



Maine Staffing Group

*Project Staffing, Inc. ~ Variable Employment, Inc. ~ Special Teams, Inc.
One Source Preferred, Inc. ~ Project Flagging, Inc. ~ Direct Personnel, LLC*

FIELD-STAFF EMPLOYEE HANDBOOK

INTRODUCTION

Welcome to Maine Staffing Group! MSG is a co-owned 'brand' under which we operate several focus-driven employment agencies; *all Maine-owned & operated.* These affiliate agencies include: **Project Staffing, Inc, Project Flagging, Inc, Special Teams Inc, Variable Employment, Inc., One Source Preferred Inc, and Direct Personnel LLC.** We specialize in providing qualified Field-Staff to a wide array of industries throughout Maine and providing the best customer service to both our client-companies and to our employees.

Our goal is to provide our client-companies with the most qualified field-staff to meet their jobsite needs, providing temporary, temp-to-hire, and direct-hire opportunities, along with other necessary services, and in a prompt and professional approach.

This handbook does not constitute any employment contract. It *is* a source of information pertaining to payroll, benefits privileges, and other policy and procedures that you are required to follow.

This handbook cannot anticipate every situation about your employment. Maine Staffing Group will do its best to recognize all rights and privileges extended in this handbook, unless in doing so, it would impair the operation of our clients or expose our company to legal liability. Because Maine Staffing Group and its affiliate agencies serve many different types of client-companies, there may be situations that may require special employment policies specific to our client-companies. These will be discussed and attached to your employee personnel file.

We are proud of our experienced and skilled field-staff, which are a representative of our company *on and off the jobsites.* It is our endeavor to assist you in your employment matters. We encourage you to discuss any questions you have with your Account Manager(s).

Remember Maine Staffing Group's commitment to:

Safety - Our *safety practices* and that of your co-workers

Quality - Quality of the work we *all* provide

Service - Servicing our client-companies *with excellence*

Each member of Maine Staffing Group's team, from you, to the branch and corporate staff, work together with our client-companies to provide the best employment and service experience possible. Your professional commitment and cooperation will greatly enhance your current and future employment opportunities with Maine Staffing Group.

Unexpected situations can largely be avoided through your professionalism and by following our policies and procedures. Work Safely, Work Smartly, and always with Excellent Communications between the client-company's Jobsite Supervisor and your Account Manager at Maine Staffing Group. This will allow Maine Staffing Group's personnel to work with the client-company and you, in handling and/or correcting any unplanned situation(s) related to your employment.

We value the relationship we have with our field-staff. We encourage your feedback concerning your employment with us and urge you to discuss your employment concerns and goals with our staff.

In 2014, Maine Staffing Group developed our first Social Responsibility Statement in an effort to think and respond with more impact on positive change in our culture. As we pursue this effort, we look to our internal and field-staff employees, business-customer, and vendors to partner with us.

Maine Staffing Group's Corporate Social Responsibility Statement (CSRS)

Maine Staffing Group and its corporate divisions realize that we, as all of society, play a very important role in our environmental and social sustainability. It is our part to play, to create and foster efforts within our company culture, that are positive steps towards this end.

We recognize our corporate responsibility by committing to:

- Continually improve and monitor environmental impact
- Communicate our expectations clearly
- Build upon our objectives through education and collaboration

Maine Staffing Group will promote meaningful active participations in:

- Recycling and waste reduction
- Lowering and reducing energy usage
- Encouraging environmental friendly and economical transportation options

We pledge to share our vision and incorporate our commitment through our divisions, branches, and employees, and through our communities, vendors, and customers.

What we think, we become

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Place for Your “Notes”

1. Employment Policies

1.1 Employment at Will

All employees are hired for an indefinite period (without written contract to the contrary). Employment is at the mutual consent of the employee and Maine Staffing Group. Dismissal

may be for good cause, or even no cause at all. Under this rule, employees are correspondingly free to quit at any time for any reason.

1. 2 Equal Opportunity Employment (EOE) and Affirmative Action (AA)

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity has been and continues to be both policy and practice at Maine Staffing Group/MSG (*inclusive of all corporate divisions; Project Staffing Inc., Project Flagging Inc., Special Teams Inc., Variable Employment Inc., One Source Preferred Inc., and Direct Personnel LLC*)

It is the policy Maine Staffing Group and its corporate divisions to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, Maine Staffing Group and its corporate divisions will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

The EEO/AA Officer has been assigned to direct the establishment and monitor the implementation of personnel procedures to guide our EEO/AA program throughout Maine

Staffing Group and its corporate divisions. A notice explaining the company's policy will remain posted in each office location.

Janie Miller

3/21/14

EEO/AA Officer

Date

AFFIRMATIVE ACTION STATEMENT

It is the policy of Maine Staffing Group (*inclusive of all corporate divisions; Project Staffing Inc., Project Flagging Inc., Special Teams Inc., Variable Employment Inc., One Source Preferred Inc., and Direct Personnel LLC*) to take affirmative action in affording equal employment opportunities to all qualified persons without regard to race, color, religion, sex, age, physical impairment, weight, height, marital status or national origin.

