



Employee Handbook

Muskegon Office:

271 East Apple Avenue
Muskegon, MI 49442
Phone: 231-739-9010
Availability Line: Ext 260
Fax: 231-830-0005

Holland Office:

393 E. Lakewood Boulevard
Holland MI 49424
Phone: 616-796-8830
Fax: 616-796-8832

www.goodtempismi.com

HANDBOOK INDEX

5	Welcome
6	Variety and Flexibility
6	Selection Process
6	Assignment
7	Job Satisfaction
8	About Your Pay
8	Getting Paid
8	Time Reporting
9	Pay Periods
9	Direct Deposit Convenience
9	Paycards
10	Unemployment Compensation
10	Benefits
10	Policies
11	Safety
12	If Injured on the Job
12	Code of Conduct
14	Family Medical Leave
18	Substance Abuse
19	Violence in the Workplace
20	Harassment-Free Workplace
21	Use of Information Technology Resource
22	At-Will Employment
22	Personal Property
22	Personnel Data Changes
23	Access to Your Employment Files

WELCOME

This handbook is designed to help make your employment with us as beneficial for you as possible. After you review it, keep it as a resource. Remember, your Staffing Specialist is always available to answer your questions personally.

This Employee Handbook includes policies and procedures applicable to all employees of GoodTemps. It is intended as a guide to govern the working relationship between GoodTemps and its employees. In order to retain necessary flexibility in the administration of policies and procedures, GoodTemps reserves the right to deviate from policies as management deems appropriate, and to modify, eliminate or add to any rule, policy, or benefit contained in this handbook at any time. This handbook is not intended to be construed as a contract for employment for any specific or definite period of time nor does it guarantee benefits, working conditions or privileges of employment. All employees of GoodTemps are at-will employees absent a written employment contract to the contrary. Employment can be terminated with or without cause and with or without notice at any time at the option of either GoodTemps or the employee.

Any prior understanding or agreements regarding employment status or policies and procedures will be considered to be superseded by this book. The policies in this handbook supersede all prior policies and are effective as of September 1, 2016.

Because this handbook cannot anticipate every situation nor answer every question about employment, employees are encouraged to consult with and direct problems to their staffing specialist concerning questions about work-related issues.

Should any provision in this handbook conflict with any federal or state law or regulation, the law or regulation will apply.

VARIETY AND FLEXIBILITY

Working on assignments for GoodTemps enables you to work for one employer, but in many different environments. You may prefer the flexibility that different assignments provide, as well as the ability to explore different work environments. Or, you may prefer a temporary-to-permanent position. There may be opportunities for both at GoodTemps.

When you accept an assignment with GoodTemps, we'll provide you with:

- The company's name and location
- Directions to the worksite
- Start date, time, and projected length of assignment
- Work hours
- Whom to talk to at your worksite to find out about lunch and break times
- Pay rate
- Check-in procedures (if required)
- Supervisor's name
- Description of what you will do on the job, though this may be subject to modification
- Dress code, including any required safety equipment

SELECTION PROCESS

At GoodTemps, we believe that work plays a critical role in a person's life. It builds self-esteem and dignity. It provides the tools needed for autonomy and opportunities to reach new career aspirations. In this pursuit, our workforce contributes to the vitality of our overall community.

ASSIGNMENTS

This is your primary source of information about your assignment; feel free to ask as many questions as you wish. We will not pressure you to accept an assignment—the decision is always up to you. When you do accept an assignment, please remember that we are counting on you to do your best. Remember, if you treat every day at an assignment as if it were an interview for your next permanent position, you may open doors to opportunities you never knew existed.

