



Integrated **Staffing**

Staffing Solutions that exceed expectations and build relationships.

Company Policy Handbook

For Temporary Employees

February 1, 2023

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Welcome to Integrated Staffing

On behalf of the Integrated Staffing family, I would like to extend a personal welcome as an employee with Integrated Staffing Corporation (“Integrated Staffing” or “Company”).

This *Handbook For Temporary Employees* (“Handbook”) is designed to familiarize temporary employees (“Employee(s)”) with the policies and procedures of working at Integrated Staffing.

This Handbook supersedes all previously issued temporary employee handbooks and inconsistent verbal or written statements. This Handbook can be modified, revoked or added to at any time at the sole discretion of the President of Integrated Staffing or their designee. All revisions will be in writing and must be signed by the President or their designee. No oral statements or representations can change the provisions of this Handbook. Any revisions will substitute and replace policies and procedures and will become a part of the Handbook and all employees will be subject to the new addition, deletion or change regardless of the date of hire.

Employment with Integrated Staffing is at will, meaning that employment may be terminated for any reason, with or without cause or notice, at any time by the Employee or Integrated Staffing. Neither the text of the Handbook, nor that of any policy of Integrated Staffing is intended to be, or should be construed as, a contract of employment or a contract guaranteeing continued employment. No supervisor or manager has any authority to enter into a contract of employment—express or implied—that changes or alters the at-will employment relationship. Only the President or their designee has the authority to enter into such an agreement and any such agreement must be in writing.

This Handbook is written to comply with applicable federal and state law. To the extent that the Handbook is inconsistent with applicable law or regulations, the law or regulations will govern.

The Employee’s job is an important one. Performing the duties to the best of the Employee’s ability will be personally rewarding, and at the same time will project a professional image to the people we all serve.

If you have any questions or concerns about this Handbook or any other policy or procedure, please ask Dhianna Yezzi, President.

Thank you.

I. COMPANY POLICIES

A. Equal Opportunity Employer

Integrated Staffing is an Equal Opportunity Employer. Integrated Staffing does not discriminate on the basis of race (including traits historically associated with race), color, national origin, citizenship, religion, sex, sexual orientation, gender identity, the status of being transgender, marital status, familial status, age, disability (including pregnancy-related conditions), reproductive health decision making (including the decision to use or access a particular drug, device, or medical service), genetic information, predisposition or carrier status, military and veteran status, domestic violence victim status, known relationship or association with any member of a protected class, and any other characteristic protected by applicable law. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, promotion, termination, layoff, transfer, leave of absence and compensation. Discrimination based on any of the above groups is strictly prohibited.

If an Employee is concerned they have been subjected to or are aware of conduct in violation of this policy, the Employee is required to report it to their supervisor or, if the matter involves the supervisor or if the Employee would rather not discuss it with their supervisor, the Employee is required to report it to the President. All suspected violations of this policy will be investigated discreetly and promptly, and appropriate corrective action will be taken.

B. Sexual and Other Prohibited Harassment Prevention Policy

Integrated Staffing Corporation is committed to maintaining a workplace free from sexual and other prohibited harassment, including harassment because of race (including traits historically associated with race), color, religion, national origin, citizenship marital and familial status, age, disability (including pregnancy-related conditions), genetic information, predisposition or carrier status, reproductive health decision making (including the decision to use or access a particular drug, device, or medical service), sexual orientation, gender identity or expression, the status of being transgender, military or veteran status, the status of being a victim of domestic violence, known relationship or association with any member of a protected class, and any other characteristic protected by applicable law. Harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual and other prohibited harassment in the workplace. This Policy is one component of *Integrated Staffing Corporation's* commitment to a discrimination-free work environment. Sexual and other forms of prohibited harassment are against the law and all employees have a legal right to a workplace free from sexual and other prohibited harassment and employees are required to report violations of this policy. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

This policy prohibits not only behavior that constitutes unlawful harassment, but also other inappropriate or unprofessional behavior that may reasonably be considered offensive or otherwise objectionable. Such behavior will be subject to disciplinary action, up to and including termination of employment.

Policy:

1. *Integrated Staffing Corporation's* policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with *Integrated Staffing Corporation*. In the remainder of this document, the term "employees" refers to this collective group.

2. Sexual and other prohibited harassment will not be tolerated. Any employee or individual covered by this policy who engages in harassment prohibited by this policy or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of prohibited harassment, provides information, or otherwise assists in any investigation of such a report. *Integrated Staffing Corporation* will not tolerate such retaliation against anyone who, in good faith, reports or provides information about a suspected violation of this policy. Any employee of *Integrated Staffing Corporation* who retaliates against anyone involved in a harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or *Integrated Staffing Corporation*. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual and other prohibited harassment is offensive, is a violation of our policies, is unlawful, and may subject *Integrated Staffing Corporation* to liability for harm to targets of such. Harassers may also be individually subject to liability. Employees of every level who engage in prohibited harassment, including managers and supervisors who engage in such or who allow such behavior to continue, will be penalized for such misconduct.
5. *Integrated Staffing Corporation* will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a report of a suspected violation of this policy, or otherwise knows of such occurring. *Integrated Staffing Corporation* will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever a violation of this policy is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of such.
6. All supervisors, managers, employees and others covered by this policy are required to report any harassment or behaviors that violate this policy. *Integrated Staffing Corporation* will make a reporting form available for employees to report harassment.
7. As soon as managers and supervisors become aware of a suspected violation of this policy, they are **required** to notify Dhianna Yezzi, President.
8. This policy applies to all applicants, employees, paid or unpaid interns, and non-employees providing services in the workplace pursuant to a contract and all must follow and uphold this policy. This policy must be provided to all new hires and posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location). It will also be provided to all employees during annual training.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment;
- Such conduct has the purpose or effect of subjecting an individual to inferior terms, conditions, or privileges of employment; and/or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
 - Sabotaging an individual’s work;
 - Bullying, yelling, name-calling.

