

**Talent Handbook**  
For Contract & Temporary Employees



# Great People!



**Hire) Dynamics**  
Great Jobs • Great People  
[www.hiredynamics.com](http://www.hiredynamics.com)

# Welcome to the Hire Dynamics Team – We’re here for you!



**We’re glad that you have joined our team!**

At Hire Dynamics, you’re more than just a resume or skill set – you’re someone with “special talent.” We want to get to know you as a person – your unique needs, interests and ambitions – and match you with the best placement.

We are committed to providing you with helpful responsive service. As valued Hire Dynamics talent, we work closely with you to quickly ensure that you get great jobs that are a good fit for you.

In return, we want you to represent Hire Dynamics positively on every job assignment. This handbook provides you with our guidelines and expectations to become a successful Hire Dynamics employee. Our number one source of new employees is referrals from our talent, so please refer your friends to Hire Dynamics.

We’re an award-winning staffing firm for one simple reason – we make it a point to understand you and your goals and match them with the needs and goals of our clients. We look forward to working together – please let us know if there is anything we can do to help you!

Sincerely,  
The Hire Dynamics Team

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# Hire Dynamics at a Glance

**Congratulations, you've joined a winning team!** Hire Dynamics is an industry-leading, award-winning staffing and professional recruitment organization. Since 2001, we've built our company around the concept of loyalty – to our clients, our internal staff and the talent we place.

By doing things the right way, we've become a leader in providing great jobs to great people. We continually recruit talented hardworking professionals in the following areas:

- Contact/Call Center
- Office Positions
- Manufacturing
- Logistics/E-commerce

At Hire Dynamics, we're a different kind of company and it shows in everything we do.



**2018 Best of Staffing** voted on by our talent and clients for our impeccable service (Inavero Research)

**Best Places to Work** voted on by our employees



## EQUAL OPPORTUNITY EMPLOYER

Hire Dynamics is an equal opportunity employer and shall consider qualified applicants for all positions without regard to race, color, sex, religion, national origin, age, disability, veteran status, or any other status protected by federal, state or local law.

*Your provision of information pursuant to Hire Dynamics' application, screening and pre-employment process does not guarantee that you will be hired or placed in an employment position by Hire Dynamics or that Hire Dynamics has determined whether you are qualified for any position with Hire Dynamics.*

# Hire Dynamics Leadership Standards

Hire Dynamics is committed to being a leader in staffing and recruiting. Every day, we ask our employees and talent to focus on delivering the following leadership standards:

## **Mission**

To be the staffing company most admired for our people, partnership and performance.

## **Vision**

The #1 staffing company that you would refer to a friend.

## **Core Values**

Serve first with a constant sense of urgency.

Build unrivaled loyalty with employees, clients and talent.

Be known for our ease of doing business by keeping things simple. Have a positive impact on all who come in contact with Hire Dynamics.

Continuously attract to and engage influential people with Hire Dynamics.

Exceed our clients' business objectives through client intimacy, innovation and content leadership.

## We Welcome Your Referrals!

Refer your family and friends for job opportunities at Hire Dynamics. You will receive \$50 for each referral placed on assignment; \$100 for Skilled. Referrals must work the required number of hours before you receive compensation.

Most of our placements come from your referrals!

# Hire Dynamics Talent Healthcare Benefits

All Talent are offered benefits from day one of employment. Through Essential StaffCare, Hire Dynamics provides affordable limited employee benefit programs that allow you to choose between two plans for basic healthcare services. In addition, employees that meet full time requirements are offered our Loyalty Choice Plus Plan.

Essential StaffCare Customer Service can be directly contacted at 1-866-798-0803. For questions regarding our benefits, please call 678-352-4860 or email [talentbenefits@hiredynamics.com](mailto:talentbenefits@hiredynamics.com).

