



Partners

Partners Human Resources Company



**PEO
Employee
Handbook**



A Professional Employer Organization



Welcome!

Welcome to Partners Human Resources Company . You have joined a human resources management firm that specializes in payroll and benefit management. We certainly want to do our part to make your job as enjoyable as possible. Our goal is to provide you with the choicest benefits and employee services we can offer.

Ultimately, the success of your Worksite Employer depends on you. You are important and that's why our Worksite Employers have joined us. They want to create the best opportunity, encouragement and recognition to develop your talents.

This employee handbook is a source of information about payroll, privileges, benefits, procedures, along with a few general rules and policies. The handbook is not a legal document or an employment contract. It is for your information.

This guide cannot anticipate every situation about your employment. In order to have the necessary flexibility in the administration of policies and procedures, Partners Human Resources Company will do its best to recognize all rights and privileges extended in this handbook, unless in doing so it would impair the operation our Worksite Employer or expose our company to legal liability or financial loss.

PLEASE NOTE: some work specific items are not included in this handbook. For worksite specific information please ask your supervisor for any addendums to this handbook.



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Partners Human Resources Co. Role in Management

Partners Human Resources Co. [hereafter referred to as PHRC] is a human resource management firm in a business popularly called "employee leasing." In the changing pattern of employee benefits, many successful businesses enlist the services of companies like PHRC to help them administer payroll, provide employee benefits and conduct their routine personnel affairs.

While this idea is referred to as "employee leasing," we prefer to call our business "human resources management". Worksite Employers and employees under our program are associated with PHRC through a co-employer relationship. We become a personnel office resource for both the Worksite Employer/business owners and the employees. The idea permits us to become the employer of record for you.

This relationship creates the opportunity for the subscriber and PHRC to potentially provide employee benefits that may not have been available before or without the relationship. This relationship with PHRC will not affect your normal day-to-day functions or responsibilities. It also will not affect your relationship with your supervisor.

PHRC management has over 50 years of combined experience in human resources, insurance, and people management.

PHRC is a people-oriented firm. The success and the future of our firm depend on our ability to perform a variety of functions for you and for our Worksite Employer. We hope to earn the reputation of being the premier personnel specialty firm. We are associated with many of the most successful businesses in the community and take pride in providing the best services available.

A. PHRC as Human Resource Management

PHRC is a full service Human Resources function. We are involved in payroll, benefit management and supply a basic function of overseeing that policies and rules are applied consistently and appropriately to every employee associated with PHRC.

Your employment record begins with your job application and is kept in a secured, confidential file in the personnel department of PHRC. Performance appraisals, promotions, transfers and other matters that affect you, as employees, are recorded here. This important information is available for reference and review. If you need employment information for a home loan or other employment verification please contact us, your personnel office.

You should list PHRC as your employer of record for insurance purposes, workers' compensation related injuries, and other instances requiring an employer of record. Your employment is under contract through PHRC. This makes PHRC the general employer for many purposes. Remember, it is your supervisor who actually selected you for your job and who directs your work. This is very similar to the way a large corporation handles their workforce through the resources of a personnel office.

The information in your personnel file must be kept up to date. You should notify your supervisor or PHRC personnel office of personal changes that are important such as changes in address, marital status, number of dependents, etc. You may review your personnel file. Your supervisor will set up an appointment in our office for a review during working hours either before or after your normal schedule.

B. Special Practices of PHRC

Business needs and other requirements often fluctuate in our industry. Because PHRC serves many diverse types of businesses, there may be situations that warrant separate conditions of employment or policies. These local conditions may cover schedules, procedures, safety rules, different state regulations, etc.

The practices and benefits outlined in this handbook are of a general nature. Consequently, with some Worksite Employers and in some states, PHRC reserves the right to include procedures or policies that address the particular situation of Partner's HR Worksite Employers and employees. The variations will form an addendum to this handbook and are available from your worksite supervisor.

