



**RADLEY**  
S T A F F I N G

# Placement Personnel

## Employment Guidelines

Radley Staffing  
13003 Southwest Freeway, Suite #180  
Stafford, TX 77477



Radley Management, LLC  
Radley Staffing  
13003 Southwest Freeway, Suite #180  
Stafford, TX 77477

To all Placement Personnel,

RADLEY STAFFING was founded with the Mission to provide competent and experienced Placement Personnel who are driven to show up and work hard every day to make our customer's life easier. Whether you have just joined or have been part of our family at Radley Staffing for a while hope you will take pride in being a member of our team.

As a representative of Radley Staffing, we expect Placement Personnel to perform all work and assignments consistent with the following Values:

- Maintain honesty, integrity, perseverance, and respect above all.
- Provide excellence in our customer service; internal and external.
- Comply strictly with all laws and regulations.
- Work safely at all times.

The Placement Personnel Guidelines were developed to provide an overview of general information and rules related to your employment with Radley Staffing and hereinafter known as "RADLEY". It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. As RADLEY continues its service to our customers, the need may arise and RADLEY reserves the right to revise, supplement, or rescind any procedures, practices or policies from time-to-time as it deems appropriate, in its sole and absolute discretion.

Please read the following guidelines carefully, sign and date the Receipt and Acknowledgment page located at the end and give the page to Administrative Coordinator. If you have any questions concerning the applicability of a policy or practice, you should address your specific questions to the Owner.

We hope your experience here will be challenging, enjoyable and rewarding!

Sincerely,

*Cody Radley*

Owner

# Table of Contents

---

## **EMPLOYMENT POLICIES**

At-Will Employment.....	4
Drugs and Alcohol .....	4
Employee Grievances.....	5
Equal Employment Opportunity .....	5
Harassment and Retaliation.....	5
Immigration Reform and Control Act .....	6
Requests for Reasonable Accommodation .....	6
Safety .....	7
Standards of Conduct.....	7
Attendance Standards.....	8
Absence without Notice .....	9
Cellular Phone, Smart Phone and other Devices Assistance Policy .....	9
No Weapons Policy .....	9
Personal Appearance .....	10
Social Media Policy .....	11
Termination.....	12
Workers Compensation .....	12
Workplace Searches.....	12

## **WAGE AND SALARY POLICIES**

Wage and Salary.....	13
Pay.....	13
Direct Deposit .....	13
Changes in Personal Information.....	13

## **HOURS OF WORK**

Work Schedule .....	13
Time Records.....	13
Travel Time.....	14

## **LEAVE OF ABSENCE**

Medical Leave .....	14
Family Medical Leave/Military Family Leave .....	14
Military Leave.....	16

CODE of BUSINESS CONDUCT and ETHICS.....	16
--	----

RECEIPT and ACKNOWLEDGMENT.....	18
---------------------------------	----

## Employment Policies

### ***At-Will Employment***

You are free to terminate your employment with RADLEY at any time, with or without a reason, and, reciprocally, RADLEY has the right to terminate your employment at any time with or without a reason. This policy is called “at-will employment.” Exceptions to RADLEY’s policy of “at-will employment” can only be approved in writing by the Owner of RADLEY.

Note: Placement Personnel are “employees” of RADLEY STAFFING. RADLEY is responsible for the hiring, firing, coaching and training of Placement Personnel. While our customers are not considered “joint-employers”, the customer may provide job/assignment specific instruction and guidance. **Placement personnel must fully observe all customer safety rules & policies and conduct themselves in a professional manner at all times. Any form of Harassment and/or, but not limited to workplace violence while performing services and representing RADLEY is strictly prohibited.**

### ***Drugs and Alcohol***

You must arrive at your assignment on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment within the ability and control of RADLEY.

Placement Personnel are expected to report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. Placement Personnel are not prohibited from the lawful use and possession of prescribed medications, however are expected to consult with their doctors about the medications’ effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their RADLEY supervisor/manager. ***Placement Personnel should not, however, disclose underlying medical conditions unless directed to do so.***

RADLEY will also not knowingly allow any Placement Personnel to perform their duties while taking prescribed drugs that are adversely affecting the Placement Personnel’s ability to safely and effectively perform their job duties.

Whenever Placement Personnel are working, operating any RADLEY or customer vehicles, are present on RADLEY or customer premises conducting related work off-site, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia);
- Being under the influence of alcohol or an illegal drug as defined in this policy; and
- Possessing or consuming alcohol.

The presence of any detectable amount of any illegal drug or illegal controlled substance in a Placement Personnel’s system, while performing company business or while on RADLEY or customer’s property, is strictly prohibited.

