



Employee Rules, Policies and Procedures

Welcome to Action Staffing Group. We are pleased that you have selected our agency to help you look for a job assignment and hope that this opportunity leads to full-time employment for you. In order to increase your chances for success on the job, we require that you follow our rules and regulations. If there are any questions, please feel free to contact your branch office anytime.

Employee Copy



RULES AND REGULATIONS FOR ALL WORKERS

Welcome to Action Staffing Group. We are pleased that you have selected our agency to help you look for a job assignment and hope that this opportunity leads to full-time employment for you. In order to increase your chances for success on the job, we require that you follow our rules and regulations and sign that you acknowledge receipt of such rules.

1. **JOB ASSIGNMENT.** Once you have accepted a job assignment you are expected to show up for work every day on time. Plan to be at the job site 5 minutes early everyday to make a good impression. Be sure to review directions on getting to the work location the day before. Lateness may be grounds for disciplinary action, up to and including dismissal.
2. **NEVER WALK OFF THE JOB FOR ANY REASON!!!** If you encounter a problem, call our office as soon as possible to discuss the matter with our operations department. We will be happy to assist you. If you do walk off any assignment, it may be grounds for disciplinary action, up to and including dismissal. If you encounter a problem and are unable to go to work, you must notify us at least two hours before so that we can arrange coverage for you.
3. **TIME AND ATTENDANCE.** You must arrive to work on time. A NO CALL/NO SHOW may be grounds for disciplinary action, up to and including dismissal. If you are released from an assignment, you must notify your dispatch manager immediately. If you are not able to notify your dispatch manager, you must report to the office the next day. Failure to report to your manager is considered job abandonment and it may be grounds for dismissal.
4. **DRESS CODE.** Always dress for success on the job. This means the following: wear work boots (no sneakers), comfortable warm work clothes (appropriate fitting pants), and the proper uniform (if given for the site location). Work gloves are always a good idea. In the office, proper business attire required at all times unless otherwise instructed. Dress codes of individual assignments should be followed as requested. Please exercise proper hygiene always when coming to work (well groomed, clean clothes, and proper presentation).
5. **TIME SHEETS ARE YOUR RESPONSIBILITY.** Make sure time sheets are completed by you and the assigned company. All timesheets must be sent to our office every Monday morning for the previous work week. Be sure to track your work hours every day and that all time sheets are signed by you and authorized personnel. Confirm that the time sheets are accurate in order to process them on time. **(A forged signature on a time sheet will result in immediate termination).**
6. **PAY CHECKS.** There is always a one-week delay on paychecks. This means if you work this week anytime from Monday through Sunday, you will be paid for that week the following Friday. Please make note of this and ask questions if you do not understand this procedure. Weekly paychecks are generally distributed on Fridays from 5 p.m. in our office. If you have any questions regarding your paycheck, please contact your office manager.
7. **PAY RATES.** Never discuss pay rates with the assigned company, assigned company's employees or any other employee of Action Staffing Group. Address any pay rate questions or concerns with Action Staffing Group. We will be happy to assist you with your concerns.
8. **WORK RELATED INJURY.** Anytime that you are injured on the job, report your injury immediately to the onsite supervisor and contact your office manager. An additional form in this package outlines the work injury procedure that you must adhere to; failure to do so will lead to a delay in processing your claim.
9. **ELECTRONIC DEVICES.** Cell phones and other electronic devices (such as pagers, iPod's, etc.) are not permitted to be used while on assignment. Use of any unauthorized devices while working may be grounds for disciplinary action, up to and including dismissal.
10. **EMPLOYMENT AT WILL.** Understand that any assignment you are given is a temporary job and that employment is at will. Assignments can be ended at any time for any reason. It can be ended for cause if I fail to follow the directions of my group leader, supervisor or manager.
11. It is your responsibility to actively seek employment and preferred that you come into the Action Staffing Group office as often as possible every morning to check for open assignments.