This includes, but is not limited to, the following:

- Hiring, placement, upgrading, transfer, demotion, or promotion.
- Recruitment, advertising or solicitation for employment.
- Treatment during employment.
- Rates of pay or other forms of compensation.
- Selection for training, including apprenticeship.
- Layoff or termination.

It is the policy of Maine Staffing Group and its corporate divisions to cooperate to the fullest extent with the applicable regulations of the Civil Rights Act and any Executive Orders on Equal Employment Opportunity. Authorized by: Janie Miller, EEO/AA Officer

Under Title 1 of the ADA, we will abide by employment rules and regulations and compliance enforcement for employees. A qualified individual with a disability means a person who, with or without a reasonable accommodation, can perform the essential functions of the job. A disability is defined by law as a physical or mental impairment that substantially limits one or more major life activities such as seeing, hearing, speaking, or walking. The term also applies to someone with a record of such impairment. We will make every attempt at reasonable accommodation unless to do so would impose an undue hardship, under the law. A reasonable accommodation is any change in the work environment or in a way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.

See more info under Sec 1.4.5 Anti-Harassment Discrimination, of this handbook.

1.2.2 Complaints and Requesting Reasonable Accommodation under the ADA/MHRA

For purposes under the ADA (American with Disabilities Act), MHRA (Maine Human Rights Act), and other appropriate regulatory policies, the following complaint and/or accommodation request procedures will be followed.

1. Every staff person within MSG will respond appropriately to a request for accommodation or complaint, and follow the procedures outlined.
2. Applicant or employee may make their initial request or address a concern in any communication they deem necessary (verbal, written, by proxy) to a representative of Maine Staffing Group (of any of its corporate divisions). MSG

representative will provide the individual an accommodation request form, which upon completion will be

3. The initial request will be handled specifically by trained staff only (Account Managers, Branch Managers, anyone involved in screening/interviewing applicants, HR, and Operations Mgr)
4. A Complaint / Accommodation Request Form will be completed either by MSG Representative receiving the request or by the individual making the request. This documentation will be communicated expeditiously to the HR/Compliance Manager and the Operations Manager.

The Discovery - Interactive Process

1. The Branch Manager will make initial inquiry to the client-company for the requested accommodation. If the client-company is acceptable to the requested accommodation, the Branch Mgr will communicate directly with the requesting party to provide resolution.
 - a. At that time the completed Accommodation Request Form will immediately be scanned/mailed to the HR/Compliance Mgr for review.
2. If the client-company is unprepared to provide immediate resolution to the issue or request, the Compliance Team will undergo a discovery process; to follow up directly with the involved parties, including further discussion with the client-company management, the hiring manager, and the requesting party, to get additional details as necessary and further the resolution process.
3. The process will/may also include obtaining written documentation for verification of the disability from the applicant/employee as allowable by law, expressly by the HR/Compliance Manager.
4. The HR/Compliance Manager will review and follow-up on all Complaints / Requests for Accommodation to ensure feasibility, acceptability, and compliance.
5. All documentation will be retained by the HR/Compliance Mgr; No copy will be retained in the branch or connected with the regular personnel file.

Time Frame for Processing Requests and Providing Reasonable Accommodations (including expedited processing and extenuating circumstances)

Responses to requests for accommodations will be reviewed and responded to within 10 days

Resolution of the Complaint / Reasonable Accommodation Request

Maine Staffing Group, its corporate divisions, and staff will communicate with our client-companies pertaining to the request for accommodation, partner in discussions for providing reasonable accommodation.

Informal Dispute Resolution

1. To file a complaint in response to a decision from MSG on any request for accommodation, the request is to be made directly to the HR/Compliance Mgr or the Operations Mgr verbally or in writing.

2. If an individual has a complaint about the result of MSG's decision on the request for accommodation, a meeting will result between the Operations Manager, HR/Compliance Mgr, a representative of our client-company if possible, to discuss the matter in more detail. A decision from that meeting will be provided within 10 days to the individual requesting the accommodation.

Information Tracking and Reporting

MSG's HR/Compliance will keep a record of the resulting documentation in a confidential manner and in a secure location

1.3 The Maine Human Rights Act: Sexual Harassment on the Job is Illegal

- * Unwelcome sexual advances
- * Suggestive or lewd remarks
- * Unwanted hugs, kisses, touches
- * Requests for sexual favors
- * Retaliation for complaining about sexual harassment

Maine Staffing Group and its corporate divisions are making you aware that sexual harassment of any kind **will not be tolerated**. As stated in our anti-harassment/discrimination policy detailed in this handbook 1.4, as an employee you should feel free to contact your assignment Account Manager, or Janie Miller/ HR, at 207-622-5352 or 800-456-7621, or Mark Burns / Ops Mgr 207-729-5158, or 800-639-8802 for immediate action to any problem you might have concerning sexual harassment as stated above. It is also your right to call the Maine Human Rights Commission at (207) 624-6050.