RADLEY recognizes substance dependency as an illness and a major health problem. The Company also recognizes substance abuse as a potential health, safety and security problem. Placement Personnel needing help in dealing with such problems are encouraged to seek proper counseling.

Placement Personnel working through assignment through RADLEY must, as a condition of continued employment, abide by the terms of the company’s policy. Confirmed positive test results may result in termination, and/or the Company may consider a suspension and ongoing testing period to confirm a fit-for-duty status and policy adherence as approved by the President.

*Note: Placement Personnel must report any illegal drug related convictions, and/or, but not limited to any other criminal convictions to your RADLEY supervisor/manager within five (5) calendar days of the conviction. A criminal conviction does not automatically result in termination of employment. All facts will be considered including the nature of the conviction and requirements of assignments/positions.*

### **Employment Grievances**

RADLEY has a strong commitment to ensure all Placement Personnel receive fair treatment. If you feel you have not been treated fairly, in addition to a company-wide open door policy, we encourage you to talk with your RADLEY supervisor/manager about the problem. Give your RADLEY supervisor/manager a chance to resolve the problem, although if the problem is not resolved, and/or you do not feel comfortable at any time, you may file a formal written internal grievance.

To file a formal written internal grievance, please follow these steps:

1. Contact the Human Resource Manager for an Internal Grievance Form.
2. The Human Resource Manager is available to answer any questions with regard to the Internal Grievance Procedure.
3. The formal written grievance will be reviewed by the Owner with a written response within 10 working days.

If you feel you have been treated unfairly, the Company encourages you to step forward internally. You have the right to use these problem-solving procedures without fear of retaliation. We can only achieve our goals as a team of professionals if you are comfortable in your work environment.

### **Equal Employment Opportunity**

RADLEY is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran, genetic information and/or, but not limited to any other protected classes under applicable Federal, State and/or, Local law. It is the intent of RADLEY, its representatives, management, and its policy & procedures to treat all applicants and Placement Personnel in a fair and non-discriminatory manner.

### **Harassment and Retaliation**

RADLEY has a zero tolerance policy towards any forms of harassment, retaliation (including for whistleblowing) and/or other forms of bullying, workplace violence and inappropriate conduct which may interfere with an individual's work performance and/or create an intimidating, hostile, or offensive work environment. It is the intention of RADLEY to provide EEO/Harassment training to all Placement Personnel upon hire and on a regular basis.

*Any individual who believes they have been discriminated against, harassed, and/or retaliated against should follow the "Placement Personnel Grievance" process outlined in the Placement Personnel Employment Guidelines and/or report any such illegal activity to the Administrative Coordinator and/or the Owner immediately.*

### **Definitions of Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such

individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's/customer's premises or circulated in the workplace, on company/customer time or using company/customer equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

#### Individuals and Conduct Covered

These policies apply to all applicants and Placement Personnel, whether related to conduct engaged in by fellow Placement Personnel or someone not directly connected to RADLEY (e.g., an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace.

#### ***Immigration Reform and Control Act***

In accordance with the Immigration Reform and Control Act of 1986, RADLEY will only hire individuals who are authorized to work in the United States. All individuals will be required to submit proof of their identity and employment authorization. Placement Personnel will also be required to complete and sign, under oath, Form I-9 within three (3) days of hire. On Form I-9, you must attest that you are authorized to work in the United States and that the documents submitted as proof are genuine. RADLEY does not, and will not discriminate on the basis of national origin or citizenship status.

#### ***Requests for Reasonable Accommodation***

RADLEY supports a diverse workforce. Any requests for reasonable accommodation due to a "disability" and/or other condition covered under the ADAAA and/or, but not limited to other applicable laws should be made in writing to your Radley supervisor/manager and/or the Owner.

*Note: For further information and guidance on reasonable workplace accommodations, please contact the Administrative Coordinator and/or Owner.*

## **Safety**

### **General Safety**

RADLEY believes injuries, illness and accidents are preventable through the establishment of, and compliance with, safe work practices. It is the policy of RADLEY to maintain safe working conditions, and to establish and insist upon safe methods and work practices within its ability and control.

All Placement Personnel have a responsibility to themselves and to RADLEY for their own safety and that of others. ***All Placement Personnel are required to follow RADLEY and Customer safety policies and to work in a safe manner at all times.*** In addition, all Placement Personnel are required to:

- Comply with all federal, state, and local rules and regulations relevant to their safe work practices.
- Observe all RADLEY and Customer rules, regulations and procedures related to the efficient and safe performance of their work.
- Integrate safety into each job function and live by this philosophy in the performance of job duties.
- Report or correct unsafe equipment and practices to your RADLEY supervisor/manager and designated supervisor at an assigned customer worksite immediately.

