PROTECH STAFFING

RECRUITING DONE RIGHT

NEW HIRE TEMPORARY EMPLOYEE HANDBOOK

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Welcome

Congratulations! You are now an integral component of a continuously growing team. As an employee of Protech Staffing Services, Inc. (the "Company"), we hope that you will find your position with the Company rewarding, challenging and valuable.

Unquestionably, our valued employees represent the cornerstone of our success. Therefore, it is critical to our successful relationship that we take the opportunity to explain what you can expect from us and what we expect from you.

The purpose of the employee handbook is intended to explain the terms and conditions of employment of all full-time, part-time, temporary, seasonal employees and supervisors. This employee handbook summarizes the policies and practices in effect at the time of publication and it supersedes all previously issued handbooks and any policy or benefit statement or memoranda that are inconsistent with the policies as described here. Human Resources will be able to answer any questions you may have.

At-Will Employment Status

Protech Staffing Services, Inc. employees are employed on an At-Will basis. The Company does not offer tenured or guaranteed employment. Either the Company or the employee can terminate the employment relationship at any time, with or without cause, with or without advance notice. This employment At-Will relationship exists regardless of any other written statements or policies contained in this employee handbook or any other Company documents or any verbal statement to the contrary. No one except the Company's President/CEO can enter into any kind of employment relationship or agreement that is contrary to the previous statement. To be enforceable, such relationship or agreement must be in writing, signed and notarized by the Company's President/CEO.

Equal Employment Opportunity

Protech Staffing Services, Inc. is an Equal Opportunity Employer and makes employment decisions based on merit. It is the policy of the Company to afford equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, medical condition (as defined by California Government Code section 12929), gender identity or sexual orientation. Our employees, as well as applicants, and others with whom we do business with, will not be subjected to sexual, racial, religious, ethnic, or any other form of unlawful harassment and/or discrimination. In addition, the Company adheres to the equal employment opportunity requirements of all States and localities in which it does business. We are completely committed to these principles—not only because of the various laws which address these subjects—but because it is the right thing to do and all such discrimination is UNLAWFUL.

The Company's commitment to equal opportunity is applied through every aspect of the employment relationship, including, but not limited to, recruitment, selection, placement, training, compensation, promotion, transfer, termination, and all other matters of employment. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Human Resources Department with day-to-day personal responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Company then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. The Company will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the Human Resources Department immediately. The Company will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation. If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your peers.

Right to Revise

Protech Staffing Services, Inc. reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of At-Will employment. However, any such changes must be in writing and must be signed by the Company's President/CEO of Protech Staffing Services, Inc.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook. This handbook sets forth the entire agreement between you and Protech Staffing Services, Inc. as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Unlawful Harassment

Protech Staffing Services, Inc. is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner status, age, sexual orientation, hairstyle or any other basis protected by federal, state or local law or ordinance or regulation. **All such harassment is unlawful.** The Company's anti- harassment policy applies to all persons involved in the operation of the Company and prohibits unlawful harassment by any employee of the Company, including supervisors and managers, as well as vendors, customers, independent contractors and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors; and
- Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, please report the incident immediately to Human Resources, your immediate manager or the President/CEO of the Company. The Company will immediately conduct an effective, objective and thorough investigation of the harassment allegations that have been reported. A formal report in writing will be requested, although it is not mandatory, but makes for best documentation of your complaint. Thorough details of the incident(s), names of individuals involved, and names of any witnesses will need to be provided. Supervisors will refer all harassment complaints to the Human Resources Department or the President/CEO of the Company.

If the Company determines that unlawful harassment has occurred, swift and effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Company to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A Company representative will advise all parties concerned of the results of the investigation. The Company will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co- workers.

The Company encourages all employees to report any incidents of harassment forbidden by this policy **immediately** so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed on-line.

Health Information Portability and Accountability (HIPPA)

Protech Staffing Services, Inc. recognizes that it collects and maintains confidential information relating to its employees, and is dedicated to ensuring the privacy and proper handling of this information in accordance with State and Federal regulations.

Employees should be aware that under the updated CA AB1298 there are two new additional categories of information to the definition of "personal information," "medical information" and "health insurance information" both of which now must be disclosed under this law.

The definition of "personal information" for this California requirement is an individual's first name or first initial and last name, in combination with any one or more of the following:

- Social Security Number
- Driver's License number or California Identification Card number
- Account number, credit or debit card number, in combination with any required security code, access code, or password that would permit access to an individual's financial amount
- Medical Information
- Health Insurance Information

The relevant California requirement defines medical information to mean any information regarding an individual's medical history, mental or physical condition, or medical treatment or diagnosis by a health care professional; and health insurance information to mean an individual's health insurance policy number or subscriber identification number, any unique identifier used by a health insurer to identify the individual, or any information in an individual's application and claims history, including any appeals record.

Uniform Services Employment and Re-Employment Rights Act (USERRA)

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

You have the right to be reemployed in your civilian job if you leave that job to perform services in the uniformed service and:

- You ensure that Protech Staffing Services, Inc. receives a written notice in advance of your service;
- You have five (5) years or less of cumulative service in the uniformed services while with Protech Staffing Services, Inc. you return to work or apply for reemployment in a timely manner after conclusion of service; and
- You have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to the military service or, in some cases, a comparable job. If you leave your position to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. (If such insurance was provided before the leave was taken)

Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in the existing group health plan when you are reemployed, generally without any waiting periods or exclusions (e.g. pre-existing condition exclusions) except for service-connected illnesses or injuries.

In accordance with this regulation, Protech Staffing Services, Inc. may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that employee has no service connection.

Immigration Law Compliance

Federal law requires employers to verify each employee's eligibility to work in the United States. An I-9 form is required and must be completed by all new hires. If you are not able to provide the appropriate documentation as required within three (3) business days from your date of hire, your employment must terminate. Protech Staffing Services, Inc. wants to ensure full-compliance of all Immigration Laws and prevent fines from the US Government for non-compliance.

Orientation & Job Duties

All new hires will undergo a New Hire Orientation designed to inform you of the Company policies, procedures, its history, and expectations. During this New Hire Orientation, questions are encouraged. Your manager will explain your job responsibilities and the performance standard expected of you. Understand that your job duties may change at any moment during your employment. On certain circumstances, you may be requested to work on special projects, or assist with other work necessary or important to the success of your department or Protech Staffing Services, Inc.

Protech Staffing Services, Inc. reserves the right, at any time, with or without notice, to alter or change assignment responsibilities, reassign or transfer assignments, or assign new assignment responsibilities.

Classification of Employees

In order to determine eligibility for benefits and overtime status, and to ensure compliance with federal and state regulations, Protech Staffing Services, Inc. will classify its employees as follows:

- Temporary Employees: Are those employed for short-termed assignments that are generally three months or less. However, such assignments may be extended for an unknown period of time.
- Seasonal Employees: Are those employed for short-termed assignments such as a daily hire, seasonal project hire or an annual season hire only.
- Part-Time Temporary Employees: Are scheduled for and do work less than 30 hours per week.
    - *Temporary Employees, Seasonal Employees and Part-Time Employees are not eligible for employee benefits except those mandated by applicable law and those described in this handbook.*
- Full-Time Temporary Employees: Are scheduled for and do work 30 hours or more a week.
    - *Following the completion of the introductory period, full-time temporary employees are eligible for most employee benefits described in this handbook and those mandated by applicable law.*

Non-Exempt Employees: Are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.
Exempt Employees: Are not required to be paid overtime. Usually, administrative, artists, computer professionals, executives, and salespeople are exempt.

The Company reserves the right to review employee classifications at any time that assignments and duties are changed.

Open Door Policy

- **Protech Staffing Services, Inc.** has adopted an Open Door Policy for all employees. This means, literally, that every Manager's door is open to every employee. The purpose of our open door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our open door policy means that employees are free to talk with any Manager at any time

- **Responsibilities under an Open Door Policy:**
  If any area of your work is causing you concern, you have the responsibility to address your concern with a Manager. Whether you have a problem, a complaint, a suggestion, or an observation, your Managers want to hear from you. By listening to you, the company is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions.

- **Before You Pursue the Open Door Policy:**
  Most problems can and should be solved in discussion with your immediate Manager; this is encouraged as your first effort to solve a problem. But, an open door policy means that you may also discuss your issues and concerns with the Human Resources Department and/or President/CEO. No matter how you approach your problem, complaint, or suggestion, you will find Managers/Company Representatives at all levels of the organization willing to listen and to help bring about a solution or a clarification.

Grievance and Arbitration

The Company encourages its employees to attempt to informally resolve work related complaints or concerns by bringing them to the attention of the Human Resources Department or Management. The Company has also established a formal procedure to provide its employees an opportunity to resolve any work related complaints or concerns.

This policy is designed to encourage employees with work related complaints or concerns to bring such matters to the attention of Human Resources or Management so that a quick, effective, and final resolution can be made. Please note that the decision issued on an outcome of this formal grievance process will be the full, final and exclusive remedy available.

Any dispute or claim which arises out of or which is related to employment with the Company or which relates to any alleged breach of the employment agreement, or which arises out of or which is based upon the employment relationship (including any wage claim, any claim for wrongful termination, or any claim based upon any employment discrimination, or civil rights statute, regulation, or law), including tort claims (except claims which are properly made under workers compensation law), shall be resolved by the use of this grievance procedure with the final step being binding arbitration.

The Process For Filing a Grievance Is:

1. The employee presents a timely grievance (as described above), in writing to Human Resources or Management.
2. Within fifteen (15) working days, Human Resources or Management will investigate the matter and issue a written decision.
3. In the event any party wishes to contest the decision of Human Resources or Management on the grievance, the matter must be submitted to binding arbitration, upon a request submitted by the party in writing to the President/CEO of the Company within fifteen (15) days of the Human Resources or Management decision on the grievance.
4. If the President/CEO of the Company does not receive a written request for arbitration within this time period, the party will have waived any right to raise any claims, in any forum, arising out of his/her employment relationship with the Company.
5. After the party notifies the Company of his/her desire for arbitration, the Company shall promptly obtain from the American Arbitration Association, or another mutually agreeable neutral service, a list of five (5) impartial arbitrators from which the party and the Company shall select a single neutral arbitrator by alternatively striking names from the list. The grieving party shall, at his/her option, be the first party to strike from the list.
6. The arbitrator shall be informed of the terms of this arbitration agreement and the submission to the arbitrator shall be limited by the terms of this agreement. The arbitrator's award shall be final and binding upon the party and the Company.
7. The cost of arbitration shall be borne equally by the party and the Company except that the party and the company shall bear their own costs of representation during the arbitration.
8. A grievance not advanced to the next sequential step within the time frames imposed by this procedure will be deemed to have been resolved based on the last timely response.
9. Any appeal that is not responded to within the time frames imposed by this policy will be eligible to be submitted directly to the next level of the grievance procedure. Any time limit imposed by these procedures may be extended by mutual agreement of the concerned parties. Please note: The decision issued as an outcome of this formal grievance and arbitration procedure will be on the full, final, and exclusive remedy available.

Coordination of PDL with Family/Medical Leave (50 or More Employees)

If you take pregnancy disability leave and are eligible under the federal or state family and medical leave laws, Protech Staffing Services, Inc. will maintain group health insurance coverage for up to a maximum of 12 workweeks (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. Leave taken under the pregnancy disability policy runs concurrently with family and medical leave under federal law, but not family and medical leave under California Law. If you are ineligible under the federal and state family and medical leave laws, while on pregnancy disability you will receive continued paid coverage on the same basis as other medical leave that the Company may provide and for which you are eligible. In some instances, the Company may recover premiums it paid to maintain health coverage for you if you

fail to return to work following pregnancy disability leave. If you are on pregnancy disability leave and are not eligible for continued paid coverage, or if paid coverage ceases after 12 workweeks, you may continue your group health insurance coverage through Protech Staffing Services, Inc., in conjunction with federal COBRA guidelines by making monthly payments to Protech Staffing Services, Inc. for the amount of the relevant premium. (If such insurance was provided before the leave was taken. Contact the Human Resources Department for further information.

Family/Medical Leave (50 or More Employees)

State and federal family and medical leave laws provide up to 12 work weeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has more than 12 months of service;
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- The employee is employed at a work site where there are 50 or more employees within a 75-mile radius.

Leave may be taken for one or more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, registered domestic partner, child, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform his or her job;
- For any "qualifying exigency" (to be defined by federal regulation) because the employee is the spouse, son, daughter, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation; or
- An employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member.

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of leave may be taken, Protech Staffing Services, Inc. uses a rolling year.

Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

Pregnancy, Childbirth or Related Conditions

However, leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). Time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, she may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, Protech Staffing Services, Inc. will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave for Employee's Own Health Condition

The following procedures shall apply when an employee requests family leave:

Please contact Human Resources as soon as you realize the need for family/medical leave.

If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the Company at least 30 days before leave is to begin. The employee must consult with his or her Manager regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.

If the employee cannot provide 30 days' notice, the Company must be informed as soon as is practical.

If the Family and Medical Leave Act/California Family Rights Act request is made because of the employee's own serious health condition, Protech Staffing Services, Inc. may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.

If the second opinion differs from the first opinion, Protech Staffing Services, Inc. may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on Protech Staffing Services, Inc. and the employee.

Protech Staffing Services, Inc. requires the employee to provide certification within 15 days of any request for family and medical leave under state and federal law, unless it is not practicable to do so. Protech Staffing Services, Inc. may require recertification from the health care provider if additional leave is required. (For example, if employee needs two weeks of family and medical leave, but following the two weeks needs

intermittent leave, a new medical certification will be requested and required.) If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family and medical leave.

Leave to Care for a Family Member

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the participation of the employee.

When both parents are employed by Protech Staffing Services, Inc., and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Company will not grant more than a total of 12 workweeks family/medical leave for this reason.

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

Protech Staffing Services, Inc. will require certification by the employee's health care provider that the employee is fit to return to his or her job.

Failure to provide certification by the health care provider of the employee's fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member's health care provider.

Reinstatement

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the work site at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Company's operations;
- The employee is notified of the Company's intent to refuse reinstatement at the time the Company determines the refusal is necessary; and
- If leave has already begun, the Company gives the employee a reasonable opportunity to return to work following the notice described previously.

For additional information about eligibility for family/medical leave, contact the Human Resources Department.

Pregnancy Disability Leave (5 or More Employees)

Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave.

Any female employee planning to take pregnancy disability leave should advise the Human Resources Department as early as possible. The individual should make an appointment with Human Resources to discuss the following conditions:

- Employees who need to take pregnancy disability must inform Protech Staffing Services, Inc. when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with Human Resources regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the employee's health care provider;

- If 30 days' advance notice is not possible, notice must be given as soon as practical;
- Upon the request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child;
- Requests for transfers of assignment duties will be reasonably accommodated if the assignment and security rights of others are not breached;
- Temporary transfers due to health considerations will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide Protech Staffing Services, Inc. with a certification from a health care provider. The certification indicating disability should contain:

    - The date on which the employee became disabled due to pregnancy;
    - The probable duration of the period or periods of disability; and
    - A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
    - Leave returns will be allowed only when the employee's physician sends a release;

Duration of the leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. Part-time and seasonal employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Accommodations for Lactation
In accordance with federal and state laws, Protech Staffing Services, Inc. will provide a reasonable amount of break time to female employees who desire to express milk for use in feeding their infant children while they are away. If possible, the break time should run concurrently with any break time already provided. There will be a lactation room provided with amenities in accordance with federal and state laws. If you should feel that you are not being provided lactation accommodation in accordance with legal standards, then you may file a complaint with the State Labor Commissioner.

Temporary Transfers
Employees who request a temporary transfer for medical and/or family medical leave reasons will be considered for that transfer if a position exists at the time the transfer is requested and the employee is qualified to perform the job. The employee will be paid in accordance with the responsibilities and duties of the temporary job.

Bereavement

- **Funeral Leave for an Immediate Family Member:**
  When a death occurs in an employee's immediate family, all employees may take up to three (3) days off without pay to attend the funeral or make funeral arrangements. The Company may require verification of the need for the leave.
- **Immediate Family Defined for Bereavement Leave:**
  Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.
- **Non-family Member Funeral Leave:**
  All employees may take up to one (1) day off without pay to attend the funeral of a close, non-family member. This time off will be considered by the employee's Manager on a case-by-case basis. The Company may require verification of the need for the leave.
- **Additional Time Off:**
  The Company understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted. The employee may make arrangements with the Human Resources Department for an additional four (4) unpaid days off in the instance of the death of an immediate family member. Additional unpaid time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements.

Jury Duty or Witness Duty

If you are called to serve jury duty, Protech Staffing Services, Inc. encourages you to fulfill your right and duty as a citizen. Unpaid time off will be granted for the duration of your jury duty. Please provide your jury duty summons to your supervisor as soon as possible so that proper arrangements can be made to cover in your absence.

Voting

Protech Staffing Services, Inc. policy is to encourage employees to participate in the political process. It is your right and duty as a citizen. Therefore, adequate time away is permitted and will be arranged for you to properly exercise this right.

Workers' Compensation

Protech Staffing Services, Inc. in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any and all work-related injuries or incidents to your Manager;
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers Compensation Benefits* (DWC Form 1) and return it to the WC Administrator; and
- Provide the Company with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Company's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the Company's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

Injury and Illness Prevention Program

Protech Staffing Services, Inc. has developed and implemented a written Injury and Illness Prevention Program in order to foster a safe and healthy workplace environment for all employees. The program is described in detail in the Company's written Injury and Illness Prevention Program (IIPP).

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be SAFETY FIRST conscious at all times. Employees must report all work-related injuries or illnesses immediately to your Manager or to the Human Resources Department. In compliance with California Law, and to promote the concept of a safe workplace, Protech Staffing Services, Inc. maintains a written Injury Illness Prevention Program (IIPP). The Injury and Illness Prevention Program (IIPP) is available for review by employees and/or employee representatives.

In compliance with Proposition 65, Protech Staffing Services, Inc. will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Ergonomics

Protech Staffing Services, Inc. is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Company will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Company encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

Protech Staffing Services, Inc. believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

Repetitive Strain Injury

Repetitive Strain Injuries are very common in industries which require almost constant use of a computer. They usually occur in the wrist, but also occur in the back, neck, shoulders, arms, and fingers. If you experience discomfort in any areas of your body, contact the Human Resources Department immediately. Every effort will be made to ergonomically improve your workstation and assure you receive appropriate medical treatment.

Recreational Activities and Programs

Protech Staffing Services, Inc. or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

First Aid

For the safety of every employee and yours, first aid supplies are available in the office area. Your Manager will be able to direct you to the supplies if needed.

