

# A2Z PERSONNEL EMPLOYEE HANDBOOK

## EQUAL EMPLOYMENT OPPORTUNITY POLICY

### NON-DISCRIMINATION

A2Z Personnel is an equal opportunity employer. We do not refuse employment or discrimination in compensation or the other terms, conditions and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed or sex. Any applicant for employment with A2Z Personnel or employee who believes he/she has been subjected to discrimination, including harassment, based upon any of these factors, should immediately contact Susan Devlin, President of A2Z Personnel, and may also contact the Montana Human Rights Commission and/or the Federal Employment Opportunity Commission.

### PRE-EMPLOYMENT INQUIRIES

Except as may be required by the reasonable demands of a position or compliance with a lawful Affirmative Action plan or government reporting or record keeping requirements, A2Z Personnel will not elicit information concerning race, color, national origin, age, physical or mental disabilities, marital status, religion, creed or sex from applicants for employment.

A2Z Personnel will obtain information required for tax, insurance, social security, compliance with garnishment or immigration laws or other legitimate business purpose, after employment.

### EQUAL PAY

A2Z Personnel does not pay any employee less than an employee of the opposite sex for work involving substantially equivalent skills, effort and responsibility and which is performed under similar working conditions unless the disparity is based upon a factor other than sex.

### DISABILITY

A2Z Personnel does not discriminate against any applicant or employee in hiring or in the terms, conditions and privileges of employment due to physical or mental disability. When A2Z Personnel becomes aware of any physical or mental disability which prevents an otherwise qualified employee or applicant from performing a job, prior to refusing employment or making a distinction in terms, conditions or privileges of employment because of the disability, A2Z Personnel will assess whether any reasonable accommodation would allow the person to perform the job. An accommodation which creates an undue financial hardship on A2Z Personnel or which endangers health or safety is not a reasonable accommodation. We will make any reasonable accommodation necessary to allow an otherwise qualified applicant or employee to perform the job.

An otherwise qualified applicant for employment or employee with a disability who requires reasonable accommodation may inform his/her immediate supervisor of the nature of the disability and the accommodation required. Employees with access to such information shall maintain the confidentiality of the information to the extent reasonably possible and shall not release the information to anyone who does not that the right or need to know.

### COMMUNICABLE DISEASES

Communicable diseases, including AIDS, are physical disabilities. A2Z Personnel will not discriminate against any applicant for employment or employee based upon communicable diseases unless required to do so by the reasonable demands of the position. Prior to making any distinction based upon communicable disease, we will evaluate the nature of the risk, the duration of the risk, the severity of the risk and the probability the disease will be transmitted and

possibly cause harm. We will evaluate these factors after obtaining the reasonable medical judgments of public health officials.

**DRUG TESTING:** It is the policy of A2Z Personnel to drug test each and every applicant who is applying for a labor or driving position with our company. After the initial test, A2Z Personnel will institute drug testing of an employee on a random basis. Failure to pass the drug test by an applicant will be cause for A2Z Personnel to not hire that applicant. Failure to pass the drug test by an A2Z Personnel employee will be cause for immediate termination of that employee.

#### **MATERNITY**

A2Z Personnel does not discriminate against any applicant/employee in hiring or in the terms. Conditions and privileges of employment based upon pregnancy, childbirth or related medical conditions. We will not terminate any employee or refuse to hire an applicant due to pregnancy or childbirth.

A2Z Personnel will not require any employee to take a mandatory maternity leave for an unreasonable length of time. If absenteeism due to pregnancy becomes excessive or if a pregnant employee is incapable of performing normal job duties, A2Z Personnel may require the employee to take maternity leave until she is capable of performing normal job duties on a regular basis. Prior to requiring maternity leave, A2Z Personnel will assess whether a reasonable accommodation could be made which will allow the pregnant employee to continue to work.

An employee requiring maternity leave shall provide A2Z Personnel with reasonable notice of the expected leave date. An employee returning from maternity leave shall provide us with a reasonable notice of her intent to return to work. When we receive notice of her intent to return to work, we will reinstate the employee if work is available, as soon as is reasonably possible.

#### **RELIGION**

A2Z Personnel will make reasonable accommodation for religious beliefs. Any otherwise qualified applicant for employment or employee who requires reasonable accommodation may inform his/her immediate supervisor of the religious accommodation required. All employees with access to such information shall maintain the confidentiality of the information to the extent reasonably possible and shall not release the information to anyone who does not have the right or need to know.

#### **SEXUAL HARASSMENT**

Sexual harassment of employees, customers and any other persons is absolutely prohibited. It is the policy of A2Z Personnel to provide employees with a work environment free of any sexual harassment. Sexual harassment includes any unwelcome verbal or physical conduct of a sexual nature when submission to the conduct is implicitly or explicitly made a term or condition of employment; submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment also includes harassment directed towards a person because of gender or sexual orientation.

