



EMPLOYEE GUIDELINES

Welcome to Advance Temporary Services, Inc. (dba Advance Service Company). We are proud to have you join our company. This company desires that its employees shall, at all times, work under the most advantageous circumstances possible, and is untiring in its efforts to maintain the well being and safety of all its employees.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Advance's policy is to select, place, train and promote the best-qualified employees and applicants. These decisions are based upon the following relevant factors; work quality, experience, education, training and attitude. This is done in order to provide equal opportunity for all applicants and employees in compliance with applicable local, state and federal laws and without regard to non-work related factors: such as race, gender, religion, national origin, citizenship, or physical or mental disability or perception thereof, marital status or status as a veteran.

AMERICAN WITH DISABILITIES ACT (ADA) POLICY

The ADA prohibits employers from discriminating against any qualified individual with a disability with regard to application, hiring, training, promotion, termination, compensation, and all other terms, conditions, or privileges of employment. It is the policy of Advance to comply with the ADA in its entirety.

FAMILY AND MEDICAL LEAVE ACT POLICY

In accordance with the Family and Medical Leave Act of 1993, Advance has established a policy that will allow up to twelve (12) weeks of unpaid leave in a 12-month period, rolling from the date the leave starts. It is the policy of Advance to adhere to the FMLA in its entirety. Please call our office if you believe an issue under this policy may arise.

RULES AGAINST HARASSMENT

All employees have the right to work in an environment free from any form of discrimination or harassment, including sexual discrimination or harassment. Sexual harassment is a form of employee misconduct, which undermines the integrity of the employment relationship. Therefore, Advance strictly prohibits any offensive conduct of a sexual nature.

ALCOHOL & DRUG POLICY

Employees are expected and required to report to work on time and alcohol and drug free. It is our intent and obligation to provide a healthy, safe and drug-free work environment.

Advance prohibits the consumption of any drug or alcoholic substance on any of its premises or at any of its facilities. Advance also prohibits any employee from presenting himself or herself for work at any time with the presence of any drug or alcoholic substance in the employee's system. Advance has a **ZERO TOLERANCE POLICY** for drugs and/or alcohol. Any employee who tests positive for drugs or alcohol will be immediately terminated.

WORK RELATED INJURIES

If you believe you have incurred a work related injury or illness and must see medical treatment, you must notify your supervisor immediately. Advance has a 24 hour answering service.

GENERAL SAFETY RULES

Every year there are approximately 2 million lost time injuries in America. We consider safety as our most important job requirement and the responsibility of every employee no matter what their position or duties.



WORK RULES

In order to provide the best possible service to our customers, the enforcement of some basic work rules are necessary. These rules are also designed as a guide for you, as an employee, to get the most out of a job.

The following are rules and regulations that apply to all Advance employees. Make sure you read them over carefully to be certain you understand and agree to be bound by these rules. If you have any questions you can direct them to your interviewer.

Make yourself aware of work rules and company policies pertaining to your job assignment.

DISCIPLINARY PROCEDURE

First Notice: Written Warning

Second Notice: Final Written Warning

Third Notice: Termination

ADVANCE RESERVES THE RIGHT TO SKIP STEPS OF THE WARNING PROCEDURE IF THE VIOLATION OF ANY RULE OR REGULATION IS DEEMED SEVERE.

EMPLOYEE OBLIGATIONS

- Once your application is processed, we will call you as jobs come in for which you are qualified. You will be given a job description, length of assignment, rate of pay, and as much information as is available.
- Wages are paid weekly; all paychecks are dated for Friday. Your deductions will be itemized on your payroll stub.

Please remember while you are working for ADVANCE, we are your LEGAL EMPLOYER.