1.4 Signing Policy Statements

You will be required to sign particular policy statements upon initial hire with Maine Staffing Group and its affiliates, and upon required annual retraining on specific policies. These are necessary either by law or to ensure your understanding of very important policy/procedure matters, demonstrating that you have received training in or review of these particular policies, rules, or regulations. These signed documents are retained in your personnel file. Standard policies you will sign acknowledgement for new and updated employee files will include, but may not be limited to:

- Handbook Receipt
- Safety Policy
- Attendance Policy
- Fleet Policy
- Anti-Harassment/Anti-Discrimination Policy/Procedures

It may be necessary to include other policy statements pertaining to client-company specific needs. These too, will be kept on record within your personnel file.

1.4.1 Handbook Receipt

I acknowledge receipt of the Maine Staffing Group Employee's Manual and Safety Handbook either via www.mainestaff.com or in person. I agree to read and abide by the conditions, rules and policies as set forth in both.

1.4.2 Safety Policy

I understand that I am employed by one or more of the affiliate agencies of Maine Staffing Group, and as such, is responsible for providing me with Workers Compensation Coverage, Unemployment Insurance, and overtime pay as provided by law.

I also understand that I am to abide by the safety practices of my assigned work place and follow the safety rules pertaining to my job description. I understand that if these rules are not followed, it will result in termination of employment.

I also understand that if I incur any injury while in the employ of an affiliate agency of Maine Staffing Group, that I am to contact my Account Manager, or if after office-hours, the Safety and Worker's Compensation Manager directly as provided by the contact information on my safety card. This must be done within one hour of the incident or I understand that I could be subject disciplinary action.

I also understand that if I incur a job-related injury or illness while in the employ of an affiliate agency of Maine Staffing Group, I will be paid only for actual hours worked (receiving medical attention off the job site is not actual hours worked) and that I will be placed in a work assignment within the medical limitations that apply. I understand that refusing this work assignment will jeopardize my benefits.

I also understand that Maine Staffing Group cannot guarantee anyone a permanent position with a client company, the amount of hours worked per week, or how long the job will last.

1.4.3 Attendance Policy

Should I choose to accept an assignment with an affiliate of Maine Staffing Group, I understand that having a good attendance record is my responsibility.

Also, I understand that if I am going to be late, leave early, or be absent from my assignment, I am to contact both my Account Manager at the Maine Staffing Group office and the company where I am placed on assignment, at least one (1) hour prior to the beginning of my work day. Should my assignment end, I understand it is my responsibility to contact Maine Staffing Group immediately, and regularly for future assignments. Should my phone number or address change, I will call Maine Staffing Group to update my file. I also understand that failure to report to my assignment, without notification to the Maine Staffing Group office could result in my being removed from the assignment.

- Do not make arrangements or try to get someone to cover your assignment!
- If you are calling outside of normal business hours, please leave a message on the answering machine and then contact your Account Manager between the hours listed above to discuss the reason for your absenteeism.

1.4.4 Fleet Policy

The use of client vehicles or personal vehicles for business purposes during the workday is prohibited if the job description does not include driving.

If the job description does include driving, all information below **MUST BE RECEIVED AND APPROVED** before any use of company vehicles or use of own vehicle for business purposes takes place.

- A valid/current driver's license issued by the state where they are a legal resident.
- A background MVR on all drivers that are considered for driving positions.
- Driver (employee) must obey all traffic laws and operate the vehicle in a safe and courteous manner at all times.
- Seat belts must be worn at all times.
- Cell phone use is prohibited, while driving, unless in times of an emergency.
- Report any traffic violation to your Account Manager immediately.
- Report all accidents to the appropriate authorities, Client Company, and Account Manager immediately.
- Must provide proof of current/valid insurance data, if using own vehicle
- Client Company will provide proof of current/valid insurance data.
- Report all unsafe operating conditions to your Account Manager immediately.

The minimum criteria for MVR acceptance will be:

- No more than three (3) moving violations in five (5) years.
- No driving-under-the-influence convictions.
- No leaving-the-scene-of-an-accident convictions.
- No failure-to-report-an-accident convictions.
- No incidents involving-a-death convictions.

I understand that failure to comply with the Fleet Policy may result in immediate job termination.

1.4.5 Prohibited Harassment/Discrimination

Maine Staffing Group's corporate divisions (*Project Staffing Inc. Project Flagging Inc., Variable Employment Inc., Special Teams Inc., One Source Preferred Inc., and Direct Personnel llc*) promote "zero tolerance" of any conduct by any employee that harasses, discriminates, disrupts, or interferes with another employee, their work performance, or creates an intimidating, offensive, or hostile environment; thus striving to promote an environment of proper conduct and professionalism. EEO Statement: Under Title 1 of the ADA, we will abide by employment rules and regulations and compliance enforcement for employees. A qualified individual with a disability means a person who, with or without a reasonable accommodation, can perform the essential functions of the job. A disability is defined by law as a physical or mental impairment that substantially limits one or more major life activities such as seeing, hearing, speaking, or walking. The term also applies to someone with a record of such impairment. We will make every attempt at reasonable accommodation unless to do so would impose an undue hardship under the law. A reasonable accommodation is any change in the work environment or in a way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.

