



BOLDERSTAFFING

EMPLOYMENT **H**ANDBOOK *FOR* ***ASSIGNEES***

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INTRODUCTION

About The Employee Handbook

Welcome to Bolder Staffing, Inc. (BSI)

THIS HANDBOOK IS DESIGNED TO ACQUAINT YOU WITH OUR ORGANIZATION AND PROVIDE YOU WITH INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE YOU WITH A SUMMARY OF SOME OF THE ORGANIZATION'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

THE LANGUAGE USED IN THIS HANDBOOK IS NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE OR CAUSE. THE ORGANIZATION HAS THE SAME RIGHT.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE MANUAL, IF YOU HAVE QUESTIONS PLEASE TALK WITH YOUR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. ALSO, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. THE ORGANIZATION THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

From the President

If you are a new employee, I'd like to extend our welcome! Our locally owned and operated staffing service has been established since February, 1992. It is our goal to service our employees, clients and the community to the best of our ability. We strive to thoughtfully accommodate all of the requests, which come to Bolder Staffing, Inc. (BSI). Once assigned, our employees have available a variety of benefits to make their employment both profitable and enjoyable.

Acknowledgement of Receipt

ALL EMPLOYEES WILL RECEIVE A SEPARATE HANDOUT TO SIGN ACKNOWLEDGING RECEIPT OF THIS HANDBOOK. IT IS THE EMPLOYEE'S RESPONSIBILITY TO BECOME FAMILIAR WITH ITS CONTENTS.

EMPLOYMENT

Employee Status

Assigned Employee - an employee who is hired in a job established for a temporary period or for a specific assignment or group of assignments. Assigned employees are eligible to participate in the BSI benefits outlined in this handbook.

Assigned Non-Exempt Employee – an employee who is eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 (forty) hours per workweek.

Assigned Exempt Employee – an employee who is not eligible for overtime pay.

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(Staff employees are hired to work at any BSI office)

**Staff Full-time Employee** - an employee who is normally scheduled to work at least 40 (forty) hours per week. Full-time employees are currently eligible for BSI benefits as outlined in this handbook.

**Staff Part-time Employee** - an employee who is normally scheduled to work less than a 40 (forty)-hour workweek. Part-time employees are currently eligible for vacation, holidays, sick leave and jury duty on a prorated basis.

**Staff Exempt Employee** - an employee who is not eligible for overtime pay.

**Staff Non-exempt Employee** - an employee eligible for overtime pay. Non-exempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 (forty) hours per workweek.

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All Assigned Employees – include definitions of Assigned Employees, Assigned Exempt Employees, and Assigned Non-Exempt Employees.

All Staff Employees – include definitions of Staff Full-time Employee, Staff Part-time Employee, Staff Exempt Employee, and Staff Non-exempt employee.

All Employees – include definitions of all Assigned Employees and all Staff Employees.

Equal Employment Opportunity

~All Employees~

BSI is dedicated to the principles of equal employment opportunities in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age, sex, race, color, religion, national origin, marital status, sexual orientation, disability, veteran status or any other status protected by state or local law. This prohibition includes unlawful harassment based on any of these protected classes.

Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

BSI prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure contained in the sexual harassment policy.

Sexual Harassment/Inappropriate Conduct

~All Employees~

Bolder Staffing, Inc. strongly opposes sexual harassment and inappropriate sexual conduct. Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- ◆ Submission to such conduct is made either explicitly or implicitly a term of condition of employment;
- ◆ Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- ◆ Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

All employees are expected to conduct themselves in a professional and business-like manner at all times. Inappropriate sexual conduct, which could lead to a claim of sexual harassment, is expressly prohibited by this policy. Such conduct includes, but is not limited to: sexually implicit or explicit communications whether in:

- ◆ Written form, such as cartoons, posters, calendars, notes, letters, e-mail;
- ◆ Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates;
- ◆ Physical gestures and other non-verbal behavior.

Unwelcome touching such as grabbing, fondling, kissing, massages and brushing up against another's body.

Complaint Procedure for Sexual Harassment and Discrimination

~All Employees~

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. BSI expects employees to make a timely complaint to enable BSI to promptly investigate and correct any behavior that may be in violation of this policy.

Report the incident to the President or manager of BSI who will investigate the matter and take appropriate corrective action. Your complaint will be kept as confidential as practicable. If you feel you cannot go to either of these individuals with your complaint, you should report the incident to the vice-president.

If Bolder Staffing, Inc. determines that an employee's behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

Bolder Staffing, Inc. prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be promptly investigated.

CURRENT ASSIGNEE GUIDELINES AND INFORMATION

~All Assignees~

The following guidelines are created to make your assignments profitable and enjoyable. You may be assigned to one or several companies, but please remember that **Bolder Staffing, Inc. (BSI) is your employer**. Any questions, please call your local BSI recruiting office. We will make every effort to place you on assignments that will best fit your background.