GOODTEMPS IS YOUR EMPLOYER. Whether you are on a short-or long-term assignment with our customer, you are still a GOODTEMPS employee. Please call your Staffing Specialist to tell us if:

- You are going to be late or unable to report for work. **Failure to show up for work without first notifying GoodTemps may be grounds for termination.**
- The work you are asked to do is substantially different from the work described to you by your Staffing Specialist.
- The work environment appears unsafe.
- You are sick.
- You are injured on the job.
- You feel you are unable complete a job assignment.
- You are unavailable for a period of time. Please inform GoodTemps in advance if you are planning a vacation or time off for any reason. The earlier an employer knows about a planned absence, the better the odds are that they will overlook it (though this is not a guarantee).
- You have changed your address, telephone number, emergency, tax information, or i.d. cards.
- You have acquired new skills that may qualify you for more assignments or higher pay.
- Your assignments ends. You must call us within 48 hours to let us know of your availability for future assignments.

Assignment Availability Policy

To maintain employee status with GoodTemps, you must keep us informed of your availability by calling (231) 739-9010 Ext. 260. If we do not hear from you within 48 hours of an assignment’s completion and every week thereafter until an assignment is started, if you fail to notify us, we will consider you unavailable for work and to have voluntarily resigned from employment. Further assignments may not be offered.

JOB SATISFACTION

Your feedback after an assignment is very important to us. Occasionally, you will be asked to complete a Job Satisfaction Survey that asks you to rate your current and/or past assignments, job duties, working environment, and GoodTemps service delivery. Your candid response helps us to ensure we are doing everything we can to meet your employment needs.

ABOUT YOUR PAY

You will be paid an hourly wage determined by your skills and the customer's work requirements. Your Staffing Specialist will tell you how much the job will pay before you accept the assignment. Your hourly wage may vary depending on what job you are doing. Your weekly pay is based on your completed and submitted time. As your employer, GoodTemps will deduct the necessary FICA, Federal, State, and local (where applicable) taxes, in addition to any other deduction that was authorized by you or mandated by the court.

GETTING PAID

Ensuring that you're paid correctly and on time is one of our most important commitments to you. But, we need your help. It's your responsibility to report your time by:

- Accurately tracking the time you arrive and leave work, and how long you take for lunch
- Reporting your time weekly
- Submitting your time for approval by one of the appropriate methods included in this handbook
- Completing your time slip accurately in a timely manner. **Time slips submitted late or inaccurately will cause a delay in your pay**

TIME REPORTING

Depending on the customer and area where you work, **you may be asked to report your time using one of the following two methods:**

1. **Collaboratively-Reported Time:** Time Slip must be turned in by midnight Sunday night for the prior week. (Please note that both you and your supervisor must sign your time slip). Failure to submit a GoodTemps time slip signed by both the employer and supervisor by the designated deadline may result in a delayed paycheck.

-OR-

2. **Company-Reported Time:** The company for which you are currently working will record your hours worked and forward that information to GoodTemps. You may be required to sign off due to technical needs.

PAY PERIODS

Employees will be paid on a weekly basis each Friday for the hours you worked the previous week. The pay period starts on Sunday and ends the following Saturday, unless otherwise stated.

Time and one half will be paid for hours worked over 40, unless the assigned company is exempt from overtime regulations.

Paystubs will be mailed to you directly. Paper checks are NOT available.

DIRECT DEPOSIT CONVENIENCE

The Direct Deposit payroll system is GoodTemps Staffing's standard method of payment. It offers you convenient, reliable, safe, and easy access to your paycheck. This payroll system automatically deposits your earnings into your checking, savings, or pay card account (if applicable) at the bank or credit union of your choice, at no cost to you. You will receive an Earnings Statement itemizing all deductions and telling you the exact amount that was deposited into your account(s)

To enroll, please speak to any GoodTemps Staff Member. You must complete the Direct Deposit Authorization Form, which is available by stopping in during business hours or via email or fax. We request that you attach a voided check, deposit slip, or letter from your financial institution to prove the validity of your routing and account numbers. You are permitted to designate up to five different checking or savings accounts for direct deposit at up to five different financial institutions. You can designate up to four flat amounts (ex. \$100 / \$50) and one balance amount (the account where the remainder of your paycheck would be directed to). Completing and signing this form gives GoodTemps the authority to deposit your pay to your account. All information is considered confidential.

