

Adecco

Engineering & Technical

better work, better life



Consultant 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 Engineering & Technical. The plans, policies and procedures described are not conditions of employment. Adecco Engineering & Technical 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 Engineering & Technical and any one or all of its consultants. During your work assignments, your employment with Adecco Engineering & Technical is employment-at-will. That is, your employment can be terminated at any time by you or Adecco Engineering & Technical.

Unless otherwise stated in this handbook, the contents of this handbook are applicable to temporary employees of Adecco Engineering & Technical (also known as consultants, payrolled employees and contractors) who are referred to throughout this handbook as "consultants." Adecco Engineering & Technical's Consultants are individuals who are eligible for temporary work assignments to support or supplement a client's or Adecco Engineering & Technical workforce during time periods of, including but not limited to, consultant 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 Engineering & Technical 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 Engineering & Technical

**Congratulations!** Now that you are eligible for work assignments with Adecco Engineering and Technical, you are now part of the nation's leading workplace solutions company.

However, Adecco Engineering and Technical 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.

The Adecco Engineering and Technical Representative who you initially met with 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 Engineering and Technical Representative.

At Adecco Engineering and Technical, 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 Engineering and Technical 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 Engineering and Technical, provide benefits information, and communicate policies required by law. Be sure to visit the Adecco Engineering and TechnicalUSA.com website for future updates to this information and other exciting features.

So, welcome aboard! We wish you every success at your work assignments with Adecco Engineering and Technical.

# Assignments

At Adecco Engineering & Technical, 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 Engineering & Technical office of your availability for work by contacting your local office at least once per week. Once you have notified Adecco Engineering & Technical 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 Engineering & Technical prior to the start of the assignment. Adecco Engineering & Technical 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

# Assignments

to an assignment may result in disciplinary action up to and including a voluntary quit, termination of assignment and/or eligibility for future assignments with Adecco Engineering and Technical.

## **Your wages.**

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

## **Taxes.**

Adecco Engineering & Technical will deduct only those taxes required by law — Federal, State, and city withholding taxes as well as Social Security. Adecco Engineering & Technical 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 Engineering & Technical 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 Engineering & Technical clients for their premises.
- Promptly bring any and all complaints or disputes about your pay or your assignment or working conditions to your Adecco Engineering & Technical Representative and/or the Adecco Engineering & Technical Employee Relations Department.
- Behave in a professional manner. This means that your personal conduct, including conversations in the workplace, must not violate Adecco Engineering & Technical policies including, but not limited

# Assignments

to, Adecco Engineering & Technical's Anti-harassment Policy contained in this handbook. You will refrain from threatening action, conduct or language.

- During your work assignment with Adecco Engineering & Technical you are required to comply with our policies and procedures. Failure to do so during your work assignment may subject you to discipline up to and including termination of assignment and/or eligibility for future assignments with Adecco Engineering and Technical.
- During your work assignments with Adecco Engineering & Technical you are an at-will employee and may be terminated at anytime except for unlawful reasons.
- Follow the time submittal procedures described in the handbook to ensure we have the information we require to pay you.
- Arrive on time each day of your assignment.
- Dress appropriately for each assignment. Your Adecco Engineering & Technical 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 Engineering & Technical Representative know.

# Pay information

While you may be doing work for a variety of Adecco Engineering and Technical clients, we are your employer while you are on those assignments. Your timecard and paycheck are processed by Adecco Engineering & Technical and your Adecco Engineering & Technical 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.

## **Submitting your work hours for payment:**

- At the end of the work week, you must record your time for all hours worked.
- 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 your time card must be complete and error free.
- The hours worked that you submit will be verified by both Adecco and our clients. Submitting false hours is a violation of company policy. Time entry fraud will be taken very seriously and will be subject to legal action, and/or discipline up to and including termination.

Confirm the payroll procedures with your Adecco Engineering & Technical Representative. Procedures may vary from one assignment to the next.

# Pay information

## **Submitting expenses for payment.**

Please note that client approval is required in order to incur travel expenses, and also required for reimbursement of actual expense reports. If you incur business-related expenses (such as travel) as an Adecco Engineering & Technical consultant, appropriate documentation will be required for reimbursement.