## Minimum Essential Coverage

The Minimum Essential Coverage (MEC) wellness/preventative plan covers 100% of the mandated preventative and wellness services when you visit a network provider. As required by the Affordable Care Act, these services range from screening for specific medical conditions, counseling, and children vaccinations. This plan **will prevent** you from paying the ACA “Individual Mandate”

## Fixed Indemnity Plan

The Fixed Indemnity Plan covers a variety of common services without a deductible, such as inpatient, outpatient, wellness and pharmacy benefits. Indemnity benefits pay a specific amount (allowance) per service rather than a co-pay. This plan **does not** prevent you from paying the ACA “Individual Mandate”.

## Loyalty Plan- Health Saving Choice Plus Plan

The loyalty Plan is a major medical plan with deductible. You have the opportunity to contribute to a Health Saving Account.

## Important News!

You only have 30 days from your hire date to enroll in one of our benefit plans. You can enroll by visiting <https://www.acaauditlog.com>

**To review the complete package of Hire Dynamics’ Talent Healthcare Benefits, including weekly rates, please visit your Talent website at [www.HireDynamics.com/Talent](http://www.HireDynamics.com/Talent).**

This is a Benefit Plan summary and is not intended to be a complete or legal description of the program of benefits. Complete information is available immediately upon request before you enroll through Hire Dynamics and will also be provided to you in the certificate of insurance, member benefit booklets and/or the various programs in which you may voluntarily choose to participate. This program is not intended to replace, nor do we recommend that it replace any comprehensive program of insurance in which you currently participate, or are considering participation in.

# Hire Dynamics 401(k) Enrollment

Through Principal Financial Group, Hire Dynamics provides the opportunity for 401k enrollment. To be eligible, you must complete at least 1 year and 1,000 hours of work. Once you become eligible, a member of the benefits administration team will contact you regarding your enrollment.

# How to Achieve **On-The-Job** Success

To truly succeed, you must be able to demonstrate motivation, good judgment, and integrity – and many other qualities – each and every day on the job. Here are a number of things you can start doing today to truly succeed in your workplace.

**Demonstrate loyalty.** Companies put a high premium on company loyalty. You can demonstrate your loyalty in a number of ways:

- Be punctual.
- Put in a full day's work.
- Be willing to work extra hours.
- Be respectful and courteous to all the people you work with, from the janitor to the CEO.

In fact, some companies have even promoted people simply because they possessed these qualities, not because they had superior skills or abilities!

**Anticipate your boss' needs.** Remember, part of your job responsibility is to make your supervisor's life easier – by not only doing your job, but by getting along with “the boss” and others as well. Whatever you can do to make your boss' life easier and to make your boss look better will generally enhance your own career progress.

**Learn about your customers.** If you work directly with external customers, learn as much as you can about their companies and their products and services. And remember, everything you do affects the service and solutions your company provides – whether or not you interact directly with customers.

**Take charge.** One of the best, if not the easiest, ways of gaining recognition from key superiors is to take on those jobs that no one else wants to do – provided you're doing them for the right person and it's the right kind of job.

**Manage your time.** Begin each workday with your tasks ranked according to priority. Not all tasks will be equally appealing, but try to resist the temptation of postponing the unpleasant ones. Tackle the most important items first. If it looks as though there is too much work for you to handle, don't be afraid to talk to your supervisor.

**Ask for help.** Successful people, as a rule, are not embarrassed to speak up and ask for help if they are truly overloaded. They know that asking for help is not a sign of weakness.

**Manage your stress.** Nearly everything employees do has some sort of deadline associated with it. Take a quick break from the scene of the stress – go out for lunch or at least a walk. Narrow the focus of your tasks. Clear your work area of everything except the project you're working on. If you need help, do not be embarrassed to ask for it.

## GENERAL RULES OF CONDUCT

Hire Dynamics, LLC and its related companies (the “Company”) have established these General Rules of Conduct applicable to all employees. Other more specific rules may be enacted by the Company from time to time concerning more specific issues and areas of operation. **These rules are not inclusive of all behavior expected and/or prohibited by the Company, but rather, serve to illustrate the basic rules of acceptable conduct in the workplace; there may be conduct not listed below for which employees may be disciplined, up to and including immediate discharge.**

Hire Dynamics requires that each employee faithfully abide by these rules and regulations and exercise common sense with regard to their conduct in the workplace.