Disaster Preparedness

A Disaster Preparedness Plan has been created by Protech Staffing Services, Inc. for your safety in the event of a disaster. Protech Staffing Services, Inc. has safety trainings that you are required to attend to ensure your safety in the case of an emergency.

Insurance Benefits

- **Health Insurance**
  Protech Staffing Services, Inc. currently offers employer sponsored health insurance benefits to eligible temporary employees. New Health Insurance Marketplace Coverage Options and Your Health Coverage Notice is included in your new hire packet.

- **Disability Insurance**
  Each employee contributes through payroll tax to California's state disability insurance programs. Disability insurance is mandated by the California Unemployment Insurance Code and administered by the Employment Development Department. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at the Company. An additional tax funds the state's Paid Family Leave program, and provides partial wage replacement for absences related to care of a family member, or bonding with a new child. Specific rules and regulations governing disability are available from the personnel manager.

Personnel Records

You have a right to inspect certain documents in your personnel file, as provided by law, in the presence of a Human Resources representative at a mutually convenient time. No copies of documents in your file may be made, with the exception of documents that you have previously signed. You may add your comments to any disputed item in the file.

Protech Staffing Services, Inc. will restrict disclosure of your personnel file to authorized individuals within the Company. Any request for information contained in personnel files must be directed to the Human Resources Department. Only the Human Resources Department is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, Protech Staffing Services, Inc. will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

- **Names and Addresses**
  Protech Staffing Services, Inc. is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the Company in the event of a name or address change.
- **Employee Property**
  An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Protech Staffing Services, Inc. or its clients property.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Employer /Client Property

Lockers, desks, and computers are Protech Staffing Services, Inc. and the clients of Protech Staffing Services, Inc. property and must be maintained according to Company/Client rules and regulations. They must be kept clean and are to be used only for work-related purposes. Protech Staffing Services, Inc. reserves the right to inspect all Company/Client property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

Company/Client voice mail and/or electronic mail (e-mail) are to be used for business purposes only. Protech Staffing Services, Inc. reserves the right to monitor voice mail messages and e-mail messages to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

No personal locks may be used on Company/Client-provided lockers unless the employee furnishes a copy of the key or the combination to the lock. Unauthorized use of a personal lock by an employee may result in losing the right to use a Company/Client locker.

Protech Staffing Services, Inc. may periodically need to assign and/or change "passwords" and personal codes for voice mail, e-mail and computers. These communication technologies and related storage media and databases are to be used only for Company/Client business and they remain the property of Protech Staffing Services, Inc., and the client of Protech Staffing Services, Inc. reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

Prior authorization must be obtained before any Company/Client property may be removed from the premises.

For security reasons, employees should not leave personal belongings of value in the workplace. Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent.

Terminated employees should remove any personal items at the time they leave Protech Staffing Services, Inc. and the client. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Off-Duty Use of Facilities

Employees are prohibited from remaining on Protech Staffing Services, Inc. and its clients' premises or making use of Company/Client facilities while not on duty. Employees are expressly prohibited from using Company/Client facilities, Company/Client property, or Company/Client equipment for personal use.

Smoking

Smoking is not allowed in any enclosed area of the facility.

Use of Electronic Media

Protech Staffing Services, Inc. uses various forms of electronic communication including, but not limited to computers, e-mail, telephones, Internet, and cell phones. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of Protech Staffing Services, Inc. and are to be used only for company business and not for any personal use.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Company policy, or not in the best interest of the Company.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination. Employees may not install personal software on Company computer systems.

All electronic information created by any employee using any means of electronic communication is the property of Protech Staffing Services, Inc. and remains the property of Protech Staffing Services, Inc. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Company's ownership of the electronic information.

Protech Staffing Services, Inc. will override all personal passwords if necessary for any reason.

Protech Staffing Services, Inc. reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Company policy or any law occurs.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Company management. No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized by Management.

Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the trade secrets and confidential communication policy established by the Company. These communications tools should not be used for communicating confidential or sensitive information or any trade secrets.

Access to the Internet, websites, and other types of Company-paid computer access are to be used for Company-related business only. Any information about Protech Staffing Services, Inc., its products or services, or other types of information that will appear in the electronic media about the Company must be approved by the President of Protech Staffing Services, Inc. before the information is placed on an electronic information resource that is accessible to others.

Questions about access to electronic communications or issues relating to security should be addressed to the Human Resources Department or President/CEO.

Cell Phone Policy

All use of cell phones and other electronic communication devices (including but not limited to taking and initiating personal calls, texting, picture taking, and utilizing the internet) must be undertaken during rest or meal periods. Personal phone calls can interfere with employee's productivity and it can be distracting to others. Employees are therefore asked to ensure that friends and family members are aware of this policy. If there is a personal emergency, those calls should be directed to your Manager, who will in turn get in touch with you immediately.

Solicitation and Distribution of Literature

In order to ensure efficient operation of the Company's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on Company property. Protech Staffing Services, Inc. has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with his or her manager.

No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed.

No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Company property.

Employee Conduct - Compliance with Company Rules and Policies

The hallmark of Protech Staffing Services, Inc. reputation and success, including your success is based on the performance of its employees. We highly depend on our employees to demonstrate commitment, professionalism and a strong work ethic. As an employee, you are expected to be prepared and willing to complete all of your assigned duties in an effective, productive and safe manner.

Performance Standards and Work Rules

- **Safety First**
  Always maintain a SAFETY FIRST mentality when executing your job duties in order to protect the interest and safety of you, your fellow employees and the organization.
- **Compliance and Satisfactory Performance**
  You are required to follow all work rules, perform and complete all your duties in a safe and productive manner. You must avoid negligent and unprofessional behavior.
- **Personal Appearance & Standards – Dress Code**
  Dress in clothing and footwear appropriate for your assignment and work environment, with proper attention to personal hygiene. It is your responsibility to adhere to such standards and if you may be sent home for not adhering to such standards, such time-off is generally considered without pay.
- **Honesty and Integrity**
  Without exception, you are required to always be honest and ethical. You must at all times refrain from the following conduct:
  - Theft, removal, improper use or possession, or intentional damage to property
  - Falsification of records, including but not limited to time cards
  - Breach of confidentiality
- **Business Conduct and Ethics**
  No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with Protech Staffing Services, Inc. because doing so may give the appearance of influencing business decisions, transactions or service. Please discuss expenses paid by such persons for business meals or trips with the Company in advance.

Drug and Alcohol Abuse – Zero Tolerance Policy

Protech Staffing Services, Inc. is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the Company. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Company to the risks of property loss or damage, or injury to other persons.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to the Company.

The following rules and standards of conduct apply to all employees either on Company property or during the workday (including meals and rest periods). Behavior that violates Company policy and will result in termination includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a Company vehicle while under the influence of alcohol or an illegal or controlled substance; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. Protech Staffing Services, Inc. also may bring the matter to the attention of appropriate law enforcement authorities. In order to enforce this policy, Protech Staffing Services, Inc. reserves the right to conduct searches of Company property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy. An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Company property will not be tolerated because such conduct, even though off duty, reflects adversely on Protech Staffing Services, Inc. In addition, the Company must keep people who sell or possess controlled substances off Company premises in order to keep the controlled substances themselves off the premises. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work. Protech Staffing Services, Inc. will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation.

Employees desiring such assistance should request a treatment or rehabilitation leave. The Company is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the Company obligated to re- employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously.

Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Pre-Employment Screening

In accordance with State and Federal regulations and in order to create a safe and secure workplace and to ensure that its employees are qualified to perform the jobs for which the company hires them, Protech Staffing Services, Inc. may conduct pre-employment screening for all employees, which may include background investigation and regular drug testing.

Punctuality and Attendance

As an employee of Protech Staffing Services, Inc., you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your Manager. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must under all but the most extenuating circumstances call the office in which you work with at least two hours (2) before the time you are scheduled to begin working for that day. In the event that you had to leave a message on the answering machine, it is recommended that you contact a Protech Staffing representative before the end of the day to confirm that your message was received. Otherwise, you might be considered a no call/no show.

After one week (1), if you fail to report for work without any notification to your Manager and your absence continues for a period of (2) two days, Protech Staffing Services, Inc. will consider that you have abandoned your employment.

Paid Sick Leave absences/punctuality will not count against your attendance record.

Paid Sick Leave

Eligible temporary employees are now entitled to receive Sick Pay through the Healthy Workplace Healthy Family Act of 2014 (AB 1522) as included on your Wage Theft Protection Act of 2011 - Notice to Employee- Labor code section 2810.5

Eligibility

All employees who have worked 30 or more days in California within a year of their employment with the company or at the time this policy becomes effective.

Procedures

Eligible employees will accrue one hour of sick time for every 30 hours worked up to a maximum accrual of 48 hours or six days, whichever is greater, per calendar year. After successfully completing 90 days of employment, eligible employees may begin to use paid sick time under this policy in increments of two hours, up to a maximum of 24 hours, or three days, whichever is greater, per calendar year. Accrued, unused time under this policy will carry over each year up to a maximum accrual of 48 hours or six days, whichever is greater. Leave under this policy may be used in connection with the diagnosis, care or treatment of an existing health condition for, or the preventive care of, an employee or an employee's immediate family member. "Family member" for purposes of this policy includes spouses, registered domestic partners, children (regardless of age), parents (including step-parents and parents-in-law), grandparents and siblings. Leave under this policy may also be used for employees who are the victims of domestic violence, sexual assault or stalking.

Employees requesting time off under this policy should provide as much advanced notice to Protech Staffing Services, Inc. as practicable, and employees who take more than three days of leave will be required to provide appropriate documentation to Protech Staffing Services, Inc. in support of the leave taken. Unused time under this policy is not paid out at the time of separation from employment. However, employees who are re-employed with the company within a year of separation will have their accrued unused bank of time off under this policy made available to them. Leave under this policy may run concurrently with leave taken under other applicable policies as well as under local, state or federal law, including leave taken pursuant to the California Family Rights Act (CFRA) or the Family and Medical Leave Act (FMLA).

For more information regarding leave under this policy, contact Protech Staffing Services, Inc.

Conducting Personal Business

Employees are to conduct only Protech Staffing Services, Inc. business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Customer/Client Relations

Employees are expected to be polite, courteous, prompt, and attentive to every customer/client. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the general manager should be called immediately.

Ours is a service business and all of us must remember that the customer/client always comes first. Our customers/client ultimately pays all of our wages. Remember, while the customer/client is not always right, the customer/client is never wrong.

Customers/clients are to be treated courteously and given proper attention at all times. Never regard a customer's/client's question or concern as an interruption or an annoyance. You must respond to inquiries from customers/clients, whether in person or by telephone, promptly and professionally.

Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received.

Through your conduct, show your desire to assist the customer/client in obtaining the help he or she needs. If you are unable to help a customer/client, find someone who can. All correspondence and documents, whether to customers/clients or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

Never argue with a customer/client. If a problem develops, or if a customer/client remains dissatisfied, ask your supervisor or the general manager to intervene.

Off-Duty Conduct

While Protech Staffing Services, Inc. does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Company's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Company's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the Company's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by Protech Staffing Services, Inc., employees are expected to devote their energies to their jobs with the Company. The following types of employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at the Company;
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with the Company;
- Additional employment that impairs or has a detrimental effect on the employee's work performance with the Company;
- Additional employment that requires the employee to conduct work or related activities on Company property during the employer's working hours or using Company facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of the Company.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to Protech Staffing Services, Inc. explaining the details of the additional employment. If the additional employment is authorized, Protech Staffing Services, Inc. assumes no responsibility for it. Protech Staffing Services, Inc. shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by Protech Staffing Services, Inc. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Company operations also may be prohibited.

- Falsifying employment records, employment information, or other Company records;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any Company property, or the property of any employee or customer;
- Removing or borrowing Company property without prior authorization;
- Unauthorized use of Company equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Company property;
- Participating in horseplay or practical jokes on Company time or on Company premises;
- Carrying firearms or any other dangerous weapons on Company premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on Company property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive language at any time on Company premises;
- Failing to notify Company when unable to report to work;
- Unreported absence of two consecutive scheduled workdays;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods and sleeping or malingering on the job;
- Failing to provide a physician's certificate when requested or required to do so;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency;
- Working overtime without authorization or refusing to work assigned overtime;
- Wearing disturbing, unprofessional or inappropriate styles of dress or hair while working;
- Violating any safety, health, security or Company policy, rule, or procedure;
- Committing a fraudulent act or a breach of trust under any circumstances; and

- Committing of or involvement in any act of unlawful harassment of another individual.

This statement of prohibited conduct does not alter the Company's policy of At-Will employment. Either you or Protech Staffing Services, Inc. remains free to terminate the employment relationship at any time, with or without reason or advance notice.

News Media Contacts
Employees may be approached for interviews or comments by the news media. Only contact people designated by the President/CEO may comment to news reporters on Protech Staffing Services, Inc. policy or events relevant to Protech Staffing Services, Inc. or its business practices.

Confidentiality

Each employee is responsible for safeguarding the confidential information obtained during employment.
In the course of your work, you may have access to confidential information regarding Protech Staffing Services, Inc, its clients, its suppliers, its customers, or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by your manager. Any breach of this policy will not be tolerated and legal action may be taken by the Company.

Conflicts of Interest
All employees must avoid situations involving actual or potential conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of Protech Staffing Services, Inc., which impairs an employee's ability to exercise good judgment on behalf of the Company, creates an actual or potential conflict of interest. Manager-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

Insubordination
All employees have a duty to perform and even your Manager follows directions from someone else. It is against our policy for an employee to refuse to follow the directions of a Supervisor or Management official to treat a Supervisor or Management official in an insubordinate manner in any respect. Employees must fully cooperate with company investigations into potential misconduct. Refusal to fully disclose information in the course of a company investigation is insubordination and will not be tolerated. If there is an unethical request or request to violate a company policy or unsafe work activity being requested, you may temporarily decline until the issue is resolved by the Human Resources Department.

Termination, Separation of Employment – Payment of Wages
In accordance with California Labor Laws, if you have previously authorized direct deposit, final wages may be paid by direct deposit. Employees who resign their position must be paid within 72 hours or on their last day if they provide more than 72 hour notice.

Termination

- **Involuntary Termination and Progressive Discipline**
  Violation of Protech Staffing Services, Inc. policies and rules may warrant disciplinary action. The Company has established a system of progressive discipline that includes verbal warnings, written warnings, and suspension. The system is not formal and Protech Staffing Services, Inc. may, in its sole discretion; utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of employment. The Company's policy of progressive discipline in no way limits or alters the At-Will employment relationship.

- **Voluntary Resignation**
  Voluntary resignation results when an employee voluntarily quits his or her employment at Protech Staffing Services, Inc., or fails to report to work for two consecutively scheduled workdays without notice to, or approval by, his or her supervisor. All Company-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.

Meal and Rest Periods

All nonexempt employees are entitled to periodic rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods and you will not clock out. Your Manager will advise you of the time and duration of your breaks and you are expected to return to work promptly at the end of any rest break.

Generally, you will be entitled to one (1) 10-minute rest break for every four (4) hours you work (or major fraction thereof, which is defined as two (2) hours). If you work more than six (6) hours and up to 10 hours in a workday, you will receive one (1) rest break during the first half of your shift and one (1) rest break during the second half of your shift. If you work more than 10 hours and up to 14 hours, you will be entitled to an additional paid 10-minute rest break.

If you work more than five (5) hours in a workday, you are also entitled to an unpaid meal period of at least 30 minutes. If you work more than 10 hours, you are entitled to a second, unpaid meal period of at least 30 minutes. Depending on the circumstances, you may be able to waive your second meal period if you took the first one. You must clock out for your meal period. Your manager will advise you of the scheduling of your meal

period. You must not perform any work during your meal period, and you must stop working for at least 30 full, consecutive minutes. All rest breaks and meal periods must be taken away from the regular work area. You may leave the premises for your meal periods.

If for any reason you do not take the applicable rest breaks and/or meal periods, you must notify your Manager immediately.

Wages

Pay Day & Pay Periods
Payday is weekly on every Friday. All checks not picked up by 5:00 pm on Fridays will be mailed via USPS to the current address on record provided by the employee. Protech Staffing Services, Inc. is not responsible for lost or stolen mail, nor the delivery timelines by USPS once your check is mailed by Protech Staffing Services, Inc.

Wage Theft Protection Act of 2011
Protech Staffing Services, Inc. will provide a Wage Theft Protection Act of 2011 notice as required by law.

Wages & Work Hours
Wages and work hours will vary for each assignment.

Direct Deposit
Protech Staffing Services, Inc. currently offers all of its employees the option to enroll for direct deposit. For further details, please speak to a Protech Staffing Services, Inc. representative.

Stop Payments
Stop payments will be issued for checks that were lost in the mail, stolen or destroyed.

Payroll Deductions
Your earnings and payroll deductions are shown on your paycheck stub. Examples of deductions required or requested include tax withholdings, state disability insurance, garnishments and benefits deductions. Questions about your paycheck should be directed to the Human Resources Department.

Advances
Protech Staffing Services, Inc. does not permit advances against paychecks.

Holiday & Vacation Pay
Protech Staffing Services, Inc. does not currently offer these employer sponsored benefits.

Timekeeping Requirements

All non-exempt employees are required to use a time clock to record time worked for payroll purposes. Employees must record their own time at the start and at the end of each work period, including before and after the lunch break. Employees also must record their time whenever they leave the building for any reason other than Protech Staffing Services, Inc. business. Any handwritten marks or changes on the timecard must be initialed by a Manager. Punching another employee's timecard, allowing another employee to punch your timecard, or altering a timecard is not permissible and is subject to disciplinary action. Any errors on your timecard should be reported immediately to your Manager.

Overtime for Non-Exempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Protech Staffing Services, Inc. will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a Manager. Protech Staffing Services, Inc. provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 am and ends at midnight 24 hours later. Workweeks begin on Monday at 12:01 a.m. and ends on Sunday at 12:00 Midnight the next week.
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Only certain classification of "Exempt" employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Employee References

All requests for references must be directed to the Human Resources Department. No other manager, supervisor, or employee is authorized to

release references for current or former employees.

By policy, Protech Staffing Services, Inc. discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, Protech Staffing Services, Inc. also will inform prospective employers of the amount of salary or wage you last earned.

Summary

This employee handbook is designed to give you an overview and understanding of Protech Staffing Services, Inc. employment policies, procedures and standards. Nevertheless, because we operate in a dynamic industry, some policies and benefit programs currently in effect may be revised, suspended, or eliminated by Protech Staffing Services, Inc. in response to business needs or changing applicable legal requirements.

Please don't hesitate to contact the Human Resources Department with any questions or concerns concerning the status of policies, procedures and standards currently listed in this employee handbook. In addition, we always want to improve and we want your input and suggestions; please don't hesitate to contact Protech Staffing Services, Inc.