C. When PHRC Discontinues with Subscriber

PHRC may terminate the relationship with a Worksite Employer for negligence to meet certain obligations such as providing a safe place to work or failure to meet financial obligations for services rendered by PHRC. When this happens, PHRC will not continue to pay or provide benefits to the employees beyond the last day of the contractual agreement.

D. Equal Employment Opportunity

PHRC is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

It is the policy of PHRC to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). The Company will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The Company will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the Company.

Management is primarily responsible for seeing that the Company's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

If, at any time, you feel that an employment-related decision is adversely affecting you and you objectively attribute this to discrimination for any of the above-mentioned reasons, it is your duty (both to yourself and

to the company) to immediately report your concern to your supervisor or to Humans Resources at the PHRC personnel office. The concern will be investigated and corrective action if appropriate will be taken.

E. Prohibited Harassment

PHRC is committed to providing a work environment that is free of discrimination. In keeping with this commitment PHRC maintains a strict policy of prohibiting unlawful harassment, including sexual harassment (see sexual harassment below). This policy prohibits harassment of any form, including verbal, physical, and visual.

If you believe a co-worker, supervisor, agent of PHRC or third party has harassed you, you should promptly report the facts of the instance and the names of individuals involved to your supervisor, or as an alternative to Human Resources at the PHRC personnel office. Supervisors should immediately report any instance of sexual harassment to PHRC. The personnel office will investigate all such claims and take appropriate corrective action. If you have any questions concerning this policy, please feel free to contact Human Resources at PHRC.

Sexual Harassment Statement, Definition and Procedures: PHRC is committed to a working environment that is free of all forms of illegal discrimination. Sexual Harassment is one form of discrimination which is a violation of Title VII of the Civil Rights Act of 1964. Such conduct by employees will not be tolerated. Title VII's prohibition against sexual harassment identifies two specific types of sexual discrimination in the workplace: creation of a hostile workplace environment and quid pro quo harassment.

Hostile environment harassment involves denigrating individuals in the workplace by creating an intimidating, hostile or offensive working environment. It can consist of unwelcome verbal or physical conduct. Examples of hostile environment harassment are: inappropriate personal comments; vulgar or lewd comments about women or men; obscene or sexually suggestive posters; or off-color jokes. The comments must create a work environment that a reasonable person would find hostile or abusive. The fact that a worker tolerates sexual remarks or laughs them off in order to fit in with other workers does not mean that the conduct is welcome or invited. Supervisors, managers and co-workers, can be responsible for creating a hostile environment.

Quid pro quo harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when...submission to or rejection of such conduct is used as the basis for employment decisions." When a job benefit is tied directly to submitting to unwelcome sexual advances, the employee is a victim of quid pro quo harassment. An example of this type of sexual harassment would be a supervisor promising an employee a raise if he/she will go out on a date with him/her, or telling an employee he/she will be fired if he/she doesn't have sex with him/her.

It is clear that unwelcome sexual remarks or advances by men directed at women are prohibited. So are unwelcome remarks or advances made by women to men. In addition, same-sex harassment is prohibited by federal law.

PROCEDURES

1. Any employee who, in good faith, believes that he/she has been subjected to sexual harassment shall file, with the PHRC Director of Human Resources, a written statement concerning the alleged violation which shall include the following: (Should the sexual harassment claim be against the Director of Human Resources, the complainant may deliver the statement to the PRHC President or any corporate officers).
 - a.) Complainant's name, location, phone number or other information indication where they would prefer to be contacted.
 - b.) A formal written statement of the alleged conduct which the employee believes has them the object of sexual harassment.
 - c.) The date(s) and place that the alleged sexual harassment took place.
 - d.) The name of the alleged perpetrator(s).
 - e.) The relief sought from the alleged harassment.

Every complaint will be considered a formal complaint by PHRC and investigated as such. No complaints will be off of the record.

