

Policies and Procedures

Welcome to Career Options, LLC! We are pleased that you have chosen to apply at our company. Meeting our hiring criteria and being selected Career Options, LLC field employee means that you are among the best, and we are delighted to welcome you aboard. As a development through work in challenging and fulfilling.

Harassment Policy

Believing that the workplace is for work, Career Options, LLC strives to provide a workplace free of tension unrelated to work, particularly tension created by remarks or animosity concerning race, age, national origin, gender, disability, personal appearance, or religion. Unwelcome sexual advances, requests assignments. Additionally, Career Options, LLC offers many benefits for which you may qualify.

Equal Opportunity Employment Policy

Career Options, LLC is committed to a workplace free of discrimination. Career Options, LLC EOE guidelines are in strict accordance with state and federal laws.

For sexual favors, or other misconduct of a sexual nature does not belong in the workplace and will not be tolerated from employees or non-employees. Any employee who believes he or she has been subjected to any type of harassment should report the alleged misconduct (within 48 hours of the incident) to a Career Options, LLC Manager.

Violence Policy

Career Options, LLC prohibits violence in the workplace, whether on Career Options, LLC or the client's property. Threats, intimidation, harassment, destruction of company or client property, theft of money or property involving violence toward an employee or non-employee during one's employment will not be tolerated. Weapons of any kind are prohibited at Career Options, LLC and the client's workplace.

Substance Abuse Policy

Career Options, LLC prohibits the use, possession, distribution solicitation for or sale of narcotics or other illegal drugs without a prescription on company or client premises. Career Options, LLC also prohibits substance abuse that takes place off the company or client premises, but which adversely affects the employee's work performance, his or her safety at work, or the employer's reputation. Violation of Career Options, LLC substance abuse policy will result in discharge. Law enforcement officials will be notified whenever illegal drugs are found. Anyone suspected of violating this policy will be immediately tested. Failure to submit to testing at any time will result in automatic release from your assignment and Career Options, LLC.

Drug and Alcohol Testing Policy

Applicants and employees of Career Options, LLC may be required to submit to drug and alcohol screening for the following reasons: Pre-Employment. Pre-Assignment, On-the-job incident, or Probable cause. Any person refusing to submit to testing when requested to do so, in accordance with this policy, may not be considered for employment. If a current employee refuses to submit to testing, that employee shall be subject to discharge. Applicants that test positive may not be eligible to work. Employees that test positive may be discharged immediately. Applicants or employees having valid physician's orders and prescriptions for controlled substances should be able to provide proof. Career Options, LLC reserves the right to remove from assignment any employee consuming prescribed medication that may jeopardize the employee's or other employees safety. Failure to comply with this policy may result in termination and/or may jeopardize Worker's Compensation benefits.

How long will my assignment last?

Most of our job assignments are temporary, wither short or long-term, and some are temp-to-full-time. On each assignment, your employer is Career Options, LLC. Our clients have temporary personnel needs and you are part of the solution. When we select you for an assignment, we are confident that you can do the work. We even offer our clients a guarantee on the quality of your work.

Job Assignments

Assignments may last a day, week, month, or even longer. When we call you for an assignment, we give you the information about the client, assignment, and pay rate. You then have the option to accept or decline the position. You are not obligated to accept the assignment, but if you do accept, we expect you to complete the assignment. Although some temporary positions do turn into permanent jobs, we do not guarantee permanent placement. Those associated successfully completing their assignment will bae the first priority for any long term or permanent positions.

Reporting to your assignment

You will be given the name of a person to report to on each assignment. You will report to this supervisor for work instructions as well as any questions pertaining to your job with the client. Ex: how to perform a task, lunch breaks, smoking areas, etc. Be flexible: a good attitude can create more job opportunities because satisfied clients may ask for you in other departments or on future assignments. You are expected to abide by the rules set aside by the client. Any questions concerning your assignment should be directed to your Career Options Manager. Personal calls are not permitted while on the assignment unless it is an emergency and you have been given permission. Your pay rate is private and confidential and should be treated in this manner. When asked about your pay rate you may refer any person to your Career Options Manager.

Remember it is very important to be on time each day and that you have reliable transportation and, if applicable, child care. Personal appointments and interview should be scheduled according to your work schedule. If you have previous commitments that will prevent you from going to work everyday of the assignment, DO NOT ACCEPT THE ASSIGNMENT. It is helpful to you and the client if you are early on your first day. When your assignment is over, notify Career Options, LLC. As Career Options, LLC field employee, you may be assigned to another job. Also, the client has the option to end your assignment at any time.

Completing your Assignment

Once your assignment has ended, you are required to return any equipment in your possession to the company. If you fail to return the client's equipment, your paycheck will be paid at minimum wage.

Equipment must be returned in the same condition as you received it.

When you know your assignment is coming to an end, contact your staffing specialist.

It is your responsibility as the associate to call Career Options, LLC for a new assignment. If we do not hear from you in 2 weeks, you will be removed from our roster and considered inactive.

Attendance

If you are running late or have an emergency that prevents you from going to work, call the office that placed you immediately. We are available 24 hours a day! You are to call off at Career Options, LLC, not with the company that you are working at, unless instructed to do so by your staffing specialist.

