

Associate Handbook Receipt

Employee Name: _____

SSN: _____

This receipt certifies that I have received a Copy of the AXIS Staffing Handbook. I Understand that the Handbook is NOT A CONTRACT OF EMPLOYMENT, that my employment is “at will”, and AXIS Staffing has a right to change, create or delete its policies and benefits at any time, with or without advance notice.

I HAVE SPECIFICALLY REVIEWED THE SECTIONS IN THE HANDBOOK ON

- My employment status
- Attendance policies
- Contacting Axis Staffing if my job assignment ends
- Pay rates
- Safety rules and accident procedures
- Drug and alcohol policies
- Confidential information
- Grounds for dismissal

I am aware that it is my responsibility to read, understand and know all of the company’s employment policies. I have had opportunity to ask questions about the handbook, and any questions I had have been answered in language I understand. By accepting a job offer, I am agreeing to abide by AXIS Staffing work and employment policies.

I have been informed that AXIS Staffing has a Managed Care arrangement for treatment of any injury covered by worker’s compensation and the Approved preferred Providers network. I understand that I am personally responsible for the cost of any unauthorized medical treatment or services outside the preferred Provider network.

This handbook will be updated as necessary. It is the responsibility of the employee to check for updated handbook. Please go to our website at axisstaff.com under: “About Us” anytime for the current handbook.

Associate Signature

Date

Associate Handbook

Introduction & Purpose of the Handbook

Welcome to AXIS Staffing. We are pleased that you are joining our team of Associates, and we look forward to working with you. This Handbook was prepared to give you important information about AXIS Staffing, what you can expect as an Associate of our Company, and what we will expect of you. It will help you avoid misunderstands and provide answers to questions that may come up during your employment with us. Please review this handbook carefully and feel free to ask any questions.

Naturally, no handbook can cover every situation. AXIS Staffing allows managers to make the final decisions they think are best within the framework of the policy described in this Handbook.

It is our intent to maintain all policies and benefits described in this Handbook, but we must reserve the right to make changes at any time, with or without advance notice.

About AXIS Staffing

AXIS Staffing is an independent Company that helps dependable people obtain good office, clerical, service and light industrial jobs. We are a Texas-owned and owner-operated company based in Dallas. Our Clients are large and mid-sized, national and local companies who want help recruiting and managing personal. We screen, select, and assign qualified individuals to Jobs at various client locations.

Most of the Jobs AXIS Staffing manages for its clients are ongoing, although some may be seasonal or intermittent. AXIS Staffing offers jobs with opportunity for growth and promotion and some can lead to full-time employment.

Your Employment Status

You are being employed by AXIS Staffing. Your work assignment, schedule, and rate of pay are determined by AXIS Staffing. Your Paycheck will be issued by AXIS Staffing. AXIS Staffing provides all workers compensation, unemployment and other benefits.

Remember that you are not employed by the client company where you may work. That company will not have record of you as an employee.

Your first 90 days with AXIS Staffing are an introductory Period, during which you have a chance to see if you like AXIS Staffing and your Job assignment. We have an opportunity to measure your dependability and performance. During the introductory Period, you can be dismissed for even a minor policy violation. If you should be discharged for unsatisfactory work performance during this period, your employment benefits may be affected.

Nothing in this handbook or in the AXIS Staffing orientation, application, interview, or in any employment form creates an employment contract of any kind. Only the President of Axis Staffing is authorized to create employment contract, and every contract will be in separate writing, signed by the president. All employment is at-will, and will and can be ended by you or by AXIS Staffing without advance notice.

Success with AXIS Staffing

AXIS Staffing can be your work partners, helping locate appropriate positions to increase your income and advance your career. You will find us anxious to work with you if you fulfill your obligations.

Attendance, productivity, and follow-through are the keys to success in our organization. When you are scheduled to work, both we and our client are counting on you to be there. People who show up for work on time every day get the best positions and are the first to receive raises or special benefits when they are available.