1. The employee who believes that (s)he has been the object of sexual harassment shall deliver the written statement to one of the above designated individuals, any of whom may work with the staff members involved to ascertain the facts of the matter in question and to take appropriate actions to resolve the problem.
2. Following the delivery of the statement as outlined above, an investigation will begin. The investigating individual will notify the complainant that the investigation has begun.
3. After the investigation has taken place, the complainant and accused will be advised in writing of the outcome and the action taken to resolve problem.
4. If the complaining employee does not feel that the proposed action outlined above eliminates the problem, the employee shall appeal by submitting a formal, signed and dated, written statement to the PHRC President, except in the case in which the complaint is against the PHRC President. In the event the PHRC President is the object of the complaint, the appeal shall be submitted to the Director of Human Resources.
5. The corporate officer receiving the appeal shall, within ten (10) working days determine in writing the final corporation disposition regarding the complaint. Written results of such determination shall be delivered by the individual reviewing the appeal to both the complaining employee and the individual whom is the object of the complaint. Copies of written materials, submissions and findings exchanged under the above process, among or between the complaining employees, the individual investigator(s), and the object of the complaint shall be placed in the employee's personnel file.
6. It is prohibited by federal law to retaliate in any way against any person or persons who have filed a complaint of sexual harassment or who have participated in the investigation.

F. At-will Employment

Your employment with PHRC is at-will at all times. This means that neither you nor Partners has entered into a contract regarding the duration of your employment. You are free to terminate your employment with Partners at any time, with or without reason. Likewise, Partners has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of the Company.

G. Drug Testing

Partners is determined to eliminate the use of illegal drugs, alcohol, and controlled substances at our work sites. The purpose of this program is to improve job safety on all projects. This program is designed solely for the benefit of our employees to provide reasonable safety on the job and protection from offending individuals. In addition, this program attempts to meet our responsibility to the public, whom we serve. If your worksite employer wishes to implement a more rigorous policy on drug testing, it will be found in the worksite company addendum. Partners reserves the right to require a drug test before and/or after beginning employment and at random times with or without cause. Additionally, Partners reserves the right to require an employee to undergo a medical evaluation under appropriate circumstances.

Partners Human Resources will require a post accident drug screen when an employee is injured or sustains an illness believed to be work related. Workers compensation reform allows employers to deny claims for those employees who fail a post accident drug screen. Also, the legislation allows for mandatory drug screening on any work injury where an employee is injured or there is property damaged in excess of \$500.00 (five hundred dollars).

General Information about working for PHRC

A. Employee Trial Period

Except for transfers, employment may be considered to be on a trial [introductory] basis for the first three months of employment for purposes of establishing eligibility for employee benefits [see addendum if a different period applies]. This gives you an opportunity to get to know the business where you work and introduce you to your responsibilities. (You are an at-will employee during this period and at all times.)

During this trial period, you and the supervisor will have an opportunity to observe and evaluate each other. You will be evaluated for such qualities as: The ability to interact with other people, professional conduct, attendance, willingness to learn, job performance, skills, and etc.

After the trial period of satisfactory performance you will normally achieve regular full-time or part-time employment and may be eligible for employee health care benefits [see plan descriptions]. This trial period does not apply to new Worksite Employers who are transferring employees to PHRC and whose employees have already been covered under the Worksite Employer's prior benefit plan.

B. New Hire Policies

Applicants may be required at the Worksite Employer's request to successfully pass a physical examination, or other tests considered legal and applicable. In other applicable situations you may be required to take a driver's examination and present proof of a valid driver's license and certificate of insurance issuance on your vehicle. Failure to maintain acceptable driving standards or vehicular insurance may be sufficient cause for immediate termination.

In special cases other new hire policies may be necessary for a particular job requirement. These will be added as an amendment to your "**Conditions of Employment.**"

C. Employment Categories

Note: Since all employees are hired for an unspecified duration, these categories do not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and PHRC. Accordingly, either the employee or the company can terminate the employment relationship at will.

1. Full-Time Regular Employee

An employee who is normally scheduled to work 40 hours per workweek is considered full-time. Full-time employees are eligible for health insurance, if their worksite employer offers this coverage. Regular employees can be further classified as exempt or non-exempt salaried [see below]:

2. Regular Part-Time Employee

An employee who works 39 hours, or less, but more than 20 hours per workweek is considered part-time. Part-time employees are not entitled to receive group health insurance, paid time off or sick leave unless otherwise stated by worksite employer.

