

We look forward to partnering with you in your career!

HIRE CONNECTIONS is a local, women - owned staffing firm with over 20 years in the Denver Market. We supply temporary, contract - hire and direct hire positions in a variety of industries. We believe the key to all our success is open communications. Please feel free to call at any time to discuss opportunities.

Table of Contents

About Hire Connections	Page
Your Assignments, Basic Guidelines, Attendance	2-4
Your Pay	4-5
Benefits	6
Job-Related Injuries and Illness	7
How We Protect Your Safety/Workplace Environment	
Office Assignments	10
General Safety Rules and Guidelines	11-13
OSHA Hazard Communication Standard	13-15
Health Insurance Portability and Accountability Act	16
Americans with Disabilities Act (ADA & ADAAA)	16-17
Sexual Harassment Policy	17
Harassment	18
Safety Policy	19
Driving Vehicles	19
Background Screening Disclosure	19-20
Employee Expectations	
Policy Statement	20
Substance Abuse Policy	23

Your Assignments

From the moment you become a **HIRE CONNECTIONS** (the “**Company**”) staffing associate, we will do our best to match your skills with the right position and right company for you.

We will need to know your availability and any special needs you may have in advance.

Once you accept an assignment, we will give you all the key information needed: client-company name, where you are assigned, pay rate, specific duties, directions to the place of assignment, hours, supervisor and any other important details.

We ask that you do your part. Be proactive in looking at the client-company website where you are assigned, so you have a clear understanding of what the company does.

Please call us to check in throughout your assignment, and within 3 days of the end of the assignment so we can find you something else as soon as possible.

If you are offered a full-time position with the company, please let us know immediately so we can make sure all appropriate paperwork is completed.

Before working overtime with a client, please make sure you have a supervisor's permission so that you can be paid accordingly. If overtime requests are excessive, please let us know.

Please call **HIRE CONNECTIONS** if you are going to be late, sick, have a doctor's appointment, an emergency, or interview so we can communicate with the client company and let them know when to expect you. Open communication is critical for you to be successful.

Some Basic Guidelines

- Please arrive on time and prepared for your assignment or interview.
- Dress appropriately for the assignment.
- Always ask if in doubt. If you aren't sure of something, just ask and please take notes.
- Limit personal phone calls. If necessary, please make them during breaks or lunch. This includes texting as well. It is best to keep cell phones off your desk.
- Show initiative and enthusiasm. Always ask for something to do.
- No personal social media or other personal internet usage on client computers, please.
- If there is a position within the company that you are interested in, please let us know immediately.
- You must contact **HIRE CONNECTIONS** within 3 days of the end of your assignment.

If you do not, you voluntarily terminate your employment with Hire Connections. Your employment at Hire Connections is at-will and may be terminated by you or Hire Connections without notice, at any time.

- It is our policy that you maintain professionalism throughout your employment with Hire Connections.
- Guidelines, bonuses and benefits are subject to change without notice.
- If you arrive to an assignment and your duties vary greatly from what you have been told, please call us immediately so we can make the appropriate changes to the assignment. Also, note a change in duties may affect your pay rate
- Any driving, physical labor, handling cash or negotiable instruments including keys are not allowed.

Your Attendance

Hire Connections has a 24-hour answering service for your convenience. If you are going to be tardy or absent from your assignment for any reason, you must call Hire Connections at least 2 hours prior to the start of your shift. After you contact Hire Connections, we will notify the client and find a replacement if needed. Your employment with Hire Connections is at-will and can be terminated at any time.

Every client-company has their own attendance policy. Failure to comply with their policy may result in termination. Additionally, failure to notify Hire Connections and the client company can result in a “no call, no show” occurrence. No call, no show occurrences may result in termination.

Your Pay

- The ADP time submittal system will be used for payroll processing.
- ADP is an online tool where you will log your time each week. Upon accepting your first assignment, our Payroll Department will send you instructions for ADP registration and logging on.
- The work week and pay periods run Monday to Sunday. All time submissions from the previous week are due no later than nine (9:00am) Monday of the following week to meet the payroll deadline.
- All time submissions must have a supervisor's approval.
- Total hours should be rounded to the nearest quarter hour, for example 23.25 (23hours and 15 minutes) .25, .50, .75. ADP will automatically round your time.
- If you work multiple assignments, please contact Hire Connections.