Problems or Misunderstandings

If you have a problem, a dispute, complaint, or concern, bring it first to the AXIS Staffing Manager at your site (if there's one), or to a Staffing Coordinator in AXIS Staffing office; NOT to client supervisor at your job site. Usually, the on-site Manager or Coordinator will resolve any concern. If you are not satisfied, however, you should ask to speak with the manager or Assistant Manager of the branch office where you are hired. It is every manager's job to listen and try to solve any work-related problem.

To resolve a work problem, you should contact the H.R department at AXIS Staffing.

Job Assignments & Attendance

Work Assignments

AXIS Staffing Associates are hired because their skills and experience are well suited to a specific client position. If, for some reason you do not like the job to which you are assigned, you should finish the shift, then contact the AXIS Staffing office as soon as possible to see if another suitable assignment may be available. If you have a work-related problem, don't assume it cannot be solved. Talk with someone in the AXIS Staffing office as soon as possible.

If you walk off a job before the shift ends, we must assume you have quit your job with AXIS Staffing. Your employment will be terminated and you will not be eligible for other work through our company.

Work Schedule

Work schedules and hours are set to meet the business needs of our client, so sometimes it is necessary to change schedules or hours. All work schedules and any changes will be communicated through AXIS Staffing. If a client representative asks you to change your schedule, be sure to confirm the change with AXIS Staffing so there is no confusion about your schedule or pay.

Overtime

Unless you are an exempt, salaried Associate or qualifying agricultural worker, you will be paid time-and-a-half for all hours you work over 40 hours in one week. When calculating overtime, only work hours are counted. Vacation time, holidays, and sick or training time does not count towards the 40 regular hours needed before overtime begins.

An AXIS Staffing Coordinator will let you know what to expect regarding overtime in each job assignment. If the availability or requirements of overtime create a problem for you, be sure to discuss them with an AXIS coordinator immediately.

From time to time most of our clients have at least some overtime work. Not every client requires that you work overtime, although AXIS Staffing expects Associates to work all scheduled hours, unless specially excused (see the next two sections below)

Missing Work

Dependability is very important to us. We value Associates that come to work every day, and so do our clients. Absenteeism and tardiness are disrupting. They cause extra work for your co-workers, our clients and us too. If you cannot work on a regular schedule, or if you are often late or absent, you could lose your Job with AXIS Staffing.

If you can't come to work for any reason, or if you will be late, you must call AXIS Staffing yourself, as far in advance as possible. Normally you do NOT need to notify the client, but if you do, you must notify AXIS Staffing. If you do not call and do not show up for a schedule work shift, we will assume you have quit and employment with AXIS Staffing will be terminated.

End of Assignment

If your AXIS Staffing job assignment ends for any reason, you must contact our office within 3 days to receive a new assignment. If no work is available at the time, you must contact us at least once a week to confirm your availability. You can contact us or visit us in person during office hours.

If you fail to contact AXIS Staffing for work, we will assume that you have quit voluntarily, that you have found other work and/or do not want another AXIS Staffing assignment. Your Employment with us will be terminated and you may lose your unemployment Compensation benefits under the law.

Quitting your Job

If you should ever decide to quit your Job and terminate your employment with AXIS Staffing, we will want to know why. Your feedback can help us make this a better place to work. We maintain a policy that requires you to complete a simple exit interview. This interview will take ten minutes or less, but we will ask you to come into the office on or after last payday.

Pay & Benefits

Pay Rate & Pay Days

Pay rates vary by Job assignment. That means every job can pay a different wage. If you change assignments or work in more than one at the time, you cannot assume that your pay will be the same for both. Make sure you know the wage for every job you work.

The work week is Monday (12:01AM) through Sunday (12:00midnight). Payday is the following Friday. Unless you are on job with a special pay cycle, your check will be released Friday afternoon (except when a holiday falls on Friday- then we pay on Thursday). Each Friday you will be paid for the time you worked during the previous week.

Direct Deposit

Your paycheck can be deposited in your checking or savings account automatically. Direct deposit is available to all associates who properly complete the necessary authorization form. The authorization form requires that you attach a

voided check on the account in which your pay will be deposited. Read the authorization form for additional information on direct deposit.