Congratulations and Good Luck!

Protech Staffing Services, Inc.

Employee Handbook Acknowledgement Receipt

I attest to have received, read and understood my copy of Protech Staffing Services, Inc. employee handbook. I understand and agree that it is my responsibilities to read and familiarize myself with the policies and procedures contained in the handbook. The employee handbook describes important information about Protech Staffing Services, Inc. policies and procedures, and I understand that I should consult with the Human Resources Department regarding any questions not answered in the handbook.

I understand that except for employment At-Will status, any and all policies or practices can be changed at any time by the Company. Protech Staffing Services, Inc. reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the President/CEO of Protech Staffing Services, Inc, no manager, supervisor, or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than At-Will; only the President/CEO has the authority to make any such agreement and then only in writing, signed by the President/CEO

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Protech Staffing Services, Inc. is employment At-Will; employment may be terminated at the will of either the Company or myself. My signature certifies that I understand that the foregoing agreement on At-Will status is the sole and entire agreement between Protech Staffing Services, Inc. and I concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with Protech Staffing Services, Inc.

Employee Name	**Signature**	**Date**

I have reviewed the employee handbook with the above named employee and answered any and all questions;

Recruiter Name	**Signature**	**Date**

Employment Development Department
State of California

NOTICE TO EMPLOYEES

Your employer must send a copy of your *Employee's Withholding Allowance Certificate* (Form W-4 [federal] or DE 4 [state]) to the Franchise Tax Board (FTB) if the form meets either of the following two conditions:

- You claim more than 10 withholding allowances.
- You claim to be exempt from state or federal income tax withholding and your employer expects your usual weekly wages to exceed $200.

Your employer will continue to treat the Form W-4 and/or DE 4 as valid until notified, in writing, by the FTB of the proper marital status and number of allowances to use for California Personal Income Tax (PIT) withholding purposes.

If you disagree with the FTB determination, you may request a review of the determination by writing to:

W-4 Unit
Franchise Tax Board MS F180
P.O. Box 2952
Sacramento, CA 95812-2952
Fax: 916-843-1094

You, as the employee, will have to provide proof that the FTB determination is incorrect for California PIT withholding purposes. Your employer must continue to withhold as instructed in the original determination until notified by the FTB, in writing, of any changes.

If the FTB finds that the number of withholding allowances you claimed is unreasonable, you may be subject to a $500 penalty as provided by Section 13101 of the California Unemployment Insurance Code.

- Versión en español en la página 2 -

Employment Development Department
State of California

AVISO A EMPLEADOS

Su empleador debe de enviar una copia del certificado del empleado que autoriza la retención de impuestos conocido comúnmente en inglés como, *Employee's Withholding Allowance Certificate* (Formularios W-4 [federal] ó DE 4 [estatal]) al Franchise Tax Board (la oficina de recaudación de impuestos estatales), si el formulario cumple con cualquiera de las dos condiciones siguientes:

- Usted reclama más de 10 exenciones de retención en los cuales se basa la retención de impuestos.

- Usted sostiene estar exento de retención de impuestos federales y estatales y su empleador espera que usted gane su salario normal semanal de más de $200.

Su empleador continuará considerando el Formulario W-4 y/o el formulario DE 4 como válido hasta que sea notificado por el Franchise Tax Board, por escrito, del estado civil apropiado y el número de exenciones que se pueden usar para el propósito de retención del Impuesto de Ingreso Personal (PIT, por sus siglas en inglés) en California.

Si usted no está de acuerdo con la determinación del Franchise Tax Board, usted puede pedir que se revise la determinación escribiendo al:

W-4 Unit
Franchise Tax Board MS F180
P.O. Box 2952
Sacramento, CA 95812-2952
Fax: 916-843-1094

Usted, como empleado, tendrá que proporcionar las pruebas de que la determinación del Franchise Tax Board es incorrecta para el propósito de retención del Impuesto de Ingreso Personal en California. Su empleador continuará la retención como fue indicado en la determinación original hasta que sea notificado por el Franchise Tax Board, por escrito, de cualquier cambio.

Si el Franchise Tax Board decide que el número de exenciones que usted reclama es irrazonable, se le podrá imponer una multa de $500 conforme la Sección 13101 del Código del Seguro de Desempleo de California.

- English version on page 1 -

DISCRIMINATION IN PUBLIC SERVICES AND ACCOMMODATIONS IS PROHIBITED UNDER THE UNRUH CIVIL RIGHTS ACT

THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

THE MISSION OF THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING IS TO PROTECT THE PEOPLE OF CALIFORNIA FROM UNLAWFUL DISCRIMINATION IN EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATIONS, AND FROM THE PERPETRATION OF ACTS OF HATE VIOLENCE AND HUMAN TRAFFICKING.

DFEH

The law requires "full and equal accommodations, advantages, facilities, privileges, or services in all business establishments." Business establishments covered by the law include, but are not limited to:

- Hotels and motels
- Nonprofit organizations
- Restaurants
- Theaters
- Barber shops and beauty salons
- Hospitals
- Housing accommodations
- Local government and public agencies
- Retail establishments

HATE VIOLENCE

Under the Ralph Civil Rights Act, it is against the law for any person to threaten or commit acts of violence against a person or property based on race, color, religion, ancestry, national origin, age, marital status, medical condition, genetic information, disability, sex/gender, gender identity, gender expression, sexual orientation, political affiliation, or position in a labor dispute.

HUMAN TRAFFICKING

Human trafficking is a violation of civil law in addition to being a criminal offense. In 2016, AB 1684 (Stone) gave DFEH authority to receive, investigate, conciliate, mediate, and prosecute civil complaints alleging human trafficking under California Civil Code, § 52.5, the California Trafficking Victims Protection Act.

FILING A COMPLAINT

If you believe you are a victim of discrimination, hate violence, or human trafficking, you may file a complaint by contacting DFEH as described below. For employment cases only, file within three years of the last date of harm; for all other cases, file within one year of the last date of harm. DFEH processes complaints filed by persons with terminal illnesses on a priority basis.

To schedule an appointment, contact the Communication Center below.

If you have a disability that requires a reasonable accommodation, DFEH can assist you by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or you can contact us below.

CONTACT US

Toll Free: (800) 884-1684
TTY: (800) 700-2320
contact.center@dfeh.ca.gov
www.dfeh.ca.gov

DFEH-A01B-ENG / April 2020

DISCRIMINATION IS AGAINST THE LAW

CIVIL RIGHTS IN CALIFORNIA

The Department of Fair Employment and Housing (DFEH) enforces California state laws that prohibit harassment and discrimination in employment, housing, and public accommodations and that provide for pregnancy leave and family and personal medical leave. It also accepts and investigates complaints alleging hate violence or threats of hate violence and human trafficking.

DFEH ENFORCES THESE LAWS BY:

The Department of Fair Employment and Housing (DFEH) enforces this law by:

1. Investigating harassment, discrimination, and denial of leave complaints
2. Assisting parties to voluntarily resolve complaints involving alleged violations of the laws
3. Prosecuting violations of the law
4. Educating Californians about the laws prohibiting harassment and discrimination by providing written materials and participating in seminars and conferences

DISCRIMINATION IS AGAINST THE LAW

DFEH

YOU ARE PROTECTED

The California Fair Employment and Housing Act (FEHA) prohibits harassment and discrimination in employment based on the following:

- Race (includes hair texture and protective hairstyle)
- Color
- Religion (includes religious dress & grooming practices)
- Sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)
- Gender identity, gender expression
- Sexual orientation
- Marital status
- Medical Condition (genetic characteristics, cancer or a record or history of cancer)
- Military or veteran status
- National origin (includes language use and possession of driver's license issued to persons unable to prove their presence in the United States is authorized under federal law)
- Ancestry
- Disability (mental and physical, including HIV/AIDS, cancer, and genetic characteristics)
- Genetic information
- Request for family care leave
- Request for leave for a serious health condition
- Request for Pregnancy Disability Leave
- Retaliation for reporting patient abuse in tax-supported institutions
- Age (over 40)
- Criminal Background (Fair Chance Act)

DISCRIMINATION IS PROHIBITED

Discrimination is prohibited in all employment practices, including, but not limited to:

1. Advertisements
2. Applications, screening, and interviews
3. Hiring, transferring, promoting, terminating, or separating employees
4. Working conditions
5. Participating in a training or apprenticeship program, employee organization, or union

Discrimination is prohibited in all aspects of the housing business, Including, but not limited to:

1. Advertisements
2. Mortgage lending and insurance
3. Application and selection processes
4. Terms, conditions, and privileges of occupancy, including freedom from harassment
5. Public and private land-use practices, including the existence of restrictive covenants

Individuals with disabilities are entitled to reasonable accommodation in rules, policies, practices, and services and are also permitted, at their own expense, to reasonably modify their dwelling to ensure full enjoyment of the premises.

As in employment discrimination law, individuals are protected from retaliation for filing complaints.

FEHA also prohibits discrimination in the rental and sale of housing based on the following:

- Race
- Color
- Religion
- Sex
- Gender
- Gender identity/ Gender expression
- Ancestry
- Sexual orientation
- Marital status
- Source of income
- Military or veteran status
- Genetic information
- National origin (including language use restrictions)
- Familial status (households with children under age 18, individuals who are pregnant, or who are pending legal custody of a child under age 18)
- Disability (mental and physical, including HIV/AIDS, cancer, and genetic characteristics)

CALIFORNIA WORKERS ARE:

- Guaranteed reasonable accommodation or leave if disabled because of pregnancy, or if your job would cause undue risk to you or your pregnancy's successful completion (if working for an employer of more than 5 employees)
- Guaranteed leave for the birth or adoption of a child; for the employee's own serious health condition; or to care for a parent, spouse, or child with a serious health condition (if working for an employer of more than 50 employees)
- Protected from harassment because of their sex, race, or any other category covered under the law
- Protected from retaliation for filing a complaint with DFEH, for participating in the investigation of a complaint, or for protesting possible violations of the law
- California workers with disabilities are also entitled to reasonable accommodation when necessary in order to perform the job

THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

CALIFORNIA LAW PROHIBITS WORKPLACE DISCRIMINATION AND HARASSMENT

THE CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING (DFEH) ENFORCES LAWS THAT PROTECT YOU FROM ILLEGAL DISCRIMINATION AND HARASSMENT IN EMPLOYMENT BASED ON YOUR ACTUAL OR PERCEIVED:

- ANCESTRY
- AGE (40 and above)
- COLOR
- DISABILITY (physical and mental, including HIV and AIDS)
- GENETIC INFORMATION
- GENDER IDENTITY, GENDER EXPRESSION
- MARITAL STATUS
- MEDICAL CONDITION (genetic characteristics, cancer or a record or history of cancer)
- MILITARY OR VETERAN STATUS
- NATIONAL ORIGIN (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law)
- RACE
- RELIGION (includes religious dress and grooming practices)
- SEX/GENDER (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)
- SEXUAL ORIENTATION

THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT (GOVERNMENT CODE SECTIONS 12900 THROUGH 12996) AND ITS IMPLEMENTING REGULATIONS (CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTIONS 11000 THROUGH 11141):

① Prohibit harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any persons and require employers to take all reasonable steps to prevent harassment. This includes a prohibition against sexual harassment, gender harassment, harassment based on pregnancy, childbirth, breastfeeding and/or related medical conditions, as well as harassment based on all other characteristics listed above.

② Require that all employers provide information to each of their employees on the nature, illegality, and legal remedies that apply to sexual harassment. Employers may either develop their own publications, which must meet standards set forth in California Government Code section 12950, or use a brochure from DFEH.

③ Require employers with 5 or more employees and all public entities to provide training for all employees regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation.

④ Prohibit employers from limiting or prohibiting the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation. Also prohibits employers from discriminating against an applicant or employee because they possess a driver's license issued to a person who is unable to prove that their presence in the United States is authorized under federal law.

⑤ Require employers to reasonably accommodate an employee, unpaid intern, or job applicant's religious beliefs and practices, including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs.

⑥ Require employers to reasonably accommodate employees or job applicants with disabilities to enable them to perform the essential functions of a job.

⑦ Permit job applicants, unpaid interns, volunteers, and employees to file complaints with DFEH against an employer, employment agency, or labor union that fails to grant equal employment as required by law.

⑧ Prohibit discrimination against any job applicant, unpaid intern, or employee in hiring, promotions, assignments, termination, or any term, condition, or privilege of employment.

⑨ Require employers, employment agencies, and unions to preserve applications, personnel records, and employment referral records for a minimum of two years.

⑩ Require employers to provide leaves of up to four months to employees disabled because of pregnancy, childbirth, or a related medical condition.

⑪ Require an employer to provide reasonable accommodations requested by an employee, on the advice of their health care provider, related to their pregnancy, childbirth, or a related medical condition.

⑫ Require employers of 20 or more persons to allow eligible employees to take up to 12 weeks leave in a 12-month period for the birth of a child or the placement of a child for adoption or foster care; also require employers of 50 or more persons to allow eligible employees to take up to 12 weeks leave in a 12-month period for an employee's own serious health condition or to care for a parent, spouse, or child with a serious health condition.

⑬ Require employment agencies to serve all applicants equally, refuse discriminatory job orders, and prohibit employers and employment agencies from making discriminatory pre-hiring inquiries or publishing help-wanted advertisements that express a discriminatory hiring preference.

⑭ Prohibit unions from discriminating in member admissions or dispatching members to jobs.

⑮ Prohibit retaliation against a person who opposes, reports, or assists another person to oppose unlawful discrimination.

FILING A COMPLAINT

The law provides for remedies for individuals who experience prohibited discrimination or harassment in the workplace. These remedies include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages.

Job applicants, unpaid interns, and employees: If you believe you have experienced discrimination or harassment you may file a complaint with DFEH. Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with DFEH.

Complaints must be filed within one year of the last act of discrimination/harassment or, for victims who are under the age of 18, not later than one year after the victim's eighteenth birthday.

If you have a disability that prevents you from submitting a written intake form on-line, by mail, or email, DFEH can assist you by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice).

To schedule an appointment, contact
the Communication Center at
(800) 884-1684 (voice or via relay operator 711)
or (800) 700-2320 (TTY)
or by email at contact.center@dfeh.ca.gov.

DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested.

Contact DFEH at
(800) 884-1684
(voice or via relay operator 711),
TTY (800) 700-2320,
or contact.center@dfeh.ca.gov
to discuss your preferred format to access our materials or webpages.

DFEH-E07P-ENG / December 2018

Government Code section 12950 and California Code of Regulations, title 2, section 11013, require all employers to post this document. It must be conspicuously posted in hiring offices, on employee bulletin boards, in employment agency waiting rooms, union halls, and other places employees gather. Any employer whose workforce at any facility or establishment consists of more than 10% of non-English speaking persons must also post this notice in the appropriate language or languages.

FOR MORE INFORMATION

Department of Fair Employment and Housing

Toll Free: (800) 884-1684
TTY: (800) 700-2320
Online: www.dfeh.ca.gov

Also find us on:

Notice to Employees

Employment Development Department
State of California

This employer is registered with the Employment Development Department (EDD) as required by the California Unemployment Insurance Code and is reporting wage credits to the EDD that are being accumulated for you to be used as a basis for:

UI

Unemployment Insurance

(funded entirely by employers' taxes)

Unemployment Insurance (UI) is paid for by your employer and provides partial income replacement when you are unemployed or your hours are reduced due to no fault of your own. To claim UI benefit payments you must also meet all UI eligibility requirements, including that you must be available for work and searching for work.

How to File a New UI Claim

Use one of the following methods:

- **Online:** UI Online℠ is the fastest and most convenient way to file your UI claim. Visit UI Online (edd.ca.gov/UI_Online) to get started.
- **Phone:** Representatives are available at the following toll-free numbers, Monday through Friday between **8 a.m. to 12 noon** (Pacific Standard Time) except during state holidays.

English	**1-800-300-5616**	**Cantonese**	**1-800-547-3506**	**Vietnamese**	**1-800-547-2058**
Spanish	**1-800-326-8937**	**Mandarin**	**1-866-303-0706**	**TTY**	**1-800-815-9387**

- **Fax or Mail:** When accessing UI Online to file a new claim, some customers will be instructed to fax or mail their UI application to the EDD. If this occurs, the *Unemployment Insurance Application* (DE 1101I), will display. For faster and more secure processing, fax the completed form to the number listed on the form. If mailing your UI application, use the address on the form and allow additional time for processing.

Important: Waiting to file your UI claim may delay benefit payments.

DI

Disability Insurance

(funded entirely by employees' contributions)

Disability Insurance (DI) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians who are unable to work due to a non-work-related illness, injury, pregnancy, or disability.

Your employer must provide the *Disability Insurance Provisions* (DE 2515) brochure, to newly hired employees and to each employee who is unable to work due to a non-work-related illness, injury, pregnancy, or disability.

How to File a New DI Claim

Use one of the following methods:

- **Online:** SDI Online is the fastest and most convenient way to file your claim. Visit SDI Online (edd.ca.gov/SDI_Online) to get started.
- **Mail:** To file a claim with the EDD by mail, complete and submit a *Claim for Disability Insurance (DI) Benefits* (DE 2501) form. You can obtain a paper claim form from your employer, physician/practitioner, visiting a State Disability Insurance office, online at EDD Forms and Publications (edd.ca.gov/Forms), or by calling 1-800-480-3287.

Note: If your employer maintains an approved Voluntary Plan for DI coverage, contact your employer for assistance.

For more information about DI, visit State Disability Insurance (edd.ca.gov/disability) or call 1-800-480-3287.
State government employees should call 1-866-352-7675.
TTY (for deaf or hearing-impaired individuals only) is available at 1-800-563-2441.

PFL

Paid Family Leave

(funded entirely by employees' contributions)

Paid Family Leave (PFL) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians who need time off work to care for seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner. Benefits are available to parents who need time off work to bond with a new child entering the family by birth, adoption, or foster care placement. Benefits are also available for eligible Californians who need time off work to participate in a qualifying event resulting from a spouse, registered domestic partner, parent, or child's military deployment to a foreign country.

Your employer must provide the *Paid Family Leave* (DE 2511) brochure, to newly hired employees and to each employee who is taking time off work to care for a seriously ill family members, to bond with a new child, or to participate in a qualifying military event.

How to File a New PFL Claim

Use one of the following methods:

- **Online:** SDI Online is the fastest and most convenient way to file your claim. Visit SDI Online (edd.ca.gov/SDI_Online) to get started.
- **Mail:** To file a claim with the EDD by mail, complete and submit a *Claim for Paid Family Leave (PFL) Benefits* (DE 2501F) form. You can obtain a paper claim form from your employer, a physician/practitioner, visiting a State Disability Insurance office, online at EDD Forms and Publications (edd.ca.gov/Forms), or by calling 1-877-238-4373.