## **How you are paid.**

If permitted in your State, Direct Deposit is the required method of payment. You will need to complete the direct deposit enrollment form provided to you by your Adecco Engineering & Technical Representative. Your pay will be deposited directly into the bank account of your choice. If you have questions please see your Adecco Engineering & Technical Representative.

For all other States, Adecco Engineering & Technical's preferred method of payment is direct deposit. Discuss your payment options with your Adecco Engineering & Technical Representative.

## **When you are paid.**

Payday is Friday following the week that you worked. Direct Deposit funds will be available on Friday. A weekly earnings statement reflecting the amount of your deposit will be mailed to your home.

Please note: Timecard deadline and payments schedules will sometimes vary by area. Please consult your Adecco Engineering & Technical Representative.

## **Important notes for payment by direct deposit.**

- Always contact your bank to verify funds were deposited to your account prior to using the funds. Adecco Engineering & Technical will not be responsible for overdrafts on your account.
- If funds were not deposited as expected contact your local Adecco Engineering & Technical office for assistance.

# Pay information

## **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>
- You may also receive this information by calling toll free 1.800.978.3729.

## **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.

# Pay information

## **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 5 days a week from 8:30am to 8:30pm 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)**

## **How do I verify my dates of employment or Salary?**

If you are calling for Adecco Engineering and Technical this information is available to you through:

- The Work Number 1.800.367.2884  
Company ID – 10265
- If you have access to the internet, you can find this information on our [adeccousa.com](http://adeccousa.com) website. Just click on “employees” then “pay & benefits” where you will find a link to retrieve your dates of employment: [epayroll.theworknumber.com/adecco](http://epayroll.theworknumber.com/adecco).
- If you need dates of employment for Social Services, this information is available by calling 1.800.660.3399.

# When to contact Adecco Engineering & Technical

We all work as a team in each Adecco Engineering & Technical office to find the right assignments for our consultants. All Adecco Engineering & Technical Representatives are aware of ongoing assignments.

The following are examples of when to contact Adecco Engineering & Technical:

- If you are requested to perform any duties other than the ones described to you when you accepted the assignment.
- Upon completion of assignment, contact your Adecco Engineering & Technical Representative by phone between the hours of 8am-5:30pm.
- If you cannot report to work or will be late for any reason.
- If you are injured while on assignment.
- Anytime you are available for work and would like to be considered for an assignment.
- If your assignment is ending, contact Adecco Engineering & Technical 2 weeks prior to completion of each assignment.
- If a client offers you a full-time position, remind them that you are employed by Adecco Engineering & Technical. You may certainly accept the offer, but you must discuss it first with your Adecco Engineering & Technical Representative.
- If the client requests that you work overtime.
- If you change your name, telephone number or address.

# When to contact Adecco Engineering & Technical

- If you believe you are experiencing any type of harassment, unlawful discrimination or discrimination prohibited by Adecco Engineering & Technical 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 Engineering & Technical Representative and/or the Adecco Engineering & Technical Employee Relations Department.
- If you are requested for Jury or Witness Duty.

# Enhanced benefit plan

As the world leader in workforce solutions, Adecco knows the importance of creating a work environment that fosters a healthy work/life balance and shows employees they are valued. That's why we provide our employees with a variety of benefits, including:

- Group Benefits — including medical, dental, vision, life insurance, disability
- Prescription Drug Savings Program
- Voluntary Benefits — accident, cancer, insurance, and legal protection plan
- 401(k)
- Tuition reimbursement
- Training programs
- Paid holidays
- Service bonus
- AARP

# Tuition reimbursement

If you want to learn new skills or brush up on old ones that are in high demand, Adecco Engineering and Technical will help pay for your classes. We will reimburse you as you complete specialized, work related courses to expand your skills-from learning new computer applications to expanding your proficiency in your current skills.

