Temporary Employee Handbook

ABOUT YOUR HANDBOOK

This handbook has been designed to summarize the policies, procedures and services of Wagner Service Solutions, Inc. (d/b/a Wagner Staffing). It is not a contract. The policies, procedures, and benefits described in this handbook are subject to change, addition or deletion by the company at any time. We are pleased to have you as a member of Wagner, and we wish you great success with our Company!

EMPLOYMENT AT WILL

All employment relationships will be "Employment at Will" arrangements. This means that either the employee or the Company may end the employment relationship at any time for any reason. No contract, implied or otherwise, will be considered to exist between the employee and the Company.

EQUAL EMPLOYMENT OPPORTUNITY

Wagner Service Solutions, Inc. is an equal opportunity employer. The company will recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, national origin, sex age (except where sex or age is a bona-fide occupational qualification, as defined by law), veteran status or physical or mental disability (except where the disability prevents the individual from being able to perform the essential job functions of the job and cannot be reasonably accommodated in full compliance with the law). All employees are expected to comply with the Company's Equal Employment Policy.

ACCOMMODATIONS

The Company actively supports the American with Disabilities Act, which protects qualified individuals with disabilities from employment discrimination. Wagner Service Solutions, Inc will work with employees to provide reasonable accommodations as provided in the Act.

Likewise, WSS will work with employees to accommodate the religious observance and practices of an employee unless such accommodation is unreasonable and would result in an undue hardship on the conduct of business.

Employees who believe they need an accommodation are responsible for requesting an accommodation from WSS and providing the supporting documentation. Wagner will not retaliate against any individual for requesting an accommodation. Any employee who believes they have been subject to retaliation for requesting an accommodation should report it to their WSS supervisor or to VP Julie Edenfield at 770-385-0404.

HARASSMENT

Wagner Service Solutions, Inc. will not tolerate any employee, customer, vendor or client harassing any WSS employee based on race, gender, national origin, age, disability, religion, or sexual orientation. Employees who

believe they have been harassed should report it to their WSS supervisor or VP, Julie Edenfield at 770-385-0404 **IMMEDIATELY.** Complaints will be promptly and thoroughly investigated. While investigating such complaints, it is the intent of the Company, to the extent possible, to protect the confidentiality of the person making a complaint and the person accused. This is to encourage the reporting of anything considered unlawful harassment. Furthermore, no employee will be subject to any form of retaliation or discipline for making a good faith complaint of sexual or other unlawful harassment. Any act of harassment or retaliation by employees, supervisors, or managers will result in disciplinary action, up to and including termination.

HEALTH INSURANCE

Wagner Service Solutions, Inc. fully complies with the Patient Protection and Affordable Care Act (P.L. 111-148) and the Healthcare and Education Reconciliation Act of 2010 (P.L 111-152), together referred to as "the Affordable Care Act ("ACA"). For purposes of health insurance benefits, a full-time employee is defined as an employee who works (30) or more hours a week. Those employees working less than thirty (30) hours a week are considered part-time employees.

VACATION PAY

Wagner Service Solutions, Inc. provides vacation pay for eligible employees. An employee is eligible for vacation benefits once they meet; one (1) year of service (anniversary date to anniversary date) **AND** (2) a total of 2000 hours worked.

HOLIDAY PAY

Wagner Service Solutions, Inc. recognizes five days during the year as paid holidays for eligible employees. Those holidays are New Year's Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. To be paid for the holidays listed above an employee must meet **TWO** requirements which is to work a minimum of 1,000 hours within six months prior to each holiday **AND** have six months of service prior to each holiday.
Example: Christmas Day = 1,000 hours worked between June 25,2022, through December 25,2022

ATTENDANCE

Attendance is extremely important to your job. You are expected to be at work and on time every scheduled workday. You are expected to work your entire shift, unless otherwise instructed by your supervisor or by WSS management.

- If for any reason you are going to be late to work or unable to work **you must notify both your direct supervisor and your local Wagner Service Solutions branch immediately.** If this occurs later than 5pm on a weekday or at any time during a weekend, call your direct supervisor immediately and your local Wagner branch office. We will verify by the time stamp whether or not you called in prior to the start of your shift.
- If you are not at work due to an illness, you ***MUST*** provide a doctor's excuse upon your return to work; otherwise, the absence is unexcused and will lead to disciplinary action up to and including termination. Any unexcused absence during your initial 30-day probationary period will result in immediate termination.
- No call / No Show is not acceptable! If you do not work your scheduled shift and you do not call to notify your supervisor prior to the start of that shift, you will be terminated immediately and may not be eligible for rehire.
- Two (2) week notice is required when requesting time from work due to vacation or other personal reasons.

TIME SHEETS

You are responsible for keeping your daily work hours on your time sheet accurately and legibly. You must have the date, time, and the location of where you are working. Time sheets are due by **NOON ON MONDAY to make payday on Friday.** If you believe your pay is inaccurate or have questions regarding deductions from your pay, please contact your supervisor immediately.

PAYDAY

Employees are paid on Friday for hours worked the previous week. Direct Deposit is strongly encouraged. Employees receiving live checks will receive their paycheck in the mail. Checks will be mailed to the address we have on file.

PAY ADVANCES

It is against company policy for any employee to receive an advance in pay from WSS.

DRUG AND ALCOHOL ABUSE

Subject to applicable laws, anyone applying for a position with Wagner Service Solutions, Inc. is subject to a drug/ alcohol screening prior to employment and at any time during employment.

