



Employee Orientation Handbook

We look forward to a mutually rewarding relationship. CAREER CENTER INC. will put forth its best efforts to find you suitable employment. Please review the orientation summary. You are invited to ask any questions you may have during your interview or anytime after you are hired.

EQUAL EMPLOYMENT OPPORTUNITY

CAREER CENTER INC. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, national origin, age, citizenship, disability or any other protected status. All employment decisions are made on the basis of individual skills. It is our policy not to tolerate discrimination or harassment (including sexual harassment). We comply with all applicable federal, state, and local laws on employment and employment practices.

IF HIRED, YOU WILL BE A CAREER CENTER INC. EMPLOYEE

Although you may work with various CAREER CENTER INC. client companies, you are employed and paid by CAREER CENTER INC. When you are employed through CAREER CENTER INC. to work for a CAREER CENTER INC. client, you are entitled to CAREER CENTER INC. benefits, not the client benefits. If you have any questions or need clarification of any directions given to you by a CAREER CENTER INC. client, always call CAREER CENTER INC.

There will be times when the information that we are given may differ from the actual job requirements. We attempt to communicate to you everything you need to know to be successful on the job. If job conditions change, or the job is not what you were led to expect, do not complain to your immediate client supervisor. Let your CAREER CENTER INC. staffing coordinator know right away. It is **our job** to straighten out misunderstandings. As our employee, it is very important that you check with us if you have any problems or concerns. Do not contact the client directly unless instructed to do so by your staffing coordinator.

CAREER CENTER INC. IS A STAFFING COMPANY

Employees are free to accept or decline assignments as they wish. However, if an employee declines any work assignments he or she may not be eligible for unemployment benefits. CAREER CENTER INC. cannot and does not promise that assignments will become full-time jobs. CAREER CENTER INC. assignments may involve weekdays and/or weekends and varied shifts.

CAREER CENTER INC. HOURS OF OPERATION

Regular business hours: Monday through Friday between 8:00 a.m. and 5:00 p.m. **You must call CAREER CENTER INC. (weekdays between 8:00 a.m. and 5:00p.m.) whenever one of the following situations occur:**

- To say you're available for work
- To discuss any accounting issues
- To give us a new address or phone number
- If you are sick and cannot get to work
- If you are on your way to a job and get lost
- If your car breaks down on the way to work
- If there is a death in your immediate family
- Your assignment is completed or you are laid off of your assignment.
- Your assignment is extended longer or ends earlier than scheduled, or a temporary layoff occurs.
- You will be late or absent from your scheduled assignment, or you leave the job early.

CONDUCT AT WORK

Our business depends upon the goodwill of our clients and employees. Your honesty, appearance, behavior, and performance create an image of CAREER CENTER INC. to our clients. We expect our employees to maintain the

highest standards of conduct and personal integrity. Do not gossip to or about clients, fellow employees, or management. It is our policy to absolutely prohibit fighting, threatening words or conduct, or the possession of weapons of any kind on CAREER CENTER INC. or client companies' premises. Violation of these policies may result in immediate termination.

ATTENDANCE AND PUNCTUALITY

Good attendance and punctuality is important. When you miss time from work it causes a hardship for our client, your co-workers, and for management. You are expected to arrive at work promptly each scheduled workday, return on time from your lunch and breaks, and to work until the end of your work shift. Please schedule personal appointments around your working hours whenever possible so they do not interfere with your work schedule.

DRIVING AND MACHINERY

Unless the client has obtained prior written consent from CAREER CENTER INC. the employee agrees not to drive their vehicle or the client's vehicle on business, operate any machinery other than office equipment, or handle cash, securities or other valuables. If this prior written consent is not obtained, the employee waives all rights to make any claim against CAREER CENTER INC. The employee agrees to hold harmless CAREER CENTER INC. from any claims, damages, bodily injuries, losses or expenses that might be caused as a result of engaging in any of these activities.

NOTICE OF TERMINATION

As a courtesy to your employer, our client, and us we ask 3 days notice if you find a full time job while on assignment. This applies to jobs that you have solicited from non-client companies.

FRIDAY CALL IN

Please call CAREER CENTER INC. once every Friday between 8:00a.m. and 5:00p.m. to update us on your present situation. If you are on assignment, it keeps us updated; if you are not on assignment, but want to be, then we will work even harder to get you out; and if you are unavailable for the time being, we won't contact you until you are again ready to work. Your failure to call in weekly when not on a CAREER CENTER INC. assignment means that you are considered to be "unavailable for work". Failure to call in for work may result in denial of unemployment compensation benefits.