Also, please be reminded of the following:

- **Drug Policy** – It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on RADLEY premises or while conducting RADLEY business off RADLEY premises is absolutely prohibited. RADLEY may conduct pre-employment, reasonable suspicion, random and, but not limited to post accident drug and alcohol screenings.
- **No Tobacco/Smoking Policy** – Tobacco use of any kind including chewing, dipping and/or smoking is not allowed on client project sites, company property, or within 25 feet or further as guided by local ordinance of any building entrance, exit door, or wheelchair ramp.
- **Policy Against Retaliation/Whistleblower Protection** – It is illegal and against the policies of RADLEY for any Placement Personnel to attempt to retaliate against another individual or customer (customer's employee or otherwise) including a "whistleblower" (a person who exposes misconduct, alleged dishonest or illegal activity occurring in an organization).
- **Policy Against Harassment** – It is illegal and against the policies of RADLEY for any Placement Personnel, male or female, to harass or treat another individual or customer (customer's employee or otherwise) in a disrespectful and/or, but limited to a manner which interferes with the individual's ability to do their job.
- **No Weapons Policy** – In an effort to maintain a safe work environment for, RADLEY has established guidelines for any Placement Personnel who intends to carry any form of concealed weapon on the RADLEY/Customer premises.
- **Workplace Violence** – RADLEY has a zero-tolerance for any form of workplace violence.

### **Standards of Conduct**

To ensure orderly operations and provide the best possible work environment, RADLEY expects Placement Personnel to follow standards of conduct to protect the interests and safety of all individuals, customers and the public.

Violations of our standards may result in one or more of the following forms of corrective action:

- Verbal warning
- Written warning
- Termination of Employment

There should be no expectation the least severe action will be the first action taken for every case or the next action will be the next most severe form of corrective action. In arriving at a decision for proper action, the following will be considered:

- The seriousness of the infraction
- The past record of the employee
- The facts and circumstances surrounding the matter

Although it is impossible to list all forms of behavior considered unacceptable in the workplace, the following are examples of infractions of rules of conduct which may result in corrective action up to and including termination from employment.

- Falsification and/or misrepresentation of any Company and/or Customer documents/records, such as but not limited to employment applications, time records, customer forms and government records.
- Theft, fraud, gambling, unlawful/unapproved carrying weapons or explosives, or violation of criminal laws while conducting Company business on or off Company property.
- Threatening, intimidating, coercing, using abusive language, harassing or otherwise interfering with the performance of others including, but not limited to through electronic communications.
- Insubordination or refusal to comply with instructions or failure to perform reasonable duties to which assigned.
- Failure to report to work, without having given proper notification.
- Excessive absenteeism and/or tardiness.
- Misuse or mistreatment of Company and/or Customer's property such as but not limited to computers, equipment, facilities and/or Company and/or Customer information.
- Unauthorized receipt, distribution or storage of inappropriate messages via telephone, mail system, including electronic mail systems, the internet, intranet or other company and/or customer-owned equipment, smart device, software.
- Inappropriate participation in or storage of data from internet chat rooms, message boards, newsgroups or other internet communications concerning Company and/or Customer business, policies and procedures or employees ( past and current ).
- Use, possession, sale, purchase or being under the influence of illegal drugs or other intoxicants at any time while working, on Company and/or Customer premises or while attending Company and/or Customer events.
- Unsatisfactory performance or conduct; Personal business during assigned work hours.
- Acceptance of any form of a business gift and/or gratuity from customers and/or Governmental Agencies.

***Employment remains "at-will" unless otherwise agreed in writing by the Owner.***

### ***Attendance Standards***

If you are unable to report for work for any reason, you must notify your RADLEY supervisor/manager and designated supervisor at the assigned customer worksite no later than two (2) hours prior to your scheduled start time on each business day that you will not be available for work unless otherwise communicated.

If you arrive more than one (1) hour late it will be considered an unexcused absence. If you arrive more than ten (10) minutes late you will be considered tardy unless otherwise communicated.



***Absence without Notice***

In order for us to operate our business effectively, the Company requires that you keep your RADLEY supervisor/manager informed of your status when you are off work due to illness or an accident. If you fail to notify your RADLEY supervisor/manager after two consecutive days' absence, the Company will presume you have voluntarily separated from your employment and you will be removed from the payroll. If you must leave work for any reason before the end of the day, you must notify your RADLEY supervisor/manager and designated supervisor at the assigned customer worksite.