In order to be reimbursed for a class, you must meet all of the following requirements:

- Receive written approval from the Adecco Engineering & Technical Regional Vice President and the Corporate Office before enrolling in the class or course.
- After successfully completing the course, you must bring your diploma, certificate of completion or proof of a grade of "C" or better and all receipts for tuition and books to your local Adecco Engineering and Technical office.
- Work 500 hours after you complete each course.
- No more than 2 courses per semester, not to exceed 6 courses per year, will be reimbursed under this program.

After meeting the above requirements, you will receive reimbursement of up to 50% of the cost of the course and books. The maximum benefit paid is \$500 per course or class.

You are eligible for tuition reimbursement immediately after you have been activated on your first assignment for Adecco Engineering and Technical.

# Tuition reimbursement

## **Training programs.**

We offer our employees the opportunity to learn new skills and enhance current skills. Some examples of free InService training programs include:

HIPAA, Ergonomics, CPR, Bloodborne Pathogens, Patient Rights, Tuberculosis Awareness, and more.

## **Adecco SkillBuilder associate training program.**

Through Adecco SkillBuilder you are given FREE access to 1000s of courses that will enable you to enhance your career. These courses are deployed online so that you may proceed at your own pace and at your convenience. Your Adecco Engineering and Technical representative may assign specific courses to you, but, you may also search and select additional courses that will be beneficial to your career. Ask your Adecco Engineering and Technical representative about these FREE courses today. Some examples of our free SkillBuilder training programs include: Project Management, Six Sigma (Green Belt & Black Belt), Oracle, Internet and Network Technologies.

# 401(k)

## **Adecco, Inc. Associates 401(k) Plan.**

The Adecco, Inc. Associates 401(k) Plan allows you to have pre-tax payroll deductions taken from your paycheck and placed in a tax-qualified retirement plan. The amount of money that you may have deducted is 1%-75% of your weekly gross pay, up to the IRS maximum annual deferral limit.<sup>2</sup>

As an Adecco employee, you are eligible to enroll as soon as administratively possible after receiving your first paycheck. If you are interested in enrolling, please complete the Request for Enrollment Information form found in your new hire paperwork.<sup>3</sup>

Highly Compensated Employees (as defined by the IRS) will be limited in the amount they can defer to the 401(k). You will receive additional information if you meet the salary threshold. If there is any real or apparent conflict between this brief outline and the provisions of the Summary Plan Description, the official Summary Plan Description will apply. To obtain additional copies of the Summary Plan Description, please call 877.632.9169.

# AARP membership

Adecco Engineering and Technical may provide qualifying employees 50+ with an AARP membership

As a reward for your dedication, Adecco Engineering and Technical offers a free year membership to AARP.

- You may receive the membership after working 1,800 hours in a payroll calendar year. A payroll calendar year means the work hours associated with the first and last paydate in the calendar year. Total weekly hours counted toward eligibility cannot exceed 40 hours per week based on Adecco's standard Monday to Sunday workweek and excludes holiday hours.
- The membership will not be paid in the event you do not complete the 1,800 hours for any reason including but not limited to: voluntary quitting, completion of assignment, permanent job or no suitable assignments.
- It is incumbent upon the Associate to request the membership if they qualify. Please contact your local Adecco Representative.
- Upon completion of your free one-year membership, please contact your AARP Representative for further instruction.

# Safety is everyone's priority

Always exercise due care while working for Adecco Engineering & Technical. Because most accidents can be prevented with proper caution, Adecco Engineering & Technical has implemented the following general safety rules to be followed on any assignment you accept — whether it's an office or industrial environment. All unsafe working conditions should be reported immediately to your Adecco Engineering & Technical recruiter. Make safety a priority in the work environment.

You, as our consultant, are Adecco Engineering & Technical's most important asset. We choose our clients carefully in order to assure that you have a safe workplace.

- If you are asked to perform work which was not part of your initial job description or you are injured while on assignment, call your Adecco Engineering & Technical recruiter immediately.

Become familiar with each client's safety procedures and equipment. On the next three pages there are safety tips for you to remember while on assignment.