Violation of any of these regulations may result in disciplinary action ranging from warning to immediate discharge. If you have any questions or concerns about these rules, or what we expect of you as one of our employees, please discuss them with your supervisor.

Hire Dynamics’ identification of these rules does not alter the at-will nature of your employment. Your employment with Hire Dynamics, and/or your assignment with any client of Hire Dynamics, may be ended by you, the client, or Hire Dynamics at any time, for any reason not expressly prohibited by law, with or without notice.

The following are rules of conduct of general application and are supplemented by local and departmental regulations, which must also be observed. These rules may be modified at any time.

1. **Smoking:** All governmental, building and Company smoking regulations shall be observed.
2. **Insubordination:** Neglect of duty, insubordination and lack of cooperation will not be tolerated.
3. **Performance:** Every employee is expected to learn his or her job and to perform that job efficiently and at a satisfactory level. Productivity is likewise important; excessive break time and attending to personal matters on work time will not be tolerated. Any employee who fails to maintain a satisfactory level of efficiency, productivity and performance is subject to immediate discharge.
4. **Attendance:** Unauthorized or excessive absences (including failure to report for work, late arrival, early departure or unauthorized absence from duty) from work will not be tolerated.
5. **Solicitation:** No employee shall be on or about Company property soliciting funds or services, selling tickets, distributing petitions or literature for any purpose (except as otherwise provided by law) at any time without the prior written consent of his or her supervisor.
6. **Weapons:** No employee shall be in possession of firearms (licensed or unlicensed) or other weapons while on Company or client premises. This rule applies to all knives not required for the performance of job duties. To the extent this no-weapons rule conflicts with any applicable local, state or federal law, the law rather than this rule shall apply.
7. **Unlawful Activity:** No employee may engage in any unlawful activity either on or off the job as this can adversely affect Hire Dynamics’ reputation. Any employee who is convicted of unlawful conduct must report the conviction within three (3) business days of the conviction or be subject to immediate discharge.
8. **Honesty and Integrity:** No employee shall falsify information or knowingly make misrepresentations to the Company or its clients, including failing to provide requested criminal background information. **Dishonesty is grounds for discipline up to and including immediate discharge.**
9. **Damage of Property:** Damaging, stealing, abusing or wasting Company property or the property of a client, whether negligent, reckless, or intentional, is prohibited and may result in immediate discharge.



10. **Courtesy:** Courtesy is the responsibility of every employee. We expect everyone to be courteous, polite and friendly both to our clients and to fellow employees. No one should be disrespectful to a client or fellow employee, use profanity or engage in any activity which could injure the image or reputation of Hire Dynamics.
11. **Professional Conduct:** Every employee is expected to act in a professional and responsible, manner at all times. Such behavior fosters a positive and productive working environment. Conversely, inappropriate or unprofessional behavior, including the use of foul language, is disruptive, unproductive, and may damage both your and the Company's reputation. Moreover, inappropriate or unprofessional conduct is cause for discipline, up to and including immediate discharge. All duties shall be performed in a professional and workmanlike manner both with regard to the specific conduct of work assignments and as such activities affect one's relationship with others. In the latter instance, as described more fully in our Policy against Harassment and Anti-Discrimination Policy, harassment or discrimination for reasons related to sex, color, race, religion, national origin, age or handicap, or any other characteristic prohibited by law, is strictly prohibited.
12. **Violence:** Fighting (verbal or physical), threatening violence, or otherwise starting or becoming involved in a disturbance on Company or client premises or while performing job duties, including, but not limited to, assaulting, striking, threatening or intimidating another employee or a non-employee is grounds for discipline up to and including immediate discharge.
13. **Company Policy and Common Sense:** Every employee must follow the other policies in this handbook and practice common sense each and every day.
14. **Dress Code:** Employees are expected to be suitably attired and groomed during working hours or when representing the company. Employees should appear neat and professional at all times. Perfume, cologne, and aftershave lotion should be used in moderation, as some individuals may be sensitive to strong fragrances.

Any clothing, jewelry, or tattoo that conveys a negative statement toward a race, gender, sexual orientation, age, religion, military status, disability, or is otherwise considered harassing or offensive is forbidden.