***Cellular Phone, Smart Phone and other Devices Assistance Policy***

Unless your cell phone, smart phones or other devices are used expressly for business purposes you will be asked to limit your personal usage during business hours. Disruptive ringers that can be overheard by others must be turned off during business hours. Company provided cellular phones and/or other mobile devices are for business purposes only.

***Use of cell phones, smart phones and other devices with photo feature:***

You are prohibited from using cell phones, smart phones and other devices with photo feature in restricted-access areas and where privacy would be expected (such as restrooms). The Company also prohibits unauthorized transmission of confidential Company information via the photo feature.

***Use of cell phones, smart phones and other devices while driving:***

You are prohibited from using cell phones, smart phones and other devices while driving a vehicle. For your safety and the safety of others, you should pull off the road before taking or making a call, retrieving or sending messages and reading or responding to emails. With the exception of School Zones and, or as otherwise guided by law, local ordinance or safety rules, "hands-free" equipment may be used for cell/smart phone calls as approved by the Owner.

***No Weapons Policy***

You are prohibited from carrying a weapon during the course of performing your job, whether you're on Company property at the time or not unless otherwise guided by law and/or approved in writing by the Owner. This applies even if you are licensed to carry a handgun.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation. This includes firearms, illegal knives or other weapons covered by the law (legal, chemical-dispensing devices such as pepper sprays that are sold commercially for personal protection is not covered by this policy).

An exception is only allowed if the Owner has given you written consent to carry a weapon while performing specific assigned tasks on its behalf, and/or as guided by local, state or federal regulation. As some states have passed specific laws allowing employees to store and have access to legal firearms kept in privately owned vehicles parked on or in employer provided parking areas, it is the responsibility of the Placement Personnel to notify their RADLEY supervisor/manager in writing of any such possession of covered firearms and ammunition and strictly adhere to such laws and specific exceptions.

***Legal Firearms in Private Vehicles***

This policy is not intended to prevent Placement Personnel from transporting or storing legal firearms in their locked, private vehicles while parked on or in RADLEY's and/or Customer's designated parking area(s). The right to carry legal firearms under state law does not extend beyond "parking" areas.

Placement Personnel conducting business on RADLEY's behalf in private vehicles are fully responsible for doing so lawfully and must observe all legal exemptions under local, state or federal law including, but not limited to the following:

1. School districts, open-enrollment charter schools, and private schools.
2. Vehicles owned or leased by "RADLEY" and/or a Customer used by an Placement Personnel to perform his or her job.
3. Property Owned or leased pursuant to a mineral lease that prohibits the possession of firearms on the property.
4. Property owned or leased by a chemical manufacturer or oil and gas refinery that is permitted under the Texas Clean Air Act, the primary purpose of which is the manufacture, use, storage, or transportation of hazardous, combustible, or explosive materials. Employees who hold a CHL may store legal firearms as defined under local, state or federal law in or on RADLEY /Client provided parking area that is (i) Outside of a secured and restricted area that contains the physical plant; (ii) Not open to the general public; (iii) Under constant monitoring by licensed security personnel.

Note – Local, state, and federal laws are subject to change. It is the responsibility of the Placement Personnel to ensure full legal compliance with all such laws.

If you have a question about whether an item is considered a prohibited weapon under this policy, please check with the RADLEY supervisor/manager. You are expected to verify ahead of time an item is not defined as a prohibited weapon under this policy and/or illegal under local, state or federal law before having it in your possession while on duty or otherwise. You will be held responsible if it is a prohibited item.

This policy applies to all Placement Personnel, contract and temporary employees, and visitors on RADLEY property including customers and vendors.

***Note: It is the Placement Personnel's responsibility to strictly observe all customer weapon related policies while work at an assigned customer worksite and/or on behalf of a customer.***

### ***Personal Appearance***

Your appearance should project an appropriate image for conducting business while ensuring your safety. All Placement Personnel should dress in a way which allows them to do their job in a safe and professional manner and meets applicable standards as set forth under OSHA and other regulatory consideration to include the proper use of Personal Protective Equipment (PPE) as well as Customer guidelines. Your RADLEY manager and designated supervisor at the assigned worksite are responsible for establishing and communicating a reasonable dress code appropriate to the job you perform.

Facial piercing, excessive ear piercing and body piercing may be deemed inappropriate. If this is the case, you will be asked to remove this type of jewelry during business hours. In certain circumstances, permanent tattoos may also be deemed inappropriate. In this case, the employee may be asked to conceal the tattoos.

