

# MJS STAFFING INCORPORATED

July 25, 2024



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# 1. Introduction

## 1.1 Handbook Disclaimer

*The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Agency. Employment with MJS STAFFING INCORPORATED is "AT-WILL." This means employees or MJS STAFFING INCORPORATED may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with MJS STAFFING INCORPORATED for any set period of time.*

*This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Agency reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.*

*The Agency also has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.*

## 1.2 Welcome Message

Dear Valued Employee,

Welcome to MJS STAFFING INCORPORATED! We are pleased with your decision to join our team.

MJS STAFFING INCORPORATED is committed to providing superior quality and unparalleled customer service in all aspects of our business. We believe each employee contributes to the success and growth of our Agency.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or the General Manager.

Welcome aboard. We look forward to working with you!

Sincerely,

The General Manager

## 1.3 Changes in Policy

Change at MJS STAFFING INCORPORATED is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by MJS STAFFING INCORPORATED, and after those dates all superseded policies will be null and void. No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the General Manager.

## 2. General Employment

### 2.1 At-Will Employment

Employment with MJS STAFFING INCORPORATED is "at-will." This means employees are free to resign at any time, with or without cause, and MJS STAFFING INCORPORATED may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with MJS STAFFING INCORPORATED for any set period of time. The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by MJS STAFFING INCORPORATED, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between MJS STAFFING INCORPORATED and any of its employees.

### 2.2 Equal Employment Opportunity

MJS STAFFING INCORPORATED is an Equal Opportunity Employer. Employment opportunities at MJS STAFFING INCORPORATED are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex (including sexual orientation and transgender status), pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Agency will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. The Agency will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any questions about your rights and responsibilities, contact your General Manager. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

MJS STAFFING INCORPORATED strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. MJS STAFFING INCORPORATED will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

### 2.3 Equal Employment Opportunity (North Carolina Employees)

MJS STAFFING INCORPORATED is an Equal Opportunity Employer. Employment opportunities at MJS STAFFING INCORPORATED are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Color
- Religion
- Sex
- National origin
- Age
- Veteran status
- Handicap

- Disability
- AIDS or HIV
- Sickle cell or hemoglobin C trait
- Genetic information
- Domestic violence victim status
- Lawful activity outside the workplace during non-work hours, such as the use of tobacco products
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

MJS STAFFING INCORPORATED strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. MJS STAFFING INCORPORATED will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

## 2.4 Employee Grievances

It is the policy of MJS STAFFING INCORPORATED to maintain a harmonious workplace environment. MJS STAFFING INCORPORATED encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions. Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the General Manager. After receiving a written grievance, MJS STAFFING INCORPORATED may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue. Complaints involving alleged discriminatory practices shall be processed in accordance with MJS STAFFING INCORPORATED's Sexual and other Unlawful Harassment Policy. MJS STAFFING INCORPORATED assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

## 2.5 Internal Communication

Effective and ongoing communication within MJS STAFFING INCORPORATED is essential. As such, the Agency maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, MJS STAFFING INCORPORATED uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy. To avoid confusion, employees should not post or remove any material from the bulletin boards.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

## 2.6 Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with MJS STAFFING INCORPORATED. Unless an alternative work schedule has been approved by MJS STAFFING INCORPORATED, employees will be subject to the Agency's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary. MJS STAFFING INCORPORATED's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

## 2.7 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address MJS STAFFING INCORPORATED's commitment to integrity and

ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, MJS STAFFING INCORPORATED will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Agency or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law;or
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or Lizzy Preciado directly. Employees should also review their state and local requirements for any additional reporting guidelines.

MJS STAFFING INCORPORATED will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the General Manager or any state or local agency responsible for investigating alleged violations.