- Hire Connections offers the ability to set up direct deposit for all employees. Once you have completed your direct deposit setup, it can take 1-2 pay periods for direct deposit to take effect. This is a security process with your banking institution, not a Hire Connections process.
- Once Direct deposit takes effect, you will be paid by direct deposit on Friday morning at 12:01am. If you do not have a checking account, we have other means of getting you your paycheck. Please contact our payroll department for more information at 303-893-2600.
- **HIRE CONNECTIONS** takes care of all required tax with holdings and will mail out all W-2's by January 31st. If you do not receive your W-2 please call the Hire Connections office as soon as possible so we can get you a copy. It is very **important** that if you move or change your name, you update your address or name with us prior to December 31 before the new calendar year begins. This will ensure that your W-2 for the current tax year will have your updated address once it's printed. You can also pull your W-2 from ADP. If you wish to not have a paper copy of your tax forms, log into ADP and request paperless copies. Please contact our Payroll Department for assistance or questions.

Benefits

HIRE CONNECTIONS is excited to offer our contractors a Healthcare and prescription plan through United HealthCare Services, Inc. Employees are eligible to enroll for the plan on the first of the month after completing 60 days of full-time employment. All monthly premium costs will be measured and set by United HealthCare according to the individual criteria. Starting two weeks prior to being covered your portion of the premium will be deducted weekly from your paycheck as a pre-tax deduction. Hire Connections will pay a portion of your individual (employee only) premium. If employment ends you will be covered for the entire month of paid premium. You must continue to work as a full-time employee with a minimum of 30 hours a week in order to remain enrolled every month. You will receive an email from ADP when you are eligible (if you have any questions about eligibility or enrollment, please email or call us). You will receive all enrollment instructions at that time. You may only enroll at the time of eligibility (60 days of full-time employment). If you miss your eligibility window you will be able to enroll during Open Enrollment or if you experience a Qualifying Event. Open Enrollment occurs in the Fall of each year.

Please contact **Payroll** for more information. 303.771.3185 or payroll@hireconnections.com

Dental & Vision Insurance: In addition to our Medical insurance offering, Hire Connections also offers Dental & Vision insurance. Please contact **Payroll** for more information. 303.771.3185 or payroll@hireconnections.com

HIRE CONNECTIONS values our staffing associates and therefore, rewards

you for your exceptional work. By reaching the milestone in hours, you will be eligible for holiday pay. It is your responsibility to inform Hire Connections when you are eligible. Simply call or email our office and let us know when you have reached this milestone. You must still be working on assignment with Hire Connections to qualify at the time of pay out.

- 1040 hours - After completing 1040 hours within a calendar year, January through December, you are eligible for paid holidays as long as you work the day before and the day after the holidays.

Holidays Observed:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day.

There will be no back pay for missed holiday pay.

Sick Leave: In accordance with Colorado law, all employees will accrue sick leave at a rate of 1 hour of paid leave for every 30 hours worked, up to 48 hours a year. Sick leave is *not* paid leave as in a Paid Time Off (PTO) policy. Sick leave may be used for health and safety needs only. Sick leave may be used in one-hour increments (for example, 4 hours vs. 4.5). Sick leave will not be paid out retroactively. You must communicate within the payroll period for which you want to be paid for sick leave. You must communicate your need to use sick leave with Payroll. 303.771.1385 or payroll@hireconnections.com.

Procedures for Job Related Injuries and Illnesses

If you suffer a job-related injury or illness, Hire Connections requires you to follow these procedures:

1. Report the incident to your supervisor.
2. You or your supervisor must report the incident directly to our office promptly.
3. If you are in need of minor first aid treatment (splinters, minor cuts, etc.) please report to the nearest Health Care facility as instructed by your Staffing Specialist.
4. If you need emergency treatment that is not minor, report to the nearest occupational health center or emergency room of the nearest hospital.
5. Please report to our office after treatment so we can obtain all the facts concerning the incident and fill out the proper forms on the claim.