Business Hours:

Boulder Office	8:00am-5:00pm	Mon.–Thurs.,	8:00am–4:30pm	Friday	303-444-1445
Broomfield Office	8:00am-5:00pm	Mon.–Thurs.,	8:00am–4:30pm	Friday	303-465-5548

No Fee: There is no fee to our employees when working with BSI at a client company.

How long will your application be on file: Your application will be on file with BSI for (6) six months from your date of application or from your last assignment. If you wish to reactivate your file you must visit in person with an Employment Coordinator to update your history and paperwork.

Contact BSI:

To remain active as a BSI employee, you must do the following:

- ◆ Contact BSI once per week or leave a message with the 24-hour answering service to keep us aware of your availability.
- ◆ Failure to call us once per week will render you inactive and unavailable for an assignment.
- ◆ Contact BSI when your assignment ends within 24 hours. Failure to make contact will be considered a voluntarily quit from BSI without cause and may affect your unemployment benefits.
- ◆ You are expected to complete all assignments you accept.
- ◆ If you wish to reactivate your status with BSI, come in at your earliest convenience.

24-Hour Answering Service: If you are going to be late or cannot attend your assignment, **you must call BSI** or leave a message with the answering service. A live person will relay your detailed messages to an Employment Coordinator at 8am the following business day regarding changes with your assignment. We will update your assigned company of your status.

Attendance: You must give BSI a minimum of (4) four-hours notice prior to or before leaving a current assignment. If you do not show or walk off your assignment without a minimum (4) four-hour prior notice, you may be withdrawn from our availability list and paid minimum wage for any completed hours we owe you. Please note, attendance is seriously evaluated as part of your overall performance when being considered for a temporary or temporary to hire position.

Dress Appropriately For Your Assignment: Consult your BSI Employment Coordinator for appropriate attire for each assignment. Improper attire may result in being released from your assignment. This attire may vary according to the client guidelines.

- ◆ Administrative - professional or semi-professional attire
- ◆ Industrial – clean, casual attire; pants and shirts with no holes or writing. Comfortable, closed toed shoes.
- ◆ Heavy Industrial – Steel toed boots, long pants, gloves, hard hat, safety glasses.

CURRENT ASSIGNEE GUIDELINES AND INFORMATION (cont.)

Temporary-To-Hire Assignments: Most assignments through BSI are temporary, but some assignees may be hired at a client company. Be flexible and do your best at all times, you never know when you may be considered for a regular position with a client company. If you are approached, call a BSI Employment Coordinator so we may advise you of the procedure. Please see www.bolderstaffing.com for some of our current available positions.

GOOD LUCK!

If Your Address Changes: You must call or visit BSI in person to change your address. Failure to do so, may result in not receiving your W-2 after January of the following year. If you would like to change your deductions on your W-4, you must fill out a new W-4 in person.

State Wage Or Social Services Verification: With your signature for release, we will forward this information/document within 4 (four) working days.

References: BSI, not the client company, will only furnish dates of employment to prospective employers.

Driving Client's Vehicles: If a client requests you to drive one of their vehicles **STOP!** Check with a BSI coordinator to obtain proper written approval. You must have a clear motor vehicle report.

Passenger/Driver With a Client or Another Assignee: If you accept or provide transportation with another assignee or client during non-working hours and there was an accident, BSI will not be held liable for any damages as a result of the accident, including property damage, bodily injury or death.

Cashiering: BSI does not allow any person to be assigned in a position that requires cash handling of any kind. If you are asked by your client supervisor to perform cashiering duties, please call your BSI recruiting office at once.

Immigration Compliance:

BSI employs all assignees who appropriately complete the Immigration and Naturalization I-9 form which provides proper legal documentation to work in the United States on the first day of hire.

Social Security Verification:

Employees must provide a valid Social Security number for payroll entry and deduction of federal and state unemployment and FICA withholding taxes.

CURRENT ASSIGNEE GUIDELINES AND INFORMATION (*cont.*)

How You Are Paid:

- ◆ Assigned employees are paid weekly either by **Direct Deposit** to your bank account **or** to your **Paycard** account. Direct Deposit will be deposited in your bank account on Thursday after 9am in accordance with your bank's policy or payment will be posted to your Paycard account by 9am on Thursday. When a holiday falls on a Monday or Tuesday payment is delayed two days. (See details on page 8 regarding Direct Deposit or Paycard.)
- ◆ Weekly, we will mail your payroll statement showing gross pay, deductions and net pay.
- ◆ *Assignees* are issued payment for vacation pay once they have satisfied the requirements of our vacation pay policy. Early vacation payments are not available. Please see Vacation Pay on page 10 for eligibility requirements.
- ◆ Assigned employees must record time worked on BSI time cards on a weekly basis. Time cards are used for calculating your pay. Several clients prefer group timecards, you will be advised if they are to be used.
- ◆ As a BSI employee, you are paid for the hours you actually work on an assignment.
- ◆ We are responsible for all required state and federal payroll deductions and unemployment insurance. We match Social Security contributions and provide workers' compensation insurance.