## 3. Employment Status & Recordkeeping

### 3.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, MJS STAFFING INCORPORATED classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed. If you change positions during your employment with MJS STAFFING INCORPORATED or if your job responsibilities change, you will be informed by the General Manager of any change in your exempt status. In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories: **Full-Time:** Full-time employees are regularly scheduled to work greater or equal to 32 hours per week. Generally, regular full-time employees are eligible for MJS STAFFING INCORPORATED's benefits, subject to the terms, conditions, and limitations of each benefit program. **Part-Time:** Part-time employees are regularly scheduled to work less than 32 hours per week. Regular part-time employees may be eligible for some MJS STAFFING INCORPORATED benefit programs, subject to the terms, conditions, and limitations of each benefit program. **Temporary:** Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees generally are not entitled to [MJS STAFFING INCORPORATED benefits, but are eligible for statutory benefits to the extent required by law. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by MJS STAFFING INCORPORATED Management, of a change.

### 3.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the General Manager of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the General Manager as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

### 3.3 Expense Reimbursement

MJS STAFFING INCORPORATED reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the General Manager.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to the General Manager for approval. The report must be



accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

### **3.4 Termination of Employment**

Termination of employment is an inevitable part of personnel activity within any organization.

#### **Notice of Voluntary Separation**

Employees who intend to terminate employment with MJS STAFFING INCORPORATED shall provide MJS STAFFING INCORPORATED with at least two weeks written notice. Such notice is intended to allow the Agency time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

#### **Return of Company Property**

Any employee who terminates employment with MJS STAFFING INCORPORATED shall return all files, records, keys, and any other materials that are the property of MJS STAFFING INCORPORATED prior to their last date of employment.

#### **Final Pay**

MJS STAFFING INCORPORATED will provide employees with their final pay in accordance with applicable federal, state and local laws.

#### **Benefits Upon Termination**

All accrued and/or vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.

Certain benefits, such as healthcare coverage, may continue at the employee's expense, if the employee elects to do so. MJS STAFFING INCORPORATED will notify employees of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, contact MJS STAFFING INCORPORATED's General Manager.

## 4. Working Conditions & Hours

### 4.1 Company Hours

MJS STAFFING INCORPORATED is open for business from Monday - Friday 07:00 AM to 05:00 PM. This excludes holidays recognized by MJS STAFFING INCORPORATED. The standard workweek is 40 hours.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

### 4.2 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by MJS STAFFING INCORPORATED management.

When a decision is made to close the office, employees will receive official notification from their supervisor.

### 4.3 Workplace Safety

MJS STAFFING INCORPORATED is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. MJS STAFFING INCORPORATED and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

#### **Complaint and Reporting Procedure:**

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

Lizzy Preciado

[lpreciado@mjs-staffing.com](mailto:lpreciado@mjs-staffing.com)

(919) 799-7755 Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment. **Retaliation Prohibited:**

MJS STAFFING INCORPORATED expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the General Manager.

### 4.4 Meal & Break Periods

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Break periods of less than 10 minutes will be paid. Break periods lasting longer than 10 minutes will be unpaid. Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 10 minutes. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

MJS STAFFING INCORPORATED will schedule meal and break periods in order to accommodate Agency operating requirements.

# 5. Employee Benefits

## 5.1 Holidays

MJS STAFFING INCORPORATED observes the following paid holidays:

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

Due to the nature of our business, MJS STAFFING INCORPORATED may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws, *according to general contractors will to pay.*

## 5.2 Family and Medical Leave

MJS STAFFING INCORPORATED Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides information regarding FMLA eligibility and administration. Questions regarding FMLA should be directed to the General Manager. **Eligibility Requirements:** Employees eligible for leave under the FMLA are those who: (1) have worked at least 12 months for MJS STAFFING INCORPORATED; (2) have worked for at least 1,250 hours during the 12 month period immediately preceding the start date of the requested leave; and (3) are employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