Please Note: Direct Deposit into a checking or savings account is the preferred method.

PAYCARDS

NetSpend cards are prepaid debit cards, they allow cardholders to have their wages deposited to a debit card each payday. Cardholders can reload the card at many retail locations and can use them as an alternative to a bank account for direct deposits of paychecks and government benefits. You make purchases at any location that accepts Visa and MasterCard.

The card can be loaded with no fees incurred through regular paycheck or benefits check direct deposits, or money can be loaded from the majority of bank accounts issued in the United States.

Talk to your GoodTemps Staffing Specialist about the best choice for you.

UNEMPLOYMENT COMPENSATION

If you fail to comply with the Assignment Availability Policy listed on page 5, Unemployment Compensation benefits may be denied.

BENEFITS

GoodTemps is proud to offer a qualified health insurance plan for eligible employees. Based on the circumstances of temporary staffing services, it cannot be determined that employees can be reasonably expected to work on average at least 30 hours per week for the duration of their employment. Therefore, there is an administrative period for all employees that allows GoodTemps to identify and classify employment status. Coverage will only be offered to full time employees (and their dependents) who have met eligibility requirements. Ineligible employees can visit www.healthcare.gov for affordable coverage options. For more information on company provided benefits: 231-722-7871 ext. 308.

POLICIES

Attendance

After two absences or tardies within one month, we may issue a verbal warning. Any employee with three or more absences or tardies may be subject to a written warning. A written warning may result in termination, depending on the discretion of the Staffing Specialist. If the company where an employee is placed has a stricter policy, it will override this policy. GoodTemps reserves the right to use its own discretion when determining whether an absence or tardy may be excused from this policy. It is your responsibility to call 231-739-9010 Ext.261 for tardiness and absences.

Equal Opportunity Employment

It is GoodTemps' policy not to discriminate against any employee or applicant for employment because of race, color, sex, sexual orientation, religion, national origin, age, disability, veteran status or any status protected by law. This applies to all areas of employment, including, but not limited to, recruitment, hiring, training, and compensation.

Medical Marijuana

GoodTemps considers marijuana use- regardless of its intended purpose or physician authorization- to be an impediment to workplace safety; as with all federally-prohibited substances, failure to pass a drug test due to marijuana use will result in dismissal and/or ineligibility for future employment.

SAFETY

Your safety is important to us and we strive to maintain safe and healthy working conditions at all times. GoodTemps will not knowingly assign or allow any employee to work in an unsafe work environment. GoodTemps abides by all safety regulations and guidelines set forth in federal, state, and local statutes. We also integrate good safety practices and programs into our operational activities and procedures throughout the organization.

To make the workplace safe for you and your fellow employees, it is your responsibility to:

- Notify your GoodTemps Staffing Specialist of any requested changes in your job duties.
- Understand the safe practices for your general work area and your job.
- Comply with all safe work practices and wear required personal protective equipment for your job assignment.
- Wear clothes appropriate to the job you'll perform. Please contact your Case Manager or Staffing Specialist you have questions about what to wear, what not to wear, or how to get help acquiring appropriate attire; there may be nonprofits or even supports that could help you to obtain proper clothing/footwear.
- Immediately report all unsafe working conditions to your supervisor, as well as to your Staffing Specialist.
- Operate only those machines, tools, or vehicles that your Staffing Specialist has indicated are part of your assignment and for which you have received instruction or training.
- Tell your supervisor that you must first contact your Staffing Specialist if you are asked to perform an unsafe task, to work on unsafe equipment, or to work on equipment for which you have not received proper training, such as a forklift. Then, contact GoodTemps immediately. If you are working during a time when you are unable to reach your Staffing Specialist, inform the customer that you cannot perform those tasks without approval from GoodTemps. Then, contact your Staffing Specialist as soon as possible.