Note: If your employer maintains an approved Voluntary Plan for PFL coverage, contact your employer for assistance.

For more information about PFL, visit State Disability Insurance (edd.ca.gov/disability)
or call 1-877-238-4373.
State government employees should call 1-877-945-4747.
TTY (for deaf or hearing-impaired individuals only) is available at 1-800-445-1312.

Note: Some employees may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to withhold facts to claim benefits. For additional information, visit the EDD (edd.ca.gov).

About California Paid Family Leave

For many working Californians, finding time to be with a loved one when they need it most can be difficult. California's Paid Family Leave program was created for those moments that matter. Benefits are available to care for a seriously ill family member, to bond with a new child, or to participate in a qualifying military event.

Fast Facts About California Paid Family Leave

- Provides up to eight weeks of partial wage replacement benefits to bond with a new child (either by birth, adoption, or foster care placement), to care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner), or to participate in a qualifying event resulting from a family member's (spouse, registered domestic partner, parent, or child) military deployment to a foreign country.
- Doesn't have to be taken all at once.
- Provides approximately 60 to 70 percent of your salary during your leave.
- Funded through your State Disability Insurance tax withholding, so you are most likely eligible if you've paid into State Disability Insurance (noted as "CASDI" on paystubs) or a qualifying voluntary plan in the past 5 to 18 months.
- To bond with a new child, leave can be taken anytime within the first 12 months of a child entering your family.
- Citizenship and immigration status do not affect eligibility.

CALIFORNIA
PAID FAMILY LEAVE

moments matter.

Paid Family Leave:

Giving Californians the benefits they need to be there for the moments that matter.

English	1-877-238-4373
Spanish	1-877-379-3819
Cantonese	1-866-692-5595
Vietnamese	1-866-692-5596
Armenian	1-866-627-1567
Punjabi	1-866-627-1568
Tagalog	1-866-627-1569
TTY	1-800-445-1312

Individuals can also visit a Paid Family Leave or Disability Insurance office to obtain claim forms, receive information, or speak to a representative.

Visit a State Disability Insurance office **(edd.ca.gov/Disability/Contact_SDI.htm)** near you.

EDD Employment Development Department
State of California

For more information, visit:
CaliforniaPaidFamilyLeave.com

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 1-866-490-8879 (voice). TTY users, please call the California Relay Service at 711.

CALIFORNIA PAID FAMILY LEAVE

Helping Californians be present for the moments that matter.

Do I Qualify For California Paid Family Leave?

To qualify for Paid Family Leave benefits, **you must meet** the following requirements:

- Need to take time off from work to care for a seriously ill family member, to bond with a new child, or to participate in a qualifying military event.
- Be covered by State Disability Insurance (or a voluntary plan in lieu of State Disability Insurance).
- Have earned at least $300 in the past 5 to 18 months.
- Submit your claim no later than 41 days after you begin your family leave. Do not file before your first day of leave.

If required by your employer, you must use up to two weeks of unused vacation leave or paid time off. Check with your human resources department to confirm your employer's requirements.

How Are Benefit Amounts Calculated?

California Paid Family Leave provides approximately 60 to 70 percent of your weekly salary.

The benefit amount is calculated from your highest quarterly earnings over the past 5 to 18 months, before the start of your claim. The Employment Development Department (EDD) has an online calculator that can help you estimate your weekly benefit amount. Visit the **Disability Insurance and Paid Family Leave Calculator (edd.ca.gov/PFL_Calculator)** to estimate your benefit.

If you are found eligible to receive benefits, you have an option on how you receive your benefit payments: by the EDD Debit Card℠ through Bank of America or by check, mailed from the EDD.

Does Paid Family Leave Provide Job Protection?

California Paid Family Leave does not provide job protection or a right to return to work.

However, job protection may be provided under other laws such as the federal Family and Medical Leave Act, the California Family Rights Act, or the New Parent Leave Act (if you qualify).

Notify your employer of your plan to take leave and the reason for taking leave according to your company's policy.

How Do I Apply For Benefits?

Apply for Paid Family Leave benefits by visiting **SDI Online (edd.ca.gov/SDI_Online)**.

You may also apply using a paper form. Visit **EDD Forms and Publications (edd.ca.gov/Forms)** to request a *Claim for Paid Family Leave (PFL) Benefits* (DE 2501F) form.

For caregiving claims, you must provide medical certification showing that the care recipient has a serious health condition and requires your care. This needs to be completed by the care recipient's physician/practitioner. Information about the care recipient and their signature are also required.

For bonding claims, you must provide documentation showing proof of relationship between you and the child (e.g., a copy of the child's birth certificate, adoptive placement agreement, or foster care placement record).

If you are currently receiving pregnancy-related Disability Insurance benefits, it is not necessary to request a Paid Family Leave claim form. The form to file for bonding will be sent through your SDI Online account or by mail when your pregnancy-related disability claim ends.

For military assist claims, you must provide supporting military documentation (e.g., proof of covered active duty or call to covered active duty and documentation of the qualifying event).

If you are covered by a voluntary plan, contact your employer for information about your coverage and instructions on how to apply for benefits.

If your claim is denied, you have the right to:

- Know the reason for denial.
- Appeal decisions about your eligibility for benefits. Visit **Appeals (edd.ca.gov/Disability/Appeals.htm)** for information.

All claim information is confidential except for purposes allowed by law.

DI Office Locations and Mailing Addresses

Chico ..... 645 Salem Street
(PO Box 8190, Chico, CA 95927-8190)

Chino Hills ... 15315 Fairfield Ranch Road, Ste. 100
(PO Box 60006, City of Industry, CA 91716-0006)

Fresno ..... 2555 S. Elm Avenue
(PO Box 32, Fresno, CA 93707-0032)

Long Beach ... 4300 Long Beach Blvd., Ste. 600
(PO Box 469, Long Beach, CA 90801-0469)

Los Angeles ..... 888 S. Figueroa Street, Ste. 200
(PO Box 513096, Los Angeles, CA 90051-1096)

Oakland ..... 7677 Oakport Street, Ste. 325
(PO Box 1857, Oakland, CA 94606-1857)

Sacramento ..... 5009 Broadway
(PO Box 13140, Sacramento, CA 95813-3140)

San Bernardino ..... 371 West 3rd Street
(PO Box 781, San Bernardino, CA 92402-0781)

San Diego ... 9246 Lightwave Avenue, Bldg. A, Ste. 300
(PO Box 120831, San Diego, CA 92112-0831)

San Francisco ..... 745 Franklin Street, Rm. 300
(PO Box 193534, San Francisco, CA 94119-3534)

San Jose ..... 297 West Hedding Street
(PO Box 637, San Jose, CA 95106-0637)

Santa Ana ..... 2 MacArthur Place, Suite 400
(PO Box 1466, Santa Ana, CA 92702-1466)

Santa Barbara ..... 128 East Ortega Street
(PO Box 1529, Santa Barbara, CA 93102-1529)

Santa Rosa ..... 606 Healdsburg Avenue
(PO Box 700, Santa Rosa, CA 95402-0700)

Stockton ..... 3127 Transworld Dr., Ste. 150
(PO Box 201006, Stockton, CA 95201-9006)

California State Government Employees
(PO Box 2168, Stockton, CA 95201-2168)

Van Nuys ..... 15400 Sherman Way, Rm. 500
(PO Box 10402, Van Nuys, CA 91410-0402)

STATE OF CALIFORNIA

LABOR AND WORKFORCE DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT

This pamphlet is for general information only, and does not have the force and effect of the law, rule or regulation.

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling DI at 1-866-490-8879. TTY users, please call the California Relay Service at 711.

EDD Employment Development Department
State of California

DISABILITY INSURANCE PROVISIONS

Disability is an illness or injury, either physical or mental, which prevents customary work. Disability includes elective surgery, pregnancy, childbirth, or related medical conditions.

Disability Insurance (DI) is a component of the State Disability Insurance (SDI) program, designed to partially replace wages lost due to a non-work-related disability (see "Other Programs," for job-related disabilities).

SDI contributions are paid by California workers covered by the SDI program. Contribution rates may vary from year to year. For current rates, visit State Disability Insurance (edd.ca.gov/disability), or contact the Employment Development Department (EDD) DI customer service at 1-800-480-3287 or EDD employment tax customer service at 1-888-745-3886.

DI Plans

- State Plan. The DI state plan is covered in this brochure.
- Voluntary Plan (VP). A private plan, which may be substituted for the State Plan. Voluntary Plans are established if the employer and majority of employees agree to do so. VP information and filing a claim is done through your employer. If you are covered by a VP, the provisions of this brochure may not apply to you. Obtain information about your coverage and file a VP claim through your employer.
- Elective Coverage (EC). Employers and self-employed persons, including general partners, may elect coverage under SDI. The method of computing benefits for EC participants is not the same as for mandatory rate payers. The cost of participating, which is set annually, can be obtained from your local EDD Employment Tax Customer Service Office.

  EC claims are filed in the same manner as State Plan claims. However, there are differences in eligibility requirements from those listed in this pamphlet.

For additional information or to apply for coverage, contact the EDD DI customer service at 1-800-480-3287, the EDD employment tax customer service at 1-888-745-3886, or visit State Disability Insurance (edd.ca.gov/disability).

How to Claim State Plan Benefits

1. Use **SDI Online** to securely file for benefits or request a paper claim form online.
   - Online: State Disability Insurance (edd.ca.gov/disability).
   - By phone: 1-800-480-3287.
   - By mail: EDD, Disability Insurance, PO Box 989777, West Sacramento, CA 95798-9777.
   - California state government employees covered by SDI should call 1-866-352-7675.
2. If filing through SDI Online, complete all required fields. SDI Online will provide a receipt number once the claim is submitted.

   If using a paper *Claim for Disability Insurance (DI) Benefits* (DE 2501) form, complete and sign Part A-Claimant's Statement. Print clearly, and verify your answers are complete and correct as errors delay payment.
3. Have your physician/practitioner complete the Part B - Physician/Practitioner's Certificate online or use the paper claim form. If filing online, your physician/practitioner will need your receipt number to complete the Part B - Physician/Practitioner's Certificate.

   Usually a claim cannot begin more than seven days before you were examined by or under the care of a physician/practitioner. Certification may be made by a:
   - Licensed medical or osteopathic physician and surgeon.
   - Nurse practitioner.
   - Physician assistant.
   - Chiropractor.
   - Dentist.
   - Podiatrist.
   - Optometrist.
   - Designated psychologist.
   - Authorized medical officer of a United States governmental facility.

   Certification may also be made by a licensed nurse-midwife or licensed midwife for disabilities related to normal pregnancy or childbirth.
4. File online or submit your paper claim form within 49 days from the date your disability begins. If your claim is late, you may lose benefits unless your explanation of the delay is accepted as reasonable.

How Benefits Are Paid

- If you are eligible to receive benefits, you have two payment options: by **EDD Debit Card**℠ through Bank of America, or by a **check**. You do not have to accept the EDD Debit Card. Please allow 7 to 10 days for delivery of checks in the mail.
- Most properly completed claims are processed within 14 days.
- The first seven days of your DI claim are a non-payable waiting period. If a claim is filed for the same or related cause or condition within 60 days of the initial claim, it will be processed as a continuation of the initial claim for which a waiting period was already served. There will not be a new waiting period in such cases.

Benefits are paid as quickly as possible after all eligibility information is received. If you meet all eligibility requirements, benefits will be authorized. If you are eligible for further benefits, you will be authorized for additional benefits electronically or sent a *Claim For Continued Disability Benefits* (DE 2500A) certification form for you to complete for the next benefit period. Usually these benefit periods are for two-week intervals. However, DI pays benefits based on daily eligibility within a seven-day calendar week. Partial weeks are paid at a daily rate. This rate is one-seventh of your weekly benefit amount. Please allow 10 days from the date you mail or electronically submit a certification for receipt of payment.

How Your Benefit Rate is Determined

Benefit amounts are based on wages paid during a specific 12-month **base period**, determined by the date your claim begins. Consider when to start your claim since this may affect your weekly benefit rate, your maximum benefit amount, and the period of your benefit eligibility.

Only **base period** wages subject to the SDI contributions can be used in computing your benefits. To qualify, you must have earned at least $300 during your base period. The month your claim begins determines which four consecutive quarters are used.

If your claim begins in:

- **January, February, or March, your base period is the 12 months ending last September 30.** (Example: A claim beginning February 14, 2021, uses a base period of October 1, 2019, through September 30, 2020.)
- **April, May, or June, your base period is the 12 months ending last December 31.** (Example: A claim beginning June 20, 2021, uses a base period of January 1, 2020, through December 31, 2020.)
- **July, August, or September, your base period is the 12 months ending last March 31.** (Example: A claim beginning September 27, 2021, uses a base period of April 1, 2020, through March 31, 2021.)
- **October, November, or December, your base period is the 12 months ending last June 30.** (Example: A claim beginning November 2, 2021, uses a base period of July 1, 2020, through June 30, 2021.)

Exceptions: If your claim is determined to be invalid, but you were unemployed and seeking work for 60 days or more in any quarter of your base period, you may be able to substitute wages paid in prior quarters.

You may be entitled to substitute wages paid in prior quarters to either validate your claim or increase your benefit amount, if during your base period you:

- Were in the military service.
- Received workers' compensation benefits.
- Did not work because of a labor dispute.

If your situation fits any of the above, include a letter and supporting documentation with your claim form.

Wage Continuation. Your DI benefits may be affected if your employer continues to pay you wages during your DI claim. DI benefits plus wages cannot exceed your regular weekly wage. DI benefits are not affected by vacation pay you may receive.

Maximum Benefits. The maximum benefit amount is 52 times the weekly rate, but not more than your total base period wages. Exception: For employers and self-employed individuals who elect SDI coverage, the maximum benefit amount is 39 times the weekly rate.

Additionally, benefits are payable only for a limited period to a resident in an alcoholic recovery home or drug-free residential facility that is both licensed and certified by the state in which the facility is located. However, disabilities related to or caused by acute or chronic alcoholism or drug abuse, being medically treated, do not have this limitation.

Pregnancy. As with any medical condition, your disability period begins the first day you are unable to do your regular or customary work. DI benefits are based on the period of time your physician/practitioner certifies you are unable to do your regular or customary work. Do not send in your claim for pregnancy-related DI benefits until the date your physician/practitioner certifies you are unable to work.

Note: For information on Paid Family Leave (PFL) bonding benefits, see the "Other Programs" section of this brochure.

You May Not Be Eligible for Benefits

- If you are receiving Unemployment Insurance (UI) or PFL benefits.
- If you are not working or looking for work at the time your disability begins.
- If you are in custody due to conviction of a crime.
- If your full wages are paid.
- If you are receiving workers' compensation at a weekly rate equal to or greater than the DI rate. If workers' compensation benefits are paid at a lower rate than your DI rate, you may be paid the difference.
- For the amount of time a claim is late (without good cause).
- If you make a false statement or fail to report a material fact. (A 30 percent penalty may be assessed if benefits are overpaid because you willfully withheld a material fact or made a false statement.)
- If you fail to attend an independent medical examination when requested. (Fees for such examinations are paid by the EDD.)

The California Unemployment Insurance Code provides for penalties consisting of fines, imprisonment, and loss of benefit rights for fraud against the SDI program.

Your Rights

- Know the reason and basis for any decision that affects your benefits.
- Appeal any decision about your eligibility for benefits. Appeals must be sent to the DI office in writing.
- Request an appeal hearing before an Administrative Law Judge (ALJ). You may further appeal the ALJ's decision to the California Unemployment Insurance Appeals Board and the courts.
- Privacy – all claim information will be kept confidential except for the purposes allowed by law.

Your Obligations

- Complete your claim and other forms correctly and truthfully.
- Submit your claim and other forms according to time limits on forms. If your claim is submitted late and you believe you have a good reason for being late, you should include a written explanation of the reason(s) with the form.
- Contact DI if you do not understand a question or how to answer it.
- Include your name and claim identification number on letters to DI.

Contact DI

- By phone at:
  - English 1-800-480-3287
  - Spanish 1-866-658-8846
- By **U.S. mail** addressed to PO Box 13140, Sacramento, CA 95813-3140. If you do not have a current claim, you may write to any DI office. **Note:** Do not mail claim forms to this PO Box.
- By **TTY** (for TTY users only) at 1-800-563-2441.
- **In person** by visiting any of the DI offices listed under "DI Office Locations."

Other Programs

If you are injured on the job or become ill as a result of your occupation, notify your employer.

If you are able and available to work but unemployed, contact the UI program by visiting Unemployment Insurance (edd.ca.gov/unemployment) or by phone at 1-800-300-5616 (TTY 1-800-815-9387).

If you need help in finding work, job training, retraining, or other services in order to return to work, visit your local America's Job Center of California℠ listed at Service Locator (careeronestop.org/LocalHelp/service-locator.aspx) or in the white pages of your phone directory.

If your disability is permanent or is expected to continue for a year or more, contact the U.S. Social Security Administration (ssa.gov) or by phone at 1-800-772-1213 (TTY 1-800-325-0778).

If you need time off work for a family leave, PFL provides benefits to:

- Care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner).
- Bond with a new child entering the family (through birth, adoption, or foster care placement).
- Participate in a qualifying event resulting from a family member's (spouse, registered domestic partner, parent, or child) military deployment to a foreign country.

Contact the EDD PFL program by visiting State Disability Insurance (edd.ca.gov/disability), or by phone at 1-877-238-4373, or through the California Relay Service at 711.

Note: A PFL bonding claim form will be sent automatically with the final benefit payment to new mothers receiving DI benefits.

If you are a victim of a crime, contact the California Victim Compensation program at 1-800-777-9229 (TTY 1-800-735-2929). You may also contact your county Victim/Witness Assistance Center.

Questions about spousal or parental support obligations should be directed to the district attorney's office for the county that issued the court order.

Questions about child support obligations should be directed to the Department of Child Support Services at 1-866-901-3212 (TTY 1-866-399-4096).

Optional Form

NOTICE OF PERSONAL CHIROPRACTOR OR PERSONAL ACUPUNCTURIST

If your employer or your employer's insurer does not have a Medical Provider Network, you may be able to change your treating physician to your personal chiropractor or acupuncturist following a work-related injury or illness. In order to be eligible to make this change, you must give your employer the name and business address of a personal chiropractor or acupuncturist in writing prior to the injury or illness. Your claims administrator generally has the right to select your treating physician within the first 30 days after your employer knows of your injury or illness. After your claims administrator has initiated your treatment with another doctor during this period, you may then, upon request, have your treatment transferred to your personal chiropractor or acupuncturist.