What Is “Other Prohibited Harassment”?

Other prohibited harassment includes harassment on the basis of race (including traits historically associated with race), color, religion, national origin, citizenship marital and familial status, age, disability (including pregnancy-related conditions), genetic information, predisposition or carrier status, reproductive health decision making (including the decision to use or access a particular drug, device, or medical service), sexual orientation, gender identity or expression, the status of being transgender, military or veteran status, the status of being a victim of domestic violence, known relationship or association with any member of a protected class, and any other characteristic protected by applicable law. Such harassment may include behavior similar to sexual harassment, such as:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, or blocking normal movement;
- Written conduct, such as threatening letters, offensive letters, and other correspondence (including e-mails, text messages and social media posts); and
- Retaliation for reporting harassment or threatening to report harassment.

Who can be a target of sexual and other prohibited harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects applicants, employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual and other prohibited harassment occur?

Prohibited harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours. Conduct prohibited by this policy is unacceptable in the workplace, at Company functions, whether on or off Company premises, and each situation that may impact the work environment, including business trips, business meetings, and business-related social events, whether on or off Company property.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a prohibited harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- reported sexual or other prohibited harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual or other prohibited harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual or other prohibited harassment by reporting such to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been subjected to prohibited harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual and Other Prohibited Harassment

Preventing sexual and other prohibited harassment is everyone’s responsibility. *Integrated Staffing Corporation* cannot prevent or remedy sexual or other prohibited harassment unless it knows about it. Any applicant, employee, paid or unpaid intern or non-employee who has been subjected to, witnessed or otherwise becomes aware of behavior that may violate this policy is required to report such behavior to a supervisor, manager or the President/Owner.

Reports of suspected violations of this policy may be made verbally or in writing. A form for submission of a written report is attached to this Policy, and all employees are encouraged to use this form. Employees who are reporting sexual or other prohibited harassment on behalf of other employees should use the reporting form and note that it is on another employee’s behalf.

If an individual reports a suspected violation of this policy and the person to whom the report is made does not respond in a manner the individual deems satisfactory or consistent with this policy, the reporting individual is required to report the situation to the President/Owner or another member of management, other than the alleged wrongdoer.

Supervisory Responsibilities

All supervisors and managers who receive a report or information or otherwise become aware of a suspected violation of this policy **are required** to promptly report such to the President/Owner.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected violations of this policy or otherwise knowingly allowing such violations to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Reporting and Investigation of Sexual and Other Prohibited Harassment

All reports or information about sexual or other prohibited harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any report, information, or knowledge of suspected sexual or other prohibited harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected violations of this policy. *Integrated Staffing Corporation* will not tolerate retaliation against employees who file reports, support another's report or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations may include the following steps:

- Upon receipt of report, *Integrated Staffing Corporation* will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If the report is verbal, prepare a Reporting Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the report, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the report was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual and other prohibited harassment is not only prohibited by *Integrated Staffing Corporation* but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at *Integrated Staffing Corporation*, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, §290 et seq., applies to all employers in New York State with regard to sexual and other prohibited harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment (three years for sexual harassment). If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to *Integrated Staffing Corporation* does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual or other prohibited harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual or other prohibited harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644, visit dhr.ny.gov/complaint , or call the DHR sexual harassment hotline at [\(800\) 427-2773](tel:8004272773) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov. If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual and other prohibited harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Liability

Any employee who engages in conduct prohibited by this policy, including any manager or supervisor who knew about such but took no action to stop it, may be held personally liable. Integrated Staffing does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, Integrated staffing reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

C. Reasonable Accommodations

Integrated Staffing is committed to complying with the Americans with Disabilities Act (ADA), the New York State Human Rights Law (NYHRL), and all applicable laws providing for nondiscrimination in employment against and reasonable accommodations for qualified individuals with disabilities, including individuals with pregnancy-related conditions. The Company will work with Employees with disabilities to develop reasonable accommodations that allow the individual the opportunity to perform the essential functions of their job in a safe and efficient manner. Employees are encouraged to inform Human Resources of any physical or mental disability and to suggest appropriate methods of reasonable accommodation.

Integrated Staffing will also endeavor to accommodate the sincere religious beliefs of its Employees (including those related to wearing attire, clothing or facial hair in accordance with the requirements of one's religion) to the extent such accommodation does not pose an undue hardship on its operations. If an Employee wishes to request such an accommodation, please speak to Human Resources.

The failure to volunteer this information will not subject an employee to any adverse treatment or penalty. All information concerning disabilities, religious beliefs, and requests for accommodation will be considered confidential and will be released only in accordance with the requirements of applicable law.

D. Conflicts of Interest

Business dealings that appear to create a conflict between the interests of the Company and an Employee are unacceptable. A potential or actual conflict of interest occurs whenever an Employee is in a position to influence a decision that may result in a personal gain for the Employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Company's business dealings.

No Integrated Staffing Employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which are in substantial conflict with the proper execution of their duty to act in Integrated Staffing's interest.