IF INJURED ON THE JOB

It is our sincere hope that you are never injured on the job. However, if you are injured, we want you to receive the best, most appropriate care without delay. **If you're injured at work, notify your supervisor immediately and call your GoodTemps Staffing Specialist as soon as possible the same day.**

If at all possible, you must go to one of these designated locations:

Mercy Workplace Health - Muskegon

1675 Leahy Street, Suite 103
Muskegon, MI 49442
Phone: 231-728-4915
Hours: Open Monday - Friday, 7 a.m.- 5 p.m.

Workplace Health - Holland Medi Center

335 N. 120th Ave
Holland, MI 49424
Phone: 616-392-5222
Hours: Open Monday - Friday, 7 a.m. - 6 p.m.

Workplace Health - Grand Haven

923 S. Beechtree Street, Suite 9
Grand Haven, MI 49417
Phone: 616-847-6233
Hours: Open Monday - Friday, 7:30 a.m. - 5 p.m.

You must also come to GoodTemps after you receive treatment to fill out an incident report. Please bring all paperwork from the medical facility with you.

CODE OF CONDUCT

For the convenience and protection of all employees, GoodTemps has established standard rules and regulations not intended to be an all-inclusive list, but a set of minimum standards to which all must adhere. It would be impossible to write rules to cover every situation, however, good conduct is expected of all employees and violations, such as those listed below, will result in disciplinary action up to and including termination. These apply to GoodTemps employees on any assigned location:

1. Stealing or willful destruction of the property of GoodTemps or of the company you are assigned.
2. Obtaining employment on the basis of false or misleading information, or failure to disclose relevant information.
3. Excessive absences or tardiness.
4. Any form of deliberate abuse, gross carelessness, or waste in the use of assigned tools, equipment, or property of GoodTemps or the assigned employer.

5. Posting, removing, obliterating, or defacing notices or signs on bulletin boards or property of the company to which you are assigned.
6. Falsifying any timecard or record, intentionally giving false information to anyone using such records, or punching/scanning another person's timecard.
7. Engaging in excessive visiting, talking, or other non-work related activities during work hours.
8. Possession of weapons on GoodTemps or assigned company premises at any time. Examples of prohibited items include, but are not limited to, knives, firearms, brass knuckles, or other items intended or used as weapons.
9. Failure to punch/scan in and out at the start and end of the shift; or failing to punch/scan in and out at the start and end of the lunch period, unless otherwise instructed; or leaving the assignment during working hours without permission.
10. Failure to be at your workstation and ready to work at the start of your shift, or leaving your workstation without authorization.
11. Creating or contributing to unsanitary conditions or continued violations of good housekeeping practices.
12. Bringing alcohol and / or illegal drugs or controlled substances to the assignment. Consuming alcohol or other non-prescription drugs on the premises, or reporting for work under the influence of alcohol or nonprescription drugs. Drugs prescribed by a personal physician may be taken to the extent that they do not impair your efficiency or safety. Please review the Medical Marijuana Policy, explained previously, for our policy regarding use of the substance.
13. Engaging in fighting, wrestling, jostling, throwing objects or other forms of horseplay.
14. Insubordination.
15. Use of abusive, obscene, immoral or indecent language or conduct. For further information see the Sexual Harassment Policy.
16. Refusing to carry out a reasonable work assignment in connection with a job, or violating any agreement covering the conditions of a job.
17. Willful, deliberate violation of or disregard for safety rules or common safety practices. See Standard Safety Rules and Regulations listed on page 11.
18. Personal cellular phones: While at work employees are expected to exercise discretion in using personal cellular phones. Personal calls during the work hours, regardless of the phone used can interfere with employee productivity, safety and may be distracting to others and therefore cannot be used on the manufacturing floor. Employees are encouraged to make personal calls during breaks and lunch only in designated areas established by the company. Cellular telephones may not be used to defame, harass, intimidate, or threaten any other person. Employees are prohibited from using their cell phones in any illegal, illicit or offensive manner.