Time Cards & Records

If we do not get an accurate record of your weekly hours, your paycheck is likely to be wrong. If you are asked to complete a weekly time ticket, punch a time clock, scan an ID card or sign a log book daily, you must do so on time to be sure you are properly paid. In every job, be sure you know your responsibility for time keeping and how records of your work time are being kept. All time sheets must be turned into AXIS Staffing office by Monday 5:00pm. Employees are responsible for having the time sheets signed by an authorized supervisor before turning them in.

Payroll Errors

Unfortunately, a mistake that affects an Associate paycheck can sometimes occur. If you work regularly and follow all timekeeping procedures, the chance of a payroll error is very slim. If there should be some mistake in your check, however, we will correct it and make sure you are properly paid. You only need to discuss the facts with a Coordinator or Payroll Clerk in your AXIS Staffing branch to solve the problem quickly. Once we have the correct information, we can usually issue a new check in a timely manner.

Paid Holidays

AXIS Staffing recognizes the six major national holidays: New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving (1 day), and Christmas (1 day). If you work hours without interruption (more than one week of work), and you work the days you are scheduled immediately before and after the holiday, you will automatically be paid holiday pay as indicated.:

After 2500 hours (4 Hours Holiday Pay)

After 7500 Hours (8 Hours Holiday Pay)

Vacation

The amount of paid vacation time an employee receives increases with the length of their employment. After every 2500 hours of eligible service the employee is entitled to 5 days off with pay and may continue to work and be paid for the vacation as well. Full-time employees will receive 40 hours. Part-time employees will receive an average of the last 12 months worked. You can request use of vacation time after it is earned.

Paid vacation time can be used in minimum increments of one week. To take vacation, employees should request advance approval. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation pay is at the employee's base pay rate at the time of vacation. When figuring the total hours towards earning vacation, it does include overtime or any special forms of compensation such as incentives, commissions or bonuses.

Safety Policy

The safety of field Associates is the most important concern at AXIS Staffing. We intend to deal only with clients who maintain a safe work place, and we expect to employ people who take safety seriously. We intend to comply with every safety rule and do everything possible to reduce the chances of an accident. We expect you to do the same.

As part of commitment to SAFETY, AXIS Staffing has a formal Safety Program. It starts with the careful selection of clients and Associates, and control of worksite hazards, investigation of accidents, and a return to work program. The Safety Program also includes training, a safety Committee, Job preparation and standard safety rules.

At AXIS Staffing, every manager, every Associate and every client has a responsibility for safety. In fact, safety is a condition of employment. As a field Associate, you are expected to know and follow all safety rules, use available safety equipment, report any unsafe condition, and work in a safe and responsible manner.

If you are injured while violating a safety policy, benefits otherwise due under workers' compensation can be substantially reduced.

Prior Injuries and Physical limitations

AXIS Staffing does not want to put any Associate in a job that could cause harm or aggravate a prior injury. If you have been injured before, or certain work could cause you harm, be sure to let an AXIS Staffing manager know in advance. If you are physically limited in some way, if certain tasks are hard for you, or if you need special accommodation to perform a job function, it is your duty to let us know in advance so that we can protect your safety.

General Safety Rules

All field associates are required to obey the safety rules set by AXIS Staffing, our clients, and certain government agencies. If you do not know the rules of your job, ASK! If an accident occurs while you are in violation of safety rules, your Workers' compensation benefits may be reduced. Wherever you work, remember these basic rules or guidelines:

- Don't do any work you feel is unsafe and could cause injury.
- Don't do any work that is not part of the Job duties AXIS Staffing described to you without advance knowledge and approval of AXIS Staffing.
- Follow the safety rules of the company where you work and the safety instructions of your supervisor.
- Do not operate any vehicle, equipment or power tool without knowledge and permission from AXIS Staffing and the proper training.
- Use all safety and personal protection equipment you are provided.
- Report all unsafe conditions and immediately report any accident or injury.

Prohibited work

In any Job AXIS Staffing may offer you, the type of work and the specific job duties have been defined and agreed with the client. Basic responsibilities will be explained before you begin work. You should never do work for a client that is different from the Job we described. If you are asked to do other work, decline and report the request to AXIS Staffing office immediately.