3. Temporary Employees

An employee hired on an interim basis for a defined or undefined short duration to temporarily supplement the work force of to be part of a specific project completion is a temporary employee. Even if the original assignment is extended, the classification of temporary is unchanged until PHRC is notified. Temporary employees are eligible only for legally mandated benefits such as Workers Compensation and Social Security.

4. Exempt and Non-exempt Salaried Employees

Under certain conditions employees may also be classified as non-exempt or exempt salaried employees. These classifications cover the provisions of the Federal Fair Labor Standards Act or any applicable state law. Non-exempt employees are entitled to premium pay for work in excess of 40 hours in a workweek. Exempt employees who qualify as executives, administrative or professional employees or as outside salespersons may not receive overtime provisions.

D. Personal Information

PHRC maintains personnel records that are important to you. If information on your paycheck stub is not correct, or problems arise concerning your taxes, benefits, or other matters please contact your supervisor immediately.

You should be sure that your records are always kept current. You are required to report changes in address, phone number, number of dependents, or marital status to PHRC. It is your responsibility to inform PHRC immediately of any such changes.

E. Conflict of Interest

You must inform your supervisor or PHRC of any other job appointment that might interfere with your duties or assignments with the company.

K. Resignation

If you find it necessary to resign, you are requested to give advance notice in writing to your supervisor indicating the last day you will be working. A two-week notice is appreciated. If you resign without notice, you may forfeit your eligibility to be rehired.

Pay and Hours

A. Time-Keeping for Payroll

If you are classified as non-exempt salary or paid on an hourly basis, the Worksite Employer will provide directions as to how you are to record your hours. You are responsible for making sure your time is recorded accurately. If you find any errors, contact your supervisor immediately. You must record your own time, never the time of another employee.

B. Overtime Pay

You are to work overtime only at the request and authorization of your supervisor. Employees who qualify, as administrative, executive or professional employees within the meaning of the state and federal wage and hour laws are exempt from overtime pay and are not subject to this policy [see exempt employees above]. Only non-exempt employees qualify for overtime pay.

C. Payroll Deductions

PHRC may be required by law to recognize certain court orders, liens, and wage assignments. When the company receives a notice of a pending garnishment or wage assignment, the supervisor is requested to discuss the matter with the employee in an effort to settle the matter without involving PHRC.

PHRC is required to make proper deductions from your earnings on your behalf. Amounts withheld vary according to how much you earn, your marital status, government employment regulations, and other factors. These mandatory deductions are made until the maximum amount is reached. Mandated withholdings include federal income tax, state income, social security and medicare.

Other deductions may be made from your paycheck with your permission, including:

- Credit Union
- Health Insurance Coverage
- Vision Benefits
- Dental Care
- Holiday Savings Account Club
- Other Services Requested by the Employee

D. Payday

PHRC' payday is dependent upon the pay cycle for each employee. This may be a weekly, biweekly, semimonthly or a monthly pay period. Your pay cycle is indicated on your "Conditions of Employment." Paychecks are delivered to you, or mailed within at least seven days after the end of the pay period. If permitted by your bank, PHRC may also use direct deposit to your bank. PHRC does not provide any payroll advances or extend credit to employees.

In case of an error in your paycheck, contact your supervisor immediately to review the possible error. Except in emergencies, adjustments will appear in the next issued paycheck. If you lose your paycheck, notify PHRC IMMEDIATELY, PHRC will replace the check after bank authorization.

E. Direct Deposit of Paychecks

You may elect direct deposit of your paycheck in any bank that is a member of the Automated Clearing House Association of Banks. Applications for participation are available through your personnel office.

F. Absenteeism and Tardiness

Absenteeism and tardiness represent a serious loss to you and your company. If you are absent others have to pick up your part, work scheduling becomes difficult and imposes a hardship on your co-workers. It is important that you be at work at your appointed time every day you are scheduled.