## **Call Adecco immediately:**

- **If you are asked to perform work which was not part of your initial job description.**
  - **If you are asked to lift anything greater than 50lbs without assistance.**
  - **If you are asked to perform tasks at heights greater than 8 feet.**
- **If you believe that your working conditions are unsafe.**
- **If you are injured while on assignment.**

# Office safety

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

**General tips.**

- You are not expected to take risks.
- Report any unsafe acts or conditions to your supervisor.
- Each workplace is different and conditions can change. Know your area.
- Keep storage and work areas orderly.
- Do not stand on desks, chairs or tables.
- Open one file drawer at a time.
- Close file drawers immediately after use.
- Do not attempt to move office equipment.
- Dispose of sharp objects in the proper containers.
- Follow bloodborne pathogen regulations.
- Always practice HIPAA regulations when dealing with patient records and information.

# Office safety

## **Ergonomics.**

- Shift your position throughout the day to avoid discomfort and injury.
- Adjust your chair, keyboard and lighting to a comfortable position.

## **Equipment.**

- Worn electrical wiring, overloaded outlets or defective equipment should not be used.
- Unplug any equipment before making any adjustments.
- Be careful to avoid injuring hands when using office machines or a paper cutter.
- Utilize two-man lift or hoist lift in appropriate circumstances.

# Injuries on the job

## **Adecco Engineering & Technical responsibilities.**

- Report the incident to our claims administrator or your branch office or Adecco Engineering and Technical Representative 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 Engineering & Technical 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 Engineering & Technical system for workplace injuries.

## **Your responsibilities.**

- Notify your Adecco Engineering & Technical Representative immediately, by phone or in person.
- Obtain the name of the designated clinic from your Adecco Engineering & Technical 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 Engineering & Technical Representative immediately.
- Contact your Adecco Engineering & Technical Representative after each medical appointment to report on your progress.
- Provide a Doctor's Release Form to your Adecco Engineering & Technical Representative prior to returning to work.

# Injuries on the job

- Participate in the Adecco Engineering & Technical STEP Program to facilitate your early return to work. We make it a policy to get injured consultants 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 is defined by a set of rules determined by each State which outlines benefits to consultants 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 consultants who may lose time from work.

# Workers' Compensation

Consultants who are seriously injured on the job may be entitled to additional benefits.

Funds for these benefits are provided by Adecco Engineering & Technical 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 Pages 15-16 within this handbook.

Adecco Engineering & Technical provides benefits, as required by law, to every consultant injured during the course of their work assignment. However, if we determine that any consultant has provided falsified information to Adecco Engineering & Technical, 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 consultant to the fullest extent of the law and such consultant will no longer be eligible for work assignments with Adecco Engineering & Technical.

# Unemployment Compensation Insurance

Unemployment compensation insurance is State government sponsored, a temporary financial benefit to consultants 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 Engineering & Technical complies with the State laws.

Funds to cover the costs of unemployment insurance benefits are paid by Adecco Engineering & Technical. 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 Engineering & Technical policy that you must notify your Adecco Engineering & Technical Representative within 48 hours, unless this policy is inconsistent with your State's Unemployment Compensation laws.
- Failure to contact Adecco Engineering & Technical at the end of your assignment or within 48 hours may lead to denial and/or interruption of unemployment benefits.

## **Adecco Engineering & Technical responsibilities.**

At the end of each work assignment, Adecco Engineering & Technical 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.

# 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. The provision includes veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the five years preceding the date of treatment. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active-duty that may render the person unable to perform the duties of the member's office, grade, rank or rating.*

In order for Adecco to determine your eligibility for FMLA leave, we request that you make a specific request for such leave. The criteria you must meet to qualify for FMLA leave are as follows:

- 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. Hours from multiple assignments in the twelve (12) months may be accrued to meet this requirement even if there are breaks in between your assignments. Also, overtime hours actually worked are included in the 1,250 hours.
- 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,

# Family and Medical Leave Act

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.)
- Other criteria may apply.
- You may be entitled to additional leave in accordance with State law. In addition to contacting their local branch office, Employees living in California are required to contact Sedgwick at 1.800.735.7836 when requesting Short Term Disability and FMLA. All other employees must contact The Hartford at 1.866.689.5707 when requesting FMLA, in addition to their local branch. The Employee in the statutory Short Term Disability states of Hawaii, Rhode Island, and New Jersey, meaning there is a state sponsored plan should contact their state agency to apply for benefits. Any questions may be directed to the Benefits department at 877.632.9169.