If you are inappropriately dressed, you may be sent home by your RADLEY manager and directed to return in proper attire. Placement Personnel will not be compensated for the time away from work. Other corrective action will be taken as needed, up to and including termination of employment for continually inappropriate dress.

## ***Social Media Policy***

RADLEY understands some Placement Personnel will access Internet blogs, public forums, social networking sites, wikis, virtual worlds, web videos, podcasts, and similar venues (collectively called “social media”). These sites can provide a positive interchange of ideas, information and entertainment. At the same time, RADLEY’s interests and those of its Placement Personnel can, in some circumstances, be compromised by the inappropriate uses of these media.

Accordingly, the following policy applies to all social media use and serves as a guideline for engaging safely and responsibly in this environment. This policy is to be kept in mind regardless of whether a Placement Personnel maintains or posts information to a social media site after business hours or on non-RADLEY/customer equipment.

RADLEY reserves the right to require an employee to stop maintaining or posting to any social media site containing content in any way associated with RADLEY which RADLEY deems inappropriate unless otherwise identified as Protected Concerted Activity. Failure to comply with any part of this policy may result in corrective action up to and including termination of employment.

### ***RADLEY Social Media Guidelines:***

- Know and follow RADLEY’s Code of Business Conduct and Ethics.
- Identify yourself on all social media sites, using your correct name; Consider FTC guidelines.
- State in the social media sites that all views expressed are yours and have not been reviewed or approved by the Company.

The following actions may be permitted only with the express prior written permission of the Owner of RADLEY:

- Maintaining or posting social media content that implies RADLEY/customer sponsorship or support by the Company;
- Using RADLEY time, facilities, resources or supplies to maintain or post content to social media; or
- Maintaining or posting any logos or trademarks of RADLEY or related entities on social media sites.

The following actions may be considered unsafe or irresponsible use of social media and are not permitted:

- Maintaining or posting social media content that disparages or defames RADLEY, its Placement Personnel, employees, or its customers unless otherwise considered Protected Concerted Activity;
- Maintaining or posting social media content that contains sexual or violent content or implications;
- Maintaining or posting social media content that support a competitor of RADLEY or its related entities or otherwise conflict with an Placement Personnel’s assigned duties on behalf of the company;
- Disclosing any trade secrets, insider information or other confidential or proprietary information of RADLEY or violating any privacy policies of the company;
- Violating RADLEY’s Code of Conduct and Business Ethics;
- Disclosing confidential information of RADLEY’s customers or Placement Personnel, employees; or
- Using the RADLEY name or that of any Placement Personnel or employees of RADLEY or its customers in any negative, defamatory or derogatory maliciously false way on any social media sites.

*Employee social media sites or postings to social media sites may not contain any content that:*

- Violates any laws including pertaining to intellectual property;
- Infringes on any third-party rights (including intellectual property rights);

- Reveals any confidential employer or client information;
- Violates any policies, rules, standards or requirements applicable to the company.

It is not the intent of RADLEY to restrict the rights of Placement Personnel under NLRB Act and/or, but not limited to any other applicable laws. It is not RADLEY's intent to unnecessarily monitor, participate in unlawful "surveillance" and/or, but not limited to restricting Placement Personnel's rights to band together to address employment concerns and/or any other Protected Concerted Activity. If at any time you feel your rights are being violated you should contact the Owner immediately.

*Note: Members of management and/or such designees acting on behalf of RADLEY shall not participate in the unlawful "surveillance" of protected Placement Personnel activities, including Protected Concerted Activity, or to create the impression of surveillance. Any concerns of inappropriate posts or communications viewed in the public domain should be reported to the Owner immediately to ensure the appropriate action based on all the facts available.*

### **Termination**

If resigning, please give your RADLEY supervisor/manager a minimum of two weeks' written notice so a suitable replacement can be found. It is important RADLEY has your current mailing address on file. Additionally, you must return any Company property, including customer and/or company lists and documents, keys, vehicles, tools, computer, cell phone, etc.

*Note: All programs, files and company product created during your employment with the Company remain the property of the Company upon your departure. No materials may be removed without the consent of management. You remain bound by terms of the confidentiality agreement and should treat all nonpublic Company information as confidential both during and after your employment with RADLEY.*

### **Workers' Compensation Insurance**

RADLEY provides a comprehensive workers' compensation insurance program at no cost to Placement Personnel. This program covers any illness or injury arising out of, and in the course of, employment. Subject to applicable legal requirements, workers' compensation insurance may provide partial compensation of lost work hours.

