

H & H Staffing Services, Inc.
COMPANY POLICIES

The following policies are expected to be followed by all H & H Staffing Services, Inc. ("H & H") employees. Any violation of these policies can lead to immediate termination of employment without any additional written or verbal warning.

1. Immediate termination without warning may occur for any of the following:
 - theft or willful destruction of H & H's property or that of a H & H client,
 - deliberate falsification of time or pay periods,
 - violation of H & H's drug and alcohol policy,
 - physical threats, fighting or willful injury of a fellow employee or a client's employee while on assignment,
 - walking off the job without notification,
 - refusal to perform assigned work,
 - insubordination,
 - malicious or degrading behavior toward any staff member or client, or
 - failure to immediately report an on-the-job injury to H & H.
2. Employees must be at work each and every day of an assignment for the full time scheduled to work (schedule created by the Client company or H & H). Due to the nature of our business, any absence may be cause for ending an assignment whether or not the absence was for good cause. Any absence at all (being late, leaving early or not working at all) can be cause for disciplinary action up to and including termination WITHOUT any further written or verbal warning. This Company Policy, signed by you, is considered written warning.
3. Employees must notify their H & H supervisor before any absence (being late, leaving early or not working at all).
4. It is expected that reasonable assignments, those that meet an employee's expressed job interest and salary requirements, will be accepted by the employee. Refusal to accept such assignment will result in our notification to the Department of Labor of a refusal to work. Employment may or may not be terminated depending on the extenuating circumstances. When an assignment has been completed or ended, the employee is required to call in to H & H on a weekly basis to advise H & H if they are still looking for work and the employee's availability.
5. Profane, abusive or threatening language at the job site or in the company offices will not be tolerated.
6. Failure to maintain required performance levels on an assignment will result in the ending of that assignment. Efforts will be made to place the employee in a position they are able to perform. If performance is again a problem, possible termination may occur. Performance includes the actual performance of job duties and responsibilities as well as attitude, punctuality, attendance and behavior.
7. Employees must give at least 48 hours notice of their intent to quit their assignment. Failure to give notice may result in employee being ineligible for rehire.
8. Unlawful harassment, in any form, will not be tolerated. Any incident of harassment must be reported immediately to your H & H supervisor.

H & H Staffing Services, Inc.
SAFETY POLICIES

1. Employee is expected to report any injury to H & H and client supervisor IMMEDIATELY. Failure to report injuries could result in loss of workers' compensation benefits and immediate termination from employment with H & H.
2. Employee is expected to report any observed unsafe conditions to H & H.
3. Employee must not perform any task unless you are trained to do so and are aware of the hazards associated with the task.
4. Employee must not attempt or assist in the repair of any machinery or equipment.
5. Employee must never climb or be raised over four (4) feet off the ground.
6. Employee must use proper lifting techniques as instructed.
7. Employee must not lift objects weighing more than 40 pounds without assistance.
8. Employee must never operate automotive vehicle while on assignment.

I CERTIFY THAT I HAVE READ, UNDERSTAND AND WILL ABIDE BY THE ABOVE LISTED POLICIES. FAILURE TO DO SO MAY BE GROUNDS FOR TERMINATION.

Employee Signature

Date

H & H Staffing Representative

Date