How to Complete Your Time Card:

- ◆ Time cards are used for calculating your pay. Weekly, use a new BSI time card for every new assignment or continuing assignments. Printable timecards are available on www.bolderstaffing.com/jobseekers/timecard.
- ◆ Turn in the white Office copy of the time card to BSI. You keep the yellow Employee copy and leave the green Client copy with the client.
- ◆ Your hours must be submitted in writing and turned into any BSI office. Your hours may not be called in. Signed faxed copies of timecards are acceptable.
- ◆ If you wish to drop off your timecard, please drop it off at one of our local offices during business hours or you may deposit it in our after hours **timecard drop box** located outside each office.
- ◆ Include on your timecard: the week ending date, the dates you work, time you begin and end your workday, total hours worked excluding meal periods, last 4 digits of your social security number, company name assigned to, your printed name and signature and the signature of your supervisor.
- ◆ Your timecard is **your responsibility** and is very important. If you do not complete it correctly, it is BSI's right to issue your pay after we have the completed information. (Please note: it may be the following week.)
- ◆ You should not fill in another person's timecard or permit anyone else to fill in yours. Do not falsify information on your timecard. Violation of this policy will not be tolerated and will result in prosecution.

When to Submit Your Timecard:

- ◆ Your timecard(s) must be completely filled out, signed by your supervisor and turned into any BSI office, **by 10:00am every Monday in order for you to be paid the following Thursday.**
- ◆ Late timecard(s) must be completely filled out, signed by your supervisor and turned into any BSI office, **by 10am Tuesday in order for you to be paid the following Friday.**
- ◆ Timecards received after 10am on Tuesday will be processed the following week.

CURRENT ASSIGNEE GUIDELINES AND INFORMATION (cont.)

Overtime Pay:

- ◆ From time to time, the supervisor at your assignment may require you to work overtime. In these instances, you are given as much advance notice as possible. Please remember that all overtime worked by employees must be approved in advance by your BSI recruiting office. Working overtime without BSI approval will not be tolerated.
- ◆ Employees are paid at the rate of one and one-half (1-1/2) times their regular rate of pay for hours worked in excess of (40) forty hours during the established BSI work week. The established work week begins Monday at 12:01 am and ends on Sunday at 12:00 am.
- ◆ Hours paid for holidays, vacations, jury duty, are not considered hours worked for the purposes of calculating overtime.

Direct Deposit to Employees Bank Account:

- ◆ Direct Deposit is available at no charge to our employees. Simply fill out our form and provide us with a voided check (deposit slips will not be accepted). Your weekly deposit will be posted to your bank account on Thursday after 9am per your bank's policy.
- ◆ Your direct deposit form must be completed by the Friday prior to your first payment through BSI. If your direct deposit form is not completed in time for your first payroll, you will receive a one time only paycheck that can be picked up at the office where you registered.
- ◆ You will receive a direct deposit notice in the mail or by email.

- OR -

Paycard:

- ◆ Your Paycard is issued to you at no charge. Simply fill out our form on the day you interview and we will issue your Paycard at the start of your assignment.
- ◆ You must pick up your Paycard from your pre-selected BSI office on your first payday. BSI's payday is Thursday after 9am. Your net payroll earnings will be available on your Paycard anytime after 9am on or after Thursday according to your bank's policies.
- ◆ If your Paycard form is not completed in time for your first payroll, you will receive a one time only paycheck that can be picked up in the pre-selected BSI office after 9am on Thursday.
- ◆ You will receive a Paycard statement in the mail or email.

General Payroll Information:

- ◆ The occasional live paycheck will be available on Thursdays in our Boulder or Broomfield offices only. Live paychecks will not be mailed to deter identity theft.
- ◆ When a holiday occurs on Monday or Tuesday, payroll processing and payments will be delayed two business days.
- ◆ Payment may be issued within (3) three years from the week ending date in question upon receiving a properly completed timecard from your assignment.
- ◆ It is our policy not to issue pay advances.
- ◆ Garnishments are legally mandated deductions from your pay for a past-due debt. We are required by law to honor those wage deductions.
- ◆ When applicable, referral or incentive bonuses are paid the following payroll after the week they are earned.
- ◆ After (1) one year from date of issue, any payment that has not cleared our bank will not be reissued. Those funds will be turned over to the State of Colorado as unclaimed property.
- ◆ If you do not want your payroll statements mailed, please call BSI and speak directly with the payroll department at 303-444-1445.

CURRENT ASSIGNEE GUIDELINES AND INFORMATION *(cont.)*

YOUR PAY & PROGRESS PAYDAYS

On each payday, you'll receive a statement showing gross pay, deductions and net pay.

Bank Locations:

At the start of your assignment or on occasion you may receive a live check.