- Testing during employment will be done when any member of management suspects symptoms of drug or alcohol usage or after any injury or near miss.
- The purchase, sale, or possession of any controlled substances (except for possession of prescribed drugs) is not allowed at any job site.
- Random testing
- NOTE: Any employee who must use prescription drug that can cause adverse side effects (i.e. drowsiness, impaired reaction time, etc.) should inform their supervisor that they are taking such medication. Depending on the nature of the job being performed, the Supervisor/ Manager shall exercise discretions to 1) allow the employee to continue in their current position, 2) move the employee to an alternate position, or 3) remove the employee from the worksite. Failure to adhere to the WSS Drug and Alcohol Policy will result in immediate disciplinary action, up to and including termination.

MISCONDUCT

- Theft
  Theft of time or property, whether from the company, a client, or a fellow employee ***WILL NOT*** be tolerated. Any employee who violates this policy will be subject to disciplinary action up to and including termination.
- Falsification of information
  An applicant's falsification of information on an employee application will be grounds for rejection. Any employee who has knowingly provided false information on any documentation, including forms, timesheets, or any other work-related document, is subject to disciplinary action, up to and including termination.
- Fighting / Inappropriate Behavior
  Any employee who participates in any inappropriate behavior or participates in a fight with another worker, on company or client property will be subject to disciplinary action, up to and including termination.
- Possession of Guns or other weapons
  Possession of guns or other weapons on Company or Client Property is strictly prohibited and is grounds for immediate termination.
- Sleeping on the Job
  Any act of sleeping during working hours is forbidden. Employees who are ill or who are taking medication should request personal time or a leave of absence if they are unable to perform their duties. Failure to follow this procedure will result in immediate disciplinary action, up to and including termination.
- Gambling
  Gambling is prohibited on company and client company property. Failure to do this will result in immediate disciplinary action, up to and including termination.
- Horseplay/Practical Jokes
  Employees are expected to act in a mature manner during working hours. Employee participation in horseplay,

practical jokes, or pranks will result in disciplinary action, up to and including termination.

- Leaving before your shift is over
  Employees are expected to work their entire shift. You must receive supervisory approval to leave work before your shift is over. Leaving your shift early without supervisory approval will result in disciplinary action, up to and including termination.
  This list is not all-inclusive, but rather only illustrative. Additional misconduct will result in disciplinary action, up to and including termination.

UNAUTHORIZED PERSONNEL

Unauthorized personnel are not permitted on the property of any client company where we are doing business. This includes and person(s) left in your vehicle or pets. Failure to follow this procedure will result in immediate disciplinary action, up to and including termination.

Dress code

- T-shirts or any other type of clothing or personal item(s) bearing a reference to alcoholic beverages, tobacco products, drugs, drug related slogans or activities, and/or any other wording, drawing, pictures, etc. which in any way can be interpreted as being "off color," suggestive, obscene or offensive are not permitted.
- Pajamas, sleep wear or other bedtime clothes, including slippers, are not permitted.
- No open toed shoes, sandals, or shoes with heels over 1inch are permitted in an industrial environment.
- No jewelry that is long or dangles may be worn in an industrial environment.

Failure to follow these guidelines will result in immediate disciplinary action, up to and including termination.

WORKERS COMPENSATION

The safety of our employees in the workplace is of primary concern to Wagner Service Solutions, Inc. We work diligently to ensure that our employees work in safe environments. If you are involved in a severe accident or injury of an emergency nature, we will immediately transport you for treatment to the nearest hospital ER or trauma center. If the accident or injury is not of a severe nature, please adhere to the following guidelines:

- **Employees should report all accidents, major or minor, immediately to their supervisor and your local Wagner branch.**
- **We will work with you to schedule a priority appointment with a health care provider from our Workers Compensation Panel of Physicians.**
- **Within 48 hours, you must provide us with a detailed written statement regarding the particulars of any accident or injury.**

CELL PHONES

Please refer to the client cell phone policy.

CHANGE OF INFORMATION

Employees must provide the Wagner Service Solutions, Inc. office staff with timely notice of change of address, change in phone numbers, legal name changes, and tax withholding changes.

RESIGNATIONS

Employees who wish to resign their position are requested to provide a written notification to their supervisor and to WSS office staff at least 2 weeks in advance of their final workday.
Employees who quit without notice may not be considered eligible for rehire and will receive a final paycheck at

the federal minimum wage rate (X) hours worked during the final week.

NOTICE OF TERMINATION

If for any reason your assignment has ended, immediately contact your WSS supervisor. **You are not to go back on client property for any reason.** You must contact our office on a weekly basis if you are still seeking employment. If for any reason you do not call and check in available weekly, you will be removed from the availability list. Note: Unemployment Insurance benefits can be denied for you not calling in available, not properly requesting another assignment and / or refusing an assignment offered to you.

DOING YOUR JOB

As an employee you are expected to perform your job assignment to the best of your ability. You are expected to follow directions and perform the assignment correctly. If you have any questions about how to perform your job ask your supervisor immediately.

ACKNOWLEDGEMENT & RECEIPT OF WAGNER SERVICE SOLUTIONS, INC. EMPLOYEE HANDBOOK

I hereby acknowledge that I have received a copy of Wagner Service Solutions, Inc. Employee Handbook. I understand that this handbook reflects the Company's policies and procedures at the time of publication and is not intended to be a binding commitment nor an employment contract. I further understand that from time to time the Company may desire to amend, improve or change the policies in the handbook and that it reserves the right to do so.

I acknowledge I have read and fully understand the stated polices and guidelines for my employment at Wagner Service Solutions, Inc. I understand that my failure to comply with and adhere to the stated policies and procedures will result in immediate disciplinary action, up to and including termination of my employment with Wagner Service Solutions, Inc.

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Employee's Name (Please Print)

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Employee's Signature