Workers Compensation: if you are injured on the job, you must call **HIRE CONNECTIONS** immediately and we will direct you to the nearest facility. If you do not call us, you may void coverage. If it is a life - or - limb situation, call 911 and go to the nearest emergency room.

Thank you for your cooperation in this matter.

Agreement to Return and Care for Company Equipment

I acknowledge that while I am working for Hire Connections Staffing, Inc., I may be entrusted with certain equipment in order to fulfill the duties of my assignment. I will take proper care of all equipment with which I am entrusted for the purpose of performing the duties of my position. By accepting the equipment, I understand that this equipment is intended to be used for work purposes only and is not permitted for personal use. I further understand and acknowledge that upon termination of my assignment, I will return all property within 2 business days of termination.

I understand that I may be held financially responsible for lost or damaged property up to the full dollar amount, not including normal equipment wear-and-tear for the duration of the assignment. Further, I expressly agree that in addition to my obligation to return the equipment upon separation of my employment, I acknowledge that the Company may set off against my final paycheck the amount or value of any property that I failed to return. I also acknowledge that should I fail to return the equipment within 2 business days, the Company, pursuant to C.R.S 8-4-105, shall have 10 calendar days from the date of termination to audit and adjust accounts and property value of any items entrusted to me before my wages or compensation shall be paid. Nothing in this agreement authorizes a deduction below minimum wage. This agreement includes, but is not limited to, laptops, headsets, monitors, web cams and other equipment.

I understand that failure to return equipment will be considered theft and may lead to criminal prosecution. I also acknowledge and understand that any legal fees incurred as a result thereof may be my responsibility.

Office Assignments

1. You are not expected to take risks. The safe way is the right way to do the job. Follow instructions carefully. If you do not know the safe way to do the task, ask your supervisor for assistance.
2. Should you be asked to enter a manufacturing area, watch out for moving equipment; wear appropriate clothing, shoes, and safety equipment; and observe all manufacturing safety rules and guidelines.
3. Report all problems to your supervisor including equipment breakdowns or problems encountered with office equipment, furniture, fixtures, etc.
4. Keep work areas and aisles tidy. All drawers, cabinets, and desk drawers should be kept closed when not in use.
5. Do not operate defective equipment. Report all unsafe conditions to a supervisor immediately.
6. Do not take shortcuts to reach high objects, by standing on chairs, desks, tables or use other equipment in a manner for which it is not designed.
7. Relocating equipment should be arranged through your supervisor. Do not undertake this task alone.
8. Be careful around equipment that requires the use of your hands, such as paper cutters, copy machines, and other office equipment.
9. Office equipment should be serviced and/or repaired only by trained personnel.
10. Observe proper lifting techniques. Bulky computer reports and printouts can be very heavy and awkward to handle.

11. Use handrails when using staircases. Be especially careful when wearing high heeled shoes, or shoes that have soles that are susceptible to slipping when wet or icy.
12. Do not distract or startle other workers. Open doors carefully and look out for others when entering a corridor or another room.
13. Reporting, fire escapes, and extinguishing fires. In the event of questions, ask your work site supervisor.
14. Wear ear protection to avoid excessive noise where required.
15. Blood - borne diseases can be contracted by involving yourself in bodily fluid clean up or spills. Only trained individuals should be involved in any bodily fluid clean up.

General Safety Rules and Guidelines

To reduce the risk of accidents in the workplace, Hire Connections has developed the following general safety rules patterned after the Federal OSHA requirements. Read, become familiar with and follow these rules and other safety rules that apply to your job. These rules are the minimum guidelines for working safely. It is your duty to apply these generally accepted safety standards and to comply with these safety rules which are company policy.

Before starting any assignment for Hire Connections, you have a duty to get a detailed verbal job description outlining the duties you are to perform. Do not perform any work you consider possibly dangerous.

1. Report injuries to your employer/supervisor immediately.
2. Report any observed unsafe condition to your employer/supervisor.
3. Horseplay is prohibited at all times.
4. Drinking alcoholic beverages or drug use is not permitted on the job whether working remotely or onsite. Any associate discovered under the influence of alcohol, drugs, and/or any illegal or controlled substances, will not be permitted to work.