You may cash your live checks at Colorado Capital Bank. www.coloradocapitalbank.com/banklocations or at any check cashing facility.

BOULDER:

1434 Spruce Street # 110

Boulder, CO 80302

Lobby Hours: 8-5 M-F No Drive-up

303.660.7700

CHERRY CREEK

90 Madison Street, Suite 102

Denver, CO 80206

Lobby Hours: 8-5 M- F No Drive-up

303.814.5555

DENVER TECH CENTER

5251 DTC Parkway, Suite 100 & 1120

Greenwood Village, CO 80111

Lobby Hours: 8-5 M-F No Drive-up

303.814.5500

CURRENT BENEFITS FOR ASSIGNED EMPLOYEES

Bolder Staffing, Inc. currently furnishes the following benefits to our assigned employees. We will keep you informed of new benefits. ENJOY!

1. **Vacation Pay** – Vacation pay is accrued after 2000 hours of work within the last 18 months from the employee’s anniversary start date. After 2000 hours, our assigned employees will earn 40 hours of vacation pay. Vacation pay is based on an average of your all wages earned over the past 2000 hours worked within that last 18 months. An assignee must be actively working for BSI at the time the vacation request is made. In order to receive vacation pay, you must contact the BSI payroll department to request your vacation pay within 6 months of date of the latest 2000 hours within the last 18 months of earned vacation pay. After verification of eligibility by the accounting staff, your vacation pay will be issued within the next 1-2 pay periods.

2. **Insurance-** Brochures and information are available for assigned employees at every BSI office for discounted employee paid Health and/or Dental, Vision, Chiropractic and Hearing insurance. BSI does not offer paid group health insurance for its assigned employees.

3. **5 Paid Holidays** – After 2000 hours of work within an 18 month period, our assigned employees become eligible for holiday pay. In order to receive holiday pay, an assignee must work the day before or the day after the holiday. If you work on a BSI legal holiday you will still receive holiday pay from BSI if you are eligible. BSI’s five legal holidays are as follows:

Memorial Day	4 th of July	Labor Day
Thanksgiving Day	Christmas Day	

4. **Weekly Payroll** - If weekly timecards are turned in by Monday at 10am, then your weekly payroll is available every Thursday after 9am. When a legal holiday falls on a Monday or Tuesday, the payroll will be delayed by one day.

5. 2 BSI Locations	Boulder - 3303 30 th Street	303-444-1445
	Broomfield - 555 Hwy 287, Ste B	303-465-5548
	Fax # for Timecards -	303-444-1645

6. **24-Hour Time Card Drop Box** - Located at the addresses above just outside front doors.

Please note: when offices are open for business, please bring your timecard into the office and hand it in to a BSI representative.

7. **Incentive Bonuses (when offered)-**

- ◆ Bolder Bucks: Throughout the year, BSI offers \$50.00 to any applicant who refers any person to BSI. Please see a BSI representative for details.
- ◆ As new programs are introduced, you will be informed by newspaper and/or with your pay statement.

8. **Direct Deposit-** By enrolling in our Direct Deposit Program, you may have your weekly payroll deposited in your checking or savings account. See your Employment Coordinator for details.

9. **Paycard** – By enrolling in our Paycard Program, you may have your weekly payroll posted to your Paycard account. See your Employment Coordinator for details.

10. **Banking (Employee Partnership Program)** - As a BSI employee, Guaranty Bank and Trust has a special program which features a wide range of services. These are; free checking with no minimum balance, free checks (standard style), debit card, and discounted car loans. For more information, contact Amy Smith at 303-296-9600.

11. **In-House Training and Practice Sessions** – Come in and learn or fine tune your skills free of charge in the areas of electronic assembly, ten different software applications, resume building and more.

WORKING TOGETHER

Drug and Alcohol Testing

~All Employees~

BSI is committed to a safe, healthy, and productive work environment for all employees, free from the effects of illegal or non-prescribed drugs and alcoholic beverages. Abuse of drugs and alcohol impairs employee judgment resulting in increased safety risks, employee injuries, and faulty decision-making. Therefore, the possession, use, sale, or reporting to work with drugs in the employee's system or under the influence of alcohol on BSI or client premises or during BSI or client time is strictly prohibited.

Testing is an important element in BSI's efforts to ensure a safe and productive work environment. BSI has issued a separate statement for this testing program. Please refer to this separate statement or a BSI supervisor if you have specific questions.

Attendance and Punctuality

~All Employees~

Regardless of your position with BSI or the client company you are assigned to, your punctuality and regular attendance are essential for the efficient operation of the business. If you are going to be absent or late, let your supervisor know as soon as possible before the start of your shift. If your supervisor is not available, contact the BSI office that placed you, or the answering service. Leaving messages with other employees is not acceptable.

Conflict of Interest

~All Employees~

Bolder Staffing, Inc. requires that you protect BSI or assigned client information and avoid outside activities or relationships which do or could adversely influence your decisions or actions on the job.