On the Job, no AXIS Staffing Field Associate is allowed to:

- Operate a vehicle, forklift, machine or power tool without training and special permission
- Work more than 5 feet above the ground or on a roof
- Work on a ladder or scaffold without specific permission and an advance inspection by AXIS Staffing manager
- Work in holes that go more than 5 feet below ground, or in any confined space

- Handle, move or work with hazardous chemicals or materials

Field Associates can be terminated for doing unauthorized work.

Clothing and Protective Gear

Some jobs require special clothing or personal safety equipment. When things like safety glasses, hard hats, ear plugs or gloves are provided, you are required to use them. If a Job requires hard-toed boots, you will not be allowed to work without them.

Hard Hats must be worn with the bill in front. Stereo headphones will not be allowed as a substitute for hearing protection. There are special rules to remember if you work around moving equipment or machinery:

- Loose clothing is dangerous and cannot be worn. Sleeves should be rolled down and buttoned, shirt tucked into pants.
- Rings, loose ribbons and dangling jewelry must not be worn.
- Long hair is especially dangerous. Must be kept behind the neck and shoulders so it will not get tangled in moving parts.

OSHA Hazard Communication

You have a right to know about any safety hazards in your workplace. An AXIS Staffing or Client representative will explain:

- Any chemical or material hazards at your job site.
- The Material Safety Data Sheets
- How to identify and properly handle any hazardous substances

If you ever have a question about a Chemical or substance at your job, be sure to ask your on-job supervisor for more information.

Work Conduct

Fighting, disorderly conduct and practical jokes or horseplay are not allowed at any work sites. AXIS Staffing Associates are not allowed to run or throw anything in the work place. Since serious accidents can result from this behavior, you may be dismissed for breaking the rules.

Field Associates should help keep the work place neat and clean for safety reasons. Loose things on the floor must be picked up and spills are to be cleaned from the floor immediately. Work areas must be kept free of obstructions.

No person will be allowed to work if he/she is impaired due to fatigue, illness, medication, drugs, alcohol or other causes. If a manager or supervisor feels your condition may make it unsafe for you or other workers on the job, you will not be allowed to work.

Operating Equipment

Do not operate any vehicle, machinery, equipment or power tool until you have been properly trained in its use. If you do not have permission from AXIS Staffing, you cannot operate a vehicle or a machine, power equipment or power tools at all. Associates are not permitted to operate or even train on forklift without permission.

Punch presses, drills, and saws in particular, can cause serious injury. AXIS Staffing will not normally accept jobs that involve this kind of work. If you are asked to work with such equipment, be sure to contact AXIS Staffing for approval in advance.

Lifting

Some jobs may require heavy lifting. Associates in those jobs should know proper lifting techniques. If you have not received instructions in lifting technique, let an AXIS Staffing manager know and you will be schedule for a free training session.

Proper lifting means bending at the knees and grasping the load firmly while you keep your back straight as possible and avoid twisting. You should lift by straightening your legs. Be sure to ask for help if you think an object may be too heavy or too awkward to lift alone. Always get help if you have to lift more than 50 pounds.

If you are injured

If you are injured on the Job any way, however minor, you must report the incident to the AXIS Staffing office as soon as possible. Except in a true emergency, you should not leave the worksite without reporting an Injury.

AXIS staffing has workers compensation Insurance to protect and benefit any Associate who may be hurt on the Job. We also have a managed care arrangement with nearby medical facilities to make sure any injured Associate can get needed treatment. A list of preferred Providers is in the back of this handbook.

To get free medical attention for an on-the-job injury and any workers compensation benefits that may apply, there are certain steps you must take. Reporting an Injury promptly is the first and most important step. Once you do that, we can guide you to the next steps.

Except in a life-threatening emergency the state of Texas requires that a preferred provider treat you. There, you will be required to take a drug test. If you fail or refuse to take the test, you could forfeit eligibility for workers comp Benefits. If drugs or alcohol caused the accident, benefits and free medical care can be denied.

As soon you are able, you must come to the AXIS Staffing office to complete an Injury Report. The report will let our headquarters and our insurer know exactly what happened and how can you avoid similar accidents in the future.