Any grooming, styling, or accessories, including but not limited to hair, nails, piercings, body art, etc. that is unprofessional or distracting (at the discretion of management) is prohibited. Ill-fitting, sloppy, or revealing clothing is also prohibited. Employees are required to wear appropriate undergarments and take measures to ensure that private parts are moderately covered and not clearly visible (i.e. no transparent or overly-tight clothing.)

An employee should take into consideration any job specific safety concerns when determining what attire is appropriate.

Where possible, reasonable accommodation may be made to a person with a disability or to accommodate a person's religious beliefs. Please let your direct manager know if you believe you need a reasonable accommodation regarding dress code.

## **Informed Consent for Electronic Communication**

Hire Dynamics strives to provide consistent and timely communication relevant to you as an employee. In order to do so, we request the right to send you electronic communication in the form of email or text messages. This is our primary way of providing you with changes, updates and important news information.

To provide you this service, you must consent to receive electronic mail (email) from Hire Dynamics. You acknowledge that communications will not be mailed or otherwise provided on paper. You acknowledge that the email address and phone number you provide is accurate.

If you change your email address, you consent to notify your branch immediately and provide them with an updated email address. If we receive an electronic notice that an email is undeliverable due to an incorrect or inoperative email address, we will mail to your home address.

## **AMERICANS WITH DISABILITIES ACT POLICY**

It is the policy of Hire Dynamics to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC.) Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability requests an accommodation, and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant.

Hire Dynamics will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation, and unless the requested accommodation creates an undue hardship to Hire Dynamics or its clients. If you believe that you need a reasonable accommodation, please notify, in writing, your Branch Manager.

## **ANTI-DISCRIMINATION POLICY**

Hire Dynamics is an equal opportunity employer. We prohibit unlawful discrimination based upon race, color, sex, national origin, religion, age, disability, citizenship, veteran status and any other characteristic prohibited by applicable law. This policy of no discrimination applies to all aspects of your employment, including the application process, recruitment, advertisements for employment, compensation, discipline, termination, upgrading, promotions, and other terms and conditions of employment.

Genuine concerns or complaints expressed to Hire Dynamics in good faith will not result in retaliation or reprisal. However, it is not proper for an employee to complain in bad faith or for improper purposes. Fraudulent complaints or concerns made in bad faith or for improper purposes will result in disciplinary action, up to and including termination.

## **VIOLATION OF THIS POLICY WILL SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE DISCHARGE.**

**We cannot help resolve a discrimination problem unless we know about it. Therefore, it is your responsibility and duty to bring those kinds of problems to our attention so that we can take whatever steps are necessary to correct the problem. If you feel you are being unlawfully discriminated against, or witness unlawful discrimination, you must report it to one of the following individuals:**

Contact	Title	Telephone Number	E-mail
Sarah Sunderman	Director of HR, Compliance & Talent Relations	(678) 708-4117	ssunderman@hiredynamics.com
Athena Baskin	Employee Services Manager	(678) 708-4109	abaskin@hiredynamics.com

## **POLICY AGAINST HARASSMENT**

Hire Dynamics does not tolerate the unlawful harassment of any of our employees, applicants, clients, customers or vendors. Any form of unlawful harassment which violates federal, state or local law, including, but not limited to harassment related to an individual's race, religion, color, sex, national origin, citizenship status, age, disability or any other characteristic prohibited by applicable law is a violation of this policy and will be treated as a disciplinary matter. For these purposes the term "harassment," includes inappropriate touching, slurs and any other offensive remarks or jokes, and other verbal, graphic, or physical conduct.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.”

The Fair Employment and Housing Commission defines sexual harassment as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature.

In addition to the above listed conduct, "sexual harassment" can also include the following examples of unacceptable behavior:

- unwanted sexual advances
- offering an employment benefit (such as a raise or promotion or assistance with one’s career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee’s failure to engage in sexual activity;
- visual conduct, such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters;
- inappropriate sexual jokes or comments;
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- physical conduct of a sexual nature, such as touching, assault, impeding or blocking movements.