WORK RELATED INJURY REPORTING PROCEDURES

If you are injured at work:

1. Stop what you are doing and notify your supervisor immediately and contact an Action Staffing Group representative as soon as possible for instructions. The Elizabeth location is 908-469-7251.
2. After you have received the instructions from the Action Staffing Group representative, the next steps may include the following:
 - a. Receive the closest medical facility location for both emergency and non-emergency incidents.
 - b. Seek first aid and/or medical attention if required.
 - c. All injured employees will be subject to mandatory drug and alcohol testing.
3. If you have sought emergency medical attention, all documentation must be brought to the Action Staffing Group office **within 24 hours of services** provided by all medical facilities. Inform the medical facility that this is a work-related injury and provide the Action Staffing Group office information: Action Staffing Group, 1137 Elizabeth Ave., Elizabeth, NJ 07201.
4. You **MUST** fill out an incident report with your immediate supervisor at the Action Staffing Group office **within 24 hours of the injury** so that we may submit it to the insurance carrier.
5. After the first visit, continuing visits must be approved by a representative at Action Staffing Group or the insurance carrier. This will ensure that you get the proper approval and necessary medical treatment.
6. After all visits, all documentation must be provided to an Action Staffing Group representative **within 24 hours of services** provided. This documentation will be passed on to the insurance carrier.
7. Keep in constant contact and update Action Staffing or your progress.
8. You may also contact Maria Suydam, Branch Manager, at 908-469-7251 or Ray Matusz, DRM, at 908-469-5589 if you have any questions or need further assistance.

These steps are established to ensure you are within compliance of company procedures for work related injuries. Failure to follow these procedures is non-compliant and may lead to a delay in services provided by Action Staffing Group, medical providers, and the insurance carrier.

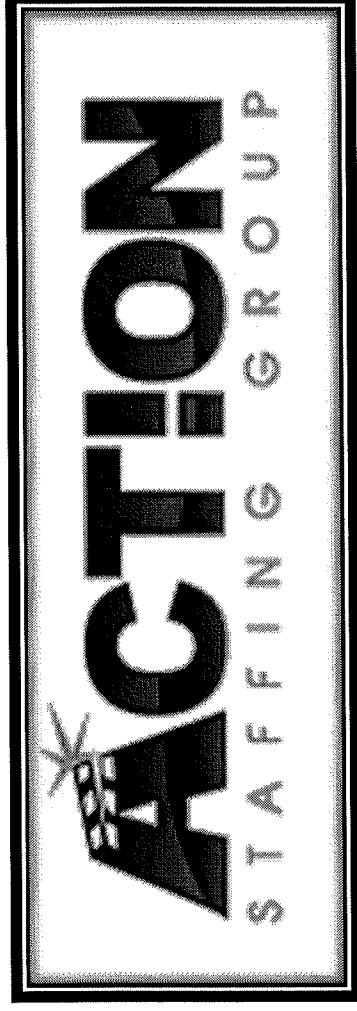
At all times, you are responsible to communicate with Action Staffing Management effectively regarding any changes in your condition, and all related medical services provided due to the nature of the work-related injury. Failure to do so may leave you responsible for unapproved medical services provided or cause a delay in payments.



ACTION STAFFING GENERAL SAFETY RULES

The Action Staffing Group has developed these safety rules patterned after the Federal OSHA requirements. Read and become familiar with these rules, and other safety rules that apply to your job.