If you are going to be absent or late, you must report to your supervisor before this happens

G. Jury and Witness Duty

You may be granted time off, as requested by the court, to serve as a juror and witness. If you are required by law to appear in court as a witness you may take unpaid time off provided you arrange this with your supervisor in advance.

H. Voting Time

You are encouraged to vote in local, state and federal elections. In most instances you can vote before or after working hours. When hardships makes this impractical, you may be granted time off with prior approval from your supervisor.

I. Military and National Guard

As a member of the United States Military Reserve or National Guard, you may be required to take time off to meet annual minimum active training requirements. Contact your supervisor to determine how you will be paid for this time off.

J. Holiday Savings Club

Employees may deposit regularly into a Holiday Savings Club Account to help save money during the year for holiday gift giving, a winter vacation or something special. Payroll deduction is set for every pay period from January 1st through October 31st. The minimum deduction is \$2.00 per pay period. A Holiday Savings Club Account earns a minimal amount of interest and the balance is distributed to the employee once a year in November. Enrollment forms are available from your supervisor or contact PHRC payroll department.

Benefit Programs at PHRC

***Note:** Not all Worksite Employers offer all benefits. Please see the addendum for your worksite employer to describe the specific employee benefits that they sponsor. Many of the benefit plans sponsored through PHRC have a plan description booklet. You may have a copy of any Benefit Booklet upon request. When you become eligible for a Benefit Plan, you should receive a copy of the plan booklet. In the event you do not, please contact your supervisor.*

A. Workers' Compensation

PHRC provides workers' compensation benefits to employees for job related injury or illness. This insurance provides for medical care and temporary disability, and benefits for permanent disability.

Creating a safe place to work free of accidents is everyone's concern. If you become injured or ill on the job you are to report immediately to your supervisor. Your supervisor will complete an "Employer First Report of Injury" which must be submitted to PHRC or a place designated by PHRC within one [1] working day following the accident or illness. Medical care will be provided as required by workers' compensation statutes. If you fail to report an accident that develops into a "lost time accident" at a later date, you may have difficulty in obtaining workers' compensation benefits.

You should be aware that workers' compensation insurance does not cover the payment of workers' compensation benefits for any injury which arises out of your voluntary participation in any off-duty recreational, social, or athletic activity which is not a part of your work-related duties.

B. Unemployment Insurance

You are covered by state and federal unemployment insurance. The contribution to this benefit is provided by PHRC and requires no payroll deduction on your part. You are entitled to this plan if you become unemployed through no fault of your own. Information about unemployment insurance can be obtained from PHRC.

C. Social Security

You are covered under the provisions of the Federal Insurance Contribution Act [FICA]. Social security benefits are often a significant influence for you and your family in preparing for the future. The amount of deduction from your wages is matched by PHRC and credited toward your social security benefits. If you need assistance, contact either PHRC or your local social security office for further details.

D. Group Medical and Dental Insurance

PHRC may make group health dental and life insurance available for certain work-site employees who meet qualifications and conditions of the plan. If offered by work-site employer, eligible employees will receive a handbook from the insurer explaining the program in detail. Coverage begins according to work-site employer policy in which you become eligible in the plan[s]. Explanation of these benefits and claim forms are provided in a separate summary plan description booklet made available by the insurance carrier. There are several options to consider. And you can choose the plan or plans that best meet your needs or

your family needs. Should you have further questions concerning this insurance, contact the benefit representative of PHRC. Changes in benefits and/or premium may occur from time to time.

E. Continuation of Health Coverage Under COBRA

If you are included in our group health care plan and your employment is terminated for any reason, [other than your gross misconduct], or your work hours are reduced so that your health care coverage is discontinued, you may maintain coverage under PHRC's group plan for as long as 18 months by paying the premium. Your rights to this plan are protected under "The Consolidated Omnibus Budget Reconciliation Act or COBRA."