**Note:** A covered company is one which as employed 50 or more employees for at least 20 workweeks in the current or preceding calendar year. **Basic FMLA Leave Entitlement:** The FMLA grants up to 12 weeks of unpaid leave to eligible employees for the following reasons: (1) to care for the employee's child following birth or placement for adoption or foster care; (2) to care for the employee's spouse, son, daughter or parent (but not in-law) who has a serious health condition; (3) for the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or child birth) that makes the employee unable to perform one or more of the essential functions of the employee's job; or (4) because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter, or parent is a covered military member who is a member of a regular component of the Armed Forces on active duty or who has been notified of an impending call or order to active duty status for deployment to any foreign country in the regular or reserve components of the Armed Forces, including the National Guard or Reserves.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. **Additional Military Family Leave Entitlement:** In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember. A covered servicemember means a member of the Armed Forces, including a member of the National Guard or Reserves, and/or a veteran of the Armed Forces, including a veteran of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. Such veteran is considered a covered servicemember if he/she was a member of the Armed

Forces, including the National Guard and Reserves, at any time during the five-year period preceding the date on which the veteran undergoes medical treatment, recuperation or therapy. **Intermittent Leave and Reduced Leave Schedules:** FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. **Protection of Group Health Insurance Benefits:** During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work. **Restoration of Employment and Benefits:** At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Agency substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Agency will notify employees if they qualify as "key employees", if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave. **Notice of Eligibility for, and Designation of, FMLA Leave:** Employees requesting FMLA leave are entitled to receive written notice from MJS STAFFING INCORPORATED telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: (1) their rights and responsibilities in connection with such leave; (2) the Agency's designation of leave as FMLA-qualifying or non-qualifying, if not FMLA-qualifying, the reasons why; and (3) the amount of leave, if known, that will be counted against the employee's leave entitlement. MJS STAFFING INCORPORATED may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Agency's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, MJS STAFFING INCORPORATED and the employee can mutually agree that leave be retroactively designated as FMLA leave. **Notice of the Need for Leave:** Employees who take FMLA leave must timely notify MJS STAFFING INCORPORATED of their need for FMLA leave. The following describes the content and timing of such employee notices. **Content of Employee Notice:** To trigger FMLA leave protections, employees must inform the General Manager of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Agency to determine that the leave is FMLA-qualifying. Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Agency's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Agency has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave. **Timing of Employee Notice:** Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Agency notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied. **Medical Certifications:** Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. It is the employee's responsibility to provide MJS STAFFING INCORPORATED with timely, complete and sufficient medical certifications. Employees must provide the requested certifications within 15 calendar days following the Agency's request, unless it is not practicable to do so. Where MJS STAFFING INCORPORATED informs an employee that the certification is incomplete or insufficient, MJS STAFFING INCORPORATED will give the employee with at least seven days to cure the deficiencies. MJS STAFFING INCORPORATED may deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications. Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days notice of medical leave, they should submit the medical certification before leave begins.

With the employee's permission, MJS STAFFING INCORPORATED may contact the employee's health care provider to authenticate or clarify completed medical certifications. If the employee fails to authorize such contact, and medical certification remains unclear, MJS STAFFING INCORPORATED may deny FMLA leave. If MJS STAFFING INCORPORATED has reason to doubt the employee's initial medical certification, MJS STAFFING INCORPORATED may require the employee to obtain a second opinion at MJS STAFFING INCORPORATED's expense.

#### **Recertification:**

Depending on the circumstances and duration of FMLA leave, MJS STAFFING INCORPORATED may require the employee to provide recertification of the medical condition giving rise to leave. MJS STAFFING INCORPORATED will notify the employee if recertification is required and the employee will have at least 15 calendar days to provide recertification.

#### **Return to Work:**

Unless MJS STAFFING INCORPORATED advises otherwise, employees returning to work from FMLA leave taken because of their own serious health condition must provide medical certification that they are able to return to work and perform the essential functions of their job, with or without accommodation.