NOTE: If your date of injury is January 1, 2004 or later, a chiropractor cannot be your treating physician after you have received 24 chiropractic visits unless your employer has authorized additional visits in writing. The term "chiropractic visit" means any chiropractic office visit, regardless of whether the services performed involve chiropractic manipulation or are limited to evaluation and management. Once you have received 24 chiropractic visits, if you still require medical treatment, you will have to select a new physician who is not a chiropractor. This prohibition shall not apply to visits for postsurgical physical medicine visits prescribed by the surgeon, or physician designated by the surgeon, under the postsurgical component of the Division of Workers' Compensation's Medical Treatment Utilization Schedule.

You may use this form to notify your employer of your personal chiropractor or acupuncturist.

Your Chiropractor or Acupuncturist's Information:

_____

(name of chiropractor or acupuncturist)

_____

(street address, city, state, zip code)

_____

(telephone number)

Employee Name (please print):_____

Employee's Address:_____

Employee's Signature:_____

Date:_____

Title 8, California Code of Regulations, Section 9783.1
(DWC Form 9783.1 – Effective Date July 1, 2014)

Note to employee: A personal chiropractor must be your regular, licensed chiropractor (D.C.) who previously directed your treatment and retains your chiropractic treatment records, including your chiropractic history. A personal acupuncturist must be your regular, licensed acupuncturist (L.Ac.) who previously directed your treatment and who retains your acupuncture treatment records, including your acupuncture history.

If your employer has a workers' compensation Medical Provider Network (MPN), you may only switch to a personal chiropractor or acupuncturist within the MPN. If your employer has a workers' compensation Health Care Organization (HCO) different rules apply, so check with your employer or claims administrator if that is the case.

When a work injury or illness occurs...

- If emergency medical care is needed, call 911 or go to the nearest emergency room.
- Report injuries immediately to your supervisor or employer representative at _____(telephone). Your employer may advise you on where to go for treatment. Your employer also is required to provide you with a claim form within one working day of learning of your injury, to ensure your rights to benefits by reporting every injury, no matter how slight, and request a claim form if it's more than a simple first-aid injury.
  Your employer must notify the claims administrator and authorize medical treatment within one working day of receiving your claim form, and will direct you to a doctor, clinic, or to a hospital if necessary. Any delay in reporting an injury may delay workers' compensation benefits. If your claim or benefits are denied, you have a right to challenge the decision at the Workers' Compensation Appeals Board, but there are deadlines for filing the necessary papers, so don't delay.
- Call your employer representative or claims administrator if you have questions or problems. It is illegal for an employer to fire or discriminate against you just because you file, intend to file, or settle a workers' compensation claim, or because you testify for a co-worker who was injured. If you prove this kind of discrimination, you will be entitled to job reinstatement, lost wages and increased benefits, plus costs and expenses up to a maximum set by the state legislature.

Emergency Telephone Number: Call 911 for an ambulance, the fire department, police, or for emergency medical care from a doctor or hospital. For nonemergency medical care, contact your employer, the workers' compensation claims administrator listed below, or go to:

_____

Claims Administrator:

Name_____

☐ Check if company is self-insured

Telephone _____

Free help and information are available by contacting a Division of Workers' Compensation information and assistance officer at the local office listed below. You can hear recorded information and get a list of local offices by calling (800-736-7401), or you can get additional written information about workers' compensation by going to the Division of Workers' Compensation web site at www.dwc.ca.gov.

DWC Information & Assistance Office

Street Address_____

City_____

Telephone_____

WORKERS' COMPENSATION FRAUD IS A FELONY

Anyone who makes or causes to be made any knowingly false or fraudulent material statement for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony and may be fined and imprisoned.

This pamphlet is available in Spanish. For a free copy, please write: CWCI, 1111 Broadway, Suite 2350, Oakland, CA 94607.
Esta información esta traducida al español. Para conseguir una copia, favor de escribir a: CWCI, 1111 Broadway, Suite 2350, Oakland, CA 94607.

The information in this pamphlet has been approved by the Administrative Director of the Division of Workers' Compensation.

To reorder: This pamphlet, as well as state-approved workers' compensation posting notices, DWC-1 claim forms, and other information for injured workers and employers may be ordered from the online store at www.cwci.org, or you may request an order form by calling 510-251-9470.

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www.cwci.org

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Facts about Workers' Compensation

The Way It Was

In the early 20th century, a worker injured on the job had to sue his employer to recover medical expenses and lost wages. Lawsuits took months and sometimes years. Juries had to decide who was at fault and how much, if anything, would be paid. In most instances, the worker got nothing. It was costly, time consuming, and often unfair.

The Way It Is

Today, the California workers' compensation law provides a faster, fairer way to take care of injured workers... where fault doesn't have to be proved to recover medical expenses and lost wages.

This job-injury insurance is paid for by your employer and supervised by the state. It pays your medical bills and if you can't work due to a job-related injury or illness, provides money to help replace lost wages until you can return to work.

Who's Covered?

Almost every employee in California is protected by workers' compensation, but there are a few exceptions. People in business for themselves and unpaid volunteers may not be covered. Maritime workers and federal employees are covered by similar laws. If you have a question about coverage, ask your employer.

What's Covered?

Any injury or illness is covered if it's due to your job. It can be caused by one event like a fall, or repeated exposures, such as repetitive motion over time. Everything from first-aid type injuries to serious accidents is covered. Workers' compensation even covers injuries – including physical or psychiatric injuries – resulting from a workplace crime. (Some injuries from voluntary, off-duty recreational, social or athletic activity – for example, the company bowling team – may not be covered. Check with your supervisor or the claims administrator listed at the end of this document if you have questions.)

Coverage is automatic and immediate. There is no qualifying period, no need to earn a certain amount in wages before you're covered... protection begins the first minute you're on the job.

What You Have To Do

If you have a work injury or illness, immediately notify your supervisor or the employer representative listed on the back of this pamphlet so you can get medical help right away. If it's more than a simple first-aid injury, your employer will give you a claim form so you can describe the injury and how, when and where it happened. To file a claim, complete the "Employee" section of the claim form, keep one copy and return the rest to your employer. Your employer will then complete the "Employer" section, give you a signed and dated copy of the form, keep one copy and send one to the claims administrator, the company that is responsible for handling your claim and notifying you about your eligibility for benefits.

Benefits can't start until the claims administrator knows of the injury, so report the injury and file the claim form with your employer as soon as possible. State law requires employers to authorize medical care within one working day of receiving a claim form, and employers may be liable for as much as $10,000 in treatment until a claim is accepted or rejected. Delays in reporting may delay workers' compensation benefits, and you may not be able to get benefits if you don't file a claim within one year of the date of injury, the date you knew the injury was work related, or the date benefits were last provided. To ensure your right to benefits, report every injury, no matter how slight, and request a claim form if it's more than a minor injury requiring only first aid.

Benefits

The California workers' compensation law guarantees you three kinds of benefits:

- All reasonable and necessary medical care for your injury or illness... with no deductibles. Medical benefits may include treatment by a doctor, hospital services, lab tests, x-rays, physical therapy and medicines. State law makes non-emergency medical services subject to preauthorization and limits some medical services.
- Tax-free payments to help replace lost wages while you are temporarily disabled. Additional payments are made if the injury causes a permanent disability or death.
- If your injury or illness causes permanent disability that prevents you from returning to work and your employer doesn't offer appropriate regular, modified or alternative work, you may be eligible for a supplemental job displacement benefit. This is a nontransferable voucher of up to $6,000 for education-related retraining and/or skill enhancement at state-approved schools, and other items and services to help you get back to work.

Benefit Payments

- **Medical Care:** All medical bills for reasonable and necessary treatment will be paid directly by the claims administrator, so you should never receive a bill. The name and phone number of the claims administrator are at the end of this document and are posted at your workplace.
- **Temporary Disability:** If you are unable to work for more than three days, including weekends, you are entitled to temporary disability (TD) payments to help replace your lost wages. About two weeks after reporting the injury, you'll get a check. You will continue to receive TD checks every two weeks after that until the doctor says you can return to work, or that your medical condition is "permanent and stationary." (Payments won't be made for the first three days, however, unless you're hospitalized as an inpatient or unable to work more than 14 days.) The amount of these checks will be two-thirds of your average wage, subject to minimums and maximums set by the state Legislature. It probably won't be the full amount of your regular paycheck, but there are no deductions and the payments are tax free. Under state law, TD payments for a single injury may not extend for more than 104 compensable weeks within five years from the date of injury, or for more than 240 weeks within five years from the date of injury for a few long-term injuries such as severe burns or chronic lung disease. If you reach the maximum TD payment period before you can return to work or before your medical condition becomes permanent and stationary, you may be able to obtain State Disability benefits through the California Employment Development Department (EDD). You also may be able to get these benefits if your TD is delayed or denied. There are time restrictions, however, so contact EDD at 1-800-480-3287 or www.edd.ca.gov for information on when and how to apply.
- **Permanent Disability:** If your doctor says your injury or illness will always leave you somewhat limited in your ability to work, you may receive permanent disability payments. The amount depends on the doctor's report, how much of the permanent disability was directly caused by your work, and factors such as your age, occupation, type of injury, and date of injury. The minimum and maximum amounts are set by state law, and vary by injury date, but if you have a permanent disability, your claims administrator will send you a letter explaining how the benefit was calculated. In general, the total amount is set at a weekly rate spread over a fixed number of weeks. The first payment is due within 14 days after the final temporary disability payment, or if you were not receiving temporary disability, 14 days after your doctor says your condition is permanent and stationary. After that, the benefit will be paid every 14 days until you reach the maximum or until you settle your case and receive a lump sum.
- **Death Benefits:** If the injury or illness causes death, payments may be made to individuals who were financially dependent on you. These benefits are set by state law and the amount depends on the number of dependents and the date of injury. Generally, the payments are made at the same rate as temporary disability payments; however, no payments will be less than $224 per week. Workers' compensation also provides a burial allowance.
- **Supplemental Job Displacement Benefit:** If the claims administrator receives a doctor's report that you have recovered as much as possible from your job injury, and that you have a permanent disability, within 60 days you may receive a form with an offer of regular, modified or alternative work from your employer. If 60 days after receiving the doctor's report your employer has not offered you regular, modified or alternative work, your claims administrator has 20 days to offer you the Supplemental Job Displacement Benefit. This is a voucher for up to $6,000 that you can use for retraining or skill enhancement at a state accredited school, books, required tools, professional license and certification fees, or other resources that can help you find a new job. There are limits on how much you can spend for some items, but if you qualify, you'll get information on what types of expenses are covered, the limits, documentation requirements, and deadlines for using this benefit.

Other Benefits

Workers' compensation is sometimes confused with State Disability Insurance (SDI). They seem similar, but there are important differences. Workers' compensation insurance covers on-the-job injuries and illnesses and is paid for entirely by your employer. On the other hand, SDI covers off-the-job injuries or sickness, and is paid for by deductions from your paycheck. If you are not receiving workers' compensation benefits, you may be able to get State Disability benefits. For information, call the local office of the state Employment Development Department listed in the government pages of your phone book, or learn more at www.edd.ca.gov/disability/.

If your work injury results in a permanent disability and the state determines that your workers' compensation permanent disability benefit is too low compared to your loss of future earnings, you may qualify for additional money from a Return-to-Work Fund, approved by state lawmakers in 2012. This fund is administered by the Department of Industrial Relations, and details on eligibility and how to apply will be included in state regulations, so if you have questions or think you may qualify, contact the local DWC Information and Assistance office listed in the back of this pamphlet, or visit the Division of Workers' Compensation web site at www.dwc.ca.gov.

If You Have Questions

... ask your supervisor or employer representative. Or contact the workers' compensation claims administrator (the name and phone number are listed at the end of this document and are posted at your workplace). You also can contact an information and assistance officer at the State Division of Workers' Compensation (DWC). Information and assistance officers are available at no charge to answer questions, review problems and provide additional written information about workers' compensation. The local office is listed at the end of this document and is posted at your workplace, or you can call 800-736-7401, check the local listing in the white pages of the phone book under State Government Offices/Industrial Relations/Workers' Compensation, or go to the DWC web site at www.dwc.ca.gov.

More About Medical Care

Good medical care is important - to you, your family and your employer. Quality medical treatment is the quickest way to recovery.

- If emergency care is needed, call 911 for immediate help and get the best treatment available until emergency personnel arrive.
- If first-aid is available at your workplace, seek immediate treatment. Report to your employer where, when and how the accident happened. If it's more than a simple first-aid injury, ask your employer for a claim form.
- To make sure your medical bills get paid and you get all of your benefits, complete the "Employee" section of the claim form and return it to your employer as soon as possible. Employers must notify the claims administrator and authorize medical care within one working day of receiving a claim form, so get a signed and dated copy back from your employer and keep it with the other paperwork related to your claim.
- Your claims administrator will arrange medical care that meets the treatment guidelines for the injury. The doctor, who may be a specialist for your type of injury, will be familiar with workers' compensation requirements and will report promptly so your benefits can be paid.
- Your employer may have a Medical Provider Network (MPN), which is a network of health providers who treat workers injured on the job. If so, MPN information can be found on a notice posted at your worksite. You also can request information on how to use the MPN by asking your employer or by calling the MPN number on the poster.
- The doctor with overall responsibility for your treatment is the "primary treating physician" (PTP). The PTP decides what kind of medical care you need and when you can return to work. The PTP may review your job description with you and your employer to define any limitations or restrictions that you may have when you go back to work. The PTP also will coordinate any care you receive from other medical providers, and for a serious injury, will write reports about any permanent disability or need for future medical care.
- You can be treated by your personal doctor immediately if you have health care coverage for nonwork injuries and illnesses; the doctor has treated you before, has your medical records, and has agreed in advance to treat you for work injuries or illnesses; and you gave your employer the doctor's name and address in writing before the injury. This is called "predesignating a personal physician." If you decide to predesignate, the doctor must be someone who has limited his or her practice of medicine to general practice or be a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner; or you can predesignate a multispecialty group of licensed doctors of medicine or osteopathy (M.D.s or D.O.s) that provides comprehensive medical services primarily for nonoccupational injuries and illnesses. You can use the optional DWC Form 9783 (Predesignation of Personal Physician) included in this pamphlet to give your employer the necessary information. You can use the optional DWC Form 9783.1 to name a personal chiropractor or acupuncturist, but different rules apply, and you may need to see an employer-selected doctor first.
- If your employer has an MPN, but you have a predesignated personal physician, you may receive treatment immediately from that doctor. If your employer has an MPN and you do not predesignate a personal physician prior to injury, a network doctor will generally be your PTP for the duration of treatment. For treatment other than emergency care, your claims administrator should direct you to an MPN doctor for your first medical visit, though you may switch to another doctor in the network anytime after your first visit. If you want to switch to a chiropractor or acupuncturist, including a personal chiropractor or personal acupuncturist named prior to the injury, he or she must be in the network. Different rules apply if you are in a workers' compensation Health Care Organization (HCO). If your employer has an MPN or if you are in an HCO, your employer will provide additional information about the network and your rights under your plan.
- Generally, if you don't predesignate a personal physician prior to the injury, and are not covered by an MPN, you can switch to your own doctor 30 days after the injury is reported. If you want to switch doctors before that, your claims administrator will give you a list of doctors to choose from. (Different rules apply if you are in a HCO, so check with your claims administrator if that's the case.) If you want to change doctors for any reason, choose carefully, and if you want advice on specialists, talk to the claims adjuster who works for your claims administrator. They're as interested as you are in your prompt recovery and return to work and will help you get a different doctor.
- In any event, report your choice to the claims adjuster as soon as you make it so the bills will be paid for you. Even minor injuries may need expert care. Prompt, quality medical care is the best investment you and your employer can make.

Optional Form

PREDESIGNATION OF PERSONAL PHYSICIAN

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or medical group if:

- on the date of your work injury you have health care coverage for injuries or illnesses that are not work related;
- the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
- your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for nonoccupational illnesses and injuries;
- prior to the injury your doctor agrees to treat you for work injuries or illnesses;
- prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury or illness, and (2) your personal doctor's name and business address.

You may use this form to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury or illness and the above requirements are met.

NOTICE OF PREDESIGNATION OF PERSONAL PHYSICIAN

Employee: Complete this section.

To: _____ (name of employer).

If I have a work-related injury or illness, I choose to be treated by

_____

(name of doctor) (M.D., D.O., or medical group)

_____

(street address, city, state, ZIP)

_____

(telephone number)

Employee Name: _____

(please print)

Employee's Address: _____

Name of Insurance Company, Plan, or Fund providing health coverage for nonoccupational injuries or illnesses: _____

Employee's Signature: _____

Date: _____

Physician: I agree to this Predesignation:

Signature: _____ Date: _____

(Physician or Designated Employee of the Physician or Medical Group)

The physician is not required to sign this form, however, if the physician or designated employee of the physician or medical group does not sign, other documentation of the physician's agreement to be predesignated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

Title 8, California Code of Regulations, Section 9783. (Optional DWC Form 9783, Effective 7/1/14)

Note to Employee: Unless an employee agrees, neither the employer nor the claims administrator shall contact your personal physician to confirm a predesignation [CCR 9780.1(f)]. If your physician did not sign above, other documentation that they agreed to be predesignated prior to the injury will be required. If you agree that after receiving this form your employer or claims administrator may contact your physician to confirm the predesignation, sign below:

Employee Signature: _____

Employee I.D.#: _____ Date: _____

Note to Physician: California workers' compensation medical services are subject to preauthorization of non-emergency services; utilization review per the Medical Treatment Utilization Schedule; reporting requirements; and the California Official Medical Fee Schedule. The following optional information may assist communication and facilitate the authorization, reporting, recordkeeping and payment processes.

Office Manager/BillingContact: _____

Phone: _____

Mailing Address (if different from street address): _____

_____

Fax: _____ Email: _____

Physician License #: _____

Physician Tax I.D. #: _____

PROTECH STAFFING

RECRUITING DONE RIGHT

INJURY AND ILLNESS PREVENTION PROGRAM

REVISED 01-01-2022

PROTECH STAFFING SERVICES, INC.
INJURY AND ILLNESS PREVENTION PROGRAM

Introduction

SAFETY FIRST! It is what we preach, our safety culture and policies were created in order to prevent accidents, illnesses and hazards for all our employees while maintaining a productive and accident-free work environment with our company and clients. The fact is we are very serious about SAFE TY! It has been the fundamental building block of our success. Protech Staffing Services, Inc. is continuously implementing new innovative ideas and strategies that refine and strengthen our safety policies and procedures of our Company and our clients.

Let's work together and continue the “SAFETY FIRST” culture trend! Here's how;

Our Safety Policy

It is the policy of Protech Staffing Services, Inc. in conjunction with our clients to provide a safe working environment for all employees.