No Integrated Staffing Employee may engage in any outside activity under the name of Integrated Staffing for any reason without prior approval (i.e., rental of vehicles, usage of Company vehicles or usage of personal vehicles for Company business, charity sponsorship).

If an Employee has any question whether an action or proposed course of conduct would create a conflict of interest, they should immediately contact Human Resources to obtain advice on the issue.

A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

E. Alcohol and Drug Free Workplace

It is the intent of Integrated Staffing to provide all Employees/staff an alcohol and drug free workplace. Employees/staff are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide an alcohol and drug free, healthful, safe and secure work environment. Accordingly, the Company strictly prohibits Employees from:

- Possessing, using, or being under the influence of alcohol or an illegal drug, intoxicant, or controlled substance while on the job (including breaks and meal periods) or on Company-owned or occupied property;
- Using drugs illegally whether on or off the job;
- Driving a Company vehicle or a personal vehicle on Company business while under the influence of alcohol or an illegal drug, intoxicant, or controlled substance;
- Distributing, selling, manufacturing, or purchasing—or attempting to distribute, sell, manufacture, or purchase—an illegal drug, intoxicant, or controlled substance during working hours or while on Company-owned or occupied property;
- Testing positive for the illegal use of drugs;
- Testing positive on a required or requested alcohol test or screen;
- Refusing either to take or to release information regarding a required or requested drug or alcohol test or screen; and
- Violating any Company rule or policy regarding alcohol and drug use.

Violation of this prohibition or any other provision of this policy will result in disciplinary action, up to and including termination of employment.

The Company will not take disciplinary action against Employees solely for certified/lawfully permitted medical use of marijuana. However, like all other Employees, Employees who are certified patients may be subject to disciplinary action if they are under the influence while on the job, on Company premises, or on Company business, or otherwise violate this policy.

The Company will not take disciplinary action against Employees who use and possess marijuana and other cannabis products in accordance with applicable law. However, if the Company believes that an Employee is impaired by the legal use of marijuana or other cannabis products in a way that interferes with the Employee's performance of their job duties or with the Company's obligation to provide a safe and healthy workplace, the Company may take actions to remove the Employee from work or to discipline the Employee, up to and including termination of employment. Such determinations of impairment will be made by a supervisor or a member of management, and will be based on the observation of specific, articulable symptoms of impairment.

Nothing in this policy requires the Company to commit any act that would cause it to be in violation of federal law, or which would result in the loss of a federal contract or federal funding. Moreover, nothing in this policy prohibits or limits the Company from taking action as required by state or federal statute, regulation, ordinance, or other governmental mandate.

Integrated Staffing recognizes alcohol and drug dependency as an illness and a major health problem. Integrated Staffing also recognizes alcohol and drug abuse as a potential health, safety and security problem. Employees/staff are encouraged to seek help before alcohol and/or drug abuse becomes a problem. No Employee who comes forward and requests alcohol and/or drug rehabilitation will have their job security jeopardized provided that the Employee is not in violation of any other section of this policy or Company rules and regulations. Expenses for such rehabilitation may or may not be covered under the Employee's health insurance plan.

Employees who have knowledge or a reasonable suspicion that a co-worker is in violation of this policy are expected to immediately contact Human Resources, or a member of management.

Employees/staff must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off Integrated Staffing premises while conducting Integrated Staffing business. A report of a conviction must be made within five (5) days after the conviction (this requirement is mandated by the Drug-Free Workplace Act of 1988).

Employees may be required to submit to a reasonable suspicion drug and/or alcohol test whenever the Company has a reasonable suspicion that the Employee is under the influence of drugs or alcohol or has otherwise violated this policy.

Information or results obtained or developed pursuant to this policy will be held in the strictest confidence, will only be disclosed to those having a business need to know and will be used only in serving the valid interests of the Company in properly administering this policy.

F. Safety

The Employee's personal safety and the safety of co-workers are important aspects of the job. Most accidents can be prevented by exercising caution, good judgment, common sense, and by using the proper safety equipment (i.e., safety goggles, work gloves, etc.). Safety is everyone's business. Integrated Staffing is committed to providing a workplace that is free of safety and health hazards, preventing property damage and financial loss due to accidents, and complying with Federal, State and local safety and health regulations.

In the case of a fire, please evacuate the facility promptly and assemble at a safe distance in the front of the facility. The Emergency Evacuation Plan is posted throughout the facility. Each department supervisor should verify that all individuals have evacuated and been accounted for in the safe area. Do not re-enter the facility until instructed to do so by the emergency responders.

All job-related accidents and injuries must be reported to the Employee's supervisor and the Company as soon as possible preferably by the end of the shift, but no later than within three days of injury, **no matter how small**. Supervisors are responsible for completing and submitting to Integrated Staffing's Accounting Department the Workmen's Compensation Form EC-2. Employees have the right to report workplace injuries and illnesses, and Integrated Staffing is prohibited by law from discharging or in any manner discriminating against employees for reporting work-related injuries or illnesses.

Employees should remain aware of any working conditions that may be potentially dangerous and report these to the Employee's supervisor immediately.

Regarding safety while driving (either usage of Company vehicles and/or personal vehicles for Company business), it is NYS law to always use seatbelts when driving. In addition, Employees/staff will be **personally** responsible for all moving violations and related fees incurred while driving for Integrated Staffing business.

Integrated Staffing is dedicated to keeping its Employees safe and healthy while on assignment. Accordingly, Employees must strictly comply with the following policies and procedures at all times while on working time.