# Pregnancy Disability Leave of Absence (California only)

Female employees in the State of California may take a leave of absence up to four (4) months for disabilities relating to pregnancy, childbirth or related medical conditions. The exact duration of the leave will be determined by the amount of time the employee is actually disabled. Employees who are granted leaves for pregnancy will be returned to their same or similar position to the extent required by state law. Upon the advice of your health care provider, you may also be entitled to reasonable accommodation, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. You should promptly notify your supervisor or the Company's Employee Relations department of the need for a reasonable accommodation. If you are affected by pregnancy or a related medical condition, please notify the Company as soon as reasonably possible as the Company cannot provide you with reasonable accommodations unless it knows of the need for such accommodation.

Prior to the start of the leave, the Company will require a statement from your health care provider indicating that you are unable to perform your job and the anticipated date of your return. In the event your leave exceeds the anticipated date of return, it is your responsibility to provide further verification from your health care provider that you are unable to perform your job and the revised anticipated date of return. Depending on your eligibility, medical insurance may be continued during the leave in accordance with the applicable plan document, COBRA, or provisions of federal/state law relating to unpaid medical leave.

# Anti-harassment policy

Adecco Engineering & Technical promotes a workplace that is free of harassment and unlawful discrimination based on sex, gender, race, color, religion, national origin, sexual orientation, gender identity, marital status, age, disability, veteran status, active military status, genetic tests and information and an individual's status as a domestic violence victim. The above forms of harassment and discrimination are unlawful and/or a violation of Adecco Engineering & Technical policy. They will not be tolerated in the work- place by anyone, including supervisors, co-workers or non-consultants. 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, "work- place" includes, but is not limited to, Adecco Engineering & Technical work sites, client sites, Adecco Engineering & Technical 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 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 a consultant's work or creates an intimidating, hostile, or offensive work environment.

**Obligation to report.**

In order to take appropriate corrective action, Adecco Engineering & Technical 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 Engineering & Technical manager or by contacting Adecco Engineering & Technical's Employee Relations Department at 631.844.7917. Complaints may be made verbally or in writing.

Adecco Engineering & Technical 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 Engineering & Technical 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 work assignment and/or eligibility for future assignments with Adecco Engineering and Technical.

# Anti-harassment 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 021108  
617.727.3990

## **California**

Fair Employment Housing Commission  
2014 T Street, Suite 210  
Sacramento, CA 95814  
800.884.1684

# Anti-harassment policy

## **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 & drug-free workplace

This policy is to ensure that Adecco Engineering & Technical employs a work force 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 Engineering & Technical 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 Engineering & Technical 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, consultants 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.

# Substance abuse & drug-free workplace

- 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 a consultant's ability to perform his/her duties, may endanger the safety of fellow consultants or the public, or may damage the client's or Adecco Engineering & Technical property, may damage the client's or Adecco Engineering & Technical reputation for providing safe and dependable work, or may undermine the public's or government's confidence in Adecco Engineering & Technical or the client.

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

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 Consultant should discuss the following options with the appropriate Adecco Engineering & Technical Representative.

- The right to request a copy of Adecco Engineering & Technical "Release and Consent for Drug Testing" form signed by the consultant.
- The right to request a copy of his/her drug and/or alcohol test results.

# Substance abuse & drug-free workplace

- The right to request an immediate re-test of the consultant's original sample at the consultant's expense (or as otherwise required by State law) and at a facility designated by Adecco Engineering & Technical.
- If the re-test results are positive, the consultant will be disqualified for work assignments with Adecco Engineering & Technical.
- If the re-test results are negative, the consultant will be eligible for assignment with Adecco Engineering & Technical.

Failure to pass a drug test disqualifies a consultant from work assignments with Adecco Engineering & Technical for a period of one (1) year. Eligibility for work assignments at Adecco Engineering & Technical may only be accomplished providing the consultant 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 consultant's expense and at a facility designated by Adecco Engineering & Technical (or as otherwise allowed by State law).