FAMILY & MEDICAL LEAVE ACT

It is the policy of GoodTemps to grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To be qualified to take family or medical leave under this policy, the employee must meet all of the following conditions:

- The employee must have worked for GoodTemps for 12 months or 52 weeks. The 12 months or 52 weeks need not be consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1250 hours eligibility test for an employee under the FMLA.
- The employee must work in an office or worksite where 50 or more employees are employed by GoodTemps or within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

Types of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child
- The placement of a child for adoption or foster care and to care for the newly placed child

- Eligible employees may take up to 26 weeks of FMLA leave to care for a family member (spouse, child, parent or next of kin) who is a member of the Armed Forces and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on a temporary disability retired list, for a serious injury or illness arising out of their military service. Employees may also take up to 12 weeks of FMLA leave because of a “qualifying exigency” arising out of the fact that a spouse, parent or child or the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation. FMLA leave under these categories may only be taken during a single twelve-month period. Leave taken for other categories may only be taken during a single twelve-month period. Leave taken for other categories of FMLA leave will be combined toward the applicable 26-week or 12-week entitlements outlined in this paragraph. Where a husband and wife both work for GoodTemps, they will be limited to a combined 12 or 26 weeks of leave to deal with a qualifying exigency or to care for a family member with serious injury or illness arising out of their military service. As with other forms of FMLA leave, GoodTemps reserves the right to request documentation or certification of any leave taken under this paragraph.
- When practical, employees are required to give GoodTemps at least 30 days’ notice of the need for FMLA leave. When the need for leave is unforeseeable and advance notice cannot be given, the employee should notify the Agency as soon as possible, but no later than 2 business days after the need for leave becomes known. When the need for leave is due to a serious health condition (the employee’s or a family member’s), the employee will be required to certify and/or recertify the need for leave and its duration on a form supplied by the Agency. In addition, while off work on FMLA leave, verification of continued need for leave and intent to return may also be requested. Failure to provide timely notice or the required certification may result in the leave being delayed or denied, or your absences being counted under our attendance policy.

- To care for a spouse, child or parent with a serious health condition; or the serious health condition of the employee:
 - An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee’s position. A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition which requires continuing care by a licensed care provider.
 - This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that, left untreated, would result in a period of incapacity of more than three days would be considered a serious health condition.
 - GIWM may require an employee to provide a physician’s certification of the serious health condition. The certification process is outlined in the Certification of Serious Health Condition.
 - An eligible employee can take up to 12 weeks of leave under this policy during any 12-month period. GoodTemps will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, GoodTemps will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks available leave, and the balance remaining is the amount the employee is entitled to take at that time.
 - Employees may not engage in any work (whether for another employer or self-employed) while on a leave of absence.

Employee Status After Leave

- An employee who takes leave under this policy will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same one or one that is virtually identical in terms of pay, benefits and working conditions.
- The Agency may choose to exempt certain highly compensated employees from this requirement and not return them to the same or similar position.

Intermittent Leave or Reduced Work Schedule

- The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or under certain circumstances may use the leave to reduce the workweek or workday, resulting in a reduced work schedule. In all cases, the leave may not exceed a total of 12 workweeks over a 12-month period.
- GoodTemps may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, for leave of the employee for him or herself or employee's family member that is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adopting or foster care.
- For the birth, adoption or foster care of a child, GoodTemps and the employee must mutually agree to the work schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.
- If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with GoodTemps before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. GoodTemps may require certification of medical necessity as discussed below.

Certification of the Serious Health Condition

- GoodTemps may ask for certification of the serious health condition. The employee should try to respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided by using the Medical Certification Form. Request for a medical certificate must be made in writing as part of the employer response to employee request for leave.
- Certification of the serious health condition shall include: the date when the condition began, its expected duration, and a brief statement of treatment. For medical leave, the statement must document that the employee is unable to perform work of any kind or that the employee is unable to perform essential functions of their position. For a family member who is seriously ill, the certification must include a statement that the family member requires assistance and that the employee's presence would be beneficial or desirable.