**Certifications Supporting Need for Military Family Leave:** Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, the Agency may require employees to provide: (1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and (2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different covered military member. When leave is taken to care for a covered servicemember with a serious injury or illness, MJS STAFFING INCORPORATED may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember.

#### **Health Insurance Continuation:**

During FMLA leave, employees are entitled to continue group health plan coverage under the same terms and conditions as if they had continued to work, however they may be responsible for their portion of the group health premium. Contact your General Manager to determine your benefits rights and responsibilities while on FMLA leave.

**Substitution of Paid Leave for Unpaid FMLA Leave:** Employees must use any accrued paid time while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves; the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. **Coordination of FMLA Leave with Other Leave Policies:** The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law which provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please contact the General Manager.

#### **No Retaliation:**

MJS STAFFING INCORPORATED will not interfere with, restrain or deny the exercise of any right provided under the FMLA. MJS STAFFING INCORPORATED will not discharge or discriminate against any individual for opposing any practice made lawful by the FMLA or for being involved in any proceeding relating to the FMLA. Contact your supervisor or HR Administrator immediately if you feel your rights under this policy have been violated. MJS STAFFING INCORPORATED will conduct a prompt and thorough investigation of any FMLA complaint and take appropriate remedial action, up to and including termination.

## **5.3 Jury Duty**

MJS STAFFING INCORPORATED encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either MJS STAFFING INCORPORATED or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. If exempt employees miss work because of jury duty, they will receive their full salary, unless they miss the entire workweek. However, MJS STAFFING INCORPORATED may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

## **5.4 Workers' Compensation**

Employees who are injured on the job at MJS STAFFING INCORPORATED are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by MJS STAFFING INCORPORATED. No premium is charged for this coverage and no individual enrollment is required. MJS STAFFING INCORPORATED will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the General Manager to obtain the required claim forms and instructions.

## **5.5 Domestic Violence Leave (North Carolina Employees)**

An employee who is a victim of domestic violence or sexual assault may be entitled to a reasonable amount of leave to obtain or attempt to obtain relief under North Carolina's domestic violence law.

Except in cases of imminent danger to the health or safety of the employee, an employee requesting domestic violence leave must inform his or her supervisor of the need for leave as soon as practical.

Employees must be prepared to provide MJS STAFFING INCORPORATED with certification to verify the employee's eligibility for the leave requested, such as a police report, a court order, or evidence that they appeared in court.

Domestic violence leave is unpaid; however, employees may use accrued paid time off for this purpose.

## **5.6 School Visitation Leave (North Carolina Employees)**

Employees may be eligible to take up to 4 hours per year of leave to attend or otherwise be involved at their child's school. To be eligible for such leave, the employee must be the child's parent, guardian or person standing in the place of a parent of a school-aged child.

To the extent possible, employees must provide 2 days' advance written notice of their need for leave under this policy. When possible, employees should consult with their supervisor to schedule the leave so that it does not unduly disrupt MJS STAFFING INCORPORATED's operations.

MJS STAFFING INCORPORATED may require written verification from the child's school that the employee attended or was otherwise involved in that school during the time leave was taken.

Leave is unpaid; however, employees may use accrued paid time off for this purpose.

# 6. Employee Conduct

## 6.1 Standards of Conduct

MJS STAFFING INCORPORATED's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Agency's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Agency's products, services, customers or processes. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding MJS STAFFING INCORPORATED's standards of conduct, please direct them to your supervisor or the General Manager.

## 6.2 Disciplinary Action

Disciplinary action at MJS STAFFING INCORPORATED is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. MJS STAFFING INCORPORATED reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

MJS STAFFING INCORPORATED recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property



- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging MJS STAFFING INCORPORATED business practices or any other confidential information
- Any misrepresentation of MJS STAFFING INCORPORATED to a customer, a prospective customer, the general public, or an employee

## 6.3 Confidentiality

MJS STAFFING INCORPORATED takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers' personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Agency's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with MJS STAFFING INCORPORATED and as a direct result of your job responsibilities with MJS STAFFING INCORPORATED. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Agency to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Agency, and not otherwise available to persons or companies outside of MJS STAFFING INCORPORATED, may result in disciplinary action, up to and including termination of employment. If you leave the Agency, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the General Manager.