1. Report an injury to your reporting supervisor and Action Staffing representative immediately.
2. Report any observed unsafe condition to your reporting supervisor and Action Staffing representative immediately. Be alert to hazards that could affect you and your fellow employees.
3. Horseplay is prohibited at all times.
4. The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work.
5. If you do not have current First Aid Training, do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
6. Appropriate clothing and footwear must be worn on the job at all times. Absolutely no open toes shoes, sneakers or sandals will be permitted. Never wear oversized shirts and pants as they can get caught on equipment.
7. You must not wear Ear buds or other headset radios in Action Staffing offices or on the client premises.
8. Where there exist the hazards of falling objects, an approved hard hat must be worn. If you are put to work in this type of environment, notify your Action Staffing representative immediately.
9. You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required.
10. Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.
11. Climbing ladders or any kind of elevation is prohibited. If you are asked to perform a duty, which requires elevation, contact your Action Staffing representative immediately.
12. Never move or by-pass safety devices.
13. Do not approach operating machinery from the blind side; let the operator see you.
14. Machine operating is prohibited. If you are asked to operate any machinery, please contact your Action Staffing representative immediately.
15. Maintain a general condition of good housekeeping in all work areas at all times. Report any spills or debris hazards immediately.
16. **The operating of motor vehicles is prohibited.** If client request that you do so, please notify your Action Staffing representative immediately.
17. The operating of powered industrial trucks is prohibited. This includes all types of forklifts and electric powered jacks. One must be OSHA certified, trained and approval must be received by your Action Staffing representative.
18. Do not wander from the area where you are assigned to work.
19. Obey safety signs and tags.
20. You must notify your Action Staffing representative of any changes in your job duties
21. Always perform your assigned task in a safe and proper manner: do not take shortcuts. Taking shortcuts and the ignoring of established safety rules is a leading cause of employee injury.



WORKERS' COMPENSATION PHILOSOPHY

We at Action Staffing Group take our responsibility as an employer very seriously. We go to great lengths and to great expense to provide a safe working environment and workers' compensation insurance for our employees. We deal promptly with meritorious and legitimate injuries and claims. On the other hand, we have extensive experience investigating and controverting fraudulent or malingering claims, and we will fight these types of claims with all available resources.

ACTION STAFFING GROUP
SUBSTANCE ABUSE AND DRUG TESTING POLICY

Action Staffing is committed to providing a safe, efficient, and productive work environment that is alcohol and drug-free for all employees. While all positions may have, some risk involved, there are certain “safety-sensitive” positions that carry with them a greater degree of risk for both the employee occupying such a position and others surrounding or within that employee’s work environment. An employee in a “safety-sensitive” position using or being under the influence of drugs or alcohol on the job may pose a very serious safety and health risk.

Action Staffing strictly prohibits the use, distribution, sale or possession of any illegal drugs on the premises of Action Staffing, or its clients, or in any other work-related environment. Using or being under the influence of drugs or alcohol on the job is strictly prohibited.

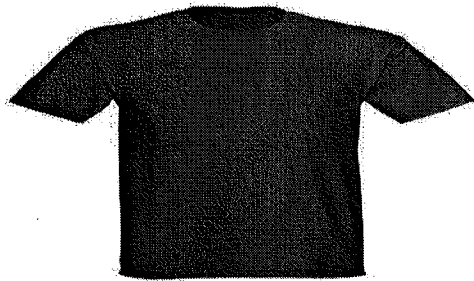
In order to maintain a safe and healthful work environment, job applicants for certain assignments and applicants and/or employees of safety-sensitive positions may be asked to submit to urinalysis or some alternative form of testing to determine the illicit or illegal use of drugs and alcohol. While Action Staffing reserves the right to test randomly, periodically, or upon reasonable suspicion, a test will be required of any employee, regardless of the nature of the position, involved in a serious incident or accident that is alleged or deemed to arise out of and in the course of employment, on or off Action Staffing’s or its clients’ premises.

Refusal to submit to drug testing may result in disciplinary action and adverse consequences, up to and including termination of employment and potential loss of other benefits. Upon a positive test result, Action Staffing reserves the right to proceed in any manner it may choose which could include mandatory counseling prior to any future assignments, refusal to assign (to any or all clients), suspension or termination. In addition, violations of this policy may have legal consequences.

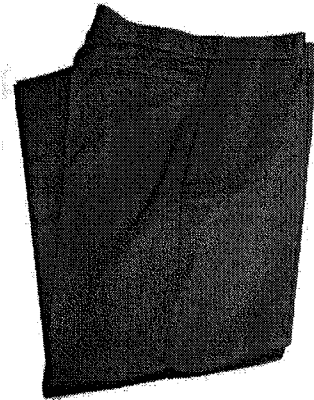
A copy of this Substance Abuse and Drug Testing Policy will be provided to you. You will be asked to sign an acknowledgement form indicating you have received a copy of the policy. You are expected to have read the policy. Any questions concerning the policy or the procedure for administering it may be directed to an Action Staffing Manager.



