



Elevation Staffing Team, Inc.

COMPANY STATEMENT

The matters pertaining to employment presented in this applicant packet are for informational purposes only and may be unilaterally amended or withdrawn by **Elevation Staffing Team, Inc.** at any time without prior notice to employees. This applicant packet is not a contract or offer of a contract of employment terms and cannot be relied upon such.

By virtue of the execution of the acknowledgment statement pertaining to this applicant packet, each employee agrees as a condition of hire or continued employment to the above purpose and limitations on the use of this applicant packet and to be bound by any changes in terms and conditions of employment relationship at any time for any reason. As a condition of employment each employee acknowledges and agrees that **Elevation Staffing Team, Inc.** may make changes in his or her terms of at-will employment and each agrees to be bound by any such changes. The only effective objection an employee may make to any such changes is to resign from employment.

EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to select the best qualified person for each position in the organization. No employee will discriminate against an applicant for employment or a fellow employee because of race, color, religion, sex, national origin, ancestry, or age. No employee will discriminate against any applicant or fellow employee because of disability or because of a person's veteran status.

SUBSTANCE AND ALCOHOL POLICY

Elevation Staffing Team, Inc. is committed to maintaining safe places to work, free from the dangers and hazards relating to the use of illegal drugs (including inhalants) and alcohol. We believe that by reducing drug and alcohol abuse, we will improve the safety, health and productivity of our employees. The objects of our drug and alcohol abuse policy are to provide a safe and healthy workplace for all employees and to prevent accidents.

For the purpose of this policy, the term "drug" wherever it appears in this policy statement includes alcoholic beverages as well as inhalants and illegal drugs.

The use, possession, sale, transfer, purchase, or being under the influence of drugs by employees at any time on **Elevation Staffing Team, Inc.** premises, or while working for a client of Elevation Staffing Team, Inc. is prohibited. The illegal use of any drug is prohibited. Employees must not report for duty or be on a client's property while under the influence of, or have in their possession while on client property, any drug. Employees are to be drug-free and NEVER use alcohol or legal medication at a time when it could affect their work or the safety of others in any way.

Violation of this Substance Abuse Policy will result in one of the following forms of corrective action: immediate discharge, suspension, probation, oral warning and/or written warning.

Employees suspected of being intoxicated should NOT operate any motor vehicle and should be transported home or to a medical facility.

Some of our clients require that anyone assigned to work with them to pass a test to detect drug use. Employees offered such assignments would have to submit to any drug test required by the client. Refusal to do so will result in withdrawal or cancellation of the assignment.

If an employee is taking prescribed or needed medication that might affect his or her performance, the employee must notify Elevation Staffing Team, Inc. immediately.

We do NOT provide insurance covering substance abuse treatment. You may obtain treatment on your own. For further information you may contact your Elevation Staffing Team, Inc Representative.

PROHIBITED HARASSMENT

Elevation Staffing Team, Inc maintains a strict policy of prohibiting unlawful harassment, including sexual harassment, Because sexual harassment interferes with work performance; creates an intimidating, hostile, or offensive work environment; or influences, or tends to affect the career development of an employee or prospective employee, it will not be tolerated.

Sexual Harassment, as defined by the Federal Equal Employment Opportunity Commission (EEOC) consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individuals employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct interferes with an individual's work performance or creates and intimidating, hostile or offensive working environment.

If you feel you are victim of sexual harassment you should promptly report the facts to the instance and the names of the individuals involved to a supervisor or manager that you feel comfortable with.

ACCIDENT/INJURY POLICIES

If I sustain an injury on the job, I will inform the client and **Elevation Staffing Team, Inc.** immediately after the accident. **Elevation Staffing Team, Inc.** will coordinate with the client and myself the proper procedure for treatment and reporting of the accident. Failure to promptly report an accident or injury could jeopardize my insurance benefits and could result in disciplinary action including termination.