# Privacy policy

Adecco Engineering & Technical and its clients reserve the right to conduct searches of consultants at any time while on Adecco Engineering & Technical or its clients' property. These searches may include, but are not limited to, an inspection of your person, electronic communications (e-mails), locker, desk, bag, coat, purse, briefcase, tool box, or other such containers, as well as vehicles parked on Adecco Engineering & Technical or its clients' property. Therefore, you should have no expectation of privacy with respect to such items. You may also be required to display these items for visual inspection upon Adecco Engineering & Technical 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 Engineering & Technical or its client or engage in unlawful activity while at the assignment, you may be subject to discipline, up to and including termination.

Adecco Engineering & Technical may share certain personnel/human resource data concerning its consultants 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, consultant 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.

# Prohibition of weapons

Adecco Engineering & Technical wishes to maintain a work environment that is free from any form of violence. The possession, transfer, sale or use of firearms, weapons, explosives or other improper materials with or without valid permit is prohibited on Adecco Engineering & Technical or client premises.\*

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 Engineering & Technical property or during working hours or while engaged in Adecco Engineering & Technical business regardless of location. Consultants in violation of this policy will be subject to disciplinary action up to and including termination.

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

# Workplace violence

Adecco Engineering & Technical wishes to maintain a work environment free from all forms of violence. Acts or threats of physical violence occurring on Adecco Engineering & Technical/Client property or during the conduct of Adecco Engineering & Technical business off Adecco Engineering & Technical 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 Engineering & Technical or its temporary consultants; threatening phone calls or correspondence (including e-mail); and surveillance or stalking activities.

Any act/threat of violence should be immediately reported to Adecco Engineering & Technical. Violation of this policy is cause for immediate termination.

\*Exceptions may be extended to security personnel, in Adecco Engineering & Technical or Client parking lots and parking facilities.

# Electronic communications policy

During the course of your assignment at Adecco Engineering & Technical 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.

# American with Disabilities Act

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

# 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 a continuing policy of Adecco to afford equal employment opportunity to recruit qualified individuals without regard to sex, race, color, religion, gender, national origin, sexual orientation, gender identity, marital status, age, disability, veteran status, active military status, genetic tests and information and an individual's status as a domestic violence victim.

This policy encompasses all aspects of the employment relationship, including application, work 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.

# Employment and income verification

Adecco Engineering & Technical uses The Work Number® to provide automated employment and income verifications on our consultants. Organizations who wish to verify the employment of an Adecco Engineering & Technical current or past consultant will use the Work Number verification service. All employment and income verification requests must use this automated service. Adecco Engineering & Technical will provide Federal, State, and local government agencies any consultant information required by law or pursuant to court order.

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.

## **Information for consultants.**

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.

# Employment and income verification

## **Telephone numbers.**

The Work Number Customer Service: 1.800.996.7566

TTY Deaf: 1.800.424.0253

## **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:

- Company code 10265
- Your Social Security Number
- Your pin number – Your pin number will be the last 4 digits of your Social Security Number

## **Information for verifiers.**

Provide the instructions below to the company or individual verifier.

To use this service for basic employment verifications:

- Go to: [www.theworknumber.com](http://www.theworknumber.com) or call 1.800.367.5690 to charge the fee to a credit card.
- Enter the Adecco Engineering & Technical company code of 10265
- Enter the consultant's Social Security Number when prompted
- Follow the prompts to obtain the information
- The Work Number customer service: 1.800.996.7566
- 1.800.424.0253 (TTY-Deaf)

# Employment and income verification

## **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.

## **If you are a Social Service Agency:**

- Visit [www.theworknumber.com](http://www.theworknumber.com) or call 1.800.660.3399
- Enter your registered fax number (If not registered, call 1.800.996.7566 for registration instructions)
- Enter the Adecco Engineering & Technical company code of 10265
- Enter the consultant's Social Security Number when prompted. The verification will be faxed to the pre-registered fax number. The Work Number customer service: 1.800.996.7566  
1.800.424.0253 (TTY-Deaf)

# Notes