- If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment as well as a statement of medical necessity for taking intermittent leave or working a reduced schedule.
- GoodTemps has the right to ask for a second opinion if it has reason to doubt the certification. GoodTemps will pay for the employee to get a certification from a second physician, which GoodTemps will select. If necessary to resolve a conflict between the original certification and the second opinion, GoodTemps will require the opinion of a third physician. GoodTemps and the employee will mutually select the third physician and GoodTemps will pay for the opinion. The third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Procedure for Requesting Leave

- All employees requesting leave under this policy must provide verbal notice with an explanation of the reason(s) for the needed leave to their immediate supervisor, who will advise the Human Resources Department. If the leave is foreseeable, the immediate supervisor may require the employee to provide a written request for leave and reason(s) with a copy to the Human Resources Department. Failure of the employee to provide a written request for leave cannot be grounds to deny or delay the taking of FMLA leave.
- GoodTemps will provide individual notice of rights and obligations to each employee requesting leave within 2 business days or as soon as practicable. For employees on intermittent or recurring leave for the same incident this notice will be provided every six months.
- When an employee plans to take leave under this policy, the employee must give GoodTemps 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as practicable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in order to minimize disruptions to the agency's operations.
- If an employee fails to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the Agency receives notice. While on leave, employees are requested to report periodically to the Agency regarding the status of the medical condition and their intent to return to work.

SUBSTANCE ABUSE

GoodTemps Substance Abuse Policy prohibits the workplace sale, purchase, transfer, possession or use of narcotics, drugs, alcohol or any illegal or controlled substance. In addition, employees are prohibited from

reporting to work under the influence of drugs or alcohol. Any employee whose manager/supervisor has a reasonable suspicion that the employee is in violation of this policy may be required to undergo a drug test. Furthermore, in any case where random drug testing is required by a GoodTemps client it will be a requirement for any affected GoodTemps employee assigned to work for such client.

Violation of this policy, including refusal to comply with a drug/alcohol test, will result in termination of employment.

Legal use of drugs is permitted on the job only if the drug:

- Is prescribed by a physician for the employee taking the drug, and permitted by both state and federal law. (This exception excludes medical marijuana. Please refer to the specific policy located within this handbook).
- Does not impair the employee's ability to perform his/her job effectively and safely.

Any employee who is taking a prescription medication while working should notify his/her manager if the medication may impair performance or safety.

VIOLENCE IN THE WORKPLACE

GoodTemps is strongly committed to providing a violence-free workplace and has adopted a zero-tolerance policy. Violence, threats of violence or intimidation of employees, vendors or customers will not be tolerated.

Examples include, but are not limited to:

- Hitting or shoving an individual.
- Threatening harm to an individual or his/her family, friends or associates.
- The intentional damage or destruction of, or threat of damage or destruction to property.
- Harassing or threatening phone calls.
- Harassing surveillance or stalking.
- Possession or use of firearms or weapons. Possession or use of firearms or weapons under any circumstances on GoodTemps or customer property or elsewhere in connection with employment with GoodTemps will not be tolerated.

Violations of this policy will lead to disciplinary action (up to and including termination) and/or legal actions as appropriate.

If you experience an actual or perceived threat of physical violence including intimidation, harassment or coercion, immediately report the incident to your manager/supervisor. In life-threatening or emergency situation, call your local police department or "911".

HARASSMENT-FREE WORKPLACE

All GoodTemps employees are entitled to work in an environment that is free from harassment, hostility, and intimidation. GoodTemps does not tolerate discrimination, sexual harassment or other types of harassment based on race, color, sex, sexual orientation, religion, national origin, age, disability, veteran status or any other bias protected by law. To further support this policy, GoodTemps may periodically require training of employees.

Sexual harassment is defined as unwelcome conduct of a sexual nature that makes an employee feel compelled to comply with the harassment as part of job betterment or continued employment. Or, it may be an incident in which the harassment interferes with an employee's work by creating an intimidating or hostile work environment. Examples include: unwelcome physical contact or requests for sexual favors, and/or displays of a sexual nature, such as calendars, photographs, or magazines.