Conflict of interest situations that could arise while moonlighting for a competitor of BSI's should also be avoided.

Other examples of conflict of interest could be: serving as a board member or director of a competing firm, holding financial interest in a competing organization or being self-employed in an occupation which competes with BSI or the assigned client company, or ownership, partnership or personal involvement in supplier companies or distribution outlets related to company business.

If you have any questions whether a situation is a conflict of interest, discuss the matter with your BSI supervisor. If it remains unresolved, refer the matter to the President for a final determination.

Discipline/Discharge

~All Employees~

Occasionally performance or other behavior falls short of BSI's standards and/or expectations. When this occurs, management takes action which, in its opinion, seems appropriate. Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

Dress

~All Employees~

At Bolder Staffing, Inc. personal appearance, hygiene, and attire is very important. A professional image must be maintained to instill confidence in the minds of our customers. This helps insure our success. Your dress should be consistent with good hygiene, safety and what our company considers appropriate attire. If employees report to work improperly dressed or groomed, their supervisor may instruct them to return home to change clothes or may take other appropriate action.

Problem Solving

~All Employees~

Employees who disagree or are dissatisfied with BSI or a client companies practice should promptly discuss the matter with their BSI Employment Coordinator, where appropriate. Normally, this discussion should be held within 3 days of an incident, or within a reasonable time period. The majority of misunderstandings can be resolved at this level. If the solution offered is not satisfactory, or if it is inappropriate to go to the BSI supervisors, then employees are encouraged to take the problem to their supervisor's boss. If the problem still cannot be resolved, employees may submit a written complaint to the President for review and final decision about the situation.

References

~All Employees~

BSI does not furnish open letters of recommendation addressed "To whom it may concern." If you receive a call inquiring about a former employee, please refer it to the President or BSI Management. Only they have the authority to respond to such inquiries. BSI will only respond to inquiries with dates of employment. All references will be checked, therefore please provide the requested information that you will find on the back of the application.

Communication Systems

Voice Mail

~All Employees~

BSI and our Client's have a V-mail system solely for the purpose of transmitting business-related information. Employees are not permitted to use the system for personal or private messages.

Employees are assigned a pass code, which is also available to designated members of management. This pass code may not be changed without prior approval of management. Employees may not attempt to gain access to another employee's V-mail without management permission.

Management may monitor all V-mail from time to time.

Email

~All Employees~

BSI and our Client's have an E-mail system solely for the purpose of transmitting business-related information. Employees are not permitted to use the system for personal or private messages.

Employees are assigned a pass code, which is also available to designated members of management. This pass code may not be changed without prior approval of management. Employees may not attempt to gain access to another employee's E-mail without management's permission.

Management may monitor all E-mail from time to time.

Computers

~All Employees~

Hardware-

During your employment, you may have access to BSI's or a Client's computer systems through personal desktop and laptop computers, local and wide area networks, while on or off the BSI or a Client's premises. Use of the BSI or a Client's computer resources is restricted to BSI or Client business only. Therefore, documents or files created thereon are the property of BSI or a Client company. All information regarding access to BSI or a Client's computer resources, such as user identifications, modem phone numbers, modem access codes, passwords and TELNET account codes are BSI's or a Client's confidential information and may not be disclosed to a non-BSI personnel.

All computer files, documents and software created or stored on BSI or a Client's computer systems are subject to review and inspection at any time. In this regard, you should not assume that any such information is confidential, including E-mail.

WORKING TOGETHER (cont.)

Computers

Computer equipment should not be removed from BSI's or the Client's premises without written approval from a department head. Upon termination of employment, all computer hardware should be returned to the employee's immediate supervisor.

Software-

Employees are indirectly responsible for the on-going integrity of BSI's or a Client's computer data and computer security system. Access to computer files is restricted to job-related need and the appropriate department head must authorize access.

BSI or a Client has numerous licenses to utilize computer software. The license agreements contain restrictions concerning the software use, duplication and federal copyright protection. Each employee who uses BSI's or a Client's computer resources assumes the responsibilities listed below:

- ◆ Only software that has been authorized and purchased by BSI or a Client should be loaded or used on any BSI or Client computer. Personal or loaded software may contain computer viruses which could be potentially damaging to BSI's or a Client's systems and database.
- ◆ BSI or a Client's software and software manuals should not be duplicated or reproduced in any manner. Such actions are in violation of license agreements BSI and its employees or a Client and its employees are obligated to abide by.
- ◆ BSI or Client software is not to be altered in any manner, including, but not limited to, decompiling, disassembling, cross-compiling, reverse engineering, or creating derivative works.
- ◆ Computer software or documentation should not be removed from BSI or a Client's premises without written approval from a department head.
- ◆ Upon termination of employment, all computer software and manuals should be returned to the employee's immediate supervisor.

