

POLICIES, PROCEDURES & EMPLOYEE GUIDELINES

1. I am telephone accessible and I have reliable transportation.
2. I understand that I am expected to complete any job assignment that I accept. If I do not complete the assignment, Coastal Staffing Service can assume I have voluntarily quit.
3. I understand that I am an employee of Coastal Staffing Service and I will be paid directly by Coastal Staffing Service. When my assignment ends, I must report to Coastal for my next assignment. **I ALSO UNDERSTAND IT IS MY RESPONSIBILITY TO NOTIFY COASTAL OF MY AVAILABILITY ON A WEEKLY BASIS AT A MINIMUM. FAILURE TO REPORT TO COASTAL AFTER MY ASSIGNMENT ENDS OR TO CONTACT COASTAL ONCE WEEKLY AT A MINIMUM WILL INDICATE THAT I HAVE VOLUNTARILY QUIT AND MAY NOT BE ELIGIBLE FOR UNEMPLOYMENT BENEFITS.**
4. It is the policy of Coastal Staffing Service to provide equal employment opportunity for all applicants and employees. Coastal does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, medical condition, handicap, veteran status, marital status or sexual orientation. Coastal Staffing Service follows the employment policies contained in the ADA, which makes it unlawful to discriminate in employment against an individual with a disability. We will provide reasonable accommodation to the known physical or mental limitation of a qualified disability, as required by the ADA. This policy applies to all areas of employment including recruiting, hiring, training, promotion, compensation and benefit programs.
5. I will comply with Coastal's Standards of Conduct in the performance of my work assignments. I have the responsibility and duty to arrive to work on time and obey all reasonable and lawful instructions. I understand no form of insubordination will occur during any assignment I accept with coastal and that disciplinary action will be taken for insubordination up to and including termination. Insubordination is defined as a willful, verbal refusal of instructions, willful disregard of management authority, disrespect, rudeness, rebelliousness or disobedient and dismissive gestures, improper manner or attitude, walking away and abusive language.
6. **I UNDERSTAND THAT I AM RESPONSIBLE FOR TURNING IN MY TIMECARD HOURS TO COASTAL NO LATER THAN MONDAY MORNING IN ORDER TO BE PAID IN A TIMELY MANNER. COASTAL WILL NOT RECOGNIZE OR PAY FOR ANY HOURS WORKED BY AN EMPLOYEE IN THE ABSENCE OF A TIMECARD SIGNED BY THE EMPLOYEE AND CLIENT. SHOULD A CLIENT OR ANYONE ELSE TURN IN MY HOURS, I WILL CONTACT COASTAL TO ENSURE MY HOURS WERE RECEIVED BY THE DEADLINE OR I WILL HAVE TO WAIT UNTIL THE NEXT PAYROLL. OUR PAY PERIOD IS MONDAY THROUGH SUNDAY WITH PAYCHECKS AVAILABLE WEEKLY ON FRIDAY.**
7. Coastal Staffing Service operates under a very strict "Drug Free Workplace Policy." I have signed a consent form to submit to drug testing as part of a pre-employment, on-demand during employment and post accident. I understand that engagement in the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance will be grounds for immediate dismissal. Also, the cost of testing will be the responsibility of the employee for failure of a drug test. I will also authorize Coastal to investigate my background inclusive of criminal records as required by Coastal and/or our clients.
8. I understand and will comply with Coastal Staffing Service's "Safety Rules and Regulations" included in this application which I have signed. If I am not physically capable of performing the job in accordance with all safety procedures, I will refuse the position after being given a description of the tasks, physical requirements, client policies and requirements for the job.
9. Coastal Staffing Attendance Policy: A) If I do not call and do not show up for an assignment of which I have agreed to accept, my status will be No Call/No Show and I will be NER (Not Eligible for Rehire). B) If I accept an assignment, but call prior to the start of my shift to inform Coastal of an emergency situation, my status will be No Show with phone call. This cannot occur more than twice in 90 days or I will be NER. C) If I accept a position, but walk off in the middle of the assignment, I will be NER with Coastal for all future positions. D) Certain circumstances may warrant one additional opportunity with Coastal. E) If I am unavailable to work my assignment for any reason, I will call Coastal Staffing to let them know and **NOT** the client.

10. Coastal spends a large amount of time and money in advertising, registering, interviewing, screening and orientating our job candidates. The client with whom you are placed is also investing in your training and knowledge of their firm when assignments begin. I understand that I am under no obligation whatsoever to accept any assignment while employed with Coastal. At the same time, I understand that if I accept a job assignment and then walk off the assignment during or after only working one day, I will be paid the federal and legal minimum wage per hour for time worked and then only with an authorized timecard.
11. I understand that this is a temporary position for no specific period of time and that this employment is terminable by Coastal or me at any time without notice, for any reason, or for no reason or cause.
12. I agree to reimburse Coastal Staffing Service for any and all equipment, uniforms, badges, etc. issued to me by Coastal or by the assigned client which are lost or damaged while in my possession or not returned at the completion of the job assignment.
13. If I sustain any injury on the job, I will immediately inform the client and Coastal Staffing Service or will have someone aware of the injury contact Coastal if unable to do so myself. If an injury requires medical attention, I will be given a panel of medical facilities from which to choose where treatment may be administered. A drug test will be required at the time of treatment and refusal to take the drug test may be grounds for immediate termination. Not later than 48 hours post injury, I will complete and submit a First Accident report for Coastal. Failure to complete this report provided by Coastal may result in termination and/or failure of Coastal's insurance company to pay for treatment based on their report requirements. I may be held responsible for any medical service should the claim be denied by Coastal's insurance carrier. Any attempt to misrepresent or make false claims regarding job injury will result in a full investigation and prosecution under the law.
14. I agree to hold in confidence any confidential information that I may come in contact with while on assignments for Coastal Staffing Service. Confidential information includes commercial secrets, personal secrets, artistic secrets and state secrets. The terms confidential information and trade secrets are often used interchangeably but strictly speaking, trade secrets are a subset of confidential information in the context of business, commerce or trade.
15. Coastal Staffing will maintain a workplace free of harassment of any kind and from any source, management, co-workers or visitors while treating all complaints fairly and even-handedly in order to prevent frivolous or malicious accusations. I understand that if I commit sexual or any other type of harassment or discrimination on the job, I will be subject to termination. This includes, but is not limited to, making lewd or suggestive comments or actions to another worker, making unwanted advances or touching another worker or making inappropriate racial or gender remarks. If I feel I have been the victim of sexual harassment or discrimination, I must report the same to Coastal. I must provide a signed written statement detailing the facts of the occurrence to Coastal to address the accusation with the client. I am entitled to request removal from a client's site and be reassigned to another client as soon as possible. Coastal cannot assume responsibility for lost wages during the period between assignments.

My signature below constitutes full understanding and acceptance of the above written policies and procedures of Coastal Staffing, Inc. I understand that failure to comply with these policies and procedures could lead to my termination and may jeopardize unemployment benefits.

Employee Signature _____ Date _____