

NEW EMPLOYEE ORIENTATION

Policy & Procedure Handbook



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Introduction

Welcome! We (Nextaff Group, LLC and its franchise owners and affiliates, collectively referred to as "Nextaff" or "Company" in this handbook) are excited to have you join our team! To ensure your success in your new role, we have compiled this handbook for you.

Employees are expected to exhibit the highest standards of honesty, integrity, fairness, decency, morality and professionalism in any activity. Employee conduct should be such as to protect both the person's integrity and reputation and that of the Company.

It is not practical or possible to detail all the situations that may need to be addressed in an orientation handbook. However, employees are always expected to perform their job duties in a competent and ethical manner. It is also not intended that this handbook supersedes any federal, state, county, city, or other local laws that would be applicable to a specific situation.

This handbook is not a contract or an offer to form a contract of employment and is not intended to create any binding contractual commitments. The Company retains the right to unilaterally, with or without notice, modify, interpret, or discontinue any of the policies set forth in this handbook. Any such action will apply to all existing employees pursuant to their continued employment.



NOTICE OF FRANCHISE RELATIONSHIP

Nextaff is an employment franchise and is the owner of the Nextaff trademark. Each Nextaff office location is independently owned and operated. Nextaff contracts directly with the client to provide billing and payment support functions to the Nextaff franchise offices. Your direct contact for all placement and assignment activity will be with your local independently owned franchise location.



YOUR EMPLOYER

Regardless of where you are placed on assignment with one of our clients, you are an employee of Nextaff Group, LLC, not the client worksite at which you are placed. You should call your locally owned Nextaff office if you have any issues concerning your assignment, your duties, your supervisor, the work environment or any changes related to your assignment or availability. Contact your local Nextaff office if you are going to be late or unable to report for work, or if you are injured on the job.



ASSIGNMENT

When you accept an assignment with Nextaff, we may provide you with some or all the following related to your new position. If you do not receive desired information contact your local Nextaff Office.

- Job Description
- Pay Rate
- Worksite name and location
- Directions to the worksite
- Supervisor's name
- Start date and time
- Dress code including safety equipment and responsibilities for securing and maintaining equipment
- Check in procedures
- Hours and Break Times
- Instruction for reporting hours worked

*Additional information may be provided as applicable by local or state law.



PAYDAY & DIRECT DEPOSIT

Payday occurs weekly on each Friday. Employees are paid by Direct Deposit or Pay Card to an account with a financial institution or other institution of your choosing capable of processing ACH transactions. Paper checks are available when necessary by law in your state.



TIME REPORTING

You are responsible for reporting your time to ensure you get paid on time and correctly. You will be required to track the time you arrive, take breaks, including meals, and leave for the day. Time must be reported weekly and submitted for approval by your supervisor.

Each worksite may have a specific time reporting system. We will inform you of the method you will use to report your time when you accept an assignment. You will be thoroughly trained by your supervisor on how to report your time correctly. Submitting false statements of time worked or unworked will be grounds for discipline, up to and including termination.



BENEFITS

Healthcare Benefits are offered to each of our field employees. Our field employees are eligible to enroll in the voluntary benefits program which covers:

- Hospital Inpatient Services (with a daily allowance for room and board)
- Outpatient Services (includes ER, X-ray/Lab, Ambulance, etc.)
- Physician Office Visits
- Prescriptions
- Dental
- Vision
- Life & Disability

Field employees are eligible to enroll immediately with the effective date of coverage beginning the 1st day of the month following your initial assignment. Our benefits program is set up to allow you to maintain continuous coverage between assignments. You will have 30 days from your first check date to decide on benefits—either electing or declining coverage. Please notify your Company Representative if you are interested in enrolling in the benefit program.

Paid Sick Time – available where required by law. Field employees who perform work in cities or states that have paid sick leave ordinances or laws will receive information during onboarding regarding the requirements of the law.

Referral Bonus. You can earn extra money by helping us find talented people. Please contact your local office to see what the current referral bonus program is in your area.