5. If you do not have current First Aid Training, do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
6. Appropriate clothing and footwear must be worn on the job at all times as required by the customer.
7. Where the hazard of falling objects exists, an approved hard hat must be worn.
8. You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task; this includes the operation of lift trucks. Complete any training available to you.
9. You may be assigned certain personal protective equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required. If you are in need of safety wear or equipment, and the customer is unable to accommodate you, please notify Hire Connections immediately.
10. Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training. Follow instructions carefully.
11. The riding of a hoist hook or on other equipment not designed for such purposes is prohibited at all times.

General Safety Rules and Guidelines cont.

12. Never remove or bypass safety devices. Report missing guards immediately to your supervisor.
13. Do not approach operating machinery from the blind side: let the operator see you.
14. Learn where fire extinguishers and first aid kits are located.
15. Maintain a general condition of good housekeeping in all work areas at all times.

16. Obey all traffic regulations when operating vehicles on public highways.
17. When operating or riding in company vehicles for business purposes or operating a lift truck, the vehicle's seat belt must be worn.
18. Be alert to hazards that could affect you and your fellow associates.
19. Obey safety signs and tags.
20. When lifting heavy objects, associates should use proper lifting techniques.
21. Do not handle or tamper with any electrical equipment, air or water lines or machinery in a manner outside of the scope of the job duties, unless approved by the work site supervisor.
22. Always perform your assigned task in a safe and proper manner; do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is a leading cause of associate injury.
23. Never use any equipment/tools for anything other than their intended use.

OSHA Hazard Communication Standard

Who is affected by this rule?

Three groups are most affected by the OSHA Hazard Communication Standard.

Chemical Manufacturers: they must evaluate the hazards of each chemical that they manufacture, and then let users know about them by using labels and Material Safety Data Sheets (MSDS's)

Employers; including Hire Connections Staffing's customers who use chemicals, must develop a written Hazard Communication Program telling associates about it and explaining how it works. They also must tell associates about safety procedures and equipment to use when working with hazardous substances. In addition, Hire Connections will provide information on how to recognize and use labels and MSDS's.

Associates; If you are assigned to work with or around chemicals, be alert, read the labels and MSDS's and follow instructions carefully.

What should you look for on labels?

Every container of chemicals must be labeled by the manufacturer. Labels may differ in appearance and may use words, symbols, or both. They must state such information as:

- The name of the chemical.
- The name, address, and emergency phone number of the manufacturer.
- Information about special handling and storage requirements.
- Identification of health hazards for example, whether the chemical is an irritant or a poison.
- Identification of the physical hazards of the chemical, for example, whether it can explode or burn.
- Recommended protective measures, for example, special clothing to be worn or equipment to be used when working with the chemicals.

How do you use the MSDS's

MSDS's provide basic information about each chemical in your work area; the information you need when you work with or near hazardous substances, OSHA requires an MSDS or reasonable facsimile for each chemical in your work area.

You have a right to look at the MSDS if you believe you need more information about a chemical you are working with. Ask your supervisor for it.

OSHA Hazard Communication Standard cont.

MSDS's are the best source of information to help you avoid injury or illness caused by hazardous chemicals. They provide the safety related information printed on labels plus the following information:

- Precautions for safe handling and use protective equipment such as respirators, goggles & gloves, waste disposal methods & other precautions during handling & use.
- Health hazard data; dangers to sensitive body parts such as skin, eyes and respiratory systems, and permissible exposure limits.
- First aid instructions for treating excessive exposure.
- Control measures for handling storage, spills, leaks, fires, and reactions with other chemicals.
- Technical details about the physical and chemical properties of the chemical; for example, boiling point, flash point, appearance, odor, vapor pressure, density, and solubility.

What you need to know about the Hazard Communication Standard

The law means that you have the right to know about the chemical hazards in your workplace. This law allows you to better protect yourself. Here are a few suggestions:

- Read labels and MSDS's
- Follow instructions and heed warnings.
- Use the correct protective clothing and proper equipment.
- Learn emergency procedures and follow them when necessary.