### **When to Report a Claim:**

You MUST immediately report any of the following to your RADLEY supervisor/manager and designated supervisor at assigned customer location.

- If you have a job related accident, and/or have a job related illness or injury; or
- You have knowledge of and/or witnessed a job related accident, illness or injury.

### **Workplace Searches**

RADLEY reserves the right to conduct searches of Placement Personnel at any time while on RADLEY's or its customer's property. These searches may include, but are not limited to, an inspection of Placement Personnel's person, computer equipment (including hard drive, tablet and other removable storage devices), electronic communications (including email, text messages and voicemail), desk, bag, coat, purse, toolbox, or other such containers, as well as vehicles parked on RADLEY or its customer's property. Therefore you should have no expectation of privacy with respect to such items. You may also be required to display items for visual inspection upon reasonable request by RADLEY. Your failure to consent to such reasonable searches or request to display for visual inspection may result in termination of employment.

The improper removal of any items from RADLEY, its customers or engaging in unlawful activity while at the assignment may be subject to corrective action, up to and including termination.

## **Wage and Salary Policies**

The Fair Labor Standards Act (FLSA) is a federal law requiring “non-exempt” Placement Personnel to be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. The work week is defined in coordination with the client unless otherwise communicated.

It is the intent of RADLEY to comply in good faith and ensure accurate payment of wages in accordance with all applicable federal, state and/or local wage & hour laws.

*Note: Overtime will be calculated based on the client’s defined work week of unless otherwise communicated and/or guided by federal, state and/or local wage and hour laws. Any questions and/or discrepancies in the payment of wages should be reported immediately to the Human Resource Manager and/or Owner at 281-201-2847.*

*RADLEY has a zero tolerance for retaliation towards any employee who has a question and/or complaint regarding any condition of employment.*

### **Pay**

You will be paid weekly unless otherwise communicated.

### **Direct Deposit**

Direct deposit may become available as communicated with completion of an Authorization Agreement. Please contact the Administrative Coordinator for further information.

### **Changes to Personal Information**

*RADLEY is committed to ensuring accurate Placement Personnel records.* To request a name, address, phone number or any other change to personal information or emergency contacts, please submit your change in writing and provide to the Human Resource Manager with a copy of your social security card and/or other requested documents as applicable including an updated W-4 & I-9 form.

### **Hours of Work**

RADLEY is open for business twenty-four (24) per day, seven (7) days a week as required by our customers. It is your responsibility to be present and ready to work from the start to the end of each workday. Please check with your RADLEY supervisor/manager and/or designated supervisor at an assigned work location for your specific work schedule.

***Note:** As applicable under DOT and other regulatory guidelines, drivers must not exceed fourteen (14) hours of run time per any twenty – four (24) hour period. Safety and compliance with applicable laws and regulations is a priority.*

### **Time Records**

Placement Personnel are required to report all hours worked on a “non-exempt” employee timesheet, timecard and/or other Company approved timekeeping system. The company’s standard work week is defined in coordination with the client for the purpose of determining overtime unless otherwise communicated and/or guided by state law.

Time records are considered official Company records and should be certified by your RADLEY supervisor/manager, and designated supervisor at an assigned work location and you as accurately reflecting all hours worked. The falsification of time records is a Company infraction and will result in corrective action up to and including termination of employment. All Placement Personnel are required to record all hours worked each day.

### ***Travel Time***

Non-exempt Placement Personnel may be required to travel at the request of the Company on Company business. RADLEY will provide pay for travel in accordance with applicable federal and state wage and hour laws as applicable. **This does not generally include regular portal-to-portal travel;** i.e.: *traveling to job assignment may not be compensable.*

### **Leave of Absence**

You may be granted a leave of absence to preserve credited service to the Company, provided you report to work at the expiration of the approved period of absence and a position for which you are qualified is available and/or as otherwise guided by law. You must verify your request for a leave of absence in writing. Your case will be considered based on your needs, as well as the needs of the Company.

If you fail to report to work following the end of the approved leave period and are a no call – no show for two (2) consecutively scheduled work days, your RADLEY supervisor/manager will assume you have voluntarily separated from your employment.

### ***Medical Leave***

You may be granted a medical leave of absence without pay, unless you work in a temporary position.

You may request up to a maximum of six (6) weeks of medical leave based on your doctor's instructions. Make your request to your RADLEY supervisor/manager at least 30 days in advance of foreseeable events, and for unforeseeable events, within two business days of learning of the need for medical leave.

When requesting medical leave, you are required to provide your manager with a doctor's note that includes the reason for medical leave, and the estimated amount of time off needed. RADLEY management has the option to approve or disapprove the request, based on the needs of the Company and applicable laws. If approved, the leave is unpaid.