EMPLOYMENT AND INCOME VERIFICATION

The company provides a program to provide automated employment and income verifications. If you are applying for a loan or benefits, renting an apartment, or for any other reason need to verify employment or income, please direct requestors to: verify@nextstaff.com



UNEMPLOYMENT INSURANCE

While you are employed by the Company, you will be covered by an Unemployment Insurance Trust Fund. Unemployment Insurance benefits are managed by the state in which you work. In some states, employees pay into the State Unemployment Insurance Fund. In other states, the entire cost is paid by the Company. Whether you qualify for unemployment insurance is a decision made by a representative of the state. You may become eligible for unemployment insurance benefits should you become unemployed and meet the qualifications. Employees who resign or are terminated may be denied unemployment benefits by the state agent who reviews their case. Please check with the state unemployment office if you have any questions.



EMPLOYEE SATISFACTION

Your feedback is very important to us. From time to time the Company may send out assignment satisfaction surveys to active employees, as well as exit surveys. You will be asked to anonymously rate your current and/or past assignments, as well as our service to you. Your response allows the Company and our clients to identify what we are doing well as well as what we may need to improve on. Your effort to complete the surveys is greatly appreciated.

POLICIES



ATTENDANCE POLICY

You must report to work as scheduled and on time. Any absence or tardy (including coming in late or leaving early) must be pre-approved by your Company Representative. Unapproved absences, absence without leave, or being tardy will be grounds for disciplinary action up to and including termination of employment.

You must report an absence or late arrival before the beginning of your shift. You must notify the Company office that placed you on the assignment. Please provide the following information:

- Your Name
- Name of client and worksite assigned to
- Shift you are working
- Name of your supervisor/team leader
- Reason for absence and/or tardy
- Date and/or time expected to return to work

In addition to notifying your Company representative, some clients may also require a direct call to their facility. You will be informed when placed on an assignment if the client requires a direct call-in. This does not replace the need to call the branch as well.

Failure to report to the worksite or to properly call in notifying your Company staffing office, failure to show up for work (no call, no show), or walking off the job, are each an indication that you have voluntarily quit the Company without proper notice, and may make you ineligible for rehire with our Company.



AVAILABILITY POLICY

When your assignment ends, you must call the office and report your availability within 48-hours. Until you are placed on another assignment, you must contact the Company once a week to check in for work and assignment availability. Failure to follow this policy will be indication that you no longer wish to be employed, or that you are not available for work, and, as a result, that you have voluntarily quit the Company. Further, failure to follow this policy by not maintaining contact with the Nextaff Office making you available for future assignments could cause denial or ineligibility for State Unemployment Insurance.

For employees picking up available healthcare shifts, failure to pick up and work at least 1 shift within 60 calendar days will signify a voluntary resignation and could cause denial or ineligibility for State Unemployment Insurance.

State Exceptions: Your state may have specific requirements related to communicating your availability to your local Company representative. It is your responsibility to become familiar with those and discuss the requirements with your local company representative.



GENERAL RULES

The following are general rules that are not intended to be all inclusive but will lead to immediate discipline up to and including termination:

- Horseplay on the job
- Theft or removal of property of the Company or client where you are assigned
- Fighting
- Sleeping on working hours
- Theft of time or violating pay rules through falsification



EQUAL OPPORTUNITY EMPLOYER

The Company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, national origin, religion, age, gender, sexual orientation, physical or mental disability, or any other protected classes.

In addition to federal law requirements, the Company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.



FAMILY & MEDICAL LEAVE ACT

The Company's Family & Medical Leave Act (FMLA) Policy complies with the Federal FMLA and applicable state law. Below you will find a summary of the FMLA policy. Note that the policy may vary slightly from state to state depending on state or local law. To be eligible for FMLA benefits, you must have worked for the Company for at least 12 months and have a minimum of 1,250 hours worked during the previous 12 months.

An eligible associate may be provided up to a total of 12 work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

- The birth, adoption, or foster placement of a child
- The care of spouse, child, or parent with a serious health condition
- The care of oneself because of a serious health condition
- Military family leave for a qualifying exigency arising out of an impending call or order to active duty

An eligible associate may also be provided up to a total of 26 work weeks of unpaid leave in a single 12-month period for Military Caregiver Leave to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty. If both spouses are employed by the Company, they are jointly entitled to a combined total of 12 work weeks for birth, adoption or foster care placement of a child, or 26 workweeks of Military Caregiver Leave. Leave for childbirth, adoption or foster care must conclude within 12 months.