GoodTemps requests that you report all incidents of discrimination or harassment to us. Contact your manager or Staffing Specialists.

GoodTemps' response to a sexual harassment or discriminatory conduct complaints includes:

- **Confidentiality.** We will maintain confidentiality to the extent possible under the specific circumstances.
- **Investigation and Discipline.** GoodTemps will promptly and thoroughly investigate all discrimination and harassment complaints. If it is determined that inappropriate conduct has occurred, GoodTemps will provide an appropriate remedy, including, but not limited to, the discipline and/or termination of the offending employee.
- **Zero Tolerance of Retaliation.** Retaliation will not be tolerated in any form toward anyone who in good faith makes a complaint or participates in an investigation. Anyone who is unsatisfied with actions taken or not taken as a result of a complaint can appeal to Goodwill Human Resources at 231-722-7871 ext. 231

USE OF INFORMATION TECHNOLOGY RESOURCES

As you may perform job tasks on laptops, desktops, network stations, mainframe, and other Information Technology (IT) resources that belong to our customers, you must comply with these rules:

Do Not:

- Use customer's I.T. equipment for non-work related activities.
- Use another person's user I.D., attempt to use a user I.D. for unauthorized purposes or give your user I.D. or password to an unauthorized person.
- Add, change, delete, download, upload or copy software to or from any customer equipment.
- Copy, distribute, or use software/ other information without first obtaining permission from the copyright owner.
- Modify the software configuration (e.g. adding screensavers).
- Connect, remove or insert technology components or equipment, including floppy disks, CD, modems, memory or processor chips or cards, or thumb/USB/jump drives, unless specifically authorized.
- Move equipment without explicit authorization from the customer.
- Produce, store, display or transmit material that is sexually explicit, suggestive, harassing, or otherwise offensive.
- Use equipment for any activity that is disparaging, defamatory, profane, maliciously offensive, libelous, slanderous, or invasive of another's privacy.
- Use equipment for any activity which would harm GoodTemps, its customer or their images.
- Send e-mail to random recipients; send email with executable software attached or email anything that contains or has attached any private; or send confidential or proprietary information belonging to either GoodTemps or our customer.

Our customers reserve the right to access and monitor your use of their company property, including the use of company data networks to determine compliance with their policies. **Your failure to comply with these policies may lead to disciplinary action, including termination of employment.**

AT-WILL EMPLOYMENT POLICY

All employees of GoodTemps are at-will employees of the organization. Either the organization or the employee may terminate the employment relationship with or without cause at any time. No supervisor, manager or representative of the organization, other than the Executive Director, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the material in this handbook. To be binding, such an agreement must be in writing and signed by both the employee and the Executive Director. This handbook and any other materials which have been or may be distributed to employees are not separately nor collectively a contract and do not alter in any way the at-will employment relationship maintained by GoodTemps with its employees.

PERSONAL PROPERTY

GoodTemps is not responsible for lost, stolen or damaged personal items brought to work. Such a loss would have to be covered by your own personal property insurance, and will not be covered by GoodTemps' property insurance. If you have questions about obtaining personal property insurance on your own, contact the GoodTemps Case Manager for free financial coaching services.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify GoodTemps Temporary Staffing Services of any changes in personnel data. Personal mailing addresses; name changes; telephone numbers; numbers and names of dependents; individuals to be contacted in the event of an emergency; educational accomplishments; and other such status reports, should be accurate and current at all times.

ACCESS TO YOUR EMPLOYMENT FILES

GoodTemps Temporary Staffing Services maintains a personnel file on each employee. The personnel file includes such information that is pertinent to an employee's employment history, i.e. the employee's application, résumé, records of training, and other such employment records. Personnel files are the property of GoodTemps. Employees who wish to review their own file should contact the GoodTemps Manager. With reasonable advance notice, employees may review their own personnel file in the Workforce Development office and in the presence of an individual appointed by GoodTemps to maintain the files. Employees may take notes about the information contained in their file or request copies of documents at their own expense, but they may not remove any items from their file.

