Congratulations

on your assignment as a

Employee

Welcome to American Technical Services Inc. and CompleteStaff!

We are proud to partner with you in your staffing journey. For your convenience, the Company Handbook is available on our websites: www.ats-job.com and www.CompleteStaff.net, located under the *Information Center*. You can also access it through your ADP Payroll home screen.

If you have any questions or concerns, please don't hesitate to reach out. During your assignment, you are a valued employee and representative of American Technical Services and/or CompleteStaff. Our Company counts on you to help us maintain the high level of professionalism our clients expect.

Your conduct reflects on all of us—please represent us with pride. The most effective way to secure long-term employment is by being dependable, responsible, and professional.

Welcome aboard—we're glad to have you with us!

CompleteStaff **Elkhorn Office** 33 S. Wisconsin St. Elkhorn, WI 53121 Ph: 262-723-5445 LIKE US ON facebook	**American Technical Services and CompleteStaff** **West Allis Office** 10101 W. Greenfield Ave. Suite 220 West Allis, WI 53214 Ph: 414-858-2900

I acknowledge that the policies have been explained to me and that I can find them on the websites noted.

Employee Signature: _____Date: _____

Payroll Procedures

Our Companies payroll is processed on a weekly basis. When a pay period falls on a holiday, our company reserves the right to use our discretion to ensure proper distribution of payroll.

It is the responsibility of the employee, through the Client Company, to ensure accuracy of hours worked and/or time sheets/timecards.

We offer Direct Deposit. If you choose to have a paper payroll check mailed to you each week, instead of choosing direct deposit, please be aware once the check is mailed via the USPS we are no longer responsible for the check and will not re-issue a check that has not been received. Therefore, please ensure your mailing information is accurate, and if you do not receive your paycheck, please contact the USPS. Paper checks are mailed on Wednesday. If you enroll in direct deposit a paystub will **not** be mailed to you.

Accessing Your Paystubs via ADP

Please make sure we have your current email address on file. ADP will send you a personalized link to access your paystubs online within 7 to 10 days of your first day of employment.

Keep an eye out for this email—the link will expire two weeks from the date it's sent. If it expires before you've registered, you'll need to request a new link.

Upon completing the registration process, you may access your pay statements at
https://workforcenow.adp.com/public/index.htm
and/or GET THE ADP MOBILE SOLUTIONS APP on your Smart Phone

1. Launch ADP Mobile Solutions App
2. On the Login Page, Enter ADP User ID you created when signing up
3. Enter Password and Select Log In
4. Review the Terms of Use and Select Accept

- You now have your Pay Statements at the touch of a fingertip!

We hope you will enjoy these features. We appreciate the opportunity to provide you with this exciting new way of viewing your pay information.

In order for an employee's check to be released to someone other than the employee, written authorization must be received by Our Companies designating the party to whom the check can be released, along with appropriate I.D.

It is necessary to notify Our Companies in the event a correction needs to be made to any of the following information: name, address, telephone number, correct number of deductions, marital status, birth or death of a dependent, designation of beneficiary, etc.

Payroll Contact Information

Ph: 262-402-6781
Fax 262-402-6788

Workplace Safety Training

Our Company is committed to safety in the workplace for everyone. Safety training requirements may vary depending on each client's specific workplace policies and procedures. It is your responsibility to ensure you have received the appropriate safety training before beginning any assignment. If you feel that your training has been insufficient or if you encounter any unsafe working conditions, contact an American Technical Services representative immediately. While on the job: Always use hands-free devices when operating a cell phone. Always stay alert and aware of your surroundings. Know the location of all exits and fire extinguishers in your work area. Your safety is our priority—never hesitate to speak up if something doesn't feel right.

Work Injuries

All injuries or accidents that occur while on the job must be reported at once to your immediate supervisor, the client company and to Our Company so that a written report can be made. Government regulations require strict compliance with this rule. Failure to report an on-the-job injury may affect your eligibility for workers' compensation benefits.

Benefits

Full-time employees can purchase health/dental/vision insurance for the duration of your employment with Our Company. Contact your Staffing Representative or Branch Manager for a brochure and complete details.

Attendance

If you are going to be late or absent for any reason on any day that you are employed with Our Company, you must contact your client company supervisor and Our Company. You must contact these individuals as soon as possible when you know you will not be able to make your start time. If you are unable to reach your supervisor, call Our Company at your local branch immediately. Failure to comply with this procedure will result in disciplinary action up to and including discharge.

Resignation

Because Our Company is a full-service agency, we have a variety of jobs. If you find yourself in a situation that does not meet your expectations, please tell us. We will be happy to look for something else for you**. Please do not accept a job unless you are committed to it.**

Please use common sense when leaving an employment situation. In order to continue working with American Technical Services/CompleteStaff on new opportunities, you will need to give ample notice and be courteous upon departure from us and our client.

If you decide for any reason to leave your employment with American Technical Services/CompleteStaff we ask that you provide us with proper and timely notice. A two-week notice is appreciated, but the minimum is one week. (48 hours is sufficient notice for temporary assignments). Notification of resignation may be given verbally to your Staffing Representative or Branch Manager.

Bonuses

Attendance Bonus _____

1. All full-time employees are eligible to receive an attendance bonus of $50 after 30 calendar days of perfect attendance
   Perfect attendance is defined as NO UNEXCUSED ABSENCES. An excused absence requires a signed medical excuse.