The Company will maintain group health insurance coverage for an associate on FMLA leave whenever such insurance was provided before the leave was taken. Upon being approved for FMLA, you will be advised of the procedure for paying any required premiums. In some instances, the Company may recover premiums paid to maintain health coverage for an associate who fails to return to work from FMLA leave.

The Company will inform you of your rights and responsibilities under FMLA once you provide notice of leave. For complete FMLA benefit information, please contact your Company Representative.



CONFIDENTIALITY

It is our policy that all confidential or proprietary information available to you through your employment be considered private and held in the strictest confidence. This information must never be discussed or disclosed inside or outside of the Company. Your obligation to maintain the confidentiality of information continues even if you are no longer working for the Company. Confidential information includes but is not limited to information about personal or business affairs of customers, vendors, or other employees. Examples would be information about a customer or employee's income, business relationships, loans, and credit transactions. Employees may be required to agree to specific customer confidentiality agreements for certain assignments.



INTELLECTUAL PROPERTY

All discoveries, inventions, literary or other works relating to the work you perform while on assignment, or suggested by matters disclosed in conjunction with your assignment, whether or not patentable, copyrightable or otherwise subject to registration or protection which are made or conceived by you, solely or jointly with others, are works made for hire and shall be the property of the Company and/or the client, as appropriate.



AT-WILL EMPLOYMENT

Understand all employment with the Company is at-will. At-will means that the employee and the Company have the right to terminate employment at any time, with or without advance notice, and with or without cause. Nothing in this Handbook, or in any other document received by the Company can modify your at-will employment unless specifically signed by the President, Chief Operating Officer or Vice President of Human Resources, and specifically delineating the waiver of this at-will employment.



VIOLENCE AND WEAPONS FREE WORKPLACE

The Company maintains a workplace safe and free of violence for all employees, and, therefore, prohibits the possession or use of dangerous weapons on company or client property. This applies to all company workers as well as visitors and customers on company or client property. A license to carry the weapon on company or client property does not supersede company policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

We define company and client property as all company or client-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots owned by the Company or client and the responsibility of the Company and/or client. This policy applies to all company and/or client-owned or leased vehicles as well as vehicles on property.

Dangerous weapons are defined as firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm.

The Company reserves the right at any time and at its discretion to search all vehicles, packages, containers, purses or bags, lockers, desks, and persons entering or on company or client property, for the purpose of determining whether any weapon is being, or has been, brought onto its property which is in violation of this policy. Employees who fail or refuse to a search will be subject to discipline up to and including termination.

We do not tolerate workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. Below are samples of unacceptable behaviors:

- Causing physical injury
- Making threatening or derogatory remarks
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury or causes another person to feel emotional distress
- Damaging employer or another employee's property

All concerns pertaining to threats, violence or weapons must be immediately reported to a company representative or the human resource (HR) department. Reports can be made anonymously through the toll-free number **888-660-1233** and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and disclosed only on a need-to-know basis.

This policy is administered and enforced by the Company HR Department. Anyone with questions or concerns should contact the HR department directly.



HARASSMENT

It is the policy of the Company that all employment and training relationships shall be conducted in an environment that is not hostile or offensive. Harassment based on an individual's race, color, ancestry, citizenship, religion, religious creed, sex, sexual orientation, gender identity or expression, pregnancy, medical condition, age, national origin, disability status, genetic information, protected veteran status, marital status, or any other basis prohibited by applicable local, state, or federal law will not be tolerated at or by the Company. Any employee who engages in harassment prohibited by this policy will be subject to discipline up to and including termination. Harassment and prohibited actions include, but is not limited to, the following:

- Verbal harassment (oral or written), such as making a joke or comment that refers to a certain ethnic group, race, sex, gender identity or expression, nationality, age, disability, sexual preference, religion or belief, epithets, derogatory comments, vulgar or profane words and expressions, or slurs.
- Physical harassment, such as unwelcome touching, assault, blocking, impairing, or otherwise physically interfering with an individual's normal work or movement.
- Visual harassment, such as derogatory gestures, posters, cartoons, or drawings.
- Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment:

- 1) Quid pro quo harassment
- 2) Hostile work environment

Sexual harassment can be physical and psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Employees are prohibited from harassing other employees whether or not the incidents of harassment occur on employer premises and whether or not the incidents occur during working hours.