While on a medical leave, you are required to provide your RADLEY manager with status reports of your condition, and at least two weeks prior notice of the date of your intention to return to work. When returning from medical leave, you must submit a doctor's note of verification of your fitness to return to work.

*Note: You may not be guaranteed a specific assignment/position through RADLEY upon your return unless otherwise guided by law.*

### ***Family and Medical Leave (FMLA)***

You may be granted time off from work to fulfill family/medical obligations relating directly to childbirth, adoption or placement of a foster child; to care for a child, spouse or parent with a serious health condition; for your own serious health condition; a covered family member called to or engaged in active military duty; or, to care for a covered family

member with a serious injury or illness that occurred (in the line of duty) while on active military duty. RADLEY provides family and medical leave of absence without pay to all eligible Placement Personnel.

A serious health condition means an illness, injury, impairment, or physical or mental condition that results in incapacity (being unable to work) for more than three consecutive days and involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

**Specific to Military Family Leave:**

- A covered family member is a spouse, son, daughter, parent or next-of-kin
- A serious injury or illness is one incurred while in active duty that may render the person unable to perform the duties of member's office, grade, rank or rating.

If you are eligible, have completed one year of service and have worked at least 1,250 hours over the previous 12 months, you may request up to a maximum of 12 weeks of family/medical leave, in accordance to the Family and Medical Leave Act of 1993, or up to a maximum of 26 weeks of caregiver leave in compliance with the Support for Injured Service Member Act of 2007. The leave may be paid, unpaid or a combination of paid and unpaid leave as defined in this handbook. Make your request to your manager at least 30 days in advance of foreseeable events, and for unforeseeable events, within two business days of learning of the need for family/medical leave.

**Below are types of family/medical leave:**

- Full leave—full work weeks taken all at once during the leave period
- Intermittent leave—several hours of leave taken at various times during the leave period
- Reduced work hours during the leave period

While on an FMLA leave to include intermittent leave or reduced work schedule, you may be temporarily re-assigned to an assignment/position which better accommodates your recurring leave and which has equivalent pay within the ability and control of RADLEY.

Note: Intermittent leave may not be taken for the birth or placement of a new child.

You are required to provide your RADLEY supervisor/manager with a completed Request for Family/Medical Leave form and a Certification of Health Care Provider form. These are needed to verify the reason for family or medical leave, the estimated amount of time required, and beginning and ending dates. The Certification of Health Care Provider form is due within 15 days after you request leave. Please promptly report any changes to your RADLEY supervisor/manager.

You may request up to a maximum of 12 weeks of family/medical leave within any 12-month period. The 12-month period will be calculated on a roll-forward basis, beginning with the first date that any leave is requested to begin. Any combination of family leave and medical leave may not exceed this maximum limit. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption or placement of a foster child; or, to care for a child, spouse or parent with a serious health condition, or a combined total of 26 weeks leave within any 12-month period to care for a covered injured or ill service member.

If approved, the FMLA/MFL is unpaid.

Note: You are required to provide your RADLEY supervisor/manager with regular status reports of your qualified condition, as well as your intentions to return to work.

When returning from medical leave, you must submit a health care provider's verification of your fitness to return to work. Please provide your RADLEY supervisor/manager with at least two weeks prior notice of the date of your intention to return to work.

When family/medical leave ends, you will be returned to active duty and assigned as suitable assignments are available with the intention of assignment to the same position if it is available, or to an equivalent position for which you are qualified. If you fail to return from family/medical leave on the originally scheduled return date, you will be considered to have voluntarily terminated your employment with the company.

Note: RADLEY reserves the right to designate family/medical leave where applicable. Where additional federal, state or local laws offer more protection or benefits to Placement Personnel, the protection or benefits provided by such law will apply.

### ***Military Leave***

You may be granted a military leave of absence without pay to undertake military service (drills, training or active duty) or certain types of service in the National Disaster Medical System. You're required to adhere to the following guidelines in order to be reinstated:

- You (or an appropriate officer in the uniformed service in which your military service is performed) must give advance written or verbal notice of the military duty to your RADLEY supervisor/manager.
- The cumulative length of all periods of military service must not exceed five years during your term of employment with the company.
- You must report to work when required after the period of military service ends.

The timeframe under which a returning employee must report to work may vary based on the length of the military leave.

You will return to the same assignment/position as available or, if the military service exceeds 90 days, you will be given an assignment/position with equivalent status and pay as available and within the ability and control of RADLEY.