## 6.4 Personal Appearance

The purpose of MJS STAFFING INCORPORATED's personal appearance policy is to ensure a safe and sanitary workplace for all employees. MJS STAFFING INCORPORATED strives to maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. During business hours or when representing MJS STAFFING INCORPORATED, employees are expected to use common sense and good judgment in order to meet the goals of this policy. Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

For Candidates: Basic attire includes the following:

- Shoes - Closed toe shoes only. Steel-toed work boots or shoes as required per assignment.
- Pants/ Shorts - Pants must not be tight fitting. Shorts are not allowed. Undergarments must be covered.
- No skirts and dresses allowed.
- Shirts - Either long sleeve, short sleeve shirts and t-shirts are allowed. No sleeveless shirts inclusive of tank tops, tube tops, spaghetti string tops, sport bras and halter tops are allowed. No suggestive or proganity sayings are allowed on any shirt. Fishnet and sheer shirts of any kind are not allowed. Skin must not be exposed in the torso area.
- Any form of clothing that is tight fitting and/ or suggestive is not allowed.
- Piercings - No visible piercings of any kind are allowed except non-dangle earrings.
- Jewelry - Dangling and bulky jewelry of any type is not allowed.

For Office Staff: Business attire includes the following:

- Polo shirt with pressed khaki pants
- Sweater and a shirt with corduroy pants
- Jacket with a skirt or slacks

- Blouse or a sweater with a skirt or pants
- Pantsuits and sports jackets also fit the business casual work environment if they are not too formal.
- Jeans, t-shirts, shirts without collars and footwear such as flip-flops, sneakers, and sandals are not appropriate for business casual attire.

For all employees: Personal Protective Equipment (PPE) must be worn at all times dependant on the requirements of the assigned task. PPE includes, but is not limited to:

- Hard Hats
- Safety Glasses
- Earplugs
- Safety Gloves
- Steel-toed boots or shoes

If management designates "casual days," an employee's casual dress must still be clean, neat and project a professional image.

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work may be sent home to change their clothing.

MJS STAFFING INCORPORATED understands that in certain situations, the Agency may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the Agency will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on MJS STAFFING INCORPORATED.

Questions regarding appropriate workplace attire should be directed to your supervisor or the General Manager.

## 6.5 Workplace Violence

MJS STAFFING INCORPORATED strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. MJS STAFFING INCORPORATED will not tolerate any form of retaliation against any employee for making a report under this policy.

MJS STAFFING INCORPORATED will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

## 6.6 Drug & Alcohol Use

MJS STAFFING INCORPORATED is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for MJS STAFFING INCORPORATED is allowed to consume, possess, sell, purchase, or be impaired by alcohol or illegal drugs, as defined under federal and/or state law, on any property owned by or leased on behalf of MJS STAFFING INCORPORATED, or in any vehicle owned or leased on behalf of MJS STAFFING INCORPORATED or while on Agency business.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform their job.

Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

MJS STAFFING INCORPORATED will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the General Manager immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment. As a part of our effort to maintain a workplace free of substance abuse, MJS STAFFING INCORPORATED employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, MJS STAFFING INCORPORATED reserves the right to examine and test for drugs and alcohol at our discretion. As a condition of your employment with MJS STAFFING INCORPORATED, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between MJS STAFFING INCORPORATED and its employees. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

## 6.7 Sexual & Other Unlawful Harassment

MJS STAFFING INCORPORATED is committed to a work environment in which all individuals are treated with respect. MJS STAFFING INCORPORATED expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law. Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Agency's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Agency