- (1) Employees are required to maintain a work environment that is free from harassing or disruptive activity. No form of harassment or discrimination will be tolerated.

- (2) Each employee has a responsibility to keep the workplace free of any form of harassment, including sexual harassment from other coworkers, or from vendors/visitors to the worksite.
- (3) No supervisor or manager is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect another employee's employment status.
- (4) Offensive conduct includes, but is not limited to:
 - (a) Unwanted physical contact, touching, or propositions;
 - (b) Verbal harassment of a nature including sexual in nature, such as unwanted flirtations, lewd comments, sexual jokes or references, discriminatory remarks, and offensive personal references;
 - (c) ANY demeaning, insulting, intimidating, discriminatory, or sexually suggestive comments about or to any individual;
 - (d) The display in the workplace of any demeaning, insulting, intimidating, discriminatory, or sexually suggestive objects, pictures, or photographs;
 - (e) Any demeaning, insulting, intimidating, discriminating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any of the above referenced or other offensive conduct, directed at individuals because of their sex, sexual identity or preference, race, color, religion, national origin, pregnancy, age, marital status, actual or perceived disability, military status or any other characteristic protected by law is strictly prohibited.

(5) Any employee who believes that a supervisor, manager, other employee, or non-employee's actions or words constitute unwelcome harassment or discrimination has a responsibility to report the situation as soon as possible.

(6) We take complaints relating to this policy very seriously, and will be investigated. Any Employee, or any Lead or Supervisory Staff are obligated to report any information pertaining to harassment to their manager. Employees are encouraged to contact their Account Manager to report a claim. Alternatively, employees may report complaints or information

pertaining to harassment directly to the following designated *Compliance Team*:

Mark Burns, Managing Partner/Operations Mgr., Corporate Office: 207-729-5158

Janie Miller, Mgr. HR/Compliance / 207-622-5352

Ursula Bernier, Br. Mgr. / PFI: 207-973-3911

- a) All complaints, investigations, and discussions will be conducted in a confidential nature. *The complaint procedure prescribed under 1.2.2 will be closely followed as allowed, for 1.4.5.*
 - b) Employees are required to cooperate in any investigation.
 - c) A timely resolution of each complaint should be reached and communicated to the parties involved.
- (7) Any employee, supervisor, or manager who is found to have violated the harassment policy may be subject to appropriate disciplinary action, up to and including termination.
- a) Additionally, a fraudulent claimant may also be subject to same disciplinary action(s).

(8) Any form of retaliation against employees for bringing bona-fide complaints or providing information about harassment is strictly prohibited.

MSG and its anti-harassment/anti-discrimination policy and procedures comply with the provisions and rules set forth with the Maine Human Rights Act, Title 5, Ch 337, the Maine Whistle Blower Protection Act Title 6, Ch7, and the Federal ADA Title 1. You may also contact the Maine Human Rights Commission at 19 Union Street, Augusta ME, Ph 207-624-6290

1.4.6 Media Policy

Scope

This policy applies to all employees employed through Maine Staffing Group, its corporate divisions: Project Staffing Inc., Project Flagging Inc., Special Teams Inc., Variable Employment Inc., One Source Preferred Inc., and Direct Personnel LLC. For the purposes of this policy, all corporate divisions are attributed by the designation of MSG (Maine Staffing Group) in this document.

MSG is an established and highly respected group of companies. We have built this reputation on fairness, integrity, and excellent customer service. We rely on our employees to represent our brand and corporate divisions in the same manner, and by following our guidance and policies.

Because of our positive reputation, it is essential that only authorized staff discuss our business matters with the media. Below is our policy, rules, and guidelines for handling these types of circumstances.

Who is what?

Media is generally referred to as the public media, such as radio, newspaper, or TV personnel who are onsite and inquiring about a public situation.

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not employed or affiliated with MSG, as well as any other form of electronic communication. Ultimately, *you are solely responsible for what you post online*.

Know and follow the rules

Under No Circumstances will an employee within the spectrum of MSG and its corporate divisions represent MSG or any of our client-companies or their corporate divisions or subsidiaries, the job site and its staff, or any related contractors, subcontractors employed with a jobsite; without specific written approval as defined in their job description or by written designation by their Branch Manager, HR/Compliance Manager, or the Operations-Managing Partner, Mark Burns.

Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of MSG or our legitimate business interests, and may result in disciplinary action up to and including termination. * Do Not Take This Policy Lightly... MSG Will Enforce Our Policy.

Public Media

Employees are not allowed to speak to the media on MSG's behalf, nor discuss work-related matters with public media even from their own personal perspective, whether on a jobsite or not. Please kindly direct the media contact person to your Branch Manager, HR/Compliance Manager, or the Operations-Managing Partner, Mark Burns.

If you have been contacted by a member of public media, please contact your branch office, even if you have referred them to the appropriate staff member at your branch office.

Do Not Let a Reporter Compel You To Answer Questions On The Spot. Politely refer them to the appropriate staff as instructed above.

Photographs and Film

The same thing applies if a reporter or other public media representative requests photos or film of our employees, representatives, or our client-company jobsites. We will not give approval without first talking in advance with our client-company. This will be a joint decision between our client-company and our corporate division placing the employee on-site.

A reporter or camera crew may show up unannounced at your job site and although we cannot prevent the media from filming or photographing public areas, the media is obligated to work within the safety guidelines set forth for that particular jobsite. If you notice media personnel walking around taking pictures or talking to site-staff, please bring it to the attention of your jobsite foreman, and notify your branch manager.

REMEMBER to be courteous and friendly, but that NO MATTER how nice or accommodating a reporter, photographer, or camera crew act, 'everything you say and do may be observed and reported by the media for good or bad'... remember to refer these professionals to the 'authorized personnel' as you have been instructed by this policy.

Social Media and in general...

It is your responsibility to:

- *Maintain the confidentiality of MSG and our client-companies* trade secrets and private or confidential information.
- Do not post internal reports, policies, procedures or other internal business-related confidential communications, whether from MSG or any of our client-companies.

- Do not create a link from your blog, website or other social networking site to a MSG website without identifying yourself as a MSG employee.
- Express only your personal opinions – only in your own personal social media; not to the public media. Never represent yourself as a spokesperson for MSG unless you have direct authorization, as instructed above.
- Refrain from using social media while on work-time or on equipment provided to you by our client-company, unless it is work-related, is authorized by your manager, or consistent with other policy or job assignment instructions or job description. Do not use MSG or client-company provided email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

MSG prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

For more information: If you have questions or need further guidance, please contact your Branch Manager, the HR/Compliance Manager, Janie Miller at 207-622-5352; or the Operations-Managing Partner, Mark Burns at 207-729-5158.

1.4.7 Employee Non-Disclosure and Confidentiality Policy & Agreement

For purposes of this agreement, all references to Client-Company, singular and plural, are in reference to Maine Staffing Group's (*and inclusive of all of its corporate divisions, Project Staffing Inc., Project Flagging Inc., Variable Employment Inc., Special Teams Inc., One Source Preferred, Direct Personnel LLC*) business customers.

During the course of my employ there may be disclosed to me certain trade secrets consisting but not limited to: technical information including but not limited to, methods, processes, techniques, computer programs, research projects etc., and business information including but not limited to customer, pricing, research data, sources of supply, financial data, marketing, production, or merchandising data, via systems or plans, etc.

I agree that I shall not at any time, during or after the termination of my employment, disclose or divulge to any others including future employers, any trade secrets, confidential information, or any other proprietary information or data, or I will be found in violation of this agreement.

That upon the termination of my assignment(s) with Maine Staffing Group's client-companies, or employment from any of Maine Staffing Group's corporate divisions, I shall return all documents and property, including but not limited to: drawings, reports, manuals, correspondence, customer lists, computer programs, keys, key cards, and all other materials and all copies thereof relating in any way to the client-company's or Maine Staffing Group's business, or in any way obtained by me during the course of my assignment or

employment period. I further agree that I shall not retain copies, notes or abstracts of the foregoing.

Maine Staffing Group and its corporate divisions may notify any future or prospective employer or third party of the existence of this agreement, and shall be entitled to full injunctive relief, and any other legal remedies available for any breach.

This agreement shall be binding upon me and my personal representatives and successors in interest, and shall inure to the benefit of Maine Staffing Group, its corporate divisions, successors and assigns.

1.5 Personal Information

Changes may occur with your address, telephone number, marital status, tax filing status, and/or names of persons to be notified in case of an emergency, etc. It is important that you update your personal information with our branch staff in order to ensure accuracy of your personnel file.

1.6 Hours of Work

Our pay week runs Monday – through- Sunday, paying overtime after 40 worked hours. Dependent on client-company needs, schedules will/may be adjusted due to work loads, operational efficiency, staffing needs, and may require variations in starting and quitting time. If you work on more than one client-company assignment or for more than one branch office in the same pay-week, you must have a separate timecard for each job assignment. Be Sure to Communicate to Your Account Manager(s) if you have been assigned in the same pay-week to another branch office. All timecards require a signature from you and a signature of your immediate supervisor from the client-company (jobsite) in order to be processed. It is your responsibility to ensure accuracy, completeness and both signatures obtained, in addition to turning it in to your Account Manager by its required due date. You must provide a copy to your jobsite supervisor.

1.7 Overtime Pay

Occasionally, you may be required to work overtime. Any unscheduled overtime must be approved in advance by your jobsite supervisor. Maine Staffing Group and its affiliate agencies complies with all federal and state wage & hour requirements. If you have any questions about these regulations please call your Account Manager. Overtime is defined as all worked hours over 40 hours per pay-week (M-Sun).

1.8 Payroll Processing

Our pay-week is Monday through Sunday. All payroll is processed by the Wednesday following the end of the workweek. Paychecks are either mailed to you within at least seven days after the end of the pay period, held for you to pick up at your designated branch office, or direct-deposited if the employee has enrolled by providing the proper enrollment form and accurate information for electronic set-up. In case of an error in your paycheck, contact your assignment Account Manager immediately to review the possible error. Except in emergencies, adjustments will appear in the next issued paycheck. Endorsement of your payroll check constitutes your verification of hours worked.

1.9 Payroll Deductions

Some payroll deductions are required by law , while others may be requested or authorized by you. Payroll withholding taxes are taken according to table or percentages mandated by the taxing agencies, including local, state, and federal governments.

A summary of all deductions is included with your paycheck showing you the amount each pay-period and the year-to-date amounts. Voluntary deductions are a convenience to you as a payroll-withholding amount. These include such items as: Insurance Premiums, both individual and family, 401K, and other employee requests, if eligible and available (depending on affiliate agency employed by, etc). Please ask your Account Manager if any questions.

1.10 Work Standards – Work Ethics/Professionalism

Maine Staffing Group has built a solid reputation for quality service and customer satisfaction. It is the employee's responsibility to understand their work assignment and present any questions they may have when accepting or starting the assignment. Absenteeism, tardiness, poor & unsafe work habits, and unprofessional conduct, etc. are unacceptable and may be grounds for immediate discipline and may result in termination. Each employee is expected to conduct themselves in a manner consistent with the highest standards of professional conduct. Behavior that does not meet these standards will not be tolerated and also will be grounds for disciplinary action, and possible immediate termination of employment.

1.11 Dress Code:

Your Account Manager prior to each work assignment will instruct you on proper dress-code for each job. However, if you are unsure, it is your responsibility as a field-staff employee to check with your Account Manager directly to get proper guidance. This includes for any required PPE, as well. It is expressly important that our field-staff be attired for the work environment, and for all safety needs and osha regulations. All construction and many industrial assignments will require PPE (ie, steel-toed boots, work gloves, etc.)

1.12 Confidentiality/Conflicts of Interest

Information given by a customer, client-company, or patient may be privileged, proprietary, or confidential information. Such information is to be maintained with strict confidentiality. This may also be true for proprietary information within Maine Staffing Group, as well. For this reason you are prohibited from releasing any such information to members of the public or press, other professionals, pharmacies, inpatient facilities, families, friends, etc., without specific authorization. All HIPAA laws must be understood and obeyed at all our client company locations. For any client/customer inquiries, the employees must refer all such questions to their Account Manager; *This is very important.* Should an employee be requested to work an assignment which the employee feels they have a conflict of interest with, they must bring this to the Account Manager's attention immediately, before accepting the assignment.

1.13 Pre-Employment Testing

Per client-company policy requirements, there may be the need to conduct pre-employment testing. Such testing may include specialized comprehension testing such as calculation, skills competencies, etc. Other testing may include such as criminal background checks, driver record checks, and substance abuse testing. Additionally, on-the-site testing for equipment operation, welding tests, etc may be required. A disclaimer will be provided and discussed with the job candidate and will be required to be signed in agreement. *All offers of employment for these testing-specific client-company assignments are made conducive to a satisfactory result. *a copy of MSG's 'applicant' substance abuse testing policy is on file and a copy available.*

1.14 Separation

If you are separated from employment due to disciplinary actions, all efforts and attempt will be made to process your final pay within the normal pay cycle. This is providing you have submitted a completed timecard. If not and our staff must obtain and receive authorization from the client-company of your worked hours, on your behalf, this may cause delay in processing your final pay

1.15 Grievance Process

Maine Staffing Group and its professional staff are available to help you resolve misunderstandings. If you have a work-related problem, it should *first be discussed* with your Account Manager of Maine Staffing Group so that it may be resolved quickly... and appropriately. The Account Manager will document the complaint for review by HR/Compliance and Operations. If the problem is not solved, you may contact the HR/Compliance Mgr at 207-622-5352 or the Operations Mgr at 729-5158.

The details of the problem are to be outlined in writing and submitted within 5 work-days to your Account Manager at Maine Staffing Group. Maine Staffing Group will provide a written response within seven (7) calendar days of the submitted complaint.

If this has not resulted in a satisfactory solution within fourteen (14) calendar days, a meeting will be established with you, the Client-Company or a Client-Company Representative, your Account Manager, and the Operations Manager or other management designee of Maine Staffing Group, to review the issues.

If a solution is not reached at this meeting, you and the Client-Company or Client-Company Representative can appeal to the President of Maine Staffing Group. The President's decision is to be final and binding.

1.16 Video Display Terminal (VDT) Maine required training

Maine Staffing Group will instruct our employees for proper usage, and workstation adjustment within the first month of hire and annually thereafter, under *Maine MRSA Title 26, C5;ss251 (1/1/92)*. This training applies to employees who work at a computer for 4 or more consecutive hours on most days. It is your responsibility as a field-staff employee to

discuss with your Account Manager any questions or concerns relevant to setup, adjustment of, or comfort/ergonomic of your workstation.

2. SAFETY

Our Commitment to Safety...

Maine Staffing Group and its corporate divisions' goals are to offer our customers the best safety program possible. Our safety motto, "**SAFETY, QUALITY, and SERVICE,**" must be more than a title or slogan. It must exemplify how we provide the best total Safety Program. To do this, it takes the efforts of all of our branch, office, and field-staff employees, working together and communicating effectively.

We believe that accidents are bad business and are preventable. We believe that safety isn't something separate from the job. ***Safety is how we do our job.*** Working unsafe causes accidents, which can destroy human potential and causes economic hardship on the injured worker and his/her family. Accidents are disruptive to our client's workplace and lower the value of the services we provide. Accidents are simply bad business.

We are committed to your safety. It is our highest priority. As such, we expect and require that you too be committed to working safely. ***YOU*** are responsible for client satisfaction. **You are responsible for safety.** According to the National Safety Council, over 90% of all accidents are caused by the unsafe actions of the injured employee him/herself. Safety must be your highest priority as well.

We simply cannot tolerate unsafe work habits or practices. If you have any questions or concerns about the safety of your job assignment discuss it with your jobsite supervisor and contact your Account Manager immediately. We welcome your input and appreciate your commitment to:

Horseplay is prohibited and may be grounds for dismissal.

Good Housekeeping prevents accidents and helps avoid slips and falls.

Use of ALCOHOL or DRUGS on-the-job is strictly prohibited and will be grounds for IMMEDIATE dismissal.

Willful or repeated unsafe actions endangering the safety of the employee him/herself, other employees, client employees, the public or of the property of others may be grounds for immediate dismissal. We take our commitment to safety seriously and expect all employees to do the same.

Violence, threats against others, harassment, and other unprofessional behaviors will not be tolerated, creating an unsafe, hostile work environment, and will be grounds for immediate dismissal. All employees are required to report such actions. Complaints will be investigated promptly and thoroughly and with due discretion and concern for the privacy and rights of the individuals involved.

2.1 Procedures

- ***Always*** learn proper procedures before starting any new project or operating new equipment you are unfamiliar with.

Even if you think you know what to do without instruction ***make sure to clarify*** before you begin to reduce the chance of dangerous, costly, or time consuming mistakes.

Tools

- **DO NOT** use any hand, power, or pneumatic tools without proper training. ALWAYS remember you assume personal responsibility to be informed of proper work procedures when using any tools. Know your Lock-Out-Tag-Out Rules.

Chemicals

- **DO NOT** handle any chemicals or other hazardous materials unless you have been fully informed of the chemical's hazardous characteristics. Know and understand the importance of proper handling procedures and **ALWAYS** review the Material Safety Data Sheets (**MSDS**) before using any chemical. You should know:

Procedures for safe use

Proper storage

Proper disposal

Personal protective equipment (PPE) required

First aid procedures in case of accidental contact with eyes or skin

2.2 Personal Protective Equipment (PPE)

Be a professional; **ALWAYS** wear the protective equipment provided:

Gloves – To protect skin from chemical exposure when necessary.

Eye Protection – *Safety glasses* to protection from ordinary dust and other light hazards. *Goggles* to protect from chemical splash or heavy dust. *Face shields* to protect from flying an/or hot material. *Welders goggles/shades* to protect eyes from painful welding burns.

Hearing Protectors – Earplugs or earmuffs to protect hearing from damage by loud noise.

Respirators – To protect from over exposure to high levels of dust, fumes, or chemical vapors. Not all respirators are alike! Make sure you are wearing the right respirator for the job.

Safety Shoes – To protect your feet from falling or rolling/moving objects.

Hard-hats – To protect your head from bumps or from falling or swinging objects.

Other PPE may be required by the client company, depending upon the hazards involved.

2.3 Lifting/Moving Materials

ALWAYS practice safe procedures when moving/lifting materials.

The first rule in moving material is, DO NOT lift, if there is a better or safer way.

THINK! Would a hand truck, pallet jack, hoist, or forklift be better for this job?

Plan your moves BEFORE you pick up the object. Make sure you have a clear path and a clear, flat surface on which to deposit your load. Make sure your load is balanced.

GET HELP! If the object is heavy, awkward, imbalanced, or in an odd or unsafe location, get assistance.

USE GOOD TECHNIQUE! If the load is safely manageable by you alone ALWAYS use good body mechanics.