If an Integrated Staffing Employee is asked or directed to do any of the following, the Employee is expected to immediately contact Integrated Staffing:

1. Lift over 50 pounds
2. Steady, continuous lift 30 pounds or more
3. Use power tools, ladders or scaffolding
4. Operate any motor vehicles
5. Operate any forklifts, pallet jacks, cranes or hi-lows.
6. Operate any mechanical saws
7. Excavation work
8. Roofing, plumbing or masonry work
9. Working in confined spaces or underground
10. Working in a private home, hotel room or non-commercial area
11. Door-to-door sales
12. Personal errands
13. Supervision or direction of children, the elderly or mentally/physically challenged adults or children.
14. Food services

G. Workplace Violence

Integrated Staffing is dedicated to the security and overall well-being for all our Employees/staff. Our Workplace Violence Policy is a direct reflection of the strong posture the Company has taken toward all forms of violence in the workplace. Integrated Staffing's policy is to invest, as best as it is able, in the safety and security of the workplace in order to provide our Employees/staff with the environment needed to be productive.

Integrated Staffing will ensure the following:

- Complete commitment from all levels of management to fairly and consistently implement this policy without any form of reprisal to those filing complaints;
 - Confidentiality to the maximum extent feasible;
 - Prompt action on all reported incidents;
 - An open door of communication for program re-evaluation and improvement;
 - Have a written policy which all Employees/staff will review and sign upon receipt.
1. Definition: According to the National Institute for Occupational Safety & Health (NIOSH), "Workplace Violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting. It includes, but is not limited to beatings, stabbing, suicides, shootings, rapes, near suicides, psychological traumas; such as threats, obscene phone calls, an intimidating presence, and harassment of any nature; such as, being followed, sworn at or shouted at.

Workplace may be any location, either permanent or temporary, where an Employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, and traveling to and from work assignments."

Workplace Violence incidents can be divided into categories depending on the relationship between the assailant and the worker or workplace. These categories:

- Violence by Strangers
 - Violence by Clients
 - Violence by Co-Workers
 - Violence by Personal Relations
2. Weapons Policy: Integrated Staffing has a zero-tolerance philosophy regarding the possession (physical and/or constructive), by anyone or any dangerous/deadly weapon on Integrated Staffing or client company premises. This includes, but is not limited to, any firearm, knife, blunt instrument, brass knuckles, or any other object that can cause bodily injury or death. It should be noted that any violation of this policy or refusal to submit to a lawful inspection for the presence of the weapon on Integrated Staffing property or worksite would result in disciplinary action up to and including termination.
 3. Guidelines:
 - a. A copy of this policy shall be furnished to all new Employees/staff by Integrated Staffing upon the commencement of employment with Integrated Staffing.
 - b. A copy of the Workplace Violence Prevention Policy will be prominently displayed in the workplace of each department.

- c. Employees who are aware of any violation of this policy are required to report the violation verbally or in writing to the Integrated Staffing supervisor who must report the complaint to Integrated Staffing to ensure an immediate and effective investigation.
 - d. Following the investigation, Integrated Staffing will compose a report finding whether the violation occurred or did not occur. If a violation occurred, appropriate disciplinary action will be taken against the offender, up to and including termination, and Integrated Staffing will review the Workplace Violence Prevention Program to determine whether to make changes to help prevent future similar instances.
4. Procedures: All complaints shall be made to either:
- a. The Employee's supervisor, or
 - b. Integrated Staffing President.

H. Care of Equipment and Supplies

The equipment and supplies needed for the Employee to properly do their work are provided by the client. The Employee is expected to exercise care, properly clean and maintain, and follow all operating instructions, safety standards and guidelines when using these items.

I. Electronic Communications

Integrated Staffing client's electronic communication systems, including e-mail, computers (including Internet access), voice mail, fax machines, telephones and any other devices for communication, are the client's property and are provided and intended for business purposes. Non-business use of the client's electronic communication systems is prohibited provided, however, that reasonable, incidental, and occasional use of the systems is permitted. Any personal use of the communication system that interferes with the performance of an Employee's work or burdens or comprises the effectiveness of the electronic communications system is strictly prohibited.

Employees should never access any electronic communications system using another user's password and should only access the libraries, files, data, programs, and directories that are related to their work duties. The following activities are also prohibited while utilizing a client's electronic communication systems:

- Unauthorized access, review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of the client, or improper use of information obtained by unauthorized means;
- Engaging in illegal activities under local, state, federal, or international law;
- Violation of the rights of any person or Company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations;
- Unauthorized copying of copyrighted material;
- Sending, saving, transmitting or viewing offensive material including, without limitation, sexual comments, jokes or images, racial slurs, etc.;
- Introduction of malicious programs into the client's systems (e.g., viruses, malware, worms, Trojan horses, e-mail bombs);
- Circumvention of user authentication, logs, or security mechanisms; and
- Violation of any Integrated Staffing policy including, but not limited to those addressing discrimination, harassment and retaliation, and confidentiality.

Data created or stored on a client's electronic communications systems remains the client's property. A client may review, intercept, access and disclose all matters on its systems at any time, with or without employee notice, and such access may occur during or after working hours. Employee use of a client's

electronic communications systems constitutes consent to this accessing, intercepting, monitoring and disclosure of any matter stored in, created, received or sent over those systems. Information security is everyone's responsibility. Information security incidents can cripple an electronic communications system. Integrated Staffing employees/staff have a responsibility to safeguard the information of the Company.