HOW TO GET PAID

PAYMENT WILL NOT BE ISSUED WITHOUT A SIGNED TIMECARD. You have been given CAREER CENTER INC. timecards. Be sure to complete your timecard on a daily basis, and sign the timecard before presenting it to your supervisor. Have the timecard reviewed and signed by your supervisor at the end of each workweek or at the end of your assignment. **Your original timecard must be received no later than Monday at 5pm.** **PAYMENT will not be issued without receipt of your original signed timecard. Remember, if we don't have your hours we can't issue your payment! Any timecards submitted for payment 30 days after date worked will be paid at minimum wage.**

PAYCARD or DIRECT DEPOSIT CAREER CENTER INC. employees will have two options to receive payment. The Paycheck Card or Direct Deposit. The Paycheck Card enables employees who do not have a bank account to access their payroll dollars using an ATM machine. Direct Deposit into your bank account is also an option. Upon an offer of temporary or temp to hire employment, you will be required to come into CAREER CENTER INC. to complete necessary paperwork to sign up for the Paycheck Card or Direct Deposit. **It is imperative that you complete these forms. Failure to do so could result in an interruption in the payroll process.**

BACKGROUND CHECK/DRUG TESTING FEE

When you are sent to work by CAREER CENTER INC. a background check may be performed. A background check fee of \$12 and will be deducted from your first paycheck. Should a drug test be required for employment, a fee of \$10 will also be deducted from your first paycheck.

HOLIDAY PAY

To qualify for Holiday Pay CAREER CENTER INC. employees must work 550 hours consecutively without a break in service. CAREER CENTER INC. employees must work the day before and the day after the holiday. If you stop working for CAREER CENTER INC. for 90 days or more, you lose eligibility for holiday pay until an additional 550 hours have accrued. Holiday pay is 7 hours at your current pay rate.

If you qualify for holiday pay, you will be paid for the actual holiday, not for other days the company may take off. For example, at Thanksgiving you could be paid by CAREER CENTER INC. (if you qualify) for Thanksgiving Day, but if the company at which you are working is closed the Friday after Thanksgiving Day, you will not be paid for Friday.

REFERRAL BONUS

A \$25.00 bonus will be paid to *current* employees for referring a new employee and will be issued after the referred employee works 100 hours.

401(K) PLAN

CAREER CENTER INC. employees are eligible to participate in the 401(k) Plan if they are 21 years of age and after they have completed a year of employment in which they worked 1000 hours. Call CAREER CENTER INC. for further details.

PAY RATES

CAREER CENTER INC. prides itself on paying outstanding wages compared to other companies in the area. Your pay rate is based on the skills required and other specifics regarding the assignment. Pay rates may vary from assignment to assignment.

CAN A CAREER CENTER INC. CLIENT HIRE YOU?

Yes. You may be hired through our "Temp to Hire" program once you have completed 700 hours as a CAREER CENTER INC. employee on the client's assignment; and after you have advised CAREER CENTER INC. of the client's offer and your intent to accept it. The client may also hire you through our direct hire program.

You may not pursue or accept a fulltime job with any client company to which CAREER CENTER INC. sends you for twelve months after the completion of any CAREER CENTER INC. assignment or interview. If the company approaches you directly for a fulltime job you must notify us immediately. The client may not switch you (or allow you to switch yourself) to the payroll of any other temporary service within twelve months from the completion of your assignment there through CAREER CENTER INC.

JOB RELATED INJURY OR ILLNESS

CAREER CENTER INC. provides full workers compensation insurance for all CAREER CENTER INC. employees. You must advise CAREER CENTER INC. immediately if you are injured on, or become ill as a result of, any CAREER CENTER INC. assignment or your workers compensation coverage may be jeopardized. CAREER CENTER INC. must arrange for your medical treatment. If you receive treatment for any work-related injury or illness, please tell the health service provider that you are employed by CAREER CENTER INC. not by the Client Company where you are assigned. CAREER CENTER INC. has a Modified Duty Work Program that will allow our injured workers to return to work on a modified duty status by making accommodations for work restrictions. Because safe working conditions require a clear mind, the possession, use or presence of alcohol or drugs by a CAREER CENTER INC. employee to an extent that could affect his/her ability to safely perform the job, is prohibited. Therefore, any CAREER CENTER INC. employee treated for a work related injury or illness would be subject to a drug-alcohol test. Failure to pass the drug-alcohol test will result in "TERMINATION FOR CAUSE" and you may be denied workers compensation benefits.

Any injury or accident, no matter how minor, must be reported to your manager immediately.

The following is a summary of some of our important safety requirements:

- Immediately report any hazardous conditions to your manager.
- Fighting, horseplay, practical jokes and other dangerous activity will not be tolerated.
- No violent or illegal activity will be tolerated. No weapons are allowed in or on our property.
- Do not have a weapon in your possession during working hours.
- When riding in a vehicle on company business, you must wear your seat belt.

It is important for you to comply with these requirements, as well as all government safety requirements and safety instructions. If you are injured on the job because you do not comply with safety requirements, your workers' compensation benefits may be reduced.