Returning to Work

Whether you are released for limited work, or regular duty, AXIS Staffing will have a suitable job for you the next day. Unless the doctor says you are unable, you must report for work the day after injury. If the doctor says you cannot work at all, you must provide written notice from the doctor and Call a AXIS Staffing manager the next day to discuss your situation.

Fraud Policy

Workers compensation is designed to limit the loss of an Associate who is injured in the course of their work. Benefits are available when an injury is work-related, accidental, and medically verified.

If an Injury was not caused by an on-the-job accident at all, if any accident never really happened, if there were no Injuries, or injuries are falsely exaggerated, filling a claim for workers compensation benefits is fraud. Secretly working

another job while collecting workers compensation payment is illegal and is a fraud and we will immediately terminate any associate involved in workers comp Fraud and we will criminally prosecute to the full extent of the law.

AXIS Staffing has a cash reward program designed to encourage Associates to report anyone they may know who is committing fraud. A cash award is presented even if there is not a criminal conviction.

To report a fraud, please contact AXIS Staffing. Your confidentiality is absolutely guaranteed!

General Policies and On-The-Job Rules

Equal Employment Opportunity

Equal Employment Opportunity is both a policy and a practice of every AXIS Staffing office. In accordance with all applicable federal, state and local laws, AXIS Staffing provides employment opportunities to applicants and Associates regardless of age, race, creed, color, religion, national origin, disability, veteran status, marital status or any other protected status.

AXIS Staffing's equal opportunity policy applies to all areas of employment, including hiring, training, assignment, promotion, compensation, benefits, discipline and termination. In addition AXIS Staffing does not discriminate against any associate in a client job assignment and will not honor discriminatory requests from clients.

Any Associate who may violate this policy will be subject to discipline, up to and including possible termination.

Drugs and Alcohol

Substance abuse has a negative impact on an Associate's work and personal life. And it effects our ability to provide quality service to clients. It can cause poor performance, decrease productivity and create safety hazards. All applicants must pass a drug test to qualify for employment, regardless of job assignment.

The use, possession, solicitation for, distribution, purchase or sale of any illegal substance or alcohol on company or client premises, or while performing any job duty is strictly prohibited.

Company rules regarding illegal drug activity include times when Associate is representing AXIS Staffing or one of their clients, or is involved in work-related or company-sponsored event, even if it is a non-work location or outside of normal work hours.

Abuse or misuse of prescription and over-the counter drugs is also prohibited. Associates using drugs for a medical condition must inform an AXIS Staffing supervisor if the drug could affect physical or mental abilities or have side effects which effect job performance. Associates may bring to work and take prescription drugs at work only if a doctor has prescribed the drug, and it is being taken in accordance with the doctor's instructions.

To enforce its drug and alcohol policy, and in addition to any pre-employment testing, AXIS Staffing reserves the right to require any Associate to submit to drug or alcohol testing at any time, without notice, as permitted by law. A drug test is also immediately required after every on-the-job accident.

The action AXIS Staffing takes against applicants and Associates who violate drug and alcohol policies, including testing positive for drugs or refusing to be tested, is uniform (the same) for all individuals. No job offer will be extended to such applicants and, if any job offer was previously made, it will be withdrawn. If employed, such Associates will be removed from any job assignment immediately and will be dismissed.

Associates who believe a positive drug or alcohol test is in error are given an opportunity to have the same specimen re-tested by an independent, certified laboratory at their own expense. If the laboratory test is negative, the cost of the re-test will be reimbursed and the Associate will be reinstated with no discipline record.

AXIS Staffing encourages those who use drugs, or use alcohol to excess, to seek professional help. The company maintains a list of substance-abuse treatment providers that will be provided to any Associate on request.

Harassment

AXIS Staffing believes in a friendly workplace that is not hostile or offensive, where all Associates are treated fairly and with respect. Harassment, threats, intimidation, or discrimination of any kind, including verbal or physical, will not be tolerated for any reason. Any Associate who violates this policy will be subject to serious discipline, including possible termination.

It is important to understand that among other things harassment includes:

Verbal Harassment- Such as making a joke or comment about certain age or ethnic group, race, sex, nationality, disability, religion, sexual preference, or using vulgar or profane words or slurs.

