not be in to work as scheduled, is considered a No Call / No Show. (The Company reserves the right to decide if an emergency caused the employee to not be able to report to the supervisor within the first hour.) if the employee does not have a good cause for their no call/no show, the employee could take (2) points for that day, OR the Company can take this as voluntary Quit.*

***6.4 Confidentiality***

*No previous or current employee may disclose or give access to confidential Company information, in any way shape or form at any time, unless otherwise authorized by Management.*

***Discrimination & Harassment***

*In keeping with our Equal Opportunity Employment clause, the Company will not tolerate on-site discrimination or harassment on any legal protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference, or gender identification. Harassment and discriminatory behavior among employees or contractors will result in disciplinary action, with the possibility of termination. Discrimination and Harassment by customers or other business associates should be immediately reported to your supervisor, at which point the Company will investigate and take corrective action.*

***Drugs &Alcohol***

*Good performance on part of our employees is crucial to QLS.*

*QLS acknowledges the problem of substance abuse in our society. Furthermore, we recognize it as a serious threat to our efforts to operate safe and efficient task. For this reason, the company adopted certain policies which enforce these beliefs.*

* *All applicants are required to submit a post-offer Drug screen.* ***Applicants who test positive disqualify themselves from employment***
* *All QLS employees are subject to random testing:*

 *\* Monthly Random testing conducted no more often than once per month*

 *\* Names will randomly be chosen by a computer.*

 *a. The employee will take the test.*

 *b. If a positive result is indicated in the final test he/she will sit down with management to discuss the*

 *conditions involved and the results of the test.*

*An employee who reports (or returns) to duty, who is or appears to be under the influence of drugs or alcohol, shall be subject to testing. Individuals who refuse drug test will be automatically terminated.*

*Employees involved in accidents or near misses, which result in property damage will be tested for the presence of illegal substances or alcohol in their system.*

* *If the employee’s test after the accident returns a positive result, and that test is verified by our Healthcare Provider, that employee will be terminated.*
* *With the return of positive test results after the accident, no ancillary benefits will apply. For example, if the employee is injured, but also proven positive, workers compensation for the accident MAY NOT BE applicable.*

*If you are aware that illegal drugs exist on company property, or you are aware that someone has illegal drugs or alcohol on company property. You are required to notify your supervisor or other members of management immediately.*

*In addition to this policy of testing, QLS reserves the right to test individuals or groups of individuals in situations when reasonable suspicion exists.*

*If you are on Medication by your Physician that could alter your ability to perform the essential functions of your job with QLS, you are required to report this to your supervisor and your physician must document this period of treatment.*

***6.5 Disciplinary Action***

*The company takes disciplinary matters very seriously and will discipline as it sees fit for any unacceptable action or behavior. These may include:*

* *Excessive lateness and/or absence*
* *Improper or indecent conduct*
* *Poor communication*
* *Uncooperative attitude*
* *Abuse or unauthorized use of company property*
* *Unauthorized use or disclosure of Company Information*
* *Possession and/ or use of illegal drugs, weapons or explosives*
* *Sexual harassment and/ or discrimination of any kind*
* *Violation of Company Policy*

*Disciplinary action may consist of anything from verbal/written warnings and counseling to demotion, transfer, suspension or termination. The company will handle each matter individually to ensure fairness to all involved. Please review the company’s rules and policy and make effort to use Good Judgments.*

 ***Workplace Inspections***

*At Quality Labor Solutions QLS, we have a responsibility to protect our employees and our property. For this reason, we reserve the right to inspect the following, at any time, with or without notice:*

* *Offices*
* *Computers and other equipment*
* *Company Vehicles*
* *Any personal possessions brought on company premises, such as handbags, backpacks, lunch boxes, briefcases and vehicles.*

*This Employee Handbook is Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Brock Vanatta: Owner/President/CEO*

***At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook***

***Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*I acknowledge that I have received a copy of the* ***Quality Labor Solutions QLS*** *Employee handbook, which contains vital information on the Company’s policies, procedures and benefits.*

*I understand that my employment is on “at-will” terms and therefore subject to termination, with or without notice or obvious reason, by myself or the Company.*

*I understand that the Company may change its policies, procedures and benefits at any time at its discretion, as well as interpret or vary them however it deems appreciate.*

*I have read (or will read) and agree to abide by all policies and procedures contained therein.*

*Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Print*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Signature*

*Management: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Print*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Signature*