When in doubt, ask questions about the safety of any substances or procedures in your workplace. Always be alert and safety conscious when working with hazardous materials of any kind.

*Health Insurance Portability And
Accountability
Act of 1996 (HIPAA)*

Effective April 14, 2004 the federal Health Insurance Portability and Accountability Act of 1996 requires you to have access to our HIPAA Privacy Plan. Our privacy plan is available at Hire Connections staffing.

With regard to any communication concerning protected health care information (as defined pursuant to HIPAA) between co-workers, managers, customers, suppliers, contractors, you are to refrain from such communication unless specifically authorized to do so pursuant to Hire Connections HIPAA Privacy Plan and its Policies and Procedures.

Therefore, in the event you are confronted with any questions involving protected health information and/or our Health & Welfare Plan, please direct the individual to contact Hire Connections. DO NOT discuss or attempt to answer or administer health plan related questions...Period.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. It is the policy of Hire Connections to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Hire

Connections will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Hire Connections. Contact the Human Resource department with any questions or requests for accommodation. 303.771.3185

Sexual Harassment Policy

It is the policy of Hire Connections to provide an environment free from sexual and sex-based harassment. Sexual harassment or sex-based harassment occurs when unwelcome conduct of a sexual nature becomes a condition of an employee's continued employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile, or offensive working environment.

Sexual and sex-based harassment may include:

- Requests for sexual favors.
- Unwanted physical contact, including touching, pinching, or brushing the body.
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats.
- Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures.
- Acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex (even if not sexual in nature).

Any Hire Connections employee who believes he or she has been sexually harassed should report the conduct immediately to Hire Connections. In the event you feel this type of harassment is caused by Hire Connections, you are advised to consult with the President of Hire Connections at its corporate office. No victim retaliation or discrimination will result from any good-faith complaint made under this policy.

A thorough and impartial investigation of all complaints will be conducted in as timely and confidential a manner as possible. Any associate of Hire Connections who has been found, after appropriate investigation, to have sexually harassed another employee will be subject to disciplinary action up to and including discharge.

Harassment

In providing a productive working environment, Hire Connections believes that its employees should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age and disability. It is Hire Connections' policy to provide an environment free from such harassment.

Any associate who believes he or she has been harassed in violation of this policy should report the conduct immediately to Hire Connections. In the event you feel the harassment is caused by Hire Connections, you are advised to consult with the President of Hire Connections at its corporate office. No victim retaliation or discrimination will result from any good-faith complaint made under this policy.

A thorough and impartial investigation of all complaints will be conducted in as timely and confidential a manner as possible. Any Hire Connections associate who has been found, after appropriate investigation, to have harassed another associate in violation of this policy will be subject to disciplinary action up to and including discharge.

Safety Policy

Hire Connections is very concerned about the safety of all of its associates. All workers have the right to a safe workplace. Accordingly,

Hire Connections will not knowingly assign an individual to work in an unsafe environment.

After reporting for work, if you are requested to perform an assignment or if an assignment is changed which you feel is unhealthy or unsafe, please contact your Staffing Specialist for further instructions.

Driving Vehicles

Customer Provided Vehicles: I understand that I am not authorized or approved to operate any of Hire Connections' customer's passenger or commercial vehicles during the course of a work assignment on any public or private roadway. Accordingly, in the event I am requested to operate a customer's vehicle, I agree to do the following: 1.) Inform the customer that I have been instructed by Hire Connections NOT to do so, 2.) I will immediately inform the Hire Connections office.

Personal Vehicles: Other than to commute to and from work, I agree not to use my personal vehicle during the course of any work assignment. If I agree to do so, I understand that I will be doing so without Hire Connections knowledge and consent. Furthermore, I agree to indemnify and hold Hire Connections and Hire Connections' customer harmless against any and all claims, demands, damages, losses, costs and expenses, including reasonable attorney's fees, which may result directly or indirectly from the use of my personal vehicle.