You will have the same number of years of service with the Company that you had when your military service commenced, plus additional years of service, rights and benefits you would have attained if you had been continuously employed.

We will make reasonable efforts to accommodate and to train you on new equipment or techniques or to refresh skills not used during the service. In circumstances when the Company has experienced so much change that reinstating you will impose an undue hardship, or any accommodation, training or effort required for reemployment will impose an undue hardship for the company, you may not be reinstated.

### ***Code of Business Conduct and Ethics***

Operating with a strong sense of integrity is critical to maintaining trust and credibility. Our Code has embodied such rules regarding individual and peer responsibilities, as well as responsibilities to our customers, Placement Personnel, employees, stakeholders and the public, and includes:

- Prohibiting conflicts of interest (including protecting Company opportunities);



- Protecting the Company's confidential and proprietary information and that of our customers;
- Treating the Company's customers, employees, stakeholders and competitors fairly;
- Protection and proper use of Company assets;
- Compliance with laws, rules and regulations; and
- Encouraging the reporting of any unlawful or unethical behavior.

It is not possible to formulate in advance an all-inclusive set of guidelines regarding appropriate business conduct. The examples shown below provide guidelines for certain types of situations. Specific questions regarding situations which are not covered by this Code of Business Conduct and Ethics ("Code") will be answered on a case-by-case basis with your manager and/or the Owner as they arise and may be addressed in other publications provided by the Company.

### ***Overview of Business Ethics***

This Code outlines the broad principles of legal and ethical business conduct embraced by the Company. It is not a complete list of legal or ethical questions Placement Personnel might face in the course of business and, therefore, this Code must be applied using common sense and good judgment. Additionally, under certain circumstances, local country law may establish requirements that differ from this Code. The Company's Placement Personnel are expected to comply with all local country laws AND Company policies.

It is essential that we all be aware of possible violations of the Company's business ethics – whether these violations occur in dealings with the government or the private sector, and whether they occur because of oversight or intention. Placement Personnel should discuss any concerns about this Code with their manager and/or the Owner.

Placement Personnel who has a question as to whether an existing or potential conflict of interest exists should immediately contact their manager and/or the Owner to report all the pertinent facts and to request an opinion with respect to the question.

### ***Laws, Regulations and Government Related Activities***

Violation of governing laws and regulations is unethical and subjects RADLEY to significant risk in the form of fines, penalties and damaged reputation. It is expected that Placement Personnel will comply with applicable laws, regulations and Company policies.

### ***Confidential Information***

All information pertaining to the Company's business is confidential, proprietary and a protectable trade secret, except to the extent that the Company has made such information public, such as through advertising, a press release or a publicly-filed report. Unauthorized disclosure of any confidential information is prohibited. Documents should be properly safeguarded at all times. Placement Personnel should attempt to obtain confidential information, which does not relate to his or her placement duties. Placement Personnel should treat all nonpublic Company information as confidential both during and after their employment.

### ***Reporting of Violations***

Employees are encouraged to talk to their RADLEY supervisor/manager when in doubt about the best course of action in a particular situation.

## Receipt and Acknowledgment

### *Placement Personnel Employment Guidelines*

I have received a copy of the RADLEY Placement Personnel Employment Guidelines containing policies and regulations, which I have read and understand, and agree to follow during my employment with the company.

Nothing in this handbook may be interpreted as a commitment for employment for any specific duration, including "life-time" employment, nor shall be valid or binding on the Company unless it is expressly set forth in a separate written document and signed by Placement Personnel and by the Owner of the company. Employment at RADLEY is at-will. Employment can be terminated with or without cause and with or without notice, and any time at the option of either the Company or Placement Personnel.

The policies (except for the at-will policy) of this company, as contained in these Employment Guidelines, may be changed at any time on a case-by-case basis, with or without notice. This handbook and the items contained, referred to, or mentioned herein, are not intended nor construed to constitute a contract (except for the at-will policy) of employment between the Company and any one or all of its Placement Personnel.

**I fully understand and agree to only perform those duties related to my placement unless otherwise directed by my Account Executive; e.g.: General Labor may not perform skilled labor job duties. Failure to observe this policy may result in immediate termination.** \_\_\_\_\_

***Placement Personnel Initials***

**I fully understand and agree that RADLEY may request a Reasonable Suspicion, Post Accident and/or, but not limited to a Random drug and/or alcohol testing for current employees. I understand that I do not have to submit to testing, but that if I refuse to be tested, RADLEY may terminate my employment.** \_\_\_\_\_

***Placement Personnel Initials***

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Placement Personnel Signature

\_\_\_\_\_  
Date