J. Use of Cell Phones or Similar Devices

General Use at Work: Integrated Staffing is aware that Employees/staff utilize their personal or Company-supplied cellular phones for business purposes. At the same time, cell phones are a distraction in the workplace. While at work, Employees/staff are expected to exercise the same discretion in using personal cell phones as they use with Company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. **Employees/staff should restrict personal calls during work time and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas.** Other personal calls should be made during non-work time whenever possible, and Employees/staff should ensure that friends and family members are instructed of this policy. On the unusual occasion of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried on vibrate mode.

Camera phones can present risks to the Company and its clients, potentially compromising customer information, trade secrets, or the privacy of other employees/staff. For these reasons, Integrated Staffing prohibits the use of cell phones, many of which have camera capabilities, in areas that may be considered potentially compromising, such as manufacturing and laboratory/R&D areas, restrooms.

Integrated Staffing is not responsible for the loss of cellular phones or similar devices brought into the workplace.

General Use While Driving Company Vehicles: Integrated Staffing is aware that Employees/staff currently use their cell phones or similar devices while driving in vehicles. Integrated Staffing **prohibits** Employees from talking on or otherwise using a hand-held mobile phone while operating a Company vehicle or a personal vehicle on Company business or at any time when using a mobile phone owned or provided by the Company. This prohibition applies to all mobile phone use including receiving or placing calls, checking voicemail, sending or receiving email or text messages, and accessing the Internet.

We recognize that distractions occur during driving, however, curbing the use of cell phones, while driving, is one way to minimize the risk of accidents. Therefore, if an Employee must use a cell phone while operating a Company vehicle or a personal vehicle on Company business, **the Employee is required to stop the vehicle in a safe location before doing so.**

Employees/staff who violate this policy will be subject to disciplinary action, up to and including employment termination.

K. Employee Dress and Personal Appearance

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of the position. While it is not Integrated Staffing's intention to dictate the personal wardrobe of its Employees/staff, the appearance and dress of the Employees is important in creating a favorable image. Employees are encouraged to maintain their personal appearance in a manner which will reflect a good image to our clients and suppliers. Shirts, hats and logo apparel may be provided at client discretion.

Integrated Staffing will not discriminate against an Employee because of their hair texture or protective hairstyles (including braids, locks and twists) and does not prohibit the wearing of attire, clothing or facial hair in accordance with the requirements of an employee's religion. The Company will reasonably accommodate Employees' disabilities and religious requirements, unless the required accommodation creates an undue hardship. Employees requesting an accommodation related to this policy should contact or be referred to Human Resources.

L. Social Media and Blogging

We recognize that many of our Employees use social media tools. Whether or not the Employee is acting on behalf of Integrated Staffing and their clients, or using their personal social media accounts or blogs to talk about Integrated Staffing products or Company business (e.g., projects, promotions, sales, events and initiatives), always use good judgment and follow these guidelines:

- Do not post the logo, trademark, product photos or other trademarked materials of Integrated Staffing or its client(s) on social media for commercial or other use, other than those protected by the NLRA.
- Do not post or share sensitive, private or confidential Company information (e.g., unannounced product launches and promotions, internal sales results, Company strategy, pricing information or comparisons, pay rates).
- Respect client privacy. Never give out personal client information (e.g., personal addresses, phone numbers or credit card information).
- Do not share details about customer visits—both private and public figures—without their permission.
- Be respectful and do not post or display comments or content about the Company, its client(s), vendors, or competitors, or a coworker, that could be perceived as harassing, threatening, retaliatory, discriminatory, vulgar, obscene, threatening, or intimidating.
- Harassment, bullying, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home and on home computers. Nothing in this provision should be read to limit or interfere with an employee's NLRA Section 7 rights to express or discuss their opinions regarding the terms and conditions of employment with co-workers and/or third parties.
- Employees may be legally responsible for the content they post, so respect brands, trademarks and copyrights.
- Follow terms and conditions for social networking sites.
- Special requirements apply to publishing promotional content online. Promotional content includes any statements designed to endorse, promote, sell, advertise, or otherwise support the Company's products or services. Therefore, in accordance with Federal Trade Commission regulations, should an Employee discuss Integrated Staffing's products or services while social networking, the Employee must disclose that they are an Employee of Integrated Staffing.
- Employees must ensure their posts do not create a real or perceived conflict of interest. A conflict of interest exists if the Employee has an interest outside of work at Integrated Staffing and their clients that interferes with the Employee's job responsibilities or affects the Employee's judgment on behalf of Integrated Staffing and their clients.
- If an Employee sees unfavorable opinions, negative comments or criticism about the Company, its clients, or services posted by third parties, do not try to have the post removed or send/post a written reply. Instead, forward this information to Dhianna Yezzi, President, who will take appropriate action.

Failure to follow the above guidelines will result in disciplinary action up to and including termination. Note, however, that nothing in this policy will be interpreted to limit or interfere with employees' rights under Section 7 of the National Labor Relations Act or other applicable labor laws or regulations.