Safety

We strive to maintain a safe working environment for our employees. However, it is the responsibility of each employee to cooperate in promoting safety. Safety rules must be followed at all times. If you do not understand any safety regulation, discuss it with your manager. If you observe a condition, which may present a safety hazard, report it immediately to your manager. When bending, lifting, climbing, or moving objects use the proper technique and equipment. If an item is too heavy for you to handle by yourself ask for assistance. Do not use equipment in a manner for which it is not designed. Do not climb on items which are not specifically designed for climbing, or which are broken or not secure.

CAREER CENTER INC. Workers Compensation Policy

CAREER CENTER INC. goes to great lengths to provide you with workers compensation insurance coverage. We will take care of medical bills and lost wages for *legitimate* on the job injuries; however, we have extensive experience at fighting fraudulent claims and will do so with all available resources.

SUBSTANCE ABUSE POLICY

CAREER CENTER INC. strives to provide a safe work environment and encourages personal health. We are committed to a drug free work environment. For the purpose of this policy, "company premises" includes not only our business location and the surrounding area, but also client company job sites. CAREER CENTER INC. will not tolerate the manufacture, distribution, dispensation, use or possession of illicit drugs on or off company premises. We may require an employee to be tested at any time. Those who are found to be in violation of our policy, or who refuse to be tested, will be subject to disciplinary action or discharge.

HARRASSMENT POLICY

CAREER CENTER INC. is committed to treating all employees with dignity and respect. Every employee should be aware of what harassment is, both sexual and non-sexual, what steps to take if harassment occurs and CAREER CENTER INC.'s policy of prohibiting retaliation for reporting harassment. The purpose of CAREER CENTER INC.'s policy against harassment is not to regulate its employee's personal morality; rather it is aimed at promoting respect in the workplace. It is CAREER CENTER INC.'s policy that all employment relationships shall be conducted in an environment that is not hostile or offensive. Harassment based on an individual's age, race, creed, color, religion, national origin, sex, sexual orientation, disability, or marital status, or any other basis prohibited by applicable local, state or federal law will not be tolerated at CAREER CENTER INC. Harassment includes, but is not limited to:

- * **Verbal harassment**, such as making a joke or comment that refers to a certain ethnic group, race, sex, nationality, age, disability, sexual preference, religion or belief, epithets, derogatory comments, vulgar or profane word and expressions, or slurs;
- * **Physical harassment**, such as assault and blocking; impairing or otherwise physically interfering with an individual's normal work or movement;
- * **Visual forms of harassment**, such as derogatory posters, cartoons or drawings; or
- * **Sexual harassment**, such as unwelcome sexual advances or requests for sexual favors; verbal, visual or physical conduct of a sexual nature, such as name calling, obscene jokes, sexually suggestive comments or insulting sounds; graphic or verbal comments of a sexual nature about a person's anatomy; or displaying at work, sexually suggestive objects, posters, drawings or pictures.

CAREER CENTER INC. encourages anyone who believes that he or she is being harassed to address the issue, regardless of the alleged offender's identity or position. To protect employees' rights, CAREER CENTER INC. has established the following procedures to facilitate the investigation and resolution of claims of harassment:

1. If possible, politely but firmly inform the offender that the behavior is unwelcome and request that it stop immediately. The individual may not realize that his or her behavior is offensive. Sometimes a simple request will end the unwelcome advances or behavior. It is not necessary for an employee to speak directly to the offender if he or she feels uncomfortable.
2. If you believe that you have been subject to harassment by a supervisor, fellow employee, client, or any other person in connection with your employment at CAREER CENTER INC., you should immediately bring the matter to the attention of your staffing coordinator at CAREER CENTER INC. or if you feel uncomfortable discussing the matter with your staffing coordinator, report the matter to SANDRA FRANZINO, Vice President, at (201) 342-1777.

Claims of harassment will be investigated promptly and confidentially, to the extent possible and appropriate under the circumstances. Where harassment is found, it will be remedied in a timely and effective manner. Employees whose actions are determined to be in violation of CAREER CENTER INC.'s policy prohibiting harassment will be subject to appropriate disciplinary action.

Contact Info:

194 Passaic Street
P.O. BOX 1036
Hackensack, NJ 07601

201-342-1777
201-342-1776 Fax
800-CAREER-9

www.careercenterinc.com
career@careercenterinc.com

Keys to success while you are on assignment:

- Know the exact location, route, and transportation options to get to your assignment
- Be 5-10 minutes early for work
- Know the full name, and contact information, of the person you will be reporting to. A firm handshake on your initial meeting never hurts
- Call Career Center Inc. at 201-342-1777 if you are going to be late or absent
- Work hard – you never know when a great opportunity might present itself
- Be professional – keep personal cell phone/PC usage to a minimum. Use them at appropriate times (breaks/lunch)
- Keep your time sheet handy. Make sure it is signed by your supervisor at the end of your work week. Send your approved time sheet to our office as soon as possible
- Recommend us to your friends. Learn more about our referral bonus inside
- Call Career Center Inc. with any questions regarding your assignment, how you feel it is going, and with any questions regarding your pay.

We look forward to working with you!