2. All full-time employees are eligible to receive an additional attendance bonus of $50 after 90 calendar days worked from the anniversary date of employment if perfect attendance, as defined above, is maintained.

Referral Bonus _____

If you refer a friend(s) to us and they work with us for 30 consecutive days with perfect attendance, you will receive a $100 bonus (for each referral). Please contact your Staffing Representative or Branch Manager for full details and a referral card. Bonus will be included in paycheck.

YOU MUST NOTIFY OUR COMPANY OF YOUR ELIGIBILTY FOR BONUS.

BONUS WILL BE INCLUDED IN THE FOLLOWNG PAYCHECK

Unlawful Harassment

(INCLUDING SEXUAL HARASSMENT) POLICY Our Company is committed to a policy of equal opportunity for all its employees. It is our policy to seek and employ the best qualified personnel in all positions, to provide equal opportunity for assignment or advancement to all employees, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, disability, ancestry, or any other discriminatory basis prohibited by state, federal or local law.

Our Company is further committed to providing a work environment in which employees are treated with courtesy, respect and dignity. As part of this commitment, Our Company will not tolerate any form of unlawful harassment, verbal or physical, with regard to an individual's race, sex or national origin, or any other protected characteristic. Therefore, all employees are encouraged to bring forth any concerns or complaints in this regard to the attention of management, by contacting their account representative who will contact the Company Vice President or the Company President. If any American Technical Services/CompleteStaff employee has any concerns in this regard when working on assignment, we encourage you to bring those concerns to our attention at the American Technical Services and or CompleteStaff Office.

Unlawful Harassment(cont.)

All complaints of sexual or other unlawful harassment will be investigated promptly and, where necessary, immediate and appropriate action will be taken to stop and remedy any such conduct. Any supervisor, agent or employee found in violation of this policy will be subject to disciplinary action, up to and including discharge.

As for sexual harassment, American Technical Services/CompleteStaff does not tolerate any form of sexual harassment in the workplace. Sexual harassment is any unwelcome advance, request for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly as a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions (including salary or promotional decisions) affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

It is the intent of management to foster a work environment, which is free from the effects of sexual harassment. Although most sexually harassing situations occur male to female, such situations can arise female to male, male-to-male, and female-to-female and sexual harassing situations can involve manager/subordinate, co-workers, third parties, and nonemployees. We therefore strongly encourage any employee to bring forth any concerns or questions about any conduct that may constitute sexual harassment so that management can act upon that information.
American Technical Services/CompleteStaff will not retaliate against an employee for making a complaint under this policy or for assisting in an investigation of a complaint. However, anyone found to have made a bad faith complaint or given false information will be subject to disciplinary action, up to and including discharge.

Substance Abuse Policy

Our Company has implemented this policy in response to overwhelming national evidence that alcohol and drug abuse has a detrimental impact on job performance, safety, and efficiency. The use or possession of alcohol, drugs, or other intoxicants creates a serious threat to the health and wellbeing of the user, the user's family, friends, and fellow employees. The purpose of this policy is to inform American Technical Services/CompleteStaff employees of the discipline policy relating to alcohol and drugs. This policy shall be deemed part of the personnel policies. As such, it is subject to addition, modification or deletion from time to time upon notice to employees.

An illegal drug is any drug which cannot be legally obtained (e.g. marijuana, narcotics, hallucinogens, etc.) or which although legal has been illegally obtained (e.g. prescribed drugs not legally obtained or prescribed drugs not being used for prescribed purposes by the person for whom prescribed).

Employees using, selling, transferring, or possessing alcohol or illegal drugs during scheduled work hours shall be subject to immediate discharge. The use of alcohol or illegal drugs, which results in negative work performance, or erratic conduct in the workplace, is likewise prohibited. Any personal property on company premises may be subject to inspection.

Each employee will be tested for drugs and alcohol after a work-related accident, if they have been observed using a prohibited substance on the job, or if the company has other reasonable cause for testing them. An employee who fails to submit to required testing will be subject to discipline, including termination.

“Reasonable cause” means the action, appearance or conduct of an employee, while working, indicative of the use of a Controlled substance. This is based on the appearance, behavior, speech, or breath odor of the employee.

If an employee is deemed “under the influence” they will be subject to immediate termination. If a drug screening test reveals that an employee has traces of illegal drugs in his/her system, these test results will be considered as evidence that the employee was “under the influence” of illegal drugs at the time of the test and also subject to immediate termination.

Current dependence upon, or use of, illegal drugs or misuse of legal drugs are valid reasons for rejecting an applicant for employment. Consistent with this reasoning, Our Companies require job applicants to submit to a pre-employment drug screen in many cases. All job applicants must be advised of the purpose and possible consequences of the tests. Applicants who test positive, who refuse to take the test, or who otherwise don’t complete the test according to established procedures and guidelines will be disqualified from employment consideration.

You are an employee and a representative of American Technical Services/CompleteStaff during your assignment. We work hard to develop and maintain a high level of professionalism with our clients. You represent American Technical Services/CompleteStaff while at work. Please maintain your professionalism at all times. Remember, the best way for you to secure a permanent job through Our Company is to be responsible.

Any violation of Our Companies ’s procedures CAN AND WILL result in your termination.