Continuation may also be made for up to 36 months to surviving spouses and other covered dependents for other reasons such as your death, separation or divorce. Your covered children, who no longer qualify as dependents may also be covered up to 36 months under the terms of this plan.

You can continue insurance coverage by paying the insurance premium within a certain period of time and by matching the cost of the premium by 102 percent. If you, or your spouse or dependents elect COBRA coverage it is very important to contact PHRC immediately after terminating your employment or for any of the other qualifying reasons mentioned above. For a more complete explanation of the policy call the Partners HR department and ask for a COBRA bulletin.

F. Flexible Benefits and Reimbursable Accounts

You may elect to participate in Flexible Benefits with any of the group health plans or for child or dependent care. Under this plan you are able to reduce your salary and pay for certain medical and reimbursable costs using "pre-tax" dollars. The main advantage is seeing a greater take home pay in your income. You can lower your federal and state taxable income and there is no FICA deduction on the excluded portion. You may also be able to deduct certain expenses that might not be deductible from your income [see Appendix in the back of this booklet].

The disadvantage is that the IRS has certain rules that apply to flexible benefit plans. One of these is, that as you set aside money each pay period in your salary reduction plan you must spend that amount during the calendar year or lose it. This rule is called "use it or lose it." The Flexible Benefit plan is voluntary and if you decide to participate obtain a plan booklet and review how to designate the amounts in the reimbursable accounts. Obtain a copy of the plan description entitled "**Your Flexible Benefits Through PHRC Company.**"

G. Family and Medical Leave Policy

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12 month period. During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

To be eligible for FMLA leave, an employee must have been employed by Partners Human Resources:

- for at least 12 months (which need not be consecutive);
- for at least 1,250 hours during the 12 month period immediately preceding the commencement of the leave; and
- at a worksite (a) with 50 or more employees; or (b) where 50 or more employees are located within 75 miles of the worksite.

FMLA leave may be taken for any one, or for a combination of, the following reasons:

- the birth of the employee's child or to care for the newborn child;
- the placement of a child with the employee for adoption or foster care or to care for the newly placed child;
- to care for the employee's spouse, child or parent (but not in-law) with a serious health condition; and/or
- the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job.

An employee should request FMLA leave by completing the Employer's Request for Leave form and submitting it to Partners Human Resources.

When leave is foreseeable for childbirth, placement of a child or planned medical treatment for the employee's or family member's serious health condition, the employee must provide PARTNERS HUMAN RESOURCES with at least 30 days advance notice, or such shorter notice as is practicable (i.e., within 1 or 2 business days of learning of the need for the leave).

Required Documentation

An employee may be required to submit medical certification from a health care provider to support a request for FMLA leave for the employee's or a family member's serious health condition. A fitness for duty may be required upon return to work. These forms are available through your supervisor or Human Resources at Partners.

Time off for a work-related injury will be considered as time off under the Family and Medical Leave Act. Full details of the Act are posted and are available from Human Resources at Partners.

General Policies at PHRC

A. Appearance

You create the image many people will have about the company or business where you work. Check your appearance before reporting to work. You should utilize good judgment in determining your dress and appearance. A well-groomed appearance and good body hygiene is important and gives confidence to your overall effectiveness.

Your supervisor may establish specific guidelines for your appearance and dress code policy. Safety and protective clothing may also be a consideration in some divisions.

B. Violence in the Workplace

The Company strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence or threats of violence must be reported to your supervisor and/or Human Resources at Partners immediately. All complaints will be fully investigated. The Company will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

C. Courtesy

Courtesy and your attitude toward the people you come in contact with will influence the image people have of the company where you work--either positively or negatively. Develop an attitude of helpfulness toward your customers, fellow workers, and supervisors. Courtesy is the key to good human relations.

D. Equipment, Tools, or Uniforms on Loan.

You are responsible for safekeeping of equipment, tools or uniforms that are furnished to you. Your supervisor may require a deposit. When your employment terminates, voluntarily or involuntarily, you must return uniforms, tools or equipment that was loaned to you before picking up your final paycheck. This policy permits PHRC to recover the cost of such items where they are furnished without a deposit and not returned upon termination of employment. The security deposit, when maintained with PHRC, will be returned to you in your final paycheck.