If you have any questions about what constitutes harassing behavior, ask your supervisor or another management official.

### **VIOLATION OF THIS POLICY WILL SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE DISCHARGE.**

Our supervisors and managers are covered by this policy and are prohibited from engaging in any form of harassing conduct. Further, no supervisor or other member of management has the authority to suggest to any employee or applicant that the individual’s employment, continued employment or future advancement will be affected in any way by the individual’s entering into (or refusing to enter into) any form of personal relationship with the supervisor or member of management.

Harassment of our employees in connection with their work by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee must immediately report such harassment to his or her supervisor or an individual on the Contact List below.

If you, as an employee, are found guilty of sexual harassment, you may be held personally liable for monetary

damages. We, as your employer, will not pay for damages assessed against you personally.

If you feel that you are being unlawfully harassed by another employee or by anyone else, you should immediately notify your supervisor. If the matter involves your supervisor or you do not feel that the matter can be discussed with your supervisor, you should contact an individual on the Contact List below and arrange for a meeting to discuss your complaint. You may be assured that your complaint will be kept as confidential as possible and that you will not be penalized in any way for truthfully reporting a harassment problem.

Genuine concerns or complaints expressed to Hire Dynamics in good faith will not result in retaliation or reprisal. However, it is not proper for an employee to complain in bad faith or for improper purposes. Fraudulent complaints or concerns made in bad faith or for improper purposes will result in disciplinary action, up to and including termination.

**We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility and duty to bring those kinds of problems to our attention so that we can take whatever steps are necessary to correct the problem.**

<b>Contact</b>	<b>Title</b>	<b>Telephone Number</b>	<b>E-mail</b>
Sarah Sunderman	Director of HR, Compliance & Talent Relations	(678) 708-4117	ssunderman@hiredynamics.com
Athena Baskin	Employee Services Manager	(678) 708-4109	abaskin@hiredynamics.com

## **ANTI-RETALIATION POLICY**

Hire Dynamics is committed to providing a work environment in which employees may complain about unlawful discrimination and harassment, without fear of retaliation. Hire Dynamics strictly prohibits discrimination or retaliation against any employee because he or she has opposed any unlawful employment practices or because he or she has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing regarding such alleged practices.

Any employee who wants to report an incident of retaliation should promptly report the matter to one of the persons listed on the Contact List below. Employees can raise truthful concerns about unlawful conduct without fear of reprisal or retribution.

All reports of retaliation will be maintained in confidence to the extent practicable. Hire Dynamics will promptly conduct a thorough and unbiased investigation of all reports.

Genuine concerns or complaints expressed to Hire Dynamics in good faith will not result in retaliation or reprisal. However, it is not proper for an employee to complain in bad faith or for improper purposes. Fraudulent complaints or concerns made in bad faith or for improper purposes will result in disciplinary action, up to and including termination.

Any employee, supervisor or manager who becomes aware of possible retaliation shall promptly advise any of the persons listed below. Anyone engaging in retaliation will be subject to disciplinary action, up to and including immediate termination of employment.

<b>Contact</b>	<b>Title</b>	<b>Telephone Number</b>	<b>E-mail</b>
Sarah Sunderman	Director of HR, Compliance, & Talent Relations	(678) 708-4117	ssunderman@hiredynamics.com
Athena Baskin	Employee Services Manager	(678) 708-4109	abaskin@hiredynamics.com

## **POLICY AGAINST WORKPLACE VIOLENCE**

Hire Dynamics has a zero tolerance for violent acts or threats of violence against our employees, applicants, clients, customers or vendors.

No employee may commit or threaten to commit any violent act against a co-worker, applicant, client, customer or vendor.

Any employee who is subjected to or threatened with violence by a co-worker, client, customer or vendor, or is aware of another individual who has been subjected to or threatened with violence, is to report this information to his/her supervisor or manager immediately. If the matter involves your supervisor or you do not feel that the matter can be discussed with your supervisor, you should contact an individual on the Contact List given in the Policy against Harassment, Anti-Discrimination and Anti-Retaliation Policies. Please do not assume that any threat is not serious. You must bring all threats to our attention so that we can deal with them appropriately.