We will maintain our safety policy by;

- Implementing all applicable guidelines and regulations
- Informing our employees of safe work practices
- Enforcing strict consequences for safety violators
- Timely correction of recognized safety hazards
- Providing personal protective equipment
- Using engineering controls, when possible, to eliminate safety hazards
- Monitoring our safety program and making all necessary changes to enhance employee safety and maintain a safe and hazard free work environment

Employee Code of Safe Work Practices

All employees are responsible for their own safety as well as that of their peers in the workplace. To help us maintain a safe workplace, everyone MUST be safety-first conscious and aware at all times.

Report all work-related injuries or illnesses immediately to your Manager or the Human Resources Department.

If an unsafe condition is found in the workplace which cannot be immediately corrected, appropriate measures will be taken to ensure employee safety, including evacuation if deemed necessary. Employees must report all unsafe hazards and or work conditions when found immediately to their Manager or Human Resources Department.

We have prepared our written Injury & Illness Prevention Program as general guideline for all job duties. It is your responsibility to apply safety to all specific job tasks in effort to minimize the potential for work related accidents, illnesses, or injuries. If you are unsure on how to safely completea job duty, stop what you are doing and get assistance from your immediate Manager.

If you are injured on the job, no matter how minor, you are required to immediately report the injury to your Manager. If you witness an injury, you must also report the injury to your Manager.

In compliance with California Law and applicable OSHA Laws, Protech Staffing Services, Inc. maintains an Injury and Illness Prevention Program avail ab le for review by employees and/or employee representatives in the Human Resources Department Office. In compliance with Proposition 65, Protech Staffing Services, Inc. will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

OSHA Procedures for Whistleblower Complaints under Sabanes-Oxley Act

In accordance with Federal and State regulations and to help ensure that employees are free to participate in safety and health activities, Section ll (c) of Whistleblower Act prohibits any person from discharging or in any manner discriminating against any employee because the employee has exercised rights under this Act.

These rights include complaining to OSHA and seeking an OSHA inspection, participating in an OSHA inspection, and participating or testifying in any proceeding to an OSHA inspection.

Workers' Compensation

Protech Staffing Services, Inc. in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any and all work-related injuries or incidents to your Manager;
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers Compensation Benefits* (DWC Form 1) and return it to the WC Administrator; and
- Provide the Company with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Workers Compensation Fraud

It is a crime to file a knowingly false or fraudulent claim for workers' compensation benefits, or to submit knowingly false or fraudulent information in connection with any worker's compensation claim. Filing a false or fraudulent workers' compensation claim is also a violation of Protech Staffing Services, Inc. policy and will result in disciplinary action, up to and including immediate termination.

The law requires Protech Staffing Services, Inc. to notify the worker's compensation insurance company of any concerns of false or fraudulent claims.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying worker's compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding $50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may also apply.

Evacuation Procedures

The following procedures are to be followed immediately in the event of an emergency.

1. Remain calm and do not panic.
2. Know the primary and secondary emergency exit locations located close to your work station or area.
3. Your manager should be immediately alerted in the event of an emergency.
4. Everyone is to leave the building in a safe and orderly manner. Exit the building via the closest exit to you in the area that you are in.
5. Collect those necessary personnel belongings near you but DO NOT attempt to collect belongings from another part of the building. You will be advised when it is safe to return to the building for your remaining belongings.
6. Walk, DO NOT run, push, or shove past others. This causes needless panic, injury and chaos.
7. Use stairways, use stairwell hand rails, moving to the right side of the stairwell. This will allow emergency crews to pass unobstructed.
8. Allow room for other people to enter the stairwell, but do not unnecessarily hold up travel. It is advised that alternate individual entry into the flow of traffic.
9. Handicapped personnel in wheelchairs or using crutches or canes should be assisted or carried.
10. Keep talk to a minimum during the exiting period in order to allow your manager to issue and receive instructions.
11. Comply with your managers instructions completely. Your safety and the safety of others depend on it.
12. DO NOT SMOKE. All cigarettes, cigars, and pipes must be extinguished immediately at the time the evacuation notice is given.
13. NEVER open a door that is hot, feel the door firms with the back portion of your hand.
14. If you or someone is on fire, you should implement the "stop, drop, and roll" technique: STOP! DROP TO THE GROUND AND ROLL AROUND UNTIL THE FLAMES ARE EXTINGUISHED.
15. If there is a fire, and the smoke is thick, you and those around you should drop to the floor and crawl to the nearest exit.
16. If you notice that anyone is missing, notify a manager immediately. DO NOT GO BACK INTO THE BUILDING.
17. Once you have exit ed the building safely, REMAIN CALM AND DON'T PANIC and return to your work area until you are instructed to do so.

Earthquake Procedures

You must try to remain calm. Look for the safest place that is at hand and move carefully towards it. You may not be able to control your movements while there is shaking, but take a safe spot as soon as possible and protect yourself at all times.

1. If inside a building when an earthquake begins, remain inside the building, do NOT go outside. Many injuries occur when people are struck by falling debris or glass as they try to exit a building.
2. If possible, take cover under a desk or table until the shaking has stopped, otherwise kneel down and cover your head and eyes with your arms.
3. Keep away from all windows.
4. Stay away from tall furniture such as cabinets, bookcases and shelves as they may fall and cause injury.
5. Avoid standing in aisles, near windows, hanging plants, picture frames or near objects that may fall.
6. When the shaking does stop, do not attempt to rush outside.
7. Extinguish all smoking materials, burners, or open flames of any type.
8. DO NOT PANIC and become part of a crowd rushing to get out. Stay put unless otherwise directed by your department manager. STAY CALM. Remember, panic can cause unnecessary injury.
9. If evacuation is necessary, follow the emergency evacuation procedures, and the direction of your manager.

Recreational Activities and Programs

Protech Staffing Services, Inc. or it's insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Disaster Preparedness

A Disaster Preparedness Plan has been created by Protech Staffing Services, In c. for your safety in the event of a disaster. Protech Staffing Services, Inc. has safety trainings that you are required to attend to ensure your safety in the case of an emergency.

Security/Workplace Violence

Protech Staffing Services, Inc. has adopted the following workplace violence policy to ensure a safe working environment for all employees.

The Company has a zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work-related weapons on Company premises and at Company-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent. You may report an incident to any supervisor or manager.

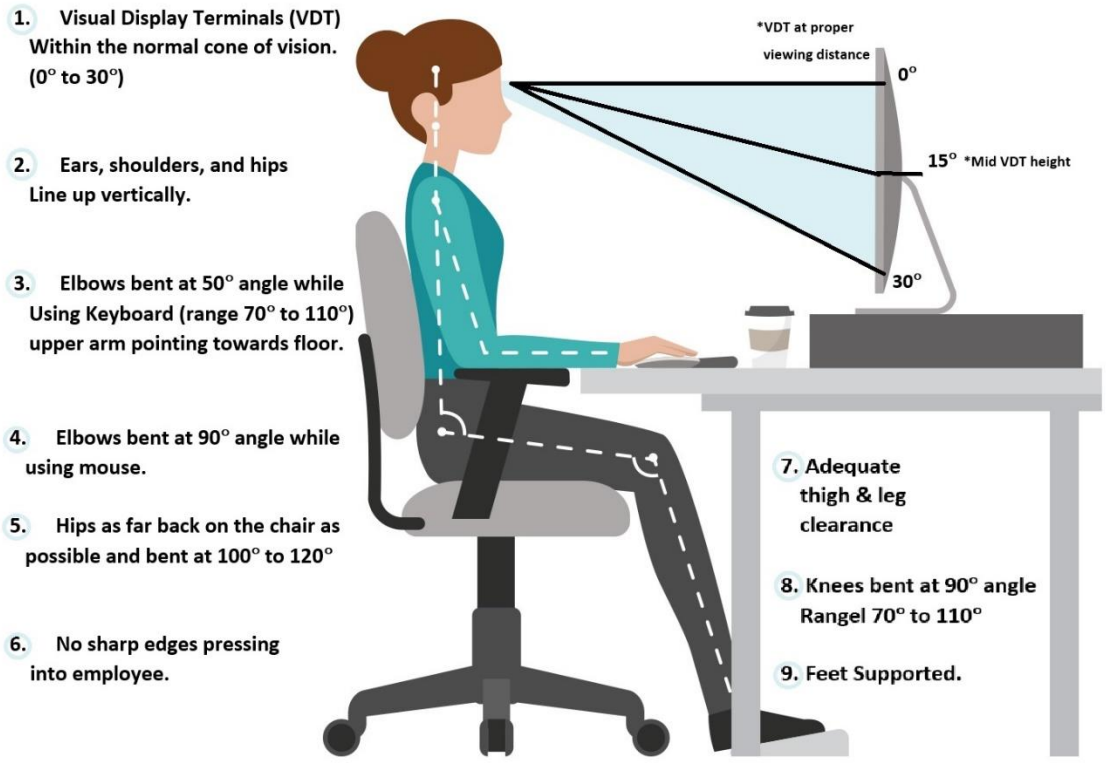
A threat includes, but is not limited to, any indication of intent to harm a person or damage Company property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent - this list is in no way all-inclusive:

Example	Type of Threat
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

Proper Workstation Ergonomics

Protech Staffing Services, Inc. is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Company will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Company encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

Protech Staffing Services, Inc. believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.



Over time, using a workstation that does not fit your body (i.e., your chair does not support your back, your computer screen is too high or low, your wrists are at an uncomfortable angle while typing, etc.) can result in musculoskeletal problems of your neck, shoulders and back, poor posture, eyestrain and carpal tunnel syndrome.

Along with setting up your workstation properly, it's essential to take breaks and change your position (whether seated or standing) frequently. For instance, look away from your computer screen for 30 seconds every 10 minutes, and get up to stretch every half hour. This will help to take some of the strain away and reduce your risk of being injured from making repetitive movements (such as typing) without a rest.

How to set-up an Ergonomically Correct Workstation:

- Adjust your chair so that your thighs are horizontal with the floor, your feet are flat, and the backrest supports your lower back. If your feet do not rest comfortably on the floor, use a footrest.
- Adjust your keyboard or chair height so that, while you're typing, your elbow is at a 90-degree angle and your wrists are straight.
- Adjust your computer monitor so the top of the screen is at your eye level.
- Use a document holder so your papers can be kept at the same level as your computer monitor.
- Make motions such as typing and stapling with the least amount of force possible.
- Adjust the window blinds or lighting so there is no glare on the computer screen.

Office Safety

An office environment presents a unique set of potential injuries from other lines of work. Working virtually 100 percent indoors, in a seated position and usually talking on a phone, writing or typing on a computer paves the way for some of the top injuries -- back and neck pains, vision strains, pain in the hands and wrists -- to develop.

Other injuries occur from mistakes that could happen anywhere -- objects left out to trip on, furniture that is not well-maintained, faulty electrical cords -- and even from the office, via poor ventilation, lighting and air quality, itself.

With Americans working increasingly long work weeks, and much of them spent inside an office environment, knowing how to avoid these top office injuries is a now a necessity.

The following are general safety procedure s for office environments to ensure the safety and well-being of all employees.

1. Maintain good body posture while sitting. During prolonged computer use, position your body to reduce strain and fatigue; your wrists should be kept straight, forearms should be parallel with the floor, and your elbows should basically be at a 90-degree angle.
2. Regularly exercise your hands and wrists during short work breaks.
3. Use handles on file cabinets and desk drawer s to avoid crushing fingers.
4. Sit down squarely on desk chairs to prevent the chair from sliding out from underneath you. Do not lean back on chairs.
5. Load file cabinet drawers with the heavier drawer being the bottom, and the lightest drawer at the top.
6. Do not stack file cabinets on top of each other and do not stack boxes on top of file cabinets.
7. Do not leave file cabinet drawers or closet doors open.
8. Do not obstruct hallways or doorways.
9. When removing electrical plugs, grasp the plug and not solely the cord.
10. Inspect electrical cords for exposed wiring. Report any and all faulty cords, wiring, or defective outlets immediately to your mana ger.
11. All spilled oil, grease, water and other liquids are to be wiped up immediately. Always clean up after yourself during breaks and lunches.
12. Proper lifting techniques must be used when manually moving material.
13. Good housekeeping practice s must be maintained at all times.
14. Emergency exits are not to be blocked for any reason.
15. Emergency exits must be known by all employees.
16. No extension cords are permitted.
17. Smoking is permitted in designated areas only. No smoking in enclosed areas.
18. Weakened or damaged equipment is to be reported immediately to your manager.
19. All maintenance and repairs are to be performed by authorized and qualified personnel. DO NOT try to take matters into your own hands and fix things.
20. Familiarize yourself and learn where all the Emergency Exits are located and or the evacuation procedure should an emergency arise. Stay calm and don't panic in an event of emergency, follow procedures in order for everyone to safely exit the facility.

Be Careful of Flying, and Stationary, Objects

According to the CDC, office workers are often struck by objects, bump into objects themselves, or get caught in or between objects, and as a result are injured.

This includes bumping into desks, other people, file cabinets, copy machines, etc., and getting hit by objects that fall from cabinet tops, items dropped on feet, doors opening unexpectedly or cabinets that fall over if not properly balanced.

Meanwhile, office workers get their fingers caught in drawers, windows and paper cutters, and their hair and jewelry caught in office machines.

Avoid Getting Hurt by Objects in the Office:

You can avoid these types of injuries, first and foremost, by staying alert, watching where you are walking and putting your fingers, keeping jewelry and hair away from machinery and concentrating on what you're doing. Meanwhile, open doors slowly in case someone is walking by.

The Most Common Accident: Falls

Falling down is not only the most common office accident, it is also responsible for causing the most disabling injuries, according to the Centers for Disease Control and Prevention (CDC).

In fact, office workers are 2 to 2.5 times more likely to suffer a disabling injury from a fall than non-office workers. The most common causes of office falls, according to the CDC, include:

- Tripping over an open desk or file drawer, electrical cords or wires, loose carpeting, or objects in hallways/walkways.
- Bending or reaching for something while seated in an unstable chair.
- Using a chair in place of a ladder.
- Slipping on wet floors.
- Inadequate lighting.

How to Avoid Falls in the Office: The good news is that falls are preventable, and following these tips should help.

- Look before you walk -- make sure the walkway is clear.
- If you're done with a drawer, close it immediately.
- Don't stretch to reach something while seated. Get up instead.
- Report any loose carpeting, electrical cords, etc. to someone who can have them fixed.
- Help keep the office fall-proof. This means cleaning up spill s from the floor (even if you didn't spill it), picking up objects that are out of place, etc.
- Use a step ladder, not a chair, if you need to reach something overhead.

Repetitive Strain Injury

Repetitive Strain Injuries are very common in industries which require almost constant use of a compute r. They usually occur in the wrist, but also occur in the back, neck, shoulders, arms, and fingers. If you experience discomfort in any areas of your body, contact the Human Resources Department immediately. Every effort will be made to ergonomically improve your workstation and assure you receive appropriate medical treatment.

Hand Tool Safety

- Wear protective equipment necessary for the job you are performing. Discuss any required safety equipment with your supervisor as changes may occur.
- Defective tools must not be used.
- **Do not** carry sharp hand tools in clothing.
- Check all wiring on electric hand tools for proper insulation and 3 - prong plug grounding.
- **Hammers:** Use eye protection at all time and keep your free hand & finger s clear of the hammer.
- **Screwdrivers:** Use the right size and type of screwdriver for the job. **Do not** use a screwdriver as a chisel.
- **Wrenches:** When using any wrench, it' s better to pull than push. If you have to push, use your open palm. Use the proper wrench for the job.
- **Handsaws:** Saws that are sharp and rust free are less likely to bind or jump. Ensure the object being cut is secured tightly to a flat surface.

First Aid

- For the safety of every employee and yours, first aid supp li es are available in the office area. Your Manager will be able to direct you to the supplies if needed. Report ALL Injuries to your Supervisor/Manager immediately regardless of the severity.

Personal Protective Equipment (PPE} & Attire

Protech Staffing Services, Inc. is dedicated to providing a safe and healthy work place. All employees are expected to do their part to achieve this goal. Employees can do their part by using the proper Personal Protective Equipment (PPE) provided them.

Personal Protective Equipment will be provided, used and maintained in a sanitary and reliable condition wherever it is necessary to prevent injury. Personal Protective Equipment requirements include, but are not necessarily limited to the items below.

PROTECTIVE HEADWEAR

Where there is the exposure of overhead danger from falling objects or from electric shock or burns, protective headwear must be worn. Protective headwear is an approved hard hat that meets the requirements of the American National Standards Institute (ANSI 2889.1-1969).

Protective headwear will be issued to the required employees. Employees are responsible for using their hard hats while working. Also, employees must notify their supervisor about a damaged or lost hardhat immediately.

PROTECTIVE EYEWEAR

When there is an exposure to the eyes from flying objects, glare or liquids, protective eyewear is required. Protective eyewear is an approved safety eye protector or safety goggle, which meets the standards of the American National Standards Institute (ANSI 287.1-1968). Protective eyewear will be issued to the required employees.

DISPOSAL DUST MASKS

When there is the potential of exposure to airborne nuisance dust or particles, disposable dust masks are required.

PROTECTIVE GLOVES

When there is an exposure to the hands, protective gloves are required. Protective gloves are construction type work gloves and chemical resistive gloves. Construction type work gloves are required for, but not limited to, employees that have an opportunity of cutting, pinching, hitting, or burning their hands. Chemical resistive gloves are required for, but not limited to, employees that have an opportunity of spilling hazardous chemicals or corrosive material onto their hands.

BACK SUPPORTS

When employees are exposed to heavy lifting or repetitive lifting, back support devices are required.

ATTIRE

When you have been given details of the job you will be required to perform. Make sure you are suit ably dressed to do the job. Wear appropriate footwear. Safety shoes are recommended and mandatory in most plants. Always wear a hard hat in designated "hard hat" area s. Wear safety goggles, safety gloves, safety belts, etc., where such items are advised or mandatory. The company will provide these items. If not, contact your supervisor for instructions.

Safe work attire is required in a manufacturing environment.

Shoes: No open toed shoes permitted at any time. Canvas or nylon sport type shoes cannot be worn unless specifically authorized by a supervisor. Industrial boots with hard toes must be worn on any lifting jobs and warehouse jobs.

Clothes: Do not wear ill-fitting or baggy clothes around machinery. Loose ribbons and dangling jewelry are a safety hazard and must not be worn while you are working. Pants should be long proceeding past the ankles. NO PART OF AN EMPLOYEE'S LEGS SHOULD BE EXPOSED.

Hair: Long hair must be kept behind neck and shoulders to prevent entanglement with machinery.

Jewelry: Remove finger rings before working around moving machinery, electrical equipment or food product manufacturing and whenever required, including when lifting heavy product.