REPORTING INCIDENTS OF HARASSMENT

Any employee who believes that he or she has been subject to harassment by a supervisor, fellow employee, client, vendor, or any other person in connection with his or her employment with the Company, or witnesses harassment, should immediately report the situation.

All concerns pertaining to harassment may be reported to a manager/supervisor, a company representative or the human resource (HR) department. Reports can also be made anonymously through the toll-free number **888-660-1233** and all reported incidents will be investigated. Reports of harassment of any kind are not required to go through the typical chain of command and can be reported to any of the previously identified avenues available. Reports or incidents warranting confidentiality will be handled appropriately and disclosed only on a need-to-know basis. Appropriate documentation regarding the incident reported will be maintained in accordance with all applicable Federal, State, and Local Laws and Regulations.

Any manager/supervisor made aware of any kind of harassment or other misconduct must notify April Wood, the designated company representative, to ensure proper and timely investigation will occur.



RESPONSE TO COMPLAINTS / NO RETALIATION

All complaints of harassment will be investigated promptly by qualified personnel; appropriate corrective action will be taken where necessary. Any investigation of such complaints will be treated as confidentially as possible and will be documented for tracking purposes. Documentation will be maintained as required by all applicable Federal, State, and Local Laws and Regulations. Employees are encouraged to cooperate with any investigation. No employee will be punished or suffer any adverse employment action as a result of bringing any harassment complaint to the attention of the Company or for assisting in an investigation. The Company will maintain a strict No Retaliation policy which applies to all employees. Any employee guilty of retaliation will be subject to disciplinary action up to and including termination.

The scope of the investigation will depend on the nature of the allegations, but it will be prompt and thorough. Once the Company has reviewed all the pertinent information, we will decide regarding the complaint and inform both the employee and the alleged harasser of the Company's conclusions. If the employee is determined guilty of unlawfully harassing another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.



DRUG-FREE WORKPLACE

The Company prohibits the use or possession of illegal drugs and/or alcohol in the workplace or on company or client property.

All company and/or client locations are to be drug and alcohol-free workplaces. This means all employees are prohibited from unlawfully manufacturing, distributing, possessing, using or being under the influence of alcohol or any illegal drugs while at work. The use of illegal drugs or alcohol outside the workplace affecting your ability to work is also prohibited. The use of Medical Marijuana may also be grounds for termination in some situations as allowed by Federal, State, and Local law.

Any employee violating the above policy may be subject to termination for a first-time offense. By signing this document, you agree to completing a drug or alcohol screen at any time during your employment unless prohibited by local, state or federal law. A positive drug test or a refusal to test may be considered misconduct and will be reported as such in cases of an unemployment claim.

Any employee convicted of violating a criminal drug statute must inform the Company of such conviction (including pleas of guilty and nolo contendere) within two (2) working days of the conviction's occurrence. Failure to inform the Company of such a conviction may subject an employee to disciplinary action up to and including termination.



COMPANY SURVEILLANCE

The Company prohibits the use of cameras in the workplace by employees, including camera-equipped phones, tablets and other devices when necessary to protect client or company proprietary information.

The Company and its clients reserve the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information. At times, the Company may need to monitor areas using the security cameras due to a specific job or business-related reason. This will only be done after ensuring compliance with state and federal laws. Employees should not have any expectation of privacy in work-related areas, but privacy in nonwork areas will be respected where possible. Possible exceptions could include suspicion of theft or drug use.

The Company and our clients reserve the right to access and monitor your use of their company property, including the use of company telephones, computers, networks, devices, and/or data networks, to determine compliance with their policies. Your failure to comply with these policies may lead to disciplinary action up to, and including, termination of employment.