Background Screening Disclosure

Hire Connections, Inc. (the "Company") may request a comprehensive review of your background information from a consumer reporting agency in connection with your employment application and for employment purposes, including promotion, reassignment or retention as an employee. Your background information may be obtained in the form of consumer reports and/or investigative consumer reports. These reports may be obtained any time after receipt of your

authorization and, if you are hired by the Company, throughout your employment., People Facts, and its designated agents and representatives or another consumer reporting agency will prepare or assemble the reports. The scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: consumer credit, names and dates of previous/current employment, worker's compensation claims, criminal history records (from local, state, federal, international and other law enforcement agencies' records), sexual offender's lists, wants and warrants records, motor vehicle records, military records, educational verification, license verification, civil cases, OIG/GSA, OFAC/Patriot Act, any sanctions lists, finger printing and drug testing. These reports may include information as to your general reputation, character, personal characteristics, mode of living, work habits, job performance, and experience, along with reasons for termination of past employment, from previous employers. You may request more information about the nature and scope of any investigative consumer reports by contacting the Company.

Policy Statement

The following Policy Statement describes, in general, your employment relationship with Hire Connections Staffing, Inc.

- 1. Associate Status:** In order to preserve the employment-at-will relationship between the parties, the policies and procedures described in this booklet, are not intended to create, nor are they to be construed as a contract or an assurance of job security and benefits of any kind. Both Hire Connections and you can terminate the employment at-will at any time with or without cause or notice.
- 2. Hire Connections** reserves the right, at any time, to modify, revoke, suspend, terminate, or change in whole or in part any or all of the terms of the Policy

Statement which is continued in this booklet. This includes but is not limited to the policies & procedures and plans, without having to consult or reach an agreement with anyone, at any time with or without notice.

3. Attendance, Tardiness & Refusals (no call/no show):

Whenever a

Hire Connections associate, on one occasion, is either tardy from work without notifying Hire Connections as soon as possible, or is absent from an assignment, without notifying Hire Connections at least 1 hour prior to the beginning of the shift, and it is not an emergency, the associate may be immediately dismissed from Hire Connections. Associates are expected to complete any job assignment accepted. If you do not complete the assignment, then Hire Connections assumes you have voluntarily quit. If you accept an assignment and fail to report to work, you will be considered to have voluntary quit and your status will be changed to inactive. If you refuse two offers of suitable work, you will be considered to have voluntary quit and your status will be changed to inactive.

4. Remote worker policy – You must be working as if in an office setting, remote work is not intended to be used as a form of childcare purposes.

5. **Termination from Employment:** The following list constitutes unacceptable conduct. Failure to abide by these rules during an assignment will result in disciplinary action, including counseling by a Hire Connections representative, or involuntary separation from employment:

- Theft, pilferage or unauthorized possession of property belonging to Hire Connections or Hire Connections' customers, or another associate.
- Falsification of any information required by or provided to Hire Connections or to a Hire Connections customer, including but not limited to employment applications, data records, and processing records.

- Possession, consumption, and/or being under the influence of drugs or alcohol during working hours while working remotely for Hire Connections or at a Hire Connections customer's premises. Also, see SUBSTANCE ABUSE (DRUG & ALCOHOL) TESTING POLICY.
- Fighting, verbal threats, or inflicting personal injury on any individual or possession of firearms, knives, or other weapons, or displaying weapons in a menacing manner during working hours on Hire Connections or a Hire Connections customer's premises.
- Gross Insubordination
- Abuse of the Attendance Policy during an assignment including but not limited to, excessive absenteeism, no call/no shows, and excessive tardiness as defined by Hire Connections or Hire Connections customer.
- Disobeying or disregarding orders relating to the orderly and efficient operation of the business.
- Failure to use or wear safety equipment required by Hire Connections or Hire Connections customer.
- Abuse of personal time periods including but not limited to; not commencing work at the beginning of the workday, extending breaks beyond authorized time, engaging in "horseplay", taking unauthorized breaks, being in unauthorized areas during work hours, and ceasing work early at the end of a workday.
- Poor work performance, poor attitude, poor morale, including but not limited to low productivity, frequent errors, overlooking or avoiding jobs, careless or misuse of Hire Connections or Hire Connections' customer's property resulting in damage, destruction or loss.
- Unauthorized contact with a Hire Connections customer.