Safe Lifting Techniques

Back injuries account for about one in every five Job-related injuries in California workplaces. Disabling back injuries are no laughing matter for employees who lose time from work or from personal activities. The sad truth is that most of the pain and lost time can been prevented if you are aware of how the back functions and how to lift safely to protect your back.

The back is a network of fragile ligaments, discs, and muscles which can easily be thrown out of order. The back's complex design breaks down when it's forced to perform activities it was not designed to do. Lifting with the back twisted or bent just begs for a pulled muscle or ruptured disc. One sure way to risk injuring the back is to lift heavy or bulky loads improperly or unassisted. Never be afraid to ask for help with loads that you know you cannot lift safely. Lift with good sense and a little extra help from a co-worker or mechanical aid when necessary.

If you decide you are capable of lifting a light load, make sure you lift correctly.

- Move in so that your feet are close to the base of the object to be lifted.
- Face the object squarely. Bend your knees and squat over the item to be lift ed. In this position, the back gets added lifting strength and power from the legs and arms.
- Move up close to the item, because the backbone must act as a supporting column, and it takes the least strain close in.
- Tilt the item on edge with its long axis straight up so that the center of the weight is as high as possible above the ground.
- Still squatting, the feet should be set with legs pointed right at the load, with the back straightened, the employee may then grasp the load with both arms and slowly stand up with it, pushing up with the leg muscles. If you can't lift slowly, you can't lift safely.

A good way to learn the right from the wrong way to lift is to practice lifting correctly a few times. You will notice that the correct way to lift is the easiest way to lift the load, with the least strain and awkwardness. To lift the wrong way will, overtime, cause injury and pain. The back can be damaged quickly but can take a long time to heal.

Heat Illness

The California Code of Regulations (CCR), Title 8, section 3395 Heat Illness Prevention contains the high-heat procedures and the heat illness standards. The CCR defines the following terms:

- "Acclimatization" means the body's temporary adaptation to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within 4 to 14 days of regular work for at least two hours per day in the heat.
- "Heat illness" means a serious medical condition that result from the body's inability to cope with a particular heat load. Heat illness includes heat cramps, heat exhaustion, heat syncope and heat stroke.
- "Environmental risk factors for heat illness" means working conditions that create the possibility that heat illness could occur. Environmental risk factors for heat illness include air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources, air movement, workload severity and duration, protective clothing and PPE **Personal Protective Equipment (PPE)** refers to items that protect employees against hazards that employees wear.
- "Personal risk factors for heat illness" means factors that affect the body's water retention or other physiological responses to heat. Personal risk factors for heat illness include a person's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption and use of prescription medications.
- "Shade" means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air - conditioning. You can provide shade by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions.
- "Temperature" means the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. Though the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement (e.g., with the hand or some other object from direct contact by sunlight).

Electrical

Take the utmost precautions when working with electricity. Remember, only qualified personnel shall make repairs or adjustments to electrical equipment. CARELESSNESS can result in serious injury even death from electrical shock.

1. Electrical tools shall not be operated where danger of flammable vapors, gasses and liquids exist, or where dust or water is present.
2. Electrical equipment repairs shall be made only by qualified personnel. Machines being repaired must have the electricity shut off at the circuit box and the switch locked so it cannot be reactivated, except by the person performing repairs. (Refer to lock out/tag out procedures)
3. Metal ladders shall not be used in the vicinity of electrical circuits or in places where they may come in contact with electricity.
4. Report short circuits, damaged out lets, damaged cords immediately!
5. Use of extension cords is prohibited, use plugging through a receptacle.

Lock Out/Tag Out

The following are procedures for isolating machines and/or equipment from all potential energy sources. Procedures are to ensure safety for all employee's before performing any maintenance. DO NOT attempt to Lock Out/Tag Out if you are NOT qualified and approved to do so.

1. Machines must be turned off and locked out during maintenance.
2. Energy isolation and Lock Out/Tag Out are to be app li ed only by employee's authorized to perform service maintenance.
3. Before Lock Out/ Tag Out is applied, notify your manager of the affected area.
4. Lock Out and/or Tag Out the energy isolating devices with individual lock(s) or red tag(s).
5. After ensuring that no personnel are exposed, check that the energy source(s) have been disconnected and operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: RETURN OPERATING CONTROLS TO THE NEUTRAL AND/ OR OFF POSITION.
6. Do not attempt to operate any switch, valve, or other energy isolating device where it is locked out or tagged out.
7. When removing Lock Out/Tag Out, be sure all tools and personnel are removed from the work area.
8. Execute a head count to make sure all employees are out of the work area. Notify your manager that Lock Out/Tag Out has ended.
9. The Lock Out/T ag Out device is to be removed only by the person who placed the device.

Good Manufacturing Practices & HACCP

Food safety cannot be achieved by government regulations and inspection; it can only be achieved by careful handling of foods at all points in the food chain, from production to consumption. Employees must understand their role and accept the responsibility of their act ions. It is the employee's responsibility to provide safe, wholesome food s to the customer and to maintain the quality and reputation of their company productsand or services.

Process:

GMP/ HACCP provides an auditable system for food safety and requires a plan which dictates how a company manages food safety.
GMP/ HACCP requires companies to properly develop prerequisite programs (GMP) which detail how hazards may be controlled.
GMP/ HACCP requires critical control points to be established to control hazards not controlled by a prerequisite program.

Employee Responsibility:

GMP/HACCP will require the employee to understand the aspects of food safety in relationship to the tasks he or she performs.
GMP/ HACCP puts the responsibility of controlling hazards on the person performing the task.
GMP/ HACCP will prompt the employee to take corrective action before a deviation becomes a problem.
GMP/ HACCP requires employee commitment to perform their tasks as trained.

Controls:

Proper controls are necessary to prevent contamination of food which may result in a potential health hazard.
Control of critical points in the handling sequence of food is essential for the protection of food.
Con tr o l can be achieved through corporate commitment and the planning and implementation of a sound, effective GMP/HACCP program.

THE SAFETY PROGRAM

Injury and Illness Prevention Program (IIPP) was created and designed in an effort to promote a safe working environment in the workplace and our clients have also established, implemented and maintain a written IIPP.

Other programs and safety procedures supplement this program in either appendix or standalone format.

Responsibility

Protech Staffing Services, Inc. is responsible for the administration and ongoing development of our Injury and Illness Prevention Program, including monitoring our programs effectiveness.

Compliance

Protech Staffing Services, Inc. is responsible for monitoring compliance of our Injury and Illness Prevention Program by direct communication with our clients.

Clients are responsible for ensuring that safety policies and procedures are clearly communicated and understood by all Protech Staffing Services, Inc. employees as well as monitoring enforcement.

All Protech Staffing Services, Inc. employees are responsible for exercising safe work practices, following safety guidelines, policies/procedures, and for maintaining a safe work environment.

Our system for ensuring that our employees comply with our client rules, procedures while maintaining a safe work environment include;

1. Informing our employees of the provisions of our IIPP
2. Evaluating the safety performance of our employees
3. Recognizing our employees who perform safe and healthful work practices
4. Providing re-training to our employees whose safety performance is deficient
5. Informing Protech Staffing Services, Inc. or our employees who do not follow safety policies and procedures for swift disciplining.

Communication

Protech Staffing Services, Inc. is responsible for communicating safety concerns to clients in a timely and efficient fashion. This communication may take various forms which may include; safety meetings, mailed materials, telephone, facsimile, and/or email correspondence.

Clients are required to work with Protech Staffing Services, Inc. in communicating safety practices to Protech Staffing Services, Inc. employees through safety trainings. Protech Staffing Services, Inc. shall communicate with its employees in order to seek in put on safety matters that will encourage input and discourage reprisal.

The communication system includes, but is not limited to the following;

1. New Protech Staffing Services, Inc. orientation
2. Regularly scheduled safety meetings
3. Posted or distributed safety information or memos
4. Periodic safety trainings in one-on-one or group sessions
5. A system for Protech Staffing Services, Inc. employees to anonymously inform company representatives or the Human Resources Department about workplace hazards by calling 951-315-5950
6. Disciplining Protech Staffing Services, Inc. employees for failure to comply with safe work practices

Hazard Assessment

Protech Staffing Services, Inc. is responsible for periodic and unannounced site evaluations of its clients sit es based on injury trending and reported unsafe work practices.

Protech Staffing Services, Inc. will complete periodic inspections of their client's facilities to identify, evaluate and eliminate recognized workplace hazards. Clients will complete a safety evaluation when the following occurs;

1. Initial establishment of Protech Staffing Services, Inc. IIPP
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace.
3. When new, previously unidentified hazards are recognized and/or reported.
4. If an occupational injury or illness occurs (completed on the accident form)
5. When a Protech Staffing Services, Inc. employee is initially placed and/or reassigned to a new process, operation, or task for which a hazard evaluation has not been previously conducted
6. Periodic and unannounced inspections to monitor workplace safety

All Protech Staffing Services, Inc. employees are responsible for monitoring their work areas and reporting unsafe conditions or workplace hazards to their Manager or Human Resources Department immediately.

Accident/Exposure Investigation

Protech Staffing Services, Inc. is responsible for monitoring accident investigation forms received from client sites in an effort to mitigate unsafe conditions.

In the event of an incident, accident or exposure occurs; Protech Staffing Services, Inc. will complete a thorough accident investigation as well as securing the area to ensure other employees are not affected.

Procedures for investigating workplace accidents and hazardous substance exposures include;

1. Arriving, inspecting, assessing the incident area as soon as possible
2. Interviewing the injured worker and witnesses
3. Examining the workplace for factors associated with the accident/exposure
4. Obtain video surveillance (if any)
5. Determine the cause of the accident/exposure
6. Taking corrective action to prevent the accident/exposure from reoccurring
7. Recording findings and executing a corrective action plan immediately to prevent future accidents/exposures
8. Issue disciplinary actions to employees who violated safety workplace policies

All Protech Staffing Services, Inc. employees are responsible for reporting to their immediate Manager or Human Resources Department all work related incidents, accidents, exposures and/or injuries as soon as possible, no matter how minor the incident/accident may seem.

Hazard Correction

Protech Staffing Services, Inc. is responsible for monitoring hazardous work conditions in order to mitigate unsafe conditions.

Protech Staffing Services, Inc. employees are responsible for immediately reporting any unsafe or hazardous work condition to their Manager or Human Resources Department.

Workplace hazards will be corrected according to the following procedures;

1. When observed, discovered and or reported
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, exposed workers will be removed from the area except those necessary trained to abate the condition
3. Corrective action will be documented in a written format

Training and Instruction

Protech Staffing Services, Inc. is responsible for monitoring training for new client sites including;

1. When the IIPP is first established
2. And as necessary to maintain and enforce this program
3. When employee is placed on assignment
4. When a new substance, process, procedure or equipment is introduced to the workplace and represent a new hazard
5. When a new or unrecognized hazard is discovered

Recordkeeping

Protech Staffing Services, Inc. is responsible for maintaining the following records;

1. IIPP Master (Current Copy)
2. OSHA 300 Logs (Period of 5 Years)
3. Accident Investigation Forms (Life of the Workers Comp Claim)
4. New Hire Safety Training form (While Protech Staffing Services, Inc. employee is active)
5. Injury/Accident Investigation forms
6. Employee disciplinary action records

EMPLOYEE CITATIONS & WRITTEN WARNINGS

Just as your job is a full-time affair, so is your safety. You must be constantly on the alert to dangerous situations. Accidents don't always happen to "the other guy."

Observation of an employee committing an unsafe act will result in a warning notice being completed. The office copy of the violation form will be retained in the employee's personnel folder, and each time a new violation form is received, the employee's file will be reviewed for previous violations. Where previous violations appear during a 12-month period, the following schedule of enforcement will be adhered to.

All violations are to be signed by the employee being given the violation. If an employee refuses to sign, a witness is to be brought into the conference and witness the refusal and sign the violation as a witness to the reprimand. All violations are to beplaced in personnel file. Team-One at its sole discretion, can utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of employment.

FIRST VIOLATION IN 12 MONTHS - **COUNSELING AND WARNING**

SECOND VIOLATION IN 12 MONTHS - **LETTER OF REPRIMAND/WARNING**

THIRD VIOLATION IN 12 MONTHS **- DISCHARGE**

Our company tries to take every precaution possible to assure safety to its employees. These precautionary measures will prove worthless without your complete cooperation. You should continue to read these guidelines again and again.

We want to remind you that the **USE OF DRUGS AND/OR INTOXICATING BEVERAGES IS PROHIBITED. YOU WILL BE CHECKED FOR DRUGS AND/OR ALCOHOL WHEN YOU ARE INJURED ON THE JOB. USE OF DRUGS AND/OR ALCOHOL IS GROUNDS FOR IMMEDIATE TERMINATION.** Failure to follow safety guidelines anywhere while working, or failure to heed any activity although not specified here which may be deemed an unsafe act by the management and will result in a documented notice of unacceptable behavior and may be grounds for immediate dismissal.

The purpose of our company's disciplinary actions policy is to help promote and ensure your safety on the job. Our policy is not intended to punish employees; its main purpose is to help maintain a safe work place for you and your fellow workers!

Conclusion

SAFETY FIRST! It is the Protech Staffing Services, Inc. only way. All hands-on deck, let's work together to ensure a safe and healthy work environment for everyone including yourself. For any questions or concerns, please contact the Human Resources Department

Employee Handbook Acknowledgement Receipt

I attest to have received, read and understood my copy of Protech Staffing Services, Inc. employee handbook. I understand and agree that it is my responsibilities to read and familiarize myself with the policies and procedures contained in the handbook. The employee handbook describes important information about ProtechStaffing Services, Inc. policies and procedures, and I understand that I should consult with the Human Resources Department regarding any questions not answered in the handbook.

I understand that except for employment At-Will status, any and all policies or practices can be changed at any timeby the Company. Protech Staffing Services, Inc. reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the President/CEO of Protech Staffing Services, Inc, no manager, supervisor, or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than At-Will; only the President/CEO has the authority to make any such agreement and then only in writing, signed by the President/CEO

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Protech Staffing Services, Inc. is employment At-Will; employment may be terminated at the will of either the Company or myself. My signature certifies that Iunderstand that the foregoing agreement on At-Will status is the sole and entire agreement between Protech Staffing Services, Inc. and I concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with Protech Staffing Services, Inc.

IIPP Handbook Acknowledgement Receipt

I attest to have received, read and understood my copy of Protech Staffing Services, Inc. Injury and Illness Prevention Program handbook. I understand and agree that it is my responsibilities to read and familiarize myself with the policies and procedures contained in the handbook. The IIPP handbook describes important information about Protech Staffing Services, Inc. policies and procedures, and I understand that I should consultwith the Human Resources and/or Safety Department regarding any questions not answered in the handbook.

I understand that any and all policies or practices can be changed at any time by the Company. I understand and agree that other than the President/CEO of Protech Staffing Services, Inc, no manager, supervisor, or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement; only the President/CEO has the authority to make anysuch agreement and then only in writing, signed by the President/CEO

I understand and agree that nothing in the IIPP handbook creates or is intended to create a promise or representation of continued employment and that employment at Protech Staffing Services, Inc. My signaturecertifies that I understand that the foregoing agreement and supersedes all prior agreements, understandings,and representations concerning the content of the IIPP handbook.

Full Legal Name **Signature** **Date**

New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 6-30-2023)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.[1]

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact Adriana Guerrero (951)823-0023

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The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit **HealthCare.gov** for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

[1] An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name PROTECH STAFFING SERVICES, INC.		4. Employer Identification Number (EIN) 46-1741961
5. Employer address 1209 UNIVERSITY AVE 2ND FLOOR		6. Employer phone number 951-823-0023
7. City RIVERSIDE	8. State CA	9. ZIP code 92507
10. Who can we contact about employee health coverage at this job? LEO CASTANEDA		
11. Phone number (if different from above)	12. Email address LEO@HIREPROTECH.COM	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

☒ All employees. Eligible employees are:

☐ Some employees. Eligible employees are:

- With respect to dependents:

☒ We do offer coverage. Eligible dependents are:

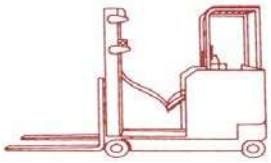
☐ We do not offer coverage.

☒ If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, **HealthCare.gov** will guide you through the process. Here's the employer information you'll enter when you visit **HealthCare.gov** to find out if you can get a tax credit to lower your monthly premiums.

OPERATING RULES FOR INDUSTRIAL TRUCKS



General Industry Safety Order 3664 Operating Rules (Part (a))

(a) Every employer using industrial trucks or industrial tow tractors shall post and enforce a set of operating rules including the appropriate rules listed in Section 3650 (t).

General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

(t) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:

(1) Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section 3668 shall be permitted to operate such vehicles.

(2) Stunt driving and horseplay are prohibited.

(3) No riders shall be permitted on vehicles unless provided with adequate riding facilities.

(4) Employees shall not ride on the forks of lift trucks.

(5) Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.

(6) Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.

(7) Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for forklifts (forks, chains, cable, and limit switches).

(8) No truck shall be operated with a leak in the fuel system.

(9) Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse - 3 seconds - passing the same point.

General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

(10) Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.

(11) The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.

(12) Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.

(13) Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.

(14) Grades shall be ascended or descended slowly.

(A) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.

(B) On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.

(C) Motorized hand and hand/rider trucks shall be operated on all grades with the load-engaging means downgrade.

(15) The forks shall always be carried as low as possible, consistent with safe operations.

(16) When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are left in the down position, either:

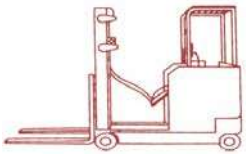
(A) The power shall be shut off and, when left on an incline, the wheels shall be blocked; or

(B) The power may remain on provided the wheels are blocked, front and rear.

(17) When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.

Continued in the next page….

OPERATING RULES FOR INDUSTRIAL TRUCKS



General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

Exception:

Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading by the operator if the forks are raised no more than 42 inches above the same level on which the industrial truck is located, the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be securely blocked. Whenever the forks are raised, the operator will remain in the seat of the industrial truck except when the operator is actively loading or unloading materials.

(18) Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set.

(19) Motorized hand trucks shall enter elevators or other confined areas with the load end forward.

(20) Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.

(21) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.

(22) Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.

(23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with Section 3333 of these Orders and Title 49, CFR, Section 218.27 which is hereby incorporated by reference.

(24) The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.

(25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.

(26) Trucks shall not be loaded in excess of their rated capacity.

(27) A loaded vehicle shall not be moved until the load is safe and secure.

General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

(28) Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load.

Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.

(29) The load engaging device shall be placed in such a manner that the load will be securely held or supported.

(30) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.