#### **RETALIATION**

A2Z Personnel will not retaliate against any applicant, employee or past employee for opposing unlawful discriminatory practices, filing a discrimination complaint, testifying or participating in any other manner in a discrimination proceeding.

To file a grievance, contact Susan Devlin, President of A2Z Personnel and she will guide you through the procedure.

In addition, any employee or applicant who believes he/she has been subjected to unlawful discrimination may contact the Human Rights Bureau, P.O. Box 1728, Helena, MT 59624, (406) 444-2884; or the U.S. Equal Opportunity Commission, Washington DC 20807, 800-872-3361.

## **GENERAL INFORMATION**

### **ASSIGNMENT PROCEDURES**

Call A2Z Personnel to check in at least twice a week. Just give the person who answers your name and phone number. When we have an assignment for you, we will use that list to call you.

When you have completed an assignment, it is important that you notify our office immediately. We will then be able to find more work for you. Failure to inform us could affect your claim for unemployment benefits.

### **PAY**

We have provided you with a three part time card. For each job you perform, you must have a separate time card. Record your hours daily and at the end of the job or payroll, you must take it to your supervisor for their signature. Verifying the hours you worked, then by "employee", circle either "sustained or did not sustain any injuries", then you sign it, leave the white copy with the client, bring the yellow copy to A2Z Personnel and keep the pink copy for your records. If you turn in a time card not signed by the client and/or sustained/did not sustain any injuries not circled you will be handed your time card back.

**YOUR TIME CARD MUST BE TURNED INTO OUR OFFICE NO LATER THAN 5:00 p.m. EVERY MONDAY. IF YOUR TIME CARD IS LATE, YOU WILL NOT BE PAID UNTIL THE FOLLOWING FRIDAY.**

Paydays are every Friday. You are responsible for picking up your own paycheck between the hours of 8:00 a.m. and 5:00 p.m. If you wish it mailed, let us know. If you wish it to be deposited directly into your bank account, ask for a form at the front desk. We'll be happy to assist you.

### **REPORTING FOR WORK**

You are expected to be on the job, ready to work at the time indicated to you by our office. If you cannot report to the assignment within the designated time frame, please let us know immediately.

### **ABSENCES**

If you are ill or an emergency has arisen which makes it impossible for you to report for work, please contact us immediately, day, night, holiday or weekend. Just call the Hamilton office number 363-0723 or in Stevensville the number is 777-1662, leave a message and the person on call will call you back. **Lack of transportation is not a valid reason for missing work.**

### **INJURIES**

If you suffer an injury while working for A2Z Personnel, you must report it to your supervisor **AND** A2Z Personnel, immediately. If an injury requires you to have time off work, a medical release form, allowing you to return to work, must be submitted to our office. Our Workers Compensation Insurance will compensate you for lost time.

### **CONDUCT**

Please perform to the best of your ability. The following list represents some important rules and policies that if not followed may result in disciplinary action or termination by A2Z Personnel.

- 1) Consuming, bringing in, supplying or having in your possession illegal drugs or alcohol before or while in the workplace. Also, even if you possess a prescription for medical marijuana, it is forbidden to use that drug before or during the work day.
- 2) Smoking in undesignated areas
- 3) Being late without good cause.
- 4) Excessive absenteeism. exception: doctors excuse
- 5) Not conforming to posted fire protection programs
- 6) Removal of clients property without written approval.
- 7) Violating safe work rules.
- 8) Intimidation/molestation/harassment or any person or persons while on assignment through A2Z Personnel
- 9) Misconduct including fighting, horseplay or destruction of clients property.
- 10) Theft or destruction of client's or another employees property.
- 11) Operation of equipment when not authorized to do so.
- 12) Disregarding posted rules/regulations.
- 13) Stating false information on time card or application form.

The above are not meant to be all of the rules and policies of our company. They are only highlights of some of our policies. If you have questions or complaints, please contact our office immediately. Do not take these complaints to the client unless they are in regard to safety or procedures.

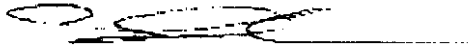
#### **WORKERS COMPENSATION/UNEMPLOYMENT INSURANCE**

A2Z Personnel covers you for any Workers Compensation or Unemployment Benefits claims you may file while working for us. If you find it necessary to file a claim, you must list A2Z Personnel as your employer, not the client you were assigned to.

#### **FINALLY**

We are available 24 hours a day, 7 days a week. If you have any problems, questions, etc. just call 777-1662 or 363-0723 and someone will assist you.

Sincerely,



Susan A. Devlin  
President