Internet

~All Employees~

BSI's or a Client's Internet account is to be used for BSI or a Client's business purposes only. Employees are prohibited from using BSI or Client's computers to access their personal Internet accounts or non-business related web sites during work hours. Information downloaded from the Internet must be placed on diskette and scanned for viruses prior to being introduced on BSI or a Client network or hard drives. BSI or a Client may monitor employees' use of the Internet, including web sites that are accessed. Employees should not consider their use of the Internet to be confidential.

Distribution of BSI or a Client's information via the Internet is strictly prohibited unless approved in advance by your department head and the MIS department. Any data sent over the Internet must be encrypted.

Violation of any of the above policy provisions will not be tolerated. Failure to comply with the provisions for BSI's or a Client's V-mail, E-mail, Computer hardware or software and the Internet will be grounds for immediate termination.

WORKING TOGETHER (*cont.*)

Safety

~All Employees~

Bolder Staffing, Inc. is committed to the promotion of safety and health in the work place. It is our intent to:

- ◆ Provide safe and healthy work environments for all staff and assigned employees
- ◆ Assigned employees who are equally committed to issues of safety in the workplace, and
- ◆ Work with our assigned employees and clients to achieve accident-free work places

We expect you to follow the safety guidelines and regulations imposed by BSI, our clients, and local, state, and federal law. You are expected to follow all work restrictions and instructions and be aware of safety in all situations while on duty. For each position to which you may be assigned, your on-site supervisor will instruct you in safe job practices and procedures. These are general safety rules and do not cover every potential situation. If you are in doubt about the safety of your work environment, practices, or procedures, consult your on-site supervisor or your BSI recruiting office at once.

Safety Guidelines

~All Employees~

- ◆ **Entering Buildings:** When entering an industrial building, stop and look around you for forklifts, over head cranes, and any other mobile equipment or pedestrians present.
- ◆ **Walking on Premise:** Follow designated walkways and aisles to and from your workstation and the building. Short cuts are dangerous and remember to walk, not run. Do not enter any area that is restricted unless asked to do so from your on-site supervisor.
- ◆ **Signs:** Pay attention to all signs throughout the workplace. They are posted for your safety.
- ◆ **Drinking Water:** Always drink from regular water fountains or approved water coolers. Water from an undesignated source may not be safe to drink.
- ◆ **Horseplay:** Horseplay is forbidden while on duty. This includes wrestling, throwing items, shoving, etc. Being involved in a fight will not only result in harm to you; you will be terminated from your assignment and from BSI.
- ◆ **Ladders:** BSI does not allow any assignee to work from a ladder. If you are asked to do so after you have been assigned to a job, please call your BSI recruiting office first.
- ◆ **Heavy Equipment and Power Tools:** You must speak to your BSI recruiting office first before operating heavy equipment or power tools.
- ◆ **Warehouse:** Always be aware of your surroundings. Listen for forklift alarms. Walk on the correct side of the walkways. Ask for proper training if given an unfamiliar task to complete and do not operate machinery with which you are unfamiliar.
- ◆ **Drivers:** BSI prohibits use of any personal car while performing assigned duties. If the position entails driving a company vehicle you must show proof of insurance and a valid driver's license to a BSI employment coordinator. We may also be required to run a motor vehicle report. When in doubt, please contact your BSI recruiting office.
- ◆ **Furniture Movers:** You must wear long pants and steel toed shoes or boots, unless otherwise notified. Do not lift anything over 50 lbs. without mechanical assistance. Do not attempt to lift anything you feel would be too heavy for you. You must comply with our client's specific safety rules.
- ◆ **Production Work:** Do not move too quickly to complete the job. Always wear safety goggles, glasses, earplugs, masks, etc. when told to do so. If standing or sitting in one place for long periods of time, make sure to stretch your legs, back, and wrists every 15 minutes to prevent injury.

WORKING TOGETHER (cont.)

Safety Guidelines

- ◆ **Typing/Word Processing:** Please be aware of the proper sitting position and keyboard techniques when typing for more than 1 hour at a time. Take breaks and stretch your back, legs, and wrists to avoid repetitive motion strain.
- ◆ **OSHA Standards:** Follow any OSHA guidelines that are displayed at your job site. Failure to comply with these procedures could result in termination and/or denial of Worker's Compensation benefits.
- ◆ **When in Doubt:** If you arrive to an assignment and the job description appears different from the one described by your representative, call the BSI office immediately. Also, if you are asked to perform a task for which you don't feel properly trained, call your BSI recruiting office. Whenever in doubt, call BSI!
- ◆ **On The Job Injury:** Any on-the-job injury or accident must be reported to a BSI recruiting office immediately, no matter how minor the injury may seem. Procedures will follow this section.

Accident and Injury Reporting

~All Employees~

- ◆ On the job accidents or injuries must be reported to your BSI recruiting office and the client supervisor **immediately** to comply with federal law and to get the proper treatment needed for your injury.