(31) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:

- **(A)** A device specifically designed for opening or closing doors shall be attached to the truck.
- **(B)** The force applied by the device to the door shall be applied parallel to the direction of travel of the door.
- **(C)** The entire door opening operation shall be in full view of the operator.
- **(D)** The truck operator and other employees shall be clear of the area where the door might fall while being opened.

(32) If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.

(33) When provided by the industrial truck manufacturer, an operator restraint system such as a seat belt shall be used.

Follow operating rules so that everyone is safe.

(2/2) RIGHT

Forklift Operator Pre-Inspection Checklist Example

Operator:_____ Shift No._____Week Beginning: _____

Model:_____Serial:_____Truck No.: _____

Supervisor:_____ Company: _____

Inspection must be made by the operator prior to the start of any shift. Certain items below may only be applicable to some models. Check all items applicable to equipment listed above.

Place check (✓) appropriate box to indicate if item is OK or if forklift needs repairs or adjustments (provide details below).

SAMPLE FORKLIFT INSPECTION LIST	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
Tires are inflated and free of excessive wear or damage. Nuts are tight.	OK		OK		OK		OK		OK		OK		OK	
Forks and Mast are not bent, worn, or cracked	OK		OK		OK		OK		OK		OK		OK	
Fork Pins and Fork Stops (if equipped) are not bent or missing	OK		OK		OK		OK		OK		OK		OK	
Load Back Rest Extension is in place and not bent, cracked, or loose	OK		OK		OK		OK		OK		OK		OK	
Overhead Guard is in place and not bent, cracked, or loose	OK		OK		OK		OK		OK		OK		OK	
Attachments (if equipped) operate OK and are not damaged	OK		OK		OK		OK		OK		OK		OK	
Forklift Body is free of excessive lint, grease, or oil	OK		OK		OK		OK		OK		OK		OK	
Oil - Engine, Hydraulic & Gear Oil should be full and free of leaks	OK		OK		OK		OK		OK		OK		OK	
Radiator - Full and free of leaks	OK		OK		OK		OK		OK		OK		OK	
Fuel Level - OK and free of leaks	OK		OK		OK		OK		OK		OK		OK	
Battery & Battery Connections (if applicable) - Charge level is OK while holding full forward tilt and connections are tight	OK		OK		OK		OK		OK		OK		OK	
Covers over battery and other hazardous parts are in place and secure	OK		OK		OK		OK		OK		OK		OK	
Load Rating Plate is present and readable	OK		OK		OK		OK		OK		OK		OK	
Warning Decals and Operators' Manual are present and readable	OK		OK		OK		OK		OK		OK		OK	
Seat Belt , Restraint or Harness are accessible and not damaged, oily, or dirty	OK		OK		OK		OK		OK		OK		OK	
Engine runs smooth and quiet without leaks or sparks from the exhaust	OK		OK		OK		OK		OK		OK		OK	
Horn functions properly	OK		OK		OK		OK		OK		OK		OK	
Turn Signal (if equipped) operates smoothly	OK		OK		OK		OK		OK		OK		OK	
Lights (head, tail, and warning) work and are aimed correctly	OK		OK		OK		OK		OK		OK		OK	
Gauges and Instruments are all functional	OK		OK		OK		OK		OK		OK		OK	
Lift and Lower operates smoothly without excess drift	OK		OK		OK		OK		OK		OK		OK	
Tilt operates smoothly without excessive drift or "chatter"	OK		OK		OK		OK		OK		OK		OK	
Control Levers are labeled, not loose or binding and freely return to neutral	OK		OK		OK		OK		OK		OK		OK	
Steering is smooth and responsive, free of excessive play	OK		OK		OK		OK		OK		OK		OK	
Brakes work and function smoothly without grabbing. No fluid leaks.	OK		OK		OK		OK		OK		OK		OK	
Parking Brake will hold the forklift on an incline	OK		OK		OK		OK		OK		OK		OK	
Backup Alarm (if equipped) functions properly	OK		OK		OK		OK		OK		OK		OK	
Battery charge level is OK while holding full forward tilt.	OK		OK		OK		OK		OK		OK		OK	

Comments (items needing repair or adjustment):

CAUTION: If equipment at any time is found to be unsafe or in need or repair, report to designated authority immediately and discontinue use until safe to operate. Do not make repairs or adjustments unless specifically authorized to do so.

NEW HIRE SAFETY ORIENTATION

The following orientation will be administered to all Protech Staffing temporary employees by a company representative of Protech Staffing's Safety Department. The following checklist must be complied with and signed by all new hires before they are sent to work at our client companies. If you are involved in an accident or incur an injury it will be investigated by Protech Staffing's Safety Department. If the employee(s) has been found to be the cause of the accident or injury, he or she will be subject to disciplinary action. Please read and become familiar with the Injury and Illness Prevention Program and all of its safety policies and procedures.

PLEASE READ THOROUGHLY!

Injury Reporting:

- All injuries no matter how minor must be reported immediately to your supervisor and your Protech Staffing representative.
- As a Protech Staffing temporary employee if you are sent to the clinic for treatment once released you are to notify Protech Staffing immediately of your condition, either by phone or in person. This will allow Protech Staffing to know your health and work status immediately.
- If you are involved in an accident or injury you will be sent to the clinic for a urinalysis. You will not be able to return to work until Protech Staffing has been notified of your results. Results can take up to 24 – 48 hours or longer.
- Do not continue to do a work assignment that you feel is unsafe in which an accident or injury may result to you or a coworker. You are to report all unsafe working conditions immediately to your supervisor and Protech Staffing.

Safe Lifting Procedures:

- You must have your back belt fastened securely at all times when handling material.
- Determine if the load is too heavy. Never lift more than you can safely carry.
- Position your body directly in front of the load.
- Instead of bending at the back stoop down at the knees. **BEND YOUR KNEES AND LET YOUR LEGS DO THE LIFTING. DO NOT LIFT WITH YOUR BACK**.
- Always keep the load {cartons/material} close to your body when lifting or moving.
- Always avoid twisting your lower back as you lift and when setting the load down. Pivot your feet in the direction you are going.
- If the load is too heavy for you do not be afraid to ask for help to carry it. You may be required to lift loads {cartons, material} from 10lbs up to 50lbs. Utilize carts, pallet jacks dolly's, or ask a fellow co-worker for help whenever possible.
- EXTREME caution should be used when lifting or reaching for material {cartons} above your shoulders. Ensure your body is always positioned under the load and avoid twisting and reaching out to far.

Personal Protective Equipment (P.P.E.):

- You will wear your personal protective equipment AT ALL TIMES when working at the job site, moving material, loading and unloading trailers NO EXCEPTIONS.
- You will wear your back belt at all times when operating manual pallet jacks, lifting material or cartons. Remember to always pull pallet jacks unless going down an incline or placing a load into position.
- You will wear leather gloves at all times when handling wooden pallets.
- You will never lift more than one empty pallet at a time. Never step on an empty pallet at any time.
- You will wear your safety glasses at all times or in areas of the facility where applicable. This will prevent foreign debris (dirt, dust and wood chips) from flying into your eyes.
- When using sharp edge tools (box cutters) cut away from your body, and remember to dispose of old razors blades in the proper containers. NOT the trash cans.

General Warehouse Safety

- Before starting work assignments remember that loose clothing, jewelry and other personal items can cause additional hazards. You should tuck in loose clothing and remove hanging jewelry.
- Hair beyond shoulder length MUST be tied back when working in the vicinity of conveyors or other moving mechanical devices.
- Before you start any job assignment ensure you always have detailed verbal instructions from your supervisor first.
- Observe all motorized equipment {forklifts, golf carts} in the warehouse at all times.
- Observe ALL forklift and golf cart horns at all times. When being approached by a forklift or golf cart move immediately to a safe distance. You may hear and see the forklift but the driver may not see you.
- Never walk under or near a forklift while the load is in the air. Stay clear at all times.
- ALWAYS use handrails when going up and down stairs and portable ladders. Ensure that ALL wheels are locked before using portable ladders.
- Extreme caution should be taken when walking through aisle {racks} in the warehouse. ALWAYS be on the lookout at all times for all forklift traffic.
- Never use any equipment that you are not authorized to use. {Power tools, heat guns, motorized equipment}. Allow heat guns to cool before storing.
- Never operate any equipment that in your opinion is not in safe working order. Notify your supervisor immediately for instructions. Never try and work on ANY equipment that you are not authorized to do so.
- Never stand on chairs or furniture while working overhead. ALWAYS use approved ladders or step stools.
- Horseplay, practical jokes, running or yelling in the warehouse facility is NEVER permitted. Distracting other employees is not permitted.
- When working or handling broken pallets always remain cautious of protruding nails and sharp edges and splinters. Remove all broken pieces to the proper disposal containers. Ensure you are wearing the proper gloves as well.
- When palletizing and depalletizing, place and remove the boxes by level to ensure a balanced load is maintained on the pallet.
- Always wear proper work shoes at your facility. Open toed shoes are NEVER permitted on the warehouse floor.

Ergonomics

How to set-up an Ergonomically Correct Workstation:

- Adjust your chair so that your thighs are horizontal with the floor, your feet are flat, and the backrest supports your lower back. If your feet do not rest comfortably on the floor, use a footrest.
- Adjust your keyboard or chair height so that, while you're typing, your elbow is at a 90-degree angle and your wrists are straight.
- Adjust your computer monitor so the top of the screen is at your eye level.
- Use a document holder so your papers can be kept at the same level as your computer monitor.
- Make motions such as typing and stapling with the least amount of force possible.
- Adjust the window blinds or lighting so there is no glare on the computer screen.
- Along with setting up your workstation properly, it's essential to take breaks and change your position (whether seated or standing) frequently. For instance, look away from your computer screen for 30 seconds every 10 minutes, and get up to stretch every half hour. This will help to take some of the strain away and reduce your risk of being injured from making repetitive movements (such as typing) without a rest.

Housekeeping - Emergency Exits

- Good housekeeping practices must be maintained at all times, including cleanliness of your work station.
- Smoking is permitted in designated areas only. No smoking in enclosed areas.
- Emergency exits are not to be blocked for any reason and emergency exits must be known by all employees.
- Familiarize yourself and learn where all the Emergency Exits are located and or the evacuation procedure should an emergency arise. Stay calm and don’t panic in an event of emergency, follow procedures in order for everyone to safely exit the facility.

Proper equipment operation is vital for the protection and safety of all employees. The following is designed to prevent an accident and or injury. Compliance with these rules is MANDATORY prior to use of any equipment.

Forklift Pre-Inspection Checklist

What is the checklist?

The purpose of the daily Pre-Inspection Checklist is to:

■ Assist you in maximizing efficient and safe working operation of forklifts in the warehouse.
■ Assist you in preventing injuries.
■ The checklist is designed to be a trigger to alert you of mechanically faulty or damaged forklift equipment.

How should the checklist be used?

■ The checklist MUST be completed daily prior to engaging in work and provided to your supervisor. Before you start the forklift, ensure it is in safe working order, ready to be used and capable of completing the task(s) required of it. NO EXCEPTIONS.

What should I do if I find a problem with my forklift operations?

■ DO NOT ENGAGE IN WORK WITH THE FORKLIFT. Report any damage or problems to your employer, supervisor, manager or employee safety representative immediately. The forklift will be isolated until repaired.

<u>Equipment Operators/Forklift Safety</u>

1. Only trained and certified personnel will be allowed to operate equipment. {walker rider, sit down, cherry picker, turret, stand-up forklifts, etc}
2. All certified employees, PRIOR to operating any equipment MUST complete the Pre-Inspection Operator's Checklist to ensure that the equipment is in safe good working order condition. If there is any problem with the equipment you must report it immediately to your supervisor. NO EXCEPTIONS.
3. Storage and parking of fork lift {equipment} is ONLY allowed in authorized areas.
4. A forklift without an overload guard must not be operated. Do not move a questionable or unsafe load at any time. Keep the load against the carriage.
5. Always look in the direction of travel.
6. DO NOT ALLOW any employees under the raised carriage or load.
7. Never travel with a load that is raised. Carry the load as close to the floor as possible, with upright tilted slightly back to cradle the load.
8. ALWAYS make sure the area is safe before you enter.
9. When approaching a main aisle, blind corner or doorway, YOU MUST come to a complete STOP, sound the horn and then proceed.
10. Make sure that the bridge plates are properly positioned for crossing and the trailer wheels are LOCKED {CHOCKED} in place.
11. AVOID sudden start and stops.
12. Never put any part of your body through the carriage or upright.
13. ALWAYS drive safely. If an employee is seen driving reckless, such employee will be terminated.
14. Travel at a safe distance from other employees and equipment.
15. DO NOT tow or push anything with a forklift truck. DO NOT Transport other employees with your forklift.
16. Utilize safety belt with attached lanyards when equipment is moving.
17. ALWAYS keep arms and legs inside the driver's compartment.
18. Never leave your truck unattended, the attachment must be fully lowered, controls in neutral, power shut off and brakes set. NO EXCEPTIONS
19. DO NOT allow unauthorized personnel to get on equipment.
20. DO NOT enter the maintenance department under any circumstances other than dropping off equipment. Any repairs and or maintenance will be performed by the maintenance department employees ONLY.

EMPLOYEE CODE OF SAFE WORK PRACTICES

READ CAREFULLY: SAFETY BEGINS WITH YOU AND ONLY YOU CAN PREVENT AN INJURY!

- Comply with Protech Staffing Services, Inc. Injury and Illness Prevention Program, as well as all safety rules, guidelines, procedures and laws/regulations.
- If a client company requests you to perform duties which are different than, or in addition to, your original assignment, first ask permission from Protech Staffing Services, Inc. Do not execute any tasks you are not trained or certified to perform.
- Inform your Manager and Protech Staffing Services, Inc. immediately if you are injured or involved in an accident during work hours no matter how minor. You are to report all unsafe working conditions immediately and or if you are witness to an injury of another employee.
- Advocate **SAFETY FIRST** with your coworkers and especially employees who are not performing a job duty safely.
- You are not permitted to operate machinery, automotive or truck equipment. Nor are you permitted to handle cash, negotiable items, or other valuables. Under certain circumstances, some of the above conditions can be waived upon a written liability release by Protech Staffing Services, Inc.
- Protech Staffing Services, Inc. strives to maintain a drug and alcohol free work environment. Therefore, we enforce a strict ZERO TOLERANCE DRUG AND ALCOHOL POLICY. The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensing of any alcohol, illegal drugs, or other controlled substances; or being under the influence of such drugs or alcoholic beverages on Company or Client premises or when performing any Company or Client business is strictly prohibited. ALL TEMPORARY EMPLOYEES must adhere to this policy. Failure to comply will result in immediate termination.
- You are not permitted to drive your own vehicle or a client's vehicle in the conduct of a client's business.
- You MUST NOT lift anything that you cannot lift. You must never lift items weighing more than 50 lbs. or anything you cannot lift comfortably or feel it's too heavy. When lifting use the following technique; bend your knees, grasp the object with the palms of your hands, keep the object close to you and then raise the load keeping your back as straight as possible. NEVER lift with your back, always lift with your legs.
- I will abide by Protech Staffing Services, Inc. safety workplace policies as described in the Injury and Illness Prevention Program and safety training manuals.
- You must wear all appropriate Personal Protective Equipment for the job duty being performed. Abide by the dress code policy to prevent accidents/injuries.
- Inspect your work area prior to starting work in order to ensure there are no hazards or defective items and maintain good housekeeping conditions at all times in all work areas.
- Always work at a safe speed, never take short cuts and always follow proper safety and ergonomic operating procedures. Learn where the fire extinguishers, first aid kits and emergency exits are located.
- Always watch where you are walking, never run, always stay in authorized/designated walkways and never walk on wet floors. Don't jump off of steps, stairs, ladders or platforms and any elevated area. Always use the proper handrail while going up or down stairs.
- All forklifts MUST be examined before being placed in service. All forklift operators need to take a few minutes at the beginning of each day or shift to inspect their forklift and complete the written pre-inspection checklist. All forklift operators need to immediately report any defects or problems to your direct supervisor in order for maintenance personnel to remove from service and fix the forklift immediately.
- It is prohibited to operate forklifts if you are NOT trained or certified to operate one.
- Never threaten, intimidate or violently challenge another employee or other person. It is illegal and punishable by law. I understand that violent crimes in the workplace will not be tolerated and that in addition to any legal action taken against me, this type of activity may also lead to worksite company disciplinary action. Up to and including immediate termination of placement with Protech Staffing Services, Inc. and its clients. Do not engage in horseplay, fighting, arguing or causing any other disruption that may distract another worker and/or cause an accident/injury.
- Under no circumstances should you perform an assignment which causes you undue physical or mental discomfort. It is your responsibility to immediately (within 24 hour) report an uncomfortable situation or injury to Protech Staffing Services, Inc.
- It is a crime to file a knowingly false or fraudulent claim for workers' compensation benefits, or to submit knowingly false or fraudulent information in connection with any worker's compensation claim.

NEW HIRE SAFETY TRAINING ACKNOWLEDGEMENT

We want to remind you that **the USE OF DRUGS AND/OR INTOXICATING BEVERAGES IS PROHIBITED. YOU MAY BE CHECKED FOR DRUGS AND OR ALCOHOL IF YOU ARE INVOLVED IN AN ACCIDENT OR INJURY. USE OF DRUGS AND OR ALCOHOL CAN BE GROUNDS FOR IMMEDIATE TERMINATION**.

By signing below, I hereby certify that I have read, understood and received the New Hire Safety Orientation. Protech Staffing is dedicated to providing you with a safe and healthy workplace. It is the responsibility of every temporary employee to follow ALL of our safety rules, guidelines and procedures at all times. Each employee is obligated to ensure safety for themselves and their fellow employees while on the job. ALL employees are expected to do their part to achieve this goal. SAFETY FIRST!

EMPLOYEE CODE OF SAFE WORK PRACTICES

By signing below, I hereby certify that I have read, understood and received the Employee Code of Safe Work Practices. I further agree that it is my responsibility to familiarize and fully comply by these safety policy guidelines. Failure to do so may be grounds for termination. I also certify I was given the opportunity to ask questions relating to any and all of the above listed rules and policies and that my questions were answered by a representative of Protech Staffing Services, Inc.

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

By signing below, I hereby certify that I have received, read and understood my copy of Protech Staffing Services Inc. written Injury and Illness Prevention Program (IIPP). I understand and agree that it is my responsibilities to read and familiarize myself with the policies and procedures contained in the Injury and Illness Prevention Program (IIPP). The Injury and Illness Prevention Program (IIPP) describes important information about Protech Staffing Services, Inc. safety policies and procedures and violation of such safety policies and procedures may lead to disciplinary action up to and including termination of employment. I understand that I should consult with the Human Resources Department regarding any questions not answered in the Injury and Illness Prevention Program (IIPP).

Employee Name **Signature** **Date**