Physical Harassment- Such as assault, touching, blocking, or physically interfering with a person's movement or work.

Visual Harassment- Such as derogatory images posters, cartoons, or drawings.

Sexual Harassment- Including unwelcome sexual advances or requests for sexual favors, verbal, visual or physical conduct of a sexual nature, such as name calling, obscene jokes, suggestive comments, gestures or sounds, or graphic remarks about a person's anatomy.

Intimidation- Creating an intimidating, hostile or offensive work environment through conduct like that described above.

If you feel you have been subjected to harassment, threats, intimidation, or discrimination by a co-worker, a supervisor, a manager, a client, Associate, or any person connected with your job, you should report the incident to an AXIS Staffing manager immediately. If the complaint involves the manager, or if you feel uncomfortable discussing the matter with him/her, report the matter to his/her superior at AXIS Staffing office.

AXIS Staffing will promptly investigate every harassment complaint and take the appropriate corrective action. All investigations will be handled as confidentially as possible, and no Associate will be punished in any way for bringing any good faith complaint to the company's attention.

Any AXIS Staffing employee, supervisor or manager who is found to have engaged in harassment or retaliation against another individual who complained will be subjected to serious discipline, including possible termination.

Appearance Standards

As an AXIS staffing field associate, you represent our company. We expect every Associate to be neat, clean and dressed properly for their work environment. Torn, frayed or cut-off clothes, and anything with offensive slogans or references to drugs or alcohol are never allowed at work. Sleeveless shirts and halter-tops are not permitted in any position. Sandals and open heel shoes are prohibited in all light industrial jobs. Some jobs require long pants and work shoes or boots.

Most client companies have their own dress code and standard. AXIS Staffing will advise you of the standards of your assignment, and you will be expected to maintain them. It is important to understand specific policies when the dress is business casual. Business casual can mean different things, but as an AXIS Staffing field Associate, you are not permitted to wear jeans, shorts or T-Shirts in any office work place.

Solicitation

No solicitation is allowed during in your work shift or the work shift of the person being solicited. This includes lunch breaks or other breaks taken on the job site or on AXIS Staffing client property. For purposes of this work rules, solicitation specifically includes passing out fliers, letters, petitions or other documents for signatures.

Special Job Site Rules

Every client has policies and rules that apply in their workplace. An AXIS Staffing representative will review client policies with you in advance, but it is your job to remember them and comply with them. Client's rules might include a special clothes or equipment requirement, restrictions on jewelry, lunch or rest breaks and telephone use. Cell phone or portable stereo use may be prohibited. As an AXIS Staffing field Associate you are required to know and follow the policies in effect at job site.

Ground for dismissal

There are certain activities and behaviors AXIS Staffing considers so serious, that they are grounds for dismissal. Some of the most important of these are mentioned under drugs and alcohol and harassment above and in the Job Assignments and attendance section earlier. Review those sections for specifics and be aware that the following are also grounds of dismissal:

- Dishonesty- False statements or misrepresentations during application process or producing false ID documents.
- Violence and Weapons- Any act or threat of violence toward another person, fighting or provoking a fight while on company or client premises. Possession of a weapon or explosives.
- Criminal Behavior –Engaging in any criminal conduct, including betting or gambling while on company or client property, or with other Associates.
- Immoral Conduct- Indecency on company or client property.
- Destroying Property- Causing Damage or destruction of company or client property, or property of other Associates.
- Endangering Others- Any willful action, which endangers the life or safety of another person.
- Theft- Of company or client property, or the property of other Associates; unauthorized use or possession of any company or client property, including documents and computer disks.
- Falsifying time- Falsely report work hours or altering any Associates time records reporting time not actually worked.
- Interfering- Interfering with another Associate or restricting work output.
- Sleeping - on the Job or during paid time.
 - Breach of confidentiality- Giving confidential, proprietary or private information to competitors or any unauthorized person.

Walking off- Walking off the job or leaving work before the shift end without authorization (except if ill or injured).

If you get hurt on the Job, for medical treatment, see:

Concentra Medical Centers

2920 N. Stemmons Freeway

Dallas, TX 75247