Please report the following items:

**A) CLIENT COMPANY
B) YOUR NAME**

**C) CLINIC YOU WILL ATTEND
D) NATURE OF INJURY, DATE AND TIME**

- ◆ If an injury is too serious or the clinics are closed, you may proceed to the nearest hospital. **FIRST**, you or your supervisor must inform our live 24-hour answering service and report the above questions/information.
- ◆ After immediate notification when an accident or injury occurs, written notice must be given to your BSI office within 4 working days pursuant to Section 8-43-202(1) CRS
- ◆ An injury report must be completed thoroughly, so write down any and all facts you may remember. Your BSI recruiting office will direct you to a medical provider.
- ◆ You must immediately contact a BSI workers comp representative for a detailed account of your injury. After speaking with you, we will write a first report of injury for you and file it with our worker's compensation carrier.
- ◆ Please be sure to keep all receipts from the doctor and the pharmacy for potential reimbursement.
- ◆ Drug testing is mandatory, regardless of the severity of the injury, and it will be administered at the medical provider.
- ◆ You may not seek medical assistance from any other doctor, chiropractor, clinic or hospital without written authorization from BSI. BSI will not reimburse you for any pharmaceutical prescriptions unless they were prescribed by a doctor from one of the clinics listed below.
- ◆ Our insurance carrier only accepts charges for prescriptions from **ANY KING SOOPERS, SAFEWAY, OR WALGREENS**. If you use another pharmacy, you will be responsible for those charges.
- ◆ If you see something that may cause an accident or if you see employees committing unsafe acts, report these immediately to your supervisor. Listed below are the authorized medical provider facilities.
- ◆ Filing a worker's compensation claim does not guarantee coverage of the incident, pending investigation by the insurance carriers claims representative.

BSI Approved Worker's Compensation Clinic Locations

~All Employees~

Boulder: Arbor Medical (Hours 8-5) One Walden Bldg. 4790 Table Mesa Dr., Suite 200, Boulder **303-443-0496**

Boulder: Concentra Medical (Hours 8-5) 3434 47th Street, Suite 100, Boulder **303-541-9090**

Longmont: WorkWell Occupational Medicine (Hours 8-5) 205 S. Main Street, Suite C, Longmont **303-702-1612**

Broomfield: Arbor Medical (Hours 8-5) 10 Garden Center, Broomfield **303-460-9339**

Loveland: WorkWell Occupational Medicine (Hours 8-5) 1608 Topaz Drive, Loveland **970-593-0125**

Estes Park: Timberline Medical (Hours 8-6) 131 Stanley Avenue, Estes Park **970-586-2343**

Thornton: Concentra Medical (Hours 8-5) 500 East 84th Avenue, Suite B-14, Thornton **303-287-7070**

Thornton: North Suburban Medical Center – Emergency Dept. (24 hrs) 9191 Grant Street, Thornton **303-450-4482**

Denver Tech Center: Arbor Medical (Hours 8-5) 8200 East Bellevue, Suite 428, Greenwood Village **303-741-1166**

North Denver: Concentra Medical (Hours 7-6) 420 East 58th Avenue, Suite 111, Denver **303-292-2273**

Stapleton: Concentra Medical (Extended Hours 7-10) 6750 Stapleton Drive South, Denver **303-355-2389**

East Denver: Concentra Medical (Hours 7-6) 3350 Peoria Street, Aurora **303-340-3053**

Southeast Denver: Concentra Medical (Hours 8-5) 10355 East Iliff Avenue, Aurora **303-755-4955**

Downtown Denver: Concentra Medical (Hours 7:30-5) 1860 Larimer Street, Suite 100, Denver **303-296-2273**

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WORKING TOGETHER (*cont.*)

South Denver: Concentra Medical (Hours 7-6) 1212 South Broadway, Suite 150, Denver **303-777-2777**

Lakewood: Concentra Medical (Hours 8-5) 770 Simms Street, Suite 100, Golden **303-239-6060**

Hazard Communications Standard

~All Employees~

The Hazard Communications Standard implements the “Right To Know Act” related to the workplace. The code enforces requirements for information and training on hazardous chemicals used in the workplace.

Federal law requires that all states comply with hazard communication regulations.

When you are assigned to a BSI client company, that company is required to:

1. Advise you of any operations in the area where you will be working that involve hazardous chemicals.
2. Advise you of the location and availability of their written hazard communication program, including a list of hazardous chemicals and data sheets (MSDS).
3. If your work would involve exposure to hazardous chemicals, the client company is required to train you about:
 - ◆ Detecting the presence or release of hazardous chemicals.
 - ◆ Physical and health hazards of hazardous chemicals in the work area.
 - ◆ Protecting yourself through good work practices, emergency procedures, and with personal protective equipment.
 - ◆ Details of the hazardous communication program. This should include an explanation of the labeling system and material safety data sheets (MSDS), and instructions about how to obtain and use hazard information.