IN ORDER TO WORK FOR ACTION STAFFING YOU MUST WEAR THE FOLLOWING ITEMS AT ALL LOCATIONS, NO EXCEPTIONS.



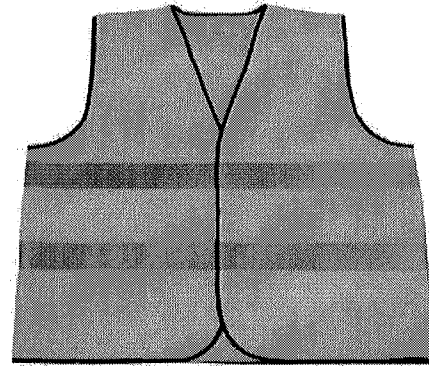
DARK SHIRT



DARK WORK PANTS



WORK BOOTS



SAFETY VEST

If you are caught on a truck route WITHOUT a uniform you will be terminated IMMEDIATELY. This is a ZERO tolerance policy.

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA.

For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

Applicant Copy

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

| TYPE OF BUSINESS: | CONTACT: |
|--|--|
| <p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:</p> | <p>a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006 b. Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357</p> |
| <p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions</p> | <p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p> |
| <p>3. Air carriers</p> | <p>Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590</p> |
| <p>4. Creditors Subject to Surface Transportation Board</p> | <p>Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423</p> |
| <p>5. Creditors Subject to Packers and Stockyards Act</p> | <p>Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416</p> |
| <p>6. Small Business Investment Companies</p> | <p>Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416</p> |
| <p>7. Brokers and Dealers</p> | <p>Securities and Exchange Commission 100 F St NE Washington, DC 20549</p> |
| <p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p> | <p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p> |
| <p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p> | <p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357</p> |

Applicant Copy

Right to be Free of Gender Inequity or Bias in Pay, Compensation, Benefits or Other Terms and Conditions of Employment

New Jersey and federal laws prohibit employers from discriminating against an individual with respect to his/her pay, compensation, benefits, or terms, conditions or privileges of employment because of the individual's sex.

FEDERAL LAW

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on, among other things, an individual's sex. Title VII claims must be filed with the United States Equal Employment Opportunity Commission (EEOC) before they can be brought in court. Remedies under Title VII may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

The Equal Pay Act of 1963 (EPA) prohibits discrimination in compensation based on sex. EPA claims can be filed either with the EEOC or directly with the court. Remedies under the EPA may include the amount of the salary or wages due from the employer, plus an additional equal amount as liquidated damages.

Please be mindful that in order for a disparity in compensation based on sex to be actionable under the EPA, it must be for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions.

There are strict time limits for filing charges of employment discrimination. For further information, contact the EEOC at 800-669-4000 or at www.eeoc.gov.

NEW JERSEY LAW

The New Jersey Law Against Discrimination (LAD) prohibits employment discrimination based on, among other things, an individual's sex. LAD claims can be filed with the New Jersey Division on Civil Rights (NJDCR) or directly in court. Remedies under the LAD may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

Another State law, N.J.S.A. 34:11-56.1 et seq., prohibits discrimination in the rate or method of payment of wages to an employee because of his or her sex. Claims under this wage discrimination law may be filed with the New Jersey Department of Labor and Workforce Development (NJDLWD) or directly in court. Remedies under this law may include the full amount of the salary or wages owed, plus an additional equal amount as liquidated damages.

Please be mindful that under the State wage discrimination law a differential in pay between employees based on a reasonable factor or factors other than sex shall not constitute discrimination.

There are strict time limits for filing charges of employment discrimination. For more information regarding LAD claims, contact the NJDCR at 609-292-4605 or at www.njcivilrights.gov. For information concerning N.J.S.A. 34:11-56.1 et seq., contact the Division of Wage and Hour Compliance within the NJDLWD at 609-292-2305 or at <http://lwd.state.nj.us>.

This notice must be conspicuously displayed.