NOTE: *Hire Connections reserves the right to terminate associates for other lawful reasons where the action(s) of the associate warrant, in Hire Connections opinion, immediate termination.*

5. **Direct Employment Offers:** Should your supervisor, on the assignment, offer you direct employment, you must call Hire Connections. A Hire Connections associate shall not accept direct employment through any customer until the probationary period has ended. There will be an asset reimbursement fee charged to the Hire Connections customer for hiring Hire Connections associates prior to the end of the probationary period.
6. **Other Employment Solicitations:** Subject to the provisions in paragraph #4 above, Hire Connections associates agree not to work for clients directly or indirectly, or on an independent contractor basis or by or through another staffing company or similar entity, either directly or indirectly unless Hire Connections provides its consent in writing for the same.
7. **Employment Status Inquiries:** All inquiries regarding an associate's employment status (workplace assignments) shall always be directed to Hire Connections Staffing Specialist and not to a Hire Connections customer.
8. **Office Hours:** On weekends and before & after normal office hours, a company voice mail will accept your call and inform a Hire Connections staff member who will be available to take your phone call at the opening of the next workday, or you may email your Hire Connections Staffing Specialist and they will email you back within a few hours.

Substance Abuse (Drug & Alcohol) Testing Policy

Each and every Hire Connections associate has a responsibility to their placed employer to perform all employment and related responsibilities in a safe, conscientious and productive manner. Hire Connections does not wish to refer associates or applicants who are not free from the effects of any job-impairing substances. When the employer/customer specifically requests that all

Hire Connections referred associates or applicants be subjected to substance abuse testing, then such placed associates, as well as all applicants, for positions with such employer/customer, will be required to submit to substance abuse testing including urine, blood, hair or other designated sample procedures.

Because of the nature of Hire Connections' business, it is essential that Hire Connections be afforded the flexibility to test applicants as well as associates already placed, at the customer's location, the offices of Hire Connections, or at a designated specimen collection site, such as a clinic or hospital. Moreover, Hire Connections reserves the right to test associates based on reasonable suspicion of substance abuse, the occurrence of an on-the-job injury or on a random basis.

Associates or applicants who are tested by Hire Connections understand that his or her hiring by Hire Connections and placement at the employer/customer is contingent upon passing a drug screen. Any associate or applicant who tests positive for prohibited substances will be deemed to have not fulfilled their obligations to Hire Connections. Associates that are found to not have fulfilled the contingency of passing the drug screen will be immediately terminated from their placed employment at the employer/customer and will be terminated completely by Hire Connections. The Company reserves the right to re-employ associates who test positive after a 90-day waiting period, and they successfully complete a new drug screen test, at his or her expense, utilizing a new sample at a site designated by Hire Connections.

Substances which individuals may be tested for include but are not limited to; amphetamines, opiates, phencyclidine ("PCP"), marijuana, cocaine, and methamphetamine. Hire Connections reserves the right to seek appropriate information whenever an associate or applicant tests positive for drugs and/or alcohol. Hire Connections is concerned about managing the workforce, controlling insurance costs, workers compensation costs and unemployment costs. For these and other legitimate business reasons, initial specimens (same sample) which test positive may be subject to second confirmatory (same sample) tests when a placed associate (individuals with a prior history of work

assignments with Hire Connections) tests positive for drugs and/or alcohol. Applicants (individuals with no prior history or work assignment with Hire Connections) shall be required to pay for a second confirmatory (same sample) tests when applicants test positive for drugs and/or alcohol to fulfill their obligations to Hire Connections.

Associates and applicants will be allowed to provide their urine specimens in private, unless a designated medical, laboratory or site-collections person has reason to believe the individual will alter the specimen or substitute another one for it. Positive results for any of the substances tested will result in an applicant's immediate disqualification for employment.

Any applicant or current Hire Connections associate who refuses to participate when notified of scheduled tests or who fails to provide a hair, blood or urine specimen sample when requested will be terminated from employment.

Testing procedures and the handling of the results of such tests will be done in as timely a manner as possible, and with a respect for the level of confidentiality required in such matters.

Contact information:

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Thank you for joining the Hire Connections team. Your professional success is very important to us. We are here to answer any questions or concerns you may have.

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