M. Expected Conduct

Integrated Staffing requires that all Employees, regardless of where they are placed, adhere to the conduct themselves in an appropriate and professional manner. While it is not possible to list all the conduct and behavior that are considered unacceptable, the following are examples of infractions of rules of conduct that may result in disciplinary corrective action, up to and including termination:

1. Excessive absenteeism, not including legally protected absences.
2. Excessive tardiness.
3. Failing to observe working schedules, including breaks and meal periods.
4. Working overtime without authorization or refusing to work assigned overtime.
5. Reporting to work while intoxicated, with controlled substances or illegal narcotics on or in your body or otherwise violating the Alcohol and Drug Free Workplace Policy.
6. Falsification of any employment records or other Integrated Staffing Corporation documents including time slips, applications or other records.
7. Recording the working time of another employee, allowing another to record the employee's work time, or allowing falsification of any time record, whether the employee's own or another employee's.
8. Committing a fraudulent act or a breach of trust in any circumstances.
9. Unauthorized use, theft or the deliberate or careless damage of Company property or facilities or the property or facilities of a client.
10. Carrying firearms or any other dangerous weapons, during working time or at any time on premises owned or occupied by the Company or its client.
11. Engaging in criminal conduct whether or not related to job performance.
12. Engaging in insubordination, including but not limited to failure or refusal to obey the directions or instructions of a supervisor.
13. Using profane, abusive or threatening language at any time during working time or while on premises owned or occupied by the Company or its client.
14. Gambling, sleeping or any disorderly conduct while on working time or on Integrated Staffing's premises or a client site.
15. Engaging in discriminatory, harassing, or retaliatory conduct while on working time, Integrated Staffing's premises or a client site.
16. Failure to report to Integrated Staffing Corporation in addition to the Employee's client supervisor any of the following:
 - Discrimination, harassment, retaliation or intimidation in the workplace.
 - Any on-site work injuries or incidents involving employees, property or clients.
 - Any and all unsafe working conditions.
17. Interfering with the work performance of other employees.
18. Damage to any Integrated Staffing Corporation or client Company property
19. Leaving the worksite before the scheduled end of your shift, without authorization
20. Violating safety policies
21. Refusing to cooperate with any internal investigations, or failing to maintain the confidentiality of Integrated Staffing and its clients
22. Failure to comply with any personnel policies, rules or regulations of Integrated Staffing and its clients.

This statement of prohibited conduct does not alter or limit Integrated Staffing's policy of employment at will. Either the Employee or the Company may terminate the employment relationship at any time for any reason, with or without cause or without notice.

Employees must report any suspected violations of any Integrated Staffing policies and any unethical, unprofessional or dishonest behavior to their immediate supervisor or Human Resources. Integrated Staffing may investigate such reports, and employees must cooperate with such investigations. As stated above, violations of any Integrated Staffing policies and any other unethical, unprofessional or dishonest behavior may result in disciplinary action, up to and including termination.

EMPLOYMENT POLICIES AND BENEFITS

A. Work Schedule/Timeslips

Employees are required to accurately record each time they begin and end work, including the start and end of meal periods, when they leave and return to the client's property for non-work related reasons, and any time worked remotely (which must be authorized in advance). Without prior approval of their supervisor, non-exempt Employees should not work outside their regularly scheduled hours or begin work before the scheduled start of their shift or continue working after the scheduled end of their shift. Any Employee who works outside their regularly scheduled hours or routinely fails to begin and end work in accordance with their schedule will be subject to disciplinary action, up to and including termination of employment. Employees are not permitted to defer breaks or meal periods to the end of the work day to leave the business early.

NYS Labor Law §162 sets forth the required meal periods for employees in New York State. All private sector employers and their employees who work in New York State are covered by the law. However, the law contains different requirements for factory and non-factory workers.

Factory Workers are entitled to a 60-minute lunch break between 11:00AM and 2:00PM and a 60-minute meal break at the time midway between the beginning and end of the shift for all shifts of more than 6-hours starting between 1:00PM and 6:00AM, and lasting more than six (6) hours.

Non-Factory Workers are entitled to a 30-minute lunch break between 11:00AM and 2:00PM for shifts 6-hours or longer that extend over that period and a 45-minute meal break at the time midway between the beginning and end of the shift for all shifts of more than six (6) hours starting between 1:00PM and 6:00AM.

All Workers are entitled to an additional 20-minute meal break between 5:00PM and 7:00PM for workdays that extend from before 11:00AM to after 7:00PM

Section 162 also allows the Commissioner to permit shorter meal periods upon application by the employer and if the Commissioner believes such modifications are warranted by special circumstances.

Who is a Factory Worker? §162 has different meal period requirements for persons "employed in or in connection with a factory". A factory includes a mill, workshop or other manufacturing establishment and includes all buildings, sheds, structures, or other places used for or in connection with these establishments. A factory does not include dry dock plants engaged in making repairs to ships, power houses, generating plants and other structures owned or operated by a public service corporation. Any

employee who works in or whose primary duties involved the maintenance and/or operation of a factory is a factory worker for the purposes of §162 of the Labor Law.

B. Overtime

When operating requirements or other needs cannot be met during regular working hours, Employees may be scheduled to work overtime. All overtime work must be authorized in advance by the Employee's supervisor or manager. Working overtime without prior authorization may result in disciplinary action. Non-exempt Employees working over forty (40) hours in a work week (overtime) will be compensated at the rate of time and one-half the Employee's regular rate of pay.

C. Attendance & Punctuality

Excellent attendance is an expectation of all Employees/staff of Integrated Staffing. Daily attendance is especially important for Employees/staff whose clients and coworkers have the expectation of on-time product shipping and delivery. Accordingly, Employees are expected to report to work on time and as scheduled.