Columbus: 614-369-1200 Cleveland: 216-520-8500

You must call off at least one hour prior to the start of your shift unless there is an extreme emergency. You must get approval from a Career Options, LLC Representative, your pay rate will be reduced to minimum wage.

Questions and Concerns

We want to make your experience with Career Options, LLC as pleasant as possible. If for any reason you have a question regarding your assignment or pay rate, please contact your Career Options Manager. If you are having difficulty on your assignment call your Career Options Manager Immediately. He or she may request that you finish out the day or week, and we will get you to a new assignment or resolve the problem at your current assignment. **DO NOT WALK OFF AN ASSIGNMENT.** This is highly unprofessional and will result in immediate termination and a reduction in pay to minimum wage for those hours worked.

Reasons for Termination & Reduction in Pay

- Failure to report to an assignment without notifying Career Options, LLC one hour prior to the beginning of the shift.
- Walking off an assignment.
- Leaving an assignment early without permission.
- Unsatisfactory performance on the assignment.

Receiving your Paycheck

There are three methods for receiving your paycheck. You may choose to have your check mailed, deposited directly to your bank account, or you can sign up for a debit card.

Mailed: Your check will be mailed on Thursday from the main post office. You should receive your check no later than Monday's mail. If you do not have your check after the mail has been delivered on Monday, you may contact the Payroll Department of Career Options, LLC at 216-520-8500 or 614-369-1200. A payroll clerk will verify that a check was sent to you and assist you with any payroll concerns. It is your responsibility to make sure we have any address changes, new phone numbers, and that your timecard is completely filled out. We want to make sure that you are paid in a timely manner.

Direct Deposit: You may deposit portions or the total of your paycheck into a maximum of four accounts. If you would like to participate in the direct deposit program, please complete a direct deposit enrollment form and attach a voided check or deposit slip for each account involved.

Benefits

Referral Bonus- You are eligible for a referral bonus when you refer a friend. When your friend works 80 hours, let your Career Options Manager know so can receive a \$50 bonus.

Holiday Pay- You must work 480 consecutive hours (or 60 working days) prior to the holiday to be eligible for holiday pay. Associates will be paid for the holiday (on a regularly scheduled work day) even if they do not work on that normally scheduled day. You must be available to work the week of the

holiday as the week following, your rate of pay will be based on the current pay rate you will receive at the time of the holiday. Holidays included are: Labor Day, Thanksgiving, Christmas, New Years, Memorial Day, and Independence Day. Holidays are paid at straight time, whether or not you are working on the actual holiday. Please do not write holiday pay hours on your timecard unless you actually work on the holiday. Your Career Options Manager will make sure you get paid for the holiday if you are eligible.

Incentive Bonuses- A \$50 bonus will be given for every 520 hours worked if:

- The employee completes each assignment
- The employee does not miss more than one day within the 520 hours
- The employee keeps track of their hours and notifies their Career Options Manager when they qualify for the bonus.

Vacation Pay- You will be eligible for one week of vacation pay when you have worked 2,080 hours within a 2-year period. Your pay rate will be based on your average hourly earnings during that time. Notify your coordinator when you qualify for vacation pay.

HOW TO FILL IN YOUR TIMECARD

Always bring this sample with you to assignments and follow these simple instructions on how to fill in your timecard. Use a separate timecard for each week and/or company you work at.

For each assignment, you will be responsible for keeping track of the hours worked. If your assignment requires a timecard, you must complete the timecard and turn it in by 10am on Monday will be paid the following week. Timecards faxed by temps will not be accepted. Falsifying timecards is a form of forgery and is grounds for termination. Career Options, LLC will prosecute to the fullest extent of the law in cases of forgery.

Please print neatly

- Your name
- Your social security number
- Client company name and address
- Week ending date (the payroll week starts on Sunday and ends on Saturday)
- Days, dates and times worked during the week
- Total hours for the week (round to the nearest quarter of an hour)
- Your signature
- Company supervisors' signature

Print your time off our website www.CareerOptionsLLC.com and fill it out, 216-520-8500. If you work 39 and ½ hours your timecard should reflect 39.50 hours. 28 hours and 15 minutes is 38.25 and so on. All time cards must be signed by your manager or they will not get processed NO EXCEPTIONS!

Career Options, LLC

Policy Receipt

I have received a copy of the Policies and Procedure of Career Options, LLC. I have read and understand the information contained therein. I understand all the policies are presented for informational purposes only, and like all other policies, procedures or practices of Career Options, LLC at any time without notice. I also understand this handbook is not a contract, expressed or implied between myself and Career Options, LLC. I understand that my employment is contingent upon my acknowledgment that I am an employee at-will and either upon myself and Career Options, LLC may terminate the relationship at any time, with or without the notice of notice or cause. No representative of Career Options, LLC has the authority to enter into an agreement with me that is contrary to the foregoing unless such an agreement is in writing and signed by both an officer of Career Options, LLC and me.

I acknowledge that I have voluntarily accepted these terms and conditions of employment as set forth in the Policies and Procedures of Career Options, LLC.

Employee Signature _____ Date _____

Printed Name _____