USE OF IT EQUIPMENT

The Company Provides computer systems and telephone service in different locations. These computer systems and telephone services are to be used for job- related activities only. It is against our policy to use company or client telephones, computers, networks, or devices for any purpose other than normal business usage.

- Authorized representatives may monitor the use of electronic and telephone communications to ensure proper usage. You should not have expectation of privacy when utilizing these systems. Improper usage of the company and client telephone, computer, network, or other electronic device or system is grounds for disciplinary actions.
- Do not make or accept personal calls while working unless it is an emergency.
- Never accept collect calls.

The Company and our clients reserve the right to access and monitor your use of company property, including telephones, computers, networks, devices, and/or data networks, to determine compliance with company policies. Your failure to comply with these policies may lead to disciplinary action up to, and including, termination of employment.



ELECTRONIC DISCLOSURE STATEMENT

An employee's consent to receive company policies, procedures, and other employment-related documents, in electronic format is effective upon execution of the acknowledgment of receipt of this Handbook, and all future periods until consent is withdrawn, in writing, by delivery to the Company Human Resources Department. The hardware and software requirements needed to access and print electronic documents include a computer with an internet connection, web browser and printer. If an employee does not consent to receive electronic versions of the W-2, Medical and Ancillary Benefit Information, and other legal notifications, efforts will be made to provide these documents in paper format. Paper forms will be mailed to the employee's home address of record.



ANONYMOUS TIP LINE

Employees are encouraged to call the Anonymous Tip Line at **888-660-1233** with any questions or concerns related to your assignment, the job site or your experience with the Company, including:

- Safety
- Harassment
- Human Resources
- Job-Related Issues
- Unethical Behavior

Reports can be made anonymously, and all reported incidents will be investigated.

EMPLOYEE HEALTH AND SAFETY



OUR COMMITMENT

Nextaff takes care of business by taking care of people. Safety is an integral part of our culture. Our approach to safety includes partnering with our client companies to provide a safe and healthy work environment. Client locations are fully vetted by the Company to ensure they are a safe place for our employees to work and employees are well trained in safe work practices.



OVERVIEW

Congress passed the Occupational Safety and Health Act of 1970, requiring employers to provide workplaces free from serious recognized hazards and to comply with occupational safety and health standards.

In this handbook, you will be provided with a simple overview of the most common safety regulations that may apply to office, manufacturing, and warehouse environments. Following these regulations will assist in the prevention of injuries and accidents. This handbook will also cover what to do if you are injured on the job. Training specific to the job you will be performing will be provided by the client company at the start of your assignment. You are expected to comply with all safety and health standards provided to you by the Company and the client location. If you have any questions, reach out to your Company representative or your worksite supervisor for more information.



GENERAL SAFETY RULES

- Report any observed unsafe condition to your Company representative or onsite supervisor immediately
- Follow the requirements of the facility you are assigned to for response to another employee's injury or reporting an immediate need for medical help or call 911 for emergencies
- You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task
- Learn safe work practices; when in doubt about performing a task safely, contact your Company representative or onsite supervisor for instruction and training
- Maintain good housekeeping in all work areas
- Be alert to hazards that could affect you and your co-workers
- Always perform your assigned task in a safe and proper manner; do not take shortcuts



REPORTING INJURIES

Even with the best safety procedures in place, accidents do sometimes still occur. If you are injured on the job, please follow these steps to ensure you receive the best possible care.

- Report any injury or illness immediately, regardless of how minor it may be. Injuries must be reported to both the Company and the worksite supervisor. Injuries that are not properly reported could result in a medical claim denial.
- If you require medical attention, arrangements will be made for you to receive medical care.
- If it is an emergency (potential loss of life or limb, lack of consciousness or breathing) 911 should be called.
- If you are placed on restricted duty or modified duty, you will need to report to the branch office for assignment placement. Your assignment will be considered an active assignment and all expectations and policies are still applicable.
- Failure to communicate or follow prescribed doctor's instructions may be grounds for termination and forfeiture of workers compensation benefits.
- You have the right to copies of your medical records. Please reach out to your Company representative if you wish to have copies.



PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) is designed to protect you from serious workplace injuries or illnesses that could result from contact with workplace hazards. Some examples of common PPE include:

- Gloves
- Safety glasses
- Ear plugs
- Hard hats or bump caps
- Safety shoes
- Respirators, face masks or shields

If you are required to wear PPE for your job assignment, training will be provided by the client at the worksite location. You will be taught how to properly use and maintain your PPE. If you are asked to use PPE that you don't feel you have been adequately trained to use, please contact your Company representative.



EMERGENCY ACTION PLAN

When starting a new assignment, you should become familiar with the location of emergency exits, any site-specific evacuation procedures, and available shelter areas. Your worksite supervisor will provide you with training regarding the client's Emergency Action Plan and what to do in the event of an emergency, as well as what constitutes an emergency. Learn and follow the appropriate procedures for your facility pertaining to fire extinguishers and first aid kits and where they are located

SPECIAL WORK ENVIRONMENTS HEALTHCARE



BLOODBORNE PATHOGENS

Bloodborne pathogens are microorganisms such as viruses or bacteria that are carried in the blood or cause disease. There are many different bloodborne pathogens, but Hepatitis B and HIV (the virus which causes AIDS) are two of the diseases of which you should be especially aware.

Any employee who may come in contact with blood, other bodily fluids, or needles is at risk, including nursing staff, lab workers, doctors and even janitors or other housekeeping staff. If there is a reasonable likelihood you may be exposed to bloodborne pathogens while performing your normal job tasks, you will be offered the Hepatitis – B vaccination and receive additional training and information from the client.

Sometimes potential exposure may not have been anticipated. Should this happen, inform your Company representative immediately to ensure you receive the appropriate training, vaccinations or personal protective equipment.

SPECIAL WORK ENVIRONMENTS

INDUSTRIAL



POWERED INDUSTRIAL TRUCKS

Powered Industrial Trucks (PITs) may be used to transport materials throughout a facility. PITs are any powered vehicle used to carry, push, pull, lift or stack materials. Some examples include; forklifts, hi-los, fork trucks, cherry pickers, tractors, motorized pallet jacks or hand trucks.

Employees are never permitted to operate a powered industrial truck unless they have been approved by their Company representative and trained to do so by the client at that specific worksite location. Prior to operating any PIT, the employee must have been given formal classroom training as well as hands on training on the specific PIT they will be operating. Additionally, the client must evaluate the operator's performance and conclude that the employee can safely operate this powered industrial vehicle. Previous experience or training on a powered industrial truck does apply. Training must be completed again for each facility.

If you are working in a facility utilizing powered industrial trucks, it is imperative that you use pedestrian walkways when provided. Always be aware of the location of the powered industrial trucks and look both ways when stepping out into an aisle. Use convex mirrors when coming around blind corners.



MACHINE GUARDING

Machinery with moving parts can be very hazardous if not properly guarded by barriers, electronic safety devices (such as light curtains or lasers) two-handed cycling devices, etc., These guards are in place to protect you from the point of operation hazards such as, blades, rotating parts, sparks, in-going pinch points, etc., The guards must always be in place. If you notice a guard is missing or is not functioning properly, you must notify your Company representative and your worksite supervisor immediately.



LOCKOUT/TAGOUT

When working in an industrial environment, machinery may sometimes be shut down for repair or maintenance. To protect personnel working on equipment, locks and tags are used to prevent the machine from accidentally being turned on. This is what is known as Lockout/Tagout. You should never attempt to start a machine that is locked or tagged. The Company prohibits employees from locking or tagging out machinery or equipment unless they have been specifically authorized and trained to do so by the customer, with approval from the Company.



CONFINED SPACES

Confined spaces are spaces where the activities of employees may be limited by space. Some examples of confined space are tanks, silos, storage bins, hoppers or vaults. Due to the hazards, the Company prohibits employees from entering or working in confined space. If you are asked to enter a confined space, please reach out to your Company representative immediately.