1. Working schedules and starting times are established based on assignment and communicated to Employees during their onboarding.
2. Employees are expected to be at their work station and ready to work at their scheduled start time. Work activity should commence at the scheduled start times and continue until the normal designated stopping times for breaks, lunch, or the scheduled end of the shift.
3. Absent prior supervisory approval, Employees should not begin work before their scheduled start time or continue working after their scheduled end time. Any Employee who repeatedly fails to adhere to their schedule may be subject to disciplinary action, up to and including termination of employment.
4. If an Employee cannot avoid being late to work or is unable to work as scheduled, they must call the Company as soon as possible and, absent extenuating circumstances, no later than one (1) hour before the scheduled start of their shift. Every time an employee is absent or late, or leaves early, they must provide their supervisor with an honest reason or explanation as well as the expected duration of any absence. The Company will comply with applicable laws relating to time off from work, but it is the employee's responsibility to provide sufficient information to enable the Company to make a determination.
5. The Employee must follow any addition guidelines set forth by the Company to which they are assigned.
6. When an Employee is late, the Employee is expected to see their supervisor immediately upon reporting to work and performing any work. The Employee's working time will begin then they report to the supervisor.
7. Integrated Staffing reserves the right to require an employee to submit medical documentation in the event of repeated absences for medical reasons or in the event of medical absences exceeding three (3) days.

8. Excessive absenteeism may lead to disciplinary action, up to and including termination of employment.
9. When an Employee has one unexcused absence during the first 90 days of placement, a verbal warning and a warning letter will be mailed to the Employee's address. If an Employee has a second unexcused absence an additional day during the first 90 days of placement, the employee will receive a 2nd warning letter. A third unexcused absence during the first 90 days of placement may result in additional corrective discipline up to and including termination of employment.
10. Once an Employee completes the first 90 days of placement, excessive absenteeism is defined as two or more instances of unexcused absence in a calendar month. Such excessive absenteeism is subject to corrective discipline. If an Employee has eight (8) instances of unexcused absenteeism in a calendar year, their employment will be terminated. Other continuing patterns of absences, early departures, or tardiness, regardless of the exact number of days, may also warrant disciplinary action.
11. In the event an Employee is absent for three or more consecutive scheduled days without prior notice or approval, they will be deemed to have abandoned their position and their employment will be terminated.
12. Excessive tardiness or leaving early will also be subjected to corrective discipline, up to and including termination. Excessive tardiness or leaving early is defined as three or more instances in a calendar month. If an employee has 12 instances in a calendar year, their employment will be terminated.
13. An employee that needs to leave work before the scheduled end of their shift should notify their supervisor or manager. Approval of such absences will be based upon the urgency of the reason for absence and department staffing needs. Even if an employee is authorized to leave early, it will be counted as an instance of leaving early.
14. Individuals with disabilities and known victims of domestic violence may be granted reasonable accommodation in complying with this policy if such accommodation does not impose an undue hardship. However, regular attendance and promptness are considered part of each employee's essential job functions. To request an accommodation, contact Dhianna Yezzi, President.

While regular attendance and promptness are considered part of an Employee's essential job functions, individuals with disabilities and known victims of domestic violence may be granted reasonable accommodation in complying with these policies if such accommodation does not impose an undue hardship. Employees in need of an accommodation are expected to provide Integrated Staffing sufficient information to enable it to make a determination. Integrated Staffing will not discipline Employees for any legally protected absences.

Employees who violate this policy will be subject to corrective discipline, up to and including termination.

D. Work Related Issues

Work related problems may occur at any time. It is important to attempt to resolve differences as soon as possible before they become problematic. Employees with work related concerns should first attempt to resolve the problem by discussing it with their supervisor. If the supervisor is part of the problem, the

Employee should still attempt to resolve the difficulty with the supervisor directly, since the supervisor may be unaware that a problem exists.

E. Inclement Weather Policy

While Integrated Staffing and their clients will make every effort to remain open for business on scheduled workdays, there may be instances where inclement weather will necessitate a change in our hours of operation. When this occurs, Employee safety will be the Company's primary consideration. Regardless of whether the office is open or closed, Employees are advised to use their best judgment as to whether to come to work or leave early, based on their own judgment regarding personal safety. In the event of inclement weather, unless otherwise instructed, Employees are expected report to as scheduled and are expected to build appropriate travel time into their schedule to ensure they arrive at work on-time.

In certain situations, Integrated Staffing may be forced to close due to weather. Decisions that could impact a change to the normal work schedule will be the responsibility of the President or their designee. Employees will be notified of any change in hours of operation via phone either by the President or their designee. Notification may be made either directly to each Employee or via a phone tree, arranged in advance. Employees are responsible for ensuring Integrated Staffing has up-to-date contact information and for accepting the Company's call.

Should an Employee need to be late as a result of inclement weather and/or school closing, the Employee should notify their supervisor and their Integrated Staffing representative in accordance with the Attendance Policy. Should an Employee arrive at work late due to inclement weather, it will be considered an excused absence for that time period and the Employee will not be penalized.

When a weather emergency occurs during working hours, the President or their designee will make the decision whether, and at what hour, to end that specific work day. In a situation where the Integrated Staffing President is unavailable, a designated senior manager or immediate supervisor will make the final decision.

Employees who are not at work because of pre-scheduled time off will not be paid. If an Employee is scheduled to work but is not at work and the office is officially open, the Employee will not be paid. Similarly, if an Employee chooses to arrive later than or depart earlier than the change in schedule made by the Company, the time will be unpaid.

F. NYS Paid Sick Leave Policy

NYS requires the Company to provide paid sick leave (PSL) to Employees. Employees accrue time at the rate of 1-hour for every 30-hours worked and based on total job assignments for Integrated Staffing, may have between 40 and 56 hours (maximum) of paid sick leave available to them each calendar year. Employees may carry over all accrued unused PSL annually to the next calendar year, however employees are not permitted to use more than 40/56 hours in a year. Accrued unused PSL time will not be paid out upon separation of employment.