Weapons

~All Employees~

For the protection of our employees and customers, firearms, explosives, and other weapons are prohibited on both BSI and client properties, regardless of your authority to carry a weapon. This policy applies to automobiles, parking areas, or lockers. We reserve the right to conduct searches to ensure compliance with this policy.

Termination of Employment

~All Employees~

If you decide to leave BSI, we encourage you to give your BSI supervisor two-week’s notice or as much notice as possible. After you give notice, your supervisor can arrange for payment of your final paycheck and earned vacation, if any. Assignees do not receive partial earned vacation pay. On or before your last day of work, all BSI or client company property must be returned to your BSI or client supervisor.

LEAVES OF ABSENCE

Bereavement Leave

~Assigned Employees~

Bereavement Leave applies to Assigned Employees that have worked 2000 hours worked within the last months hours. Please note this **is not** paid leave.

Assigned employees are eligible for leave for up to three days to attend the funeral of an immediate family member. Immediate family is defined as your spouse, parents, children, sisters, brothers, grandparents, grandchildren, and your mother and father-in-law.

In the event of a death of a near relative, you are eligible for leave for up to one day to attend a funeral. Near relatives include your aunts, uncles, nieces and nephews and your spouse's grandparents, brothers and sisters and other close relatives.

Jury Duty

~All Employees~

BSI recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, you are granted leave to perform your duty as a juror. If you are excused from jury duty during your regular work hours, we expect you to report to work promptly.

You receive regular wages from BSI up to \$50 per day for the first three days of jury duty if you were scheduled to work and you submit a juror service certificate.

Beginning the fourth day and thereafter, as a juror you are paid \$50.00 per day by the State of Colorado for state, district or county court jury duty. For jury duty in excess of three days you may receive the difference between jury duty pay and your regular pay up to a maximum of 10 days (80 hours). Jury duty leave beyond three days is without pay from BSI.

Military Leave

~All Employees~

Employees granted a military leave of absence are re-employed and paid in accordance with the laws governing veteran's re-employment rights.

LEAVES OF ABSENCE (*cont.*)

Family and Medical Leave

~All Employees~

To be eligible for family and/or medical leave, an employee must be employed at least 12 months and have worked at least 1,250 hours during the 12 months preceding the commencement of Leave. This is an unpaid leave.

For eligible employees, BSI grants leaves of absence for the following reasons:

Family Leaves:

- ◆ Father's attendance at birth of child
- ◆ Parent's care of child following birth
- ◆ Placement of a child with employee for adoption or foster care
- ◆ Serious health condition of employee's child under 18 years, or older child if disabled
- ◆ Serious health conditions of employee's spouse or parent

Medical Leaves:

- ◆ Employee's serious health condition or pregnancy disability

Whenever possible, you must notify the personnel manager at least 30 days prior to the leave, so BSI can arrange for the necessary approval and find someone to perform your work during your absence. Requests for leave must be made in writing to the personnel manager, stating the reason for the leave, the starting date, and the planned date for return to work. Appropriate certification for any serious health conditions is also required. Documentation confirming family relationships, adoption or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be delayed.

The maximum time allowed for Family and/or Medical leave is a total of 12 weeks in a 12 month period by BSI measured forward from the first day of an employee's leave. Although most leaves would be taken in a single block of time, intermittent leaves or reduced leave schedules also may be approved, where required.

Employees taking intermittent leave or reduced schedules may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Employees on leave must contact the personnel manager before the first day of return. If the leave is for an employee's own serious health condition, the employees must bring medical certification verifying ability to return to work. Failure to return to work on the day after the expiration of leave will result in termination of employment.

LEAVES OF ABSENCE (cont.)

Medical Leaves (cont.)

Employees who return to work from family or medical leave of absence, except for certain highly compensated employees, will be returned to their same job or an equivalent position subject to the rules of FMLA.

BSI continues medical insurance benefits for *all staff employees* on leave as it does with other active *staff employees*. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse BSI for payment of insurance premiums during the family and/or medical Leave.

Under a medical leave, employees must use any earned vacation and sick leave at the beginning of the leave, unless collecting worker's compensation or disability payments. This will not apply to assigned and part-time staff employees since they are not eligible for insurance benefits. *All employees* on a family leave of absence must use any earned vacation at the start of the leave. Accrued sick leave cannot be used during a family leave.

A leave of absence is without pay when earned paid leaves are exhausted. As with other types of unpaid leaves, vacation and sick leave will not accrue during the unpaid leave. Nor are holidays granted on unpaid leave.

Personal Leave

~All Employees~

Normally, personal leaves of absence are not granted. If, on rare occasions, the circumstances warrant approval, an unpaid leave would be granted for not more than 30 days.

Sick Leave

~All Employees~

Currently, BSI does not offer sick leave to their assignees.

Voting

~All Employees~

Voting is an important responsibility we all assume as citizens. We encourage you to exercise your voting rights in all municipal, state and federal elections. Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for you to arrive late or leave work early to vote in any election, you should make arrangements with your supervisor no later than the day prior to Election Day.