Elevation Staffing Team, Inc. has modified duty policy. If you suffer an on the job accident, **Elevation Staffing Team, Inc.** will provide an assignment that is within the restrictions set by the doctor. Your signature on your time ticket and payroll check attests that you have not suffered an accident or injury while on assignment

NOTICE TO NEW EMPLOYEES

You may elect to retain your common law right of action if, no later than five days after you begin employment or within five days after receiving written notice from employer that the empire has obtained coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law of action, you cannot obtain worker's compensation income or medical benefits if you are injured.

PROHIBITED HARASSMENT

The success of our **Company** largely depends upon you following all of **Elevation Staffing Team, Inc's** Safety Rules & Procedures as well as the Client's Safety Rules where you are assigned and immediately notifying your onsite supervisor and **Elevation Staffing Team, Inc's** office of any unsafe working condition or injury no matter how minor. As mentioned above, you will not be suspended, terminated or discriminated against because you in good faith report an unsafe condition or potential occupational health or safety violation.

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received and read the above notice on the date shown below, and that this same information is **POSTED** in the workplace where I will see it on a regular basis.

Signature of Employee/Date

Name of Employee (Printed)



Elevation Staffing Team, Inc.

APPLICATION INFORMATION PACKET

Welcome! Thank you for choosing to work with **Elevation Staffing Team, Inc.** You are very important to us. It is our desire to give you unparalleled employment opportunities.

Office hours are 6:00 AM to 5:00 PM MONDAY through FRIDAY, except holidays. Please phone during these hours for all routine matters (such as checking availability of work, questions about time cards or checks, etc.) **Elevations Staffing Team, Inc.** office number is **(214)637-8326**.

Our cell phone service is available for **EMERGENCIES ONLY**. When the office is not open, please call us if any of the following events occur:

- You have accepted an assignment and you're going to be absent
- You have accepted an assignment and you're going to be late
- You are on your way to an accepted assignment and need directions
- You are reporting job related injury or safety issues

Emergency cell service number (214) 607-8326

By signing below, you agree that you have read, understand, and agree to the provision contained in this application packet. You will abide by the policies established by **Elevation Staffing Team, Inc.** always and will adhere to the safety rules set forth by the company to which you are assigned. You will always wear safety equipment that is required for any assigned job. If you are issued safety equipment, uniforms, badges, or any other items, either from **Elevation Staffing Team, Inc.** or the company **Elevation Staffing Team, Inc.** assigned you to work, you understand that **if any items are lost or not returned at the end of your assignment the cost will be deducted from your paycheck.**

If you should be placed on a temporary assignment that you believe does not meet the required safety standards, you notify **Elevation Staffing Team, Inc.** of the conditions and asked to be removed until such standards could be met. Any safety violation may be reported to the **Texas Workers Compensation Commission**. You have read the posted notice that gives you the toll-free number to call. You understand that reported violations are always welcomed and will not be used to discriminate against or punishable in any way by **Elevation Staffing Team, Inc.**

Dress appropriately for each assignment (ask your **Recruiting Specialist** if you're not sure). Follow all rules of each client to whom you are assigned regarding clients' timecards, lunch periods, break times, phone calls, smoking, and other company policies.

Call your **Recruiting Specialist** immediately if you encounter a problem on an assignment. Also call if you find that you are being asked to do a very different job from the one described to you. **DO NOT LEAVE ASSIGNMENT EARLY WITHOUT CALLING ELEVATION STAFFING TEAM, INC.** If you leave an assignment early without first talking to a **Recruiting Specialist**, you will only be paid the Federal Minimum Wage (**Currently \$7.25 per hour**) for the hours you worked before leaving the clients' jobsite. Always be polite and respectful and give us the opportunity to workout problems you encounter on an assignment.