Permitted Uses

Permissible uses of PSL include:

- For mental or physical illness, injury, or health condition impacting the employee or a member of their family for whom they are providing care or assistance with care, regardless of whether it has been diagnosed or requires medical care at the time of the request of leave; or

- For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition, or need for medical diagnosis or preventative care for the employee or a member of their family for whom they are providing care or assistance with care.
- For an absence from work when the employee or employee’s family member has been the victim¹ of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking or human trafficking:
 - To obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - To participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee’s family members;
 - To meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
 - To file a complaint or domestic incident report with law enforcement;
 - To meet with a district attorney’s office;
 - To enroll children in a new school; or
 - To take any other actions necessary to ensure the health or safety of the employee or the employee’s family member or to protect those who associate or work with the employee.

For the purposes of this leave, a “family member” includes an employee’s child (including foster child, legal ward or equivalent legal relationship), spouse, domestic partner, parent (including step- or foster parent, legal guardian or equivalent legal relationship), sibling, grandchild, grandparent, and the child or parent of an employee’s spouse or domestic partner.

Employees are permitted to take sick leave in partial day increments; Integrated Staffing has set the minimum increment for the use of sick leave at four (4) hours as allowed under the NYS Paid Sick Leave Policy.

Notice Requirements

Employees may use PSL following a verbal or written request to a supervisor for the reasons listed above. Employees should provide such notice to their supervisor as soon as possible, but in all cases, prior to taking PTO for PSL purposes. As PSL hours are used, the hours are deducted from the employees’ annual PTO allotment.

Documentation Requirements

If an Employee requires three (3) or more consecutive days of PSL, the Company may require documentation supporting the need for use of PSL, the amount of leave needed, and return date. The documentation need not disclose the reason for leave, but rather that leave is necessary for a permitted PSL use. The documentation required in such instances will be limited to that permitted by applicable law.

Employees will not be required to disclose Confidential Information, including the nature of an illness, prognosis, treatment or other related information to use Paid Sick Leave for NY PSL purposes.

Restoration to Employment

At the conclusion of an employee’s use of PSL, the Employee will be returned to the Employee’s comparable position to their previously held position.

¹An Employee who has committed domestic violence, a family or sexual offense, stalking, or human trafficking is not eligible for paid leave for purposes of this policy, nor may this leave be used on behalf of an Employee’s family member who has engaged in any such conduct.

No Retaliation

Any form of discipline, reprisal, intimidation, retaliation, or discrimination against any individual for requesting PSL or filing a complaint for violations of this policy as it relates to PSL is strictly prohibited.

Integrated Staffing is committed to enforcing this policy and prohibiting retaliation against Employees who request PTO for PSL reasons under this policy, or who file a related complaint. If Employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to Human Resources.

G. Rights of Nursing Mothers

For up to three (3) years following childbirth, Employees are entitled to take reasonable unpaid break time or use paid break time each day for the purpose of expressing breast milk. A private, comfortable space is available to all Employees for this purpose. Generally, these breaks shall be twenty to thirty minutes in duration, once every three hours and arranged in advance with the Employees' supervisor. An Employee may take these breaks concurrently with lunch breaks or during scheduled paid breaks. A particular Employee may require a different break schedule and, if so, she should notify the Human Resources Department, who will work with her to accommodate her needs. If appropriate coverage is unavailable, an Employee may be required to postpone a scheduled breast milk expression break for up to thirty minutes.

Employees wishing to express milk in the workplace must provide the Human Resources Department with advance notice so that proper arrangements may be made. Such notice is expected to be provided prior to the Employee's return to work following the birth of a child.

Integrated Staffing will not retaliate or discriminate against an Employee who chooses to express breast milk pursuant to this policy, nor will it tolerate any such retaliation or discrimination. Any Employee who believes she has experienced discrimination or retaliation should notify Human Resources.

Acknowledgement of Receipt of Integrated Staffing Corporation’s Company Policy Handbook for Temporary Employees

I have received a copy of the Integrated Staffing Corporation’s Company Policy Handbook for Temporary Employees and standalone policies incorporated herein by reference (cumulatively “Handbook”), and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities, and obligations of employment with Integrated Staffing. I understand and agree that it is my responsibility to read the Handbook and abide by the rules, policies, and standards set forth therein and further understand that noncompliance may result in corrective disciplinary action, up to and including termination. I understand that Integrated Staffing may modify the content of the Handbook at any time and failing to remain current on the content of the Handbook will not excuse non-compliance.

I also understand that if I have any questions concerning the content of the Handbook, it is my responsibility to address them with my Integrated Staffing representative or Dhianna Yezzi, President.

I have read and understand Integrated Staffing’s policy regarding Electronic Communications and consent to accessing, intercepting, monitoring and disclosure of any information or data that I store in, create or receive on, or send over the electronic communication systems of Integrated Staffing or its client(s).

I understand that it is my responsibility to report and I hereby agree to report any issues at the worksite to which I am assigned to my Integrated Staffing representative and failure to do so can result in immediate termination.

I also acknowledge that I am a temporary employee of Integrated Staffing and my employment is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by Integrated Staffing. I acknowledge that nothing in this Handbook and no oral statements or representations regarding my employment can alter the foregoing. I also acknowledge that this policy of at-will employment may be revised, deleted or superseded only by a written employment agreement signed by the Integrated Staffing’s President that expressly revises, modifies, deletes, or supersedes the policy of at-will employment.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

Emergency Contact Name and Phone Number:
