

Adecco

better work, better life



Employee handbook

## **Disclaimer**

The contents of this handbook are presented as a matter of information only and are not intended to cover all policies, plans and procedures of Adecco. The plans, policies and procedures described are not conditions of employment. Adecco reserves the right to modify, add, revoke, suspend, terminate, or change any or all plans, policies, or procedures of the company, in whole or in part, at any time with or without notice. The language in this booklet is not intended to create, nor is it to be construed, a contract between Adecco and any one or all of its employees. Your employment with Adecco is employment-at-will. That is, your employment can be terminated at any time by you or Adecco.

Unless otherwise stated in this handbook, the contents of this handbook are applicable to temporary employees of Adecco (also known as employees, payrolled employees and associates) who are referred to throughout this handbook as "employees." Adecco employees are individuals who are eligible for temporary work assignments to support or supplement a client's or Adecco workforce during time periods of, including but not limited to, employee absences, temporary skill shortages, seasonal workloads, and special long- and short-term assignments and projects. This handbook does not apply to any other classification of employee at Adecco including colleagues.

The information contained in this Employee Handbook is confidential and proprietary to Adecco. The information is for internal use only and may not be distributed outside of Adecco. Any use of the third party contact information contained herein does not violate your obligation to keep the contents of the Employee Handbook confidential.

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# Welcome to Adecco

Congratulations! As an Adecco temporary employee, you are now part of the nation's leading workplace solutions company.

However, Adecco is much more than a recruiting and placement company — we are committed to helping you fulfill your professional goals at every stage of your career. Along the way, we will present you with challenging and rewarding opportunities at top companies, help you earn a competitive income, and provide you with the latest skill-enhancement services and a full range of benefits.

Every Adecco temporary employee's career begins with an interview with one of our Representatives. The Adecco Representative who interviewed you is here to help you succeed. However, if for any reason, he or she is unavailable, please do not hesitate to ask for help from any other Adecco Representative.

At Adecco, we know just how hard you work and how much time you spend in the workplace. That's why we want to make sure you have the right position at the right company. No wonder top candidates keep coming back to Adecco for help in finding a job or managing their career.

This employee handbook was specifically designed to prepare you for your assignments, list examples of when you should contact Adecco, provide benefits information, and communicate policies required by law. Be sure to visit the [AdeccoUSA.com](http://AdeccoUSA.com) website for future updates to this information and other exciting features.

So, welcome aboard — we wish you every success as an Adecco temporary employee.

# Assignments

At Adecco, we pride ourselves on making the right “matches” — matching your job preferences and skill level with our clients’ needs. You are required to notify the Adecco office of your availability for work by contacting your local office at least once per week. Once you have notified Adecco of your availability, we will contact you if we have an assignment that matches your skills, experience and qualifications. We must have a working telephone number where we can reach you or leave a message.

When you accept an assignment, you will be making a commitment that you will work for the duration of the assignment.

**To prepare you for starting a new assignment, please make sure you have:**

- The company’s name
- The location, hours and length of assignment
- The specific tasks you will be doing
- The hourly rate
- The name of the person to whom you report
- Any other details that will help you on your assignment
- If you are going to be late for your assignment or have any emergency or illness that prevents you from going to work, you must call Adecco prior to the start of the assignment. Adecco will call the client and explain the situation.

All of our offices have 24-hour answering services, so you can leave a message at any time — day or night. Failing to call us prior to the start of the assignment when you are late or when you cannot go to an assignment may result in disciplinary action up to and including a voluntary quit and/or termination.

# Assignments

## **Your wages.**

You will be paid an hourly wage for each assignment, determined by the assignment requirements, your skills, and the wage rates in your local area. For this reason, your hourly wage may vary from job to job. Your Adecco Representative will tell you how much each assignment will pay before you accept an assignment.

## **Taxes.**

Adecco will deduct only those taxes required by law — Federal, State, and City withholding taxes as well as Social Security. Adecco pays Unemployment Insurance Tax, Social Security Tax, and you will be covered by Workers' Compensation Insurance. We will mail a W-2 Wage and Tax Statement to you by January 31st of the following year. Please inform your Adecco Representative of any address changes immediately to ensure timely delivery of your W-2 form.

## **While on assignment:**

- Follow and comply with the rules, policies, procedures, and working conditions established by Adecco clients for their premises.
- Promptly bring any and all complaints or disputes about your pay, or your assignment or working conditions to your Adecco Representative and/or the Adecco Employee Relations Department.
- Behave in a professional manner. This means that your personal conduct, including conversations in the workplace, must not violate Adecco policies including, but not limited to, Adecco Anti-harassment Policy contained in this handbook. You will refrain from threatening action, conduct or language.
- Your employment with Adecco requires you to comply with our policies and procedures. You may be disciplined up to and including termination if you don't comply with our policies and procedures.

# Assignments

- Your employment with Adecco is at-will and may be terminated at any time except for unlawful reasons.
- Follow the time submittal procedures described in the handbook to ensure we have the information required to pay you.
- Arrive on time each day of your assignment.
- Dress appropriately for each assignment. Your Adecco Representative will tell you what to expect, but when in doubt always dress more conservatively.
- Do not be afraid to ask questions on the job about the tasks you are performing. If you are unsure of something, check with the client Representative.
- Do not make personal calls from the job assignment/client site. If you must make a personal call, do so during a break. Making long distance calls while on assignment is not permitted and could result in disciplinary action including termination.
- Do not approach the client about full-time employment. If you have an interest in a position, let your Adecco Representative know.

# Standard time recording procedures<sup>1</sup>

Although you will be doing work for a variety of Adecco clients, we are your employer. Your timecard and paycheck are processed by Adecco, and your Adecco Representative is your contact for all work assignments. He or she is there to answer your questions or to help solve any problems that might arise.

## **Instructions for recording your time worked:**

- At the end of your work week, you must record your time for all hours worked.
- It is your responsibility to record your time fully and accurately before providing it to the client representative for approval. You should record the in/out time or total time attributed to your meal period. If you are not being provided a meal or rest break to which you are entitled, advise your Adecco Representative immediately.
- Include in your hours worked all time spent changing in and out of your client required apparel at work (including uniforms and equipment), travel time required by your assignment (other than commuting time), and time waiting on client security lines, if applicable, to the nearest quarter (1/4) hour. Please notify your Adecco Representative if you have questions regarding what time should be recorded.
- In order to ensure that your paycheck is accurate you must record your time completely and without errors.

To ensure prompt and accurate payment you must record your hours worked using one of our convenient time entry methods:

### **1. Entering hours via the telephone.**

Hours must be entered via the telephone by Sunday at midnight by calling the ATS (automated time sheet) line at **1.888.695.9300**. You will need the last 4 digits of your social security number, your office number and assignment number (obtained from your Adecco Representative). Follow the automated instructions provided.

# Standard time recording procedures<sup>1</sup>

## 2. Entering hours via the internet.

Hours must be entered via the internet by Sunday at midnight by typing <http://hoursbyweb.com> into your internet browser. You will need the last 4 digits of your social security number, your office number and assignment number (obtained from your Adecco Representative). Once you have entered this information on the home page, select ENTER and follow the directions provided.

### Additional Information:

- You can use the ATS line or the website to access recent payroll information, including the amount of your most recent payment. Via the Web, select the PAYROLL INFORMATION link at the bottom of the homepage, and via the phone follow the prompt for PAYROLL INFORMATION.
- Blank timecards can be printed from the [hoursbyweb.com](http://hoursbyweb.com) site.
- If necessary, once you have submitted your hours you may print out the confirmation page, have your manager sign it and use this as your weekly timecard.
- Please confirm the payroll procedures with your Adecco Representative, as procedures may vary from assignment to assignment.

<sup>1</sup> Please confirm the payroll procedures with your Adecco representative, as procedures may vary from assignment to assignment.

### Time Approval Procedures

- It is your responsibility to record your time worked on a timecard and obtain client approval.
  - Submit to the Rochester Shared Service Center Fax #:  
1.866.508.3922
- Blank timecards can be printed from the [hoursbyweb.com](http://hoursbyweb.com) site
- If Adecco's client approves your weekly hours electronically and you do not use a paper timecard, please make sure your hours are entered into one of the listed time capture methods by Sunday at midnight. If you are unsure, contact your Adecco Representative.

# The Easy Pay program

## **Pay options**

Direct Deposit and the Citibank Payroll Card are the preferred methods of payment. Complete the Easy Pay Authorization form provided to you by your Adecco Representative. Your pay will be deposited into the bank account of your choice.

## **Benefits of direct deposit**

- More convenience and security than a paper check
- Your funds will be available for your immediate use upon receipt by your bank
- The option to have your funds deposited into a checking or savings account
- Free checking or reduced account fees at some banks or financial institutions

It is your responsibility to contact your bank to verify funds were deposited to your account prior to using the funds. Adecco will not be responsible for overdrafts on your account.

## **Benefits of Citibank Pay Card (not offered in the State of Vermont)**

- Flexibility – The Citibank Pay Card gives you greater access to your cash and more purchasing power – online or in person.
- Convenience – Payroll funds are automatically deposited onto your card every payday, so no need to pick up your checks in our office or wait to receive them in the mail.
- Savings – No more paying fees at check-cashing stores! You can withdraw your pay for FREE once per pay period from select ATM locations.

# The Easy Pay program

## **Pay stub options**

Adecco's preferred method for providing you with your weekly pay stub is electronic.

If you reside in AL, AR, KY, LA, MS, MO, NE, OH, SC, SD, TN, TX, NV and enroll in direct deposit you will automatically be enrolled in the electronic pay stub program. If you reside in states other than those listed above you are encouraged to enroll in the electronic pay stub program.

- View your pay advice on-line or print a copy by logging on to the Electronic Pay Stubs website at <http://epayroll.theworknumber.com/adecco>  
OR
- You may receive this information by calling toll free 1.800.978.3729.

## **When you are paid**

Payday is Friday following the week that you worked unless otherwise notified in writing. Direct Deposit funds will be available on Friday.

Please note: timecard deadline and payment schedules will sometimes vary by area.

## **Contact Information for Payroll Related Questions**

Adecco offers a unique payroll experience to its employees. We have a state of the art shared services center open 7 days a week from 7am to 10pm EST for real time assistance with your payroll related questions.

Should you have any questions regarding your paycheck contact:

Rochester Shared Services Center

Phone: 866.528.0707

Email: [rssc@adeccona.com](mailto:rssc@adeccona.com)

# When to contact Adecco

In each Adecco office, we all work as a team to find the right assignments for our employees. All Adecco Representatives are aware of ongoing assignments.

## **The following are examples of when to contact Adecco:**

- If you are requested to perform any duties other than the ones described to you when you accepted the assignment.
- If you are entitled to a meal break but are not being provided time for one or are being prevented from taking one.
- Upon completion of assignment, contact your Adecco Representative by phone between the hours of 9am - 5pm.
- If you cannot report to work or will be late for any reason.
- If you are injured while on assignment.
- Any time you are available for work and would like to be considered for an assignment.
- If your assignment is ending, contact Adecco within 48 hours of completion of each assignment.
- If a client offers you a full-time position, remind them that you are employed by Adecco. You may certainly accept the offer, but you must discuss it first with your Adecco Representative.
- If the client requests that you work overtime.
- If you change your name, telephone number or address.
- If you believe you are experiencing any type of harassment, unlawful discrimination or discrimination prohibited by Adecco policy while on assignment, please let us know immediately.
- If you are convicted of a crime other than a minor traffic violation.
- If you have a complaint or dispute about your pay, assignment or working conditions, you must contact your Adecco Representative and/or the Adecco Employee Relations Department.
- If you are requested for Jury or Witness Duty.

# Family and Medical Leave Act

The Federal Family and Medical Leave Act (FMLA) allows employees to take an unpaid leave of absence up to a maximum of twelve (12) weeks in connection with the birth of an employee's child, placement of a child with an employee for adoption or foster care, a serious health condition of an employee or an employee's immediate family member (child, spouse or parent), *or a qualifying situation that may arise for a parent's, child's, or spouse's active duty or call to active duty in support of a contingency operation, or up to a maximum of twenty-six (26) weeks in a case involving leave to care for a qualifying recovering parent, child, spouse or next of kin (nearest blood relative) who is a service member in the Armed Forces.*

In order for Adecco to determine your eligibility for FMLA leave, you must make a specific request for such leave. The criteria you must meet to qualify for FMLA leave are as follows:<sup>5</sup>

- You must have been employed by Adecco for at least twelve (12) months and have worked at least 1,250 hours in the preceding twelve (12) months.
- You must submit appropriate documentation supporting your own serious health condition and the length of such condition (from a physician or practitioner), or documentation supporting your immediate family member's own serious health condition, and the length of such condition (from a physician or practitioner), or documentation supporting the adoption or foster placement of a child, or documentation supporting the contingency operation, if available.

FMLA leaves are granted for a maximum of twelve (12) weeks *(or 26 weeks in a case involving leave to care for a recovering service member)* in a rolling twelve (12) month period. (In the case of your own or a family member's serious health condition, leaves are granted for the length of incapacity only.)<sup>6</sup>

<sup>5</sup> Other criteria may apply.

<sup>6</sup> You may be entitled to additional leave in accordance with State law. Please contact your Adecco representative to learn where you can obtain information regarding your State's law. Questions may be directed to the Benefits department at 877.632-9169.

# Safety is everyone's priority

You, as our employee, are Adecco's most important asset.

Always exercise due care while working for Adecco. Most accidents can be prevented with proper caution — whether in an office or industrial environment.

All unsafe working conditions should be reported immediately to your Adecco Representative. Make safety a priority in the work environment.

## **Call Adecco immediately:**

- If you are asked to perform work which was not part of your initial job description.
- If you believe that your working conditions are unsafe.
- If you are injured while on assignment.

Become familiar with each client's safety procedures and equipment.

# Injuries on the job

## **Adecco responsibilities:**

- Report the incident to our claims administrator promptly.
- Require our claims administrator to contact you to ensure that you are receiving proper treatment and benefits.
- Monitor your progress and keep in contact with you.
- Coordinate your participation in Adecco's early return-to-work program, STEP, as soon as the physician allows and an appropriate position based on your skills, qualifications and experience can be located.

Should you be injured on the job, follow the Adecco system for workplace injuries.

## **Your responsibilities:**

- Notify your Adecco Representative immediately, by phone or in person.
- Obtain the name of the designated clinic from your Adecco Representative. You may jeopardize your benefits if initially treated by any other doctor, depending on your State's rules.
- If the physician indicates you cannot return to your regular job, notify your Adecco Representative immediately.
- Contact your Adecco Representative after each medical appointment to report on your progress.
- Provide a Doctor's Release Form to your Adecco Representative prior to returning to work.
- Participate in the Adecco STEP Program to facilitate your early return to work. We make it a policy to get injured employees back to work subject to their current physical capabilities, as soon as the doctor permits it.
- Return to work as soon as your doctor provides full or partial release to do so. If you fail to return to work (on either partial or full duty as allowed by your doctor) this may be considered a voluntary quit, or "No Show/No Call" and you will be subject to termination.

# Workers' Compensation

Workers' Compensation is defined by a set of rules determined by each State which outlines benefits to employees who have sustained work-related injuries/illnesses. The laws provide for payment of medical bills for treatment due to such injuries and illnesses and reasonable income benefits for employees who may lose time from work. Employees who are seriously injured on the job may be entitled to additional benefits.

Funds for these benefits are provided by Adecco through its Workers' Compensation claims administrator, as required by law. If you are injured on the job or suffer a work-related disability, certain procedures must be followed to ensure that you receive your benefits quickly. Follow the procedures outlined under "Injuries on the Job" on Page 21 within this handbook.

Adecco provides benefits, as required by law, to every employee injured during the course of their employment. However, if we determine that any employee has provided falsified information to Adecco, the physician, or to the claims administrator for the purpose of fraudulently obtaining workers' compensation benefits, we will take the strongest possible action to prosecute that employee to the fullest extent of the law and such employee will no longer be eligible for employment with Adecco.

# Unemployment Compensation Insurance

Unemployment compensation insurance is a temporary financial benefit to employees who have lost their jobs due to no fault of their own. The amount of the benefit is based on past work and earnings. Each State has its own set of rules which outline eligibility criteria and benefit amount, and Adecco complies with the State laws.

Funds to cover the costs of unemployment insurance benefits are paid by Adecco. Our third party administrator responds to each State on our behalf.

## **Your responsibilities:**

Should your assignment end or you decide to voluntarily quit:

- It is Adecco policy that you must notify your Adecco Representative within 48 hours, unless this policy is inconsistent with your State's Unemployment Compensation laws.
- Failure to contact Adecco at the end of your assignment or within 48 hours may result in a voluntary quit and/or the loss of unemployment.

## **Adecco responsibilities:**

Upon separation, Adecco will:

- Notify our claims administrator of your reason for leaving and provide documentation as needed.
- Respond to claim forms and requests for information from each State through our claims administrator.

# EEO/Diversity statement

Adecco is firmly committed to creating a climate where the different perspectives that diversity brings to its business are valued. Attracting and developing a diverse workforce that reflects the communities in which we serve is at the foundation of this precept. Viewing diversity as an asset is essential in cultivating a workforce that reflects the changing face of the United States.

It is continuing policy of Adecco to afford equal employment opportunity to recruit qualified individuals without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, marital status, age, disability, veteran status or any other basis protected by law.

This policy encompasses all aspects of the employment relationship, including application and initial employment, job assignment, selection for training opportunities and salary/benefits administration.

Employment decisions will be based on the principles of equal employment opportunity and with the intent to further Adecco's commitment to diversity. All applicants for employment and employees of Adecco may exercise their rights under this policy or Federal, State or local laws at any time.

# Anti-harassment and Anti-discrimination policy

Adecco promotes a workplace that is free of harassment and unlawful discrimination based on sex, race, color, religion, national origin, age, marital status, sexual orientation, disability, protected activity and any other basis protected by state or local law which has jurisdiction over the employee. The above forms of harassment and discrimination are unlawful and/or a violation of Adecco policy. They will not be tolerated in the workplace by anyone, including supervisors, co-workers or non-employees. Any retaliation against a complainant (the person who accuses another of unlawful harassment) or individuals cooperating with an investigation is also unlawful and will not be tolerated. For purposes of this policy, "workplace" includes, but is not limited to, Adecco work sites, client sites, Adecco sponsored social events, and work-related travel.

## **Harassment definition.**

In general, harassment means persistent and unwelcome conduct or actions on any of the bases stated above, or certain protected activity under state or local law. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. It does not refer to occasional compliments of a socially acceptable nature.

## **Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to:**

- The repeated making of unsolicited, inappropriate gestures or comments.
- The display of offensive sexually graphic materials not necessary for work.

# Anti-harassment and Anti-discrimination policy

**Harassment on any basis (race, sex, age, disability, etc.)  
exists whenever:**

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for an adverse employment decision affecting an individual.
- The conduct unreasonably interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.

**Obligation to report.**

In order to take appropriate corrective action, Adecco must be sufficiently aware of the harassment or related retaliation. Therefore, if you have experienced or witnessed harassment or related retaliation based on any of the protected categories stated above, you must promptly report such behavior to an Adecco manager or by contacting Adecco's Employee Relations Department at 631.844.7917. Complaints may be made verbally or in writing.

Adecco will respond promptly to complaints of harassment and discrimination. The investigation will be conducted confidentially to the extent possible. Where it is determined that inappropriate conduct has occurred, Adecco will act to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action, up to and including immediate termination.

Deliberate false claims are subject to discipline up to and including termination of employment.

# Anti-harassment and Anti-discrimination policy

If you are employed in Illinois, Rhode Island, Massachusetts or California and would like to file a complaint, you may do so by contacting:

## **Illinois**

Human Rights Commission

100 W. Randolph Street, Suite 5-100, Chicago, IL 60601

312.814.6269

## **Rhode Island**

Commission on Human Rights and Opportunities

10 Abbott Park Place, Providence, RI 02903

401.222.2664

## **Massachusetts**

Commission Against Discrimination (MCAD)

Boston Office, One Ashburton Place, Room 60, Boston, MA 02108

617.727.3990

## **California**

Fair Employment Housing Commission

2014 T Street, Suite 210, Sacramento, CA 95814

800.884.1684

## **Federal remedies.**

In addition to the above, if you believe you have been subjected to harassment (including sexual harassment) or discrimination, you may file a formal complaint with the State or Federal agencies set forth. Using our complaint process does not prohibit you from filing a complaint with the Federal Agency listed below or the State agencies listed above. The agencies above and below have a short time period for filing a claim (Equal Employment Opportunity Commission — 300 days; The Illinois Human Rights Commission — 180 days; The Rhode Island Commission Against Discrimination — 364 days; Massachusetts Commission Against Discrimination — 6 months; California Department of Fair Employment and Housing — 1 year.)

The phone number for the US Equal Employment Opportunity Commission (EEOC) is 800.669.4000. This toll-free number will put you in contact with your local EEOC office.

# Substance abuse policy

This policy is to ensure that Adecco employs a workforce which is free from the adverse affects of alcoholic beverages, illegal drugs, or legal drugs obtained illegally or taken for the purpose of abuse.

**The following activities are prohibited under the Policy and will result in disciplinary action up to and including termination:**

- The use, abuse, purchase, or concealment of Illegal Drugs while on Adecco or the client's premises or while performing an assignment.
- Any sale or distribution of Illegal Drugs.
- The unauthorized use of alcoholic beverages or the possession of an open container containing alcoholic beverages while on Adecco or the client's premises while performing an assignment.
- Work impairment due to the use of Illegal Drugs or Legal Drugs or an impermissible level of Illegal Drugs or Legal Drugs in the system while performing an assignment.
- The abuse of medications prescribed by a physician and over-the-counter medication to the extent that job performance or fitness for duty is adversely affected. The legal use of over-the-counter medication and controlled substances prescribed by a licensed physician is not prohibited; however, employees are required to notify their supervisor when taking any medication that interferes with their ability to perform the essential functions of a particular assignment prior to or during an assignment at a client's facility.
- Involvement with Illegal Drugs or alcohol which has or may have an adverse impact on the client, where for example it has or may have an effect on an employee's ability to perform his/her duties, may endanger the safety of fellow employees or the public, or may damage the client's or Adecco property, may damage the client's or Adecco reputation for providing safe and dependable work, or may undermine the public's or government's confidence in Adecco or the client.

# Substance abuse policy

**Where permitted by state law the types of testing that may be requested include the following:**

Pre-Assignment, Return to Work, Post Accident, Random and Reasonable Suspicion (For Cause). Where permissible by law, Post-Accident drug testing is mandatory and refusal to comply will result in termination.

Should the client request a drug test for an assignment and the results of a drug and/or alcohol test are positive, the employee should discuss the following options with the appropriate Adecco Representative:

- The right to request a copy of the Adecco "Release and Consent for Drug Testing" form signed by the employee.
- The right to request a copy of his/her drug and/or alcohol test results.
- The right to request an immediate re-test of the employee's original sample at the employee's expense (or as otherwise required by State law) and at a facility designated by Adecco.
  - If the re-test results are positive, the employee's employment with Adecco will be terminated.
  - If the re-test results are negative, the employee will be eligible for assignment with Adecco.

Failure to pass a drug test prohibits an employee from employment at Adecco for a period of one (1) year. Reinstatement to Adecco employment may only be accomplished providing the employee has a negative result on a drug test at the end of the one (1) year waiting period. The test is to be completed at the employee's expense and at a facility designated by Adecco (or as otherwise allowed by State law).

# Privacy policy

Adecco and its clients reserve the right to conduct searches of employees at any time while on Adecco's or its clients' property. These searches may include, but are not limited to, an inspection of employee's person, computer equipment (including hard drive and other removable storage devices), electronic communications (including email, text messages and voicemail), locker, desk, bag, coat, purse, briefcase, tool box, or other such containers, as well as vehicles parked on Adecco or its clients' property. Therefore you should have **no expectation of privacy** with respect to such items. Furthermore, clients may, in accordance with applicable law and in the furtherance of its business interests, monitor or record your telephone conversations conducted over the client's phone network. You may also be required to display items for visual inspection upon Adecco or its clients' request. Failure to consent to such search or display for visual inspection may be grounds for termination. Should you improperly remove any items from Adecco or its client or engage in unlawful activity while at the assignment, you may be subject to discipline, up to and including termination.

Adecco may share certain personnel/human resource data concerning its employees with nonaffiliated third parties, including but not limited to third party administrators, when they are acting on our behalf, or acting jointly with us for the purpose of processing payroll, Workers' Compensation claims, unemployment benefits or any other such matter related to employment. Such data may include name, address, Social Security number, employee ID number, job description, and related information. We may also share such data with our clients in connection with providing services to them. In addition, such data may be shared with other parties as permitted or required by law such as credit bureaus, government entities, in responding to subpoenas and other legal processes, and those with whom you have requested us to share information.

# Workplace violence/ prohibition of weapons policy

Adecco wishes to maintain a work environment free from all forms of violence. Acts or threats of physical violence occurring on Adecco/Client property or during the conduct of Adecco business off Adecco property are prohibited. Examples of workplace violence include, but are not limited to conduct such as: threats or acts of physical or aggressive conduct; threats to destroy or intentional destruction of property belonging to Adecco or its temporary employees; threatening phone calls or correspondence (including email); and surveillance or stalking activities.

The possession, transfer, sale or use of firearms, weapons, explosives or other improper materials with or without valid permit is prohibited on Adecco or client premises.<sup>7</sup>

It is a violation of this policy to possess a weapon, to threaten another individual with bodily harm, or to assault another individual at any time while on Adecco property or during working hours or while engaged in Adecco business regardless of location.

Employees in violation of this policy will be subject to disciplinary action up to and including termination.

Adecco strongly urges that any acts of violence in the workplace and any weapons observed thereon be reported to Adecco management and/or Human Resources

<sup>7</sup> Exceptions may be extended to security personnel, in Adecco or Client parking lots and parking facilities.

# Electronic communications policy

During the course of your assignment at Adecco clients, you may have access to our clients' computers and/or other electronic communications systems, including but not limited to voicemail, email, client databases, and internet and intranet systems. Such systems are intended for business use related to client business, not personal use. No users of client systems from any location have any expectation of privacy as between the user and client, and all communications made with or on client systems or equipment are subject to client surveillance, use and disclosure, in client's sole discretion.

## Americans with Disabilities Act and ADA Amendment Act

To comply with the applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, Adecco will provide reasonable accommodation to individuals with a known physical or mental disability if such accommodation would not impose an undue hardship on Adecco, and would enable the individual to apply for, or perform, the essential functions of the position in question. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact their Adecco Representative and request such an accommodation. The individual with the disability should specify in writing what accommodation is reasonable and if it will not impose an undue hardship, Adecco will make the accommodation. Adecco may also propose an alternative accommodation(s).

# Employment and income verification

Adecco uses The Work Number® to provide automated employment and income verifications on our employees. This service is provided as a benefit to our employees and allows Adecco to provide accurate and almost instantaneous information about you. Employment and income verifications may be required when applying for a mortgage or loan, for reference checking, leasing an apartment, establishing credit, or any other instance where proof of employment or income is needed. In addition, Social Services Agencies may utilize this service with no cost to them to assist in verifying Public Housing, Food Stamps, Child Support and other verifications. Adecco will provide Federal, State, and local government agencies any employee information required by law or pursuant to court order.

## **Information for Employees:**

For companies or individuals who require salary information you will obtain a Salary Key authorizing release of your salary information. Without this Key the verifier will not be able to access your salary information, however they will be able to access employment information. If you need to provide salary verification to more than one company, you will need to obtain one Salary Key for each company. Please note that you can have only 3 Salary Keys outstanding. If unused, the Salary Keys will expire automatically after 6 months. This action is not required for companies or individual who require only verification of employment and not salary information.

## **Telephone numbers:**

The Work Number Customer Service: 1.800.996.7566  
TTY Deaf: 1.800.424.0253

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## **To obtain a Salary Key:**

To obtain a Salary Key go to [www.theworknumber.com](http://www.theworknumber.com) or call 1.800.367.2884 and provide the following information:

- Enter the Employee section and enter the Company Code 10265 and select Go.
- You will be presented with the employee Login Screen. Choose "I want to provide proof of employment and income."
- Enter Your Social Security Number and Your Pin Number — (Your Pin number will be the last 4 digits of your Social Security Number) and select Continue.
- To create your Salary key, select the "Prove your employment with a Salary Key" link.
- A confirmation page will be displayed with details as to when the Salary Key was created, when it expires and the status. Instructions can be printed or emailed.
- Provide this information to the individual or company you would like to release this information to.

## **Information for Verifiers:**

Provide the instructions below to the company or individual who may need to verify your employment.

To use this service for Basic Employment Verifications:

- Go to: [www.theworknumber.com](http://www.theworknumber.com) or call 1.800.367.5690.
- Enter the Verifier Section and enter your Username and password in the Already Have an ID? Area.
- If you do not have a Username and Password select Not Registered and follow the prompts.
- Enter the employee's Social Security Number when prompted.
- Enter the Adecco Company Code of 10265.
- Follow the prompts to obtain the information.

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## **To use this service for Income Verifications.**

- Follow the “Information for Verifiers” instructions.
- Choose Verification of Income.
- Enter Salary Key that was provided by Employee.

## **Information for Social Services Agencies:**

Provide the instructions below to the Social Service agencies.

Typical social services verifications include the following:

TANF, Food Stamps, Public Housing, Medicaid, Child Support, WIC, Welfare to Work/job Corp Programs, Social Security, Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI) and others. There is no charge for Social Service Agencies to use this service.

- Visit [www.theworknumber.com](http://www.theworknumber.com) or call 1.800.660.3399.
- Enter the Social Service Agencies Section.
- Enter your registered fax number into the Social Services Login box (If not registered, call 1.800.996.7566 for registration instructions or, select the Not Registered link and follow the prompts).
- Enter the employee’s Social Security Number when prompted. The verification will be faxed to the pre-registered fax number. The agency can also print from the screen but the standard Agency procedure is to have it faxed.

# Notes



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