Harassment on the basis of any other protected characteristic is also strictly prohibited. **Complaint Procedure:** MJS STAFFING INCORPORATED strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Lizzy Preciado

lpreciado@mjs-staffing.com

(919) 799-7755

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially. Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

**Retaliation Prohibited:** MJS STAFFING INCORPORATED expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation

of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

## 6.8 Telephone Usage

MJS STAFFING INCORPORATED telephones are intended for the sole use of conducting company business. Personal use of the Agency's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be made or received outside of working hours, including during lunch or break time. Long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

## 6.9 Personal Property

Employees should use their discretion when bringing personal property into the workplace. MJS STAFFING INCORPORATED assumes no risk for any loss or damage to personal property. Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on MJS STAFFING INCORPORATED premises.

## 6.10 Use of Company Property

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only. When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Agency, and is subject to reassignment and/or use by the Agency without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files. MJS STAFFING INCORPORATED has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property. **Personal use of company property:** Company property is not permitted to be taken from the premises without proper written authority from company management. **Company Tools:** All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee. **Care of Company Property:** Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited. Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

## 6.11 Smoking

MJS STAFFING INCORPORATED provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

## 6.12 Visitors in the Workplace

To ensure the safety and security of MJS STAFFING INCORPORATED and its employees, only authorized visitors are permitted on Agency premises and in Agency facilities.

All visitors must enter through the main reception area and sign in and out at the front desk. All visitors are also required to wear a "visitor" badge while on MJS STAFFING INCORPORATED premises. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Agency at all times.

## 6.13 Computer, Email & Internet Usage

Computers, email, and the Internet allow MJS STAFFING INCORPORATED employees to be more productive. However, it is important that all employees use good business judgment when using MJS STAFFING INCORPORATED's electronic communications systems (ECS).

### Standards of Conduct and ECS

MJS STAFFING INCORPORATED strives to maintain a workplace free of discrimination and harassment. Therefore, MJS STAFFING INCORPORATED prohibits the use of the Agency's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Agency's policy against discrimination and harassment.

### Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Agency's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Agency's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

MJS STAFFING INCORPORATED purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, MJS STAFFING INCORPORATED does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. MJS STAFFING INCORPORATED prohibits the illegal duplication of software and its related documentation.

### ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Agency that violate the Agency's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Agency-owned software without permission.
- Sending or posting the Agency's confidential material, trade secrets, or non-public proprietary information outside of the Agency. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of MJS STAFFING INCORPORATED.

### Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by MJS STAFFING INCORPORATED are the property of MJS STAFFING INCORPORATED. Employees have no right of personal privacy when using MJS STAFFING INCORPORATED's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or the General Manager.

## 6.14 Company Supplies

Only authorized persons may purchase supplies in the name of MJS STAFFING INCORPORATED. No employee whose regular duties do not include purchasing shall incur any expense on behalf of MJS STAFFING INCORPORATED or bind

MJS STAFFING INCORPORATED by any promise or representation without express written approval.

# 7. Timekeeping & Payroll

## 7.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Agency. MJS STAFFING INCORPORATED expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Agency's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. MJS STAFFING INCORPORATED reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, MJS STAFFING INCORPORATED will presume that the employee has voluntarily resigned. MJS STAFFING INCORPORATED will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

## 7.2 Timekeeping

It is the Agency's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons. Any errors in time records, must be immediately reported to your supervisor.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

MJS STAFFING INCORPORATED strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees. It is the responsibility of all employees to submit and approve their time records each week. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

## **7.3 Paydays**

MJS STAFFING INCORPORATED employees are paid on a Weekly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Agency makes direct deposits. In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

## **7.4 Payroll Deductions**

MJS STAFFING INCORPORATED makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions. If you believe that an improper deduction has been made from your pay, raise the issue with the General Manager immediately. MJS STAFFING INCORPORATED will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.