2.4 Proper Lifting Technique

KEEP YOUR BACK STRAIGHT-To help your back stay in-balance, tighten your stomach muscles and tuck in your pelvis.

BEND YOUR KNEES TO LIFT – Keeping your back as straight as possible bend at the knees. Lift with your leg muscles, not your back. DO NOT bend over from your waist to lift with your back!

HUG THE LOAD – Hold the load as close to your body as possible in a hugging manner; gradually lift with your legs into an upright standing position.

AVOID TWISTING – By twisting your waist you can overload your spine. This can lead to serious injury. Make sure that your feet, knees, and torso are pointed in the same direction.

BEND YOUR KNEES TO SET DOWN – Use the same techniques used when lifting to set your load down. Keeping your back as straight as possible bend at the knees and lower the object to a flat, level, stable surface. **DO NOT bend over at the waist when setting down the load.**

2.5 EMERGENCIES

2.5.1 First Aid

ALWAYS know the location of first aid kits, eye wash stations, etc. Know who is responsible and qualified to perform first aid if necessary.

NEVER treat an open or bleeding wound or allow others to treat your wounds without first understanding the risks associated with blood-borne pathogens (diseases spread through body fluids). It is vitally important that you wear rubber gloves to avoid contact with blood or any other bodily fluids if administering first aid to others.

2.5.2 Injury Reporting Requirements

It is the employee's (or their immediate supervisor's if the employee is unable) direct responsibility to inform Maine Staffing Group if they have suffered an occupational injury or illness.

Notification: Your Employer (the affiliate agency of Maine Staffing Group that you are employed by) must be notified as soon as possible after the injury or onset of illness, within four hours or by the end of work shift for minor injuries and within one hour for serious injuries and illnesses (requiring advanced first aid, hospitalization or results in a fatality.)

Accident Investigation: Our Safety Manager or a company representative will investigate every occupational injury/illness. All investigations will be conducted in a timely matter and are fact-finding, not fault-finding.

2.5.3 Preferred Medical Provider

All employees who are injured and require medical treatment beyond basic first aid, shall contact the nearest Maine Staffing Group's "Preferred Medical Provider" for treatment as instructed by their MSG Account Manager or our Safety Manager.

Note: If the injury/illness is life threatening or of serious nature such as broken bone(s), the nearest emergency hospital/facility shall be used.

2.6 Return-to-Work Policy

It is our policy to return all injured employees to work as soon as practicable within their physician-approved capabilities. Maine Staffing Group will work with the employee, physician, and the client-company/jobsite to enable the employee to return to work performing meaningful work. All employees are required to participate in our Return-to-Work-Program.

2.7 Accident & Hazard Reporting

ALWAYS

1. Report any unsafe or faulty equipment and conditions immediately!
2. Go directly to your on-site supervisor, DO NOT let unsafe conditions go unnoticed and undetected!
3. Remember the importance of informing your Account Manager of any change in your job assignment (i.e. duties, supervisor, location, etc).

REMEMBER... It is ALWAYS a requirement to contact your MSG Account Manager with ANY questions or concerns you may have relating to your employment, assignment, or other needs of the jobsite. IF you are asked to perform work tasks that are not within the duties/job description you were provide

2.8 Fire

ALWAYS remember the importance of observing all rules concerning fire prevention

including:

1. Proper use and handling of all flammable materials and chemicals.
2. Proper housekeeping prevents fires.
3. Know the location of **approved** smoking areas and only smoke in these areas; use appropriate disposal containers also.
4. Know the location and proper use of all fire extinguishers and other first-aid equipment.
5. Know the location of fire alarms, exits, and escape routes.
6. Understand the emergency fire plan.

By signing our employee handbook receipt... you acknowledge and agree to abide by our policies within this manual. Failure to do so may constitute disciplinary action including possible termination.

Notes

Locations:

Corporate Office:

Brunswick: POBox 490, 22 Parkers Way, Brunswick ME 04011 729-5158, 800-639-8802

Branch Offices:

Augusta: 324 Eastern Ave(GPS/Physical location); 219 Cony Rd (mailing) Augusta ME 04330
(207)622-5352, 800-456-7621

Bangor: 277 State Street, Suite 1A, Bangor ME 04401 (207) 973-3911 800-303-4002
www.facebook.com/pages/Project-Flagging-Inc-Northern-Division

Biddeford: 321 Elm Street, Biddeford ME 04005 (207)283-6528 800-239-9623

Lewiston: 675 Main Street – Market Place Mall, Lewiston ME 04240 (207)786-5680
888-786-0791

Greater Portland (+ office location of Direct Personnel LLC)
91 Larrabee Rd., Westbrook ME 04092 (207)854-2422 877-797-7705

Presque Isle

30 Parsons Street, Presque Isle ME (207) 760-6767 (855) 760-6767

Hookset, NH:

21 Londonderry Turnpike #1, Hookset NH 03106 (603) 622-9302

www.facebook.com/pages/Maine-Staffing-Group

“Let Us Go To Work For You!”