You understand if you are on an assignment with **Elevation Staffing Team, Inc.**, **Elevation Staffing Team, Inc.** is your employer and has complete control and charge of your day to day assignments. You shall not accept employment directly or in directly with a client company unless you have the written consent of **Elevation Staffing Team, Inc.**

If you fail to notify **Elevation Staffing Team, Inc.** of your availability at the end of each assignment and each day until you are offered a new assignment, or you do not accept an assignment, **Elevation Staffing Team, Inc.** will assume that you have voluntarily terminated your employment with **Elevation Staffing Team, Inc.** if you fail to report to an assignment and fail to notify **Elevation Staffing Team, Inc.** then your employment with **Elevation Staffing Team, Inc.** will be **terminated immediately**. If you fail to contact **Elevation Staffing Team, Inc.** **immediately** at the end of an assignment or fail to make yourself available by

contacting the office before 8AM each and every morning, you will be considered voluntarily terminated without cause, and unemployment benefits may be denied. _____ (please initial).

Call your **Recruiting Specialist** if any of **Elevation Staffing Team, Inc's**. Clients' offer you a permanent job, after completing 90 days or 480 regular hours. We will work out the arrangements needed to ensure your transfer and see that you do not lose any wages due to you. You are an **Elevation Staffing Team; Inc.** Employee and we are here to help you protect your rights if a client offers you a permanent job.

Call your **Recruiting Specialist IMMEDIATELY** if you are injured on the job. Any reporting on the job accident or injuries is subject to testing for illegal substance or alcoholic blood content. Positive results on any testing for illegal substance or alcohol in your blood can affect your insurance coverage. _____ (please initial).

Our pay cycle is from Monday 12 AM to Sunday 11:59 PM, (unless client has different pay schedule). You are allowed to submit only one timecard per client per week. **Do not turn in a timecard until your assignment is completed each pay cycle.** You will be paid after 3 PM on Fridays, according to **Elevation Staffing Team Inc's**. payroll payment schedule unless your **Recruiting Specialist** informs you that an assignment will be paid differently.

Your Payroll Check is available at Elevation Staffing Team, Inc. office. You are responsible for picking up your own payroll check each week. If you desire someone else to pick up your paycheck, **YOU MUST** inform **Elevation Staffing Team, Inc.** and provide authorization, it **MUST** include:

- **The Date**
- **The name of the person you are allowing to receive your payroll check**
- **Your printed name and signature**

The person you designate to receive your payroll check must show us identification to prove that they are the person you designated for your protection. If we are unsure that the person requesting your payroll check has valid authorization or identification, we will not give them your paycheck.

We deliver some paychecks to the location of some of our companies. You will be informed by your **Recruiting Specialist** when you are placed on long-term assignment if we deliver payroll checks to that company. If you decide to pick up your payroll check at our office instead of having it delivered to the jobsite of the company you are assigned, **YOU MUST Call your Recruiting Specialist BY NOON** the day before you are to receive the paycheck. Your verbal request to change delivery location of your paycheck is valid for the current week of your request. If you desire the change to be permanent, that request must be made to **Elevation Staffing Team, Inc** office and be authorized by your **SUPERVISOR**.

For security reasons, we do not mail payroll checks to employees. However, if circumstances prevent you from picking up payroll check, you may request in writing that the payroll check be mailed to you. To protect you, each written request must include social security number and date of birth. The written request must include postage fee.

If your payroll check is lost or stolen it may be replaced **ONLY** if a stop payment is placed on original check. The stop payment is **(currently \$35)** and the check will be reissued within 1 business day. This fee **WILL** be deducted from the reissued payroll check.

Elevation Staffing Team, Inc. reserves the right to add, to delete from, or modify any of the information published above. **Elevation Staffing Team, Inc.** will publish and post a copy of the revised applicant information handout at least 72 hours before enactment of each revision. Also, employees receiving payroll checks will be notified of the revisions for a period of two weeks after the revisions are effective. All revisions become a part of this document and are subject to enforcement on the day of enactment.

I hereby acknowledge that **Elevation Staffing Team, Inc** has advised me that in connection with my employment with **Elevation Staffing Team, Inc.** I hereby agree to abide by these rules and requirements. Failure to concur with all these rules could cause immediate termination. I hereby agree, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.

Signature/Date

Elevation Staffing Team, Inc Representative/Date