E. Care of Equipment

You are responsible for equipment used in performing your work. Any damage or failure of this equipment is to be reported to your supervisor immediately. Equipment or supplies are not to be removed from your work premises without proper authorization. PHRC is not responsible for loss or damage to your personal property. Valuable personal items such as purses and all other valuables should not be left in areas where theft might occur.

F. Hazardous Chemicals and Your Right to Know

You must comply with all occupational safety and health standards and regulations established by The Occupational Safety and Health Act of 1970 and regulations which have been added to this act in recent years by both states and federal governments. If you believe that you are being exposed to a known or suspected hazard, when working with toxic chemicals or substances, you have a right to know about such hazards through material safety data sheets [MSDS]. Ask your supervisor to review the MSDS with you. If your supervisor does not have this information available you are to contact PHRC immediately.

New employees who work with or who have contact with hazardous chemicals or substances are to consult with their supervisors in the proper handling of such chemicals in the workplace during orientation and new employee training.

G. Parking

Convenient parking may be limited at some work locations. You may be restricted to parking in areas designated by your supervisor. The company is not responsible for damage to your car on company property or when carrying out company business.

H. Phone Calls, Personal Mail and Visitors

The use of business phones is limited to official company business. Local personal calls are to be kept to emergencies only. Friends and relatives should be discouraged from calling during working hours unless there is an emergency. Under no circumstance should you make or charge a long-distance call unless it is work-related and approved by your supervisor.

Good telephone etiquette is important when dealing with the public. Identify yourself and the office or plant where you work, in a pleasant and helpful voice. Be courteous and confine the conversations to the subject at hand. The first representation that many people have with an office or business is through the telephone. You are encouraged to cultivate a pleasant voice and cheerful manner.

Do not use company stationary, stamps, postage meters or other company supplies for your personal mail. Have all of your personal correspondence sent to your home address, unless you have permission from your supervisor.

Personal visits by visitors [individuals not employed by the company] to your work area may also be restricted by your supervisor.

I. Confidential Information

Information given by a customer, client or a patient may be privileged or confidential information. Such information is to be maintained with strict confidentiality. This may also be true for proprietary information within the company. You are encouraged to be careful in discussing with non-company people any engineering, manufacturing, sales or financial information about the company where you work.

You may be required to complete an **Invention and Secrecy Agreement** and a **Conflict of Interest** statement at the time of employment.

Any employee who reads a patient's medical, dental or client's file or who has access to sensitive customer records, and discusses any material with another person, except for assigned duty, may be subject to immediate dismissal. Information about other employees is also private.

J. Endorsements and Tips

Selling of merchandise or distribution of endorsement materials during working time is strictly forbidden. You may not endorse or imply endorsement of a product or service by PHRC or the company where you work. You are not to solicit or accept tips or gratuities for any related service in the course of your work duties, unless usual and customary in the industry in which you work.

K. Travel Authorization

If you are traveling on company business you must have authorization from your supervisor prior to making any travel arrangements. When using your personal vehicle on company business you must have a valid driver's license and carry adequate insurance. The company is not responsible for damage to your car while on company business. Reimbursement for travel will be according to the mileage allowance schedule that is given to you by your supervisor.

L. Smoking

Smoking may be prohibited at work except at designated smoking areas. Do not smoke in any "No Smoking" areas. You should exercise extreme care regarding the fire hazards associated with smoking at all times.

M. Refreshments

Consumption of food or beverages may not be permitted in some areas of the company's business, such as a patient examining room or sales floor. You are requested to eat or drink in designated areas for this purpose.

N Dishonesty

PHRC considers thefts or dishonesty a serious offense. If you take company property or merchandise, it is stealing, and stealing in any form will not be tolerated.

Removal of any money from the cash register for breaks, food or any other purpose outside of normal transactions is also viewed as theft, even though you may intend to pay it back.