In order to ensure chemical safety in the workplace, OSHA has compiled the Hazard Communication Standard (HCS), which requires all employers with hazardous chemicals in their workplace to have labels and safety data sheets accessible for any employees who may be exposed to these chemicals. The HCS is based on a simple concept: employees have a need and a right to know the hazards and identities of the chemicals to which they are exposed to while working. Additionally, employees need to know what protective measures are available to prevent adverse effects from occurring and what actions to take if an exposure occurs. The HCS covers both physical hazards (such as flammability) and health hazards (such as irritation, lung damage, and cancer.) Most chemicals used in the workplace have some hazard potential, and thus will be covered by the rule.

There are two ways of communicating a chemical's hazards:

- Container labels and
- Material Safety Data Sheets.

Labels on chemical containers use words, symbols, numbers, and colors to easily and quickly communicate information about that chemical's potential hazards as well as precautions to take when handling the chemical. Labels have six standardized elements: product identifier, manufacturer information, signal word, pictograms, hazard statements and precautionary statements. An example label is below.

Material Safety Data Sheet

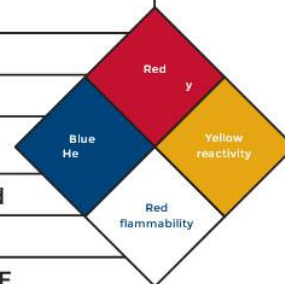
NFPA CHEMICAL HAZARD LABEL

Health (Blue)

4	Danger	Maybe be fatal on short exposure. Specialized protective equipment required
3	Warning	Corrosive or toxic. Avoid skin contact or inhalation
2	Warning	May be harmful if inhaled or absorbed
1	Caution	May be irritating
0		No unusual hazard

Flammability (Red)

4	Danger	Flammable gas or extremely flammable liquid
3	Warning	Flammable liquid flash point below 100° F
2	Caution	Combustible liquid flash point of 100° to 200° F
1		Combustible if heated
0		Not combustible



In addition to labels, companies must also provide Safety Data Sheets for each hazardous chemical. Each sheet must include a required 16-section format. These sheets contain specific chemical hazard information as well as precautions for safe handling, spill clean-up procedures, personal protective equipment to be used, emergency and first-aid procedures, and the name and contact information of the chemical manufacturer. These sheets must be available to employees working with or near the hazardous chemical.

Your supervisor will provide you with site-specific training to any hazardous chemicals at your worksite.

CLOSING STATEMENT

Thank you for choosing Nextaff as your employer! This handbook is designed to explain the policies and procedures at our company. If you have any further questions, please contact your Company Representative.

Circumstances will require that the policies, procedures and benefits described in this handbook change from time to time. Consequently, the Company reserves the right to change, amend, modify or delete any policy or practice as it deems appropriate.

The Company complies with all federal, state, and local laws, this handbook is not intended to violate or supersede any conflicting laws of this nature.

Policy and Procedure Handbook Acknowledgement

I acknowledge that I have received a copy of the Policy and Procedures Handbook, which describes important information about Nextaff Group, LLC and its affiliates (later referred to as the Company), and understand that I should consult my company representative or Human Resource Department if I have questions. I have entered into employment with the company voluntarily and acknowledge that it is for no specified length of time. Accordingly, either I or the company may terminate the relationship at will, with or without cause, at any time, for any reason or no reason. I understand that neither this Handbook nor any other company policy, practice or procedure is intended to provide any contractual obligations related to continued employment, compensation or employment contract.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except to the company's policy of employment-at-will. I understand that the company may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished personnel policies or practices, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify or eliminate existing policies. The company leadership shall have sole authority to add, delete or adopt revisions to the policies in this Handbook. Any written or oral statement by a supervisor or department director contrary to the handbook is invalid and should not be relied upon by any employee.

I acknowledge ongoing access to the Policy and Procedure Handbook will be available by visiting this site: <https://www.nextaff.com/fieldemployeehandbook/>. I understand the most recent version of the Handbook will be located at the site listed above and will supersede any prior versions.

I understand and agree that I have read and will comply with the policies contained in this Handbook and any revisions, am bound by the provisions contained therein, and that my continued employment is contingent on following those policies.

Employee Name

Employee Signature

Date