All threats and concerns will be thoroughly investigated, and all complaints which are reported to management will be treated with as much confidentiality as possible.

## **DRUG AND ALCOHOL POLICY**

### **1) Purpose**

Drug and Alcohol abuse ranks as one of the major problems in the United States. Our employees are our most valuable resource, and their safety and health is of paramount concern. We are committed to providing a safe working environment to protect our employees and others to provide the highest level of service and to minimize the risk of accidents and injuries.

### **2) General Policy**

Each Hire Dynamics employee has a responsibility to co-workers, our clients, and the public to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of narcotics, abused prescription drugs or alcohol can impair your reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic results. For these reasons, we have a policy that all employees must report to work and remain at work completely free from the presence and effects of drugs and alcohol.

### **3) Drug Use/Distribution/Possession/Impairment**

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing, being under the influence of, or using federally prohibited drugs or other unauthorized or mind-altering or intoxicating substances while on Hire Dynamics property or while otherwise performing their work duties away from Hire Dynamics. Included within this prohibition are lawful controlled substances which have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription. Employees who are taking prescription or non-prescription drugs which could affect their ability to perform their job in a safe and efficient manner must notify their immediate supervisor of this fact when they report to work.

Employees are also prohibited from having any federally prohibited or unauthorized controlled substances in their system while at work, and from having excessive amounts of any otherwise lawful controlled substance in their systems.

#### **4) Alcohol Use/Distribution/Possession/Impairment**

All employees are prohibited from distributing, dispensing, possessing or using alcohol while at work or on duty. Furthermore, all employees are prohibited from having alcohol in their system while at work or on duty.

#### **5) Notification of Impairment**

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition which impairs the employee's ability to perform his or her job duties, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, to promptly report that fact to his or her immediate supervisor.

#### **6) Who is Tested**

Hire Dynamics reserves the right to conduct drug tests in the below circumstances. Refusal of a drug screen may result in termination.

- a) Pre-Employment
- b) Reasonable Suspicion - When an employee is suspected of working or reporting to work with illegal drugs or other mind-altering substances in his or her system; or
- c) Post-Accident or Injury - When an employee is involved in an accident involving personal or property damage or suffers an on-the-job injury.
- d) Periodic or Random Basis

### **FAMILY AND MEDICAL LEAVE OF ABSENCE POLICY**

Hire Dynamics will comply with the Family and Medical Leave Act implementing Regulations as revised effective February 2013. The company posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act posted in each Branch applicant center.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

For questions, concerns, or a copy of Hire Dynamics' entire FMLA Policy, please contact your Hire Dynamics representative.

#### **Basic Leave Entitlement**

Hire Dynamics will provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

#### **Eligibility Requirements**

Employees are eligible if they have worked for Hire Dynamics for at least 12 months, **and** have 1,250 hours of service in the previous 12 months.

#### **Employee Responsibilities**

Employees must provide 30 days notice of the need to take FMLA leave when the need is foreseeable. When

30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with Hire Dynamics' normal call-in procedures.

Employees must provide sufficient information for Hire Dynamics to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform Hire Dynamics if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employees are required to provide truthful and accurate information regarding the need for FMLA leave. If Hire Dynamics has reason to believe in good faith that an employee has provided false, fraudulent, or misleading (or that false, fraudulent, or misleading information has been provided on the employee's behalf) information regarding the employee's need for FMLA leave, the employee will be subject to discipline up to and including termination.

### **Hire Dynamics' Responsibilities**

Hire Dynamics will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, Hire Dynamics will provide a reason for the ineligibility.

Hire Dynamics will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If Hire Dynamics determines that the leave is not FMLA-protected, the employee will be notified.

## **SAFETY POLICY STATEMENT**

I understand that Hire Dynamics, LLC is committed to safety and that as an employee I will abide by these safety rules.

I understand that I am covered for work-related injuries or illnesses by Workers' Compensation. I will report any injury to Hire Dynamics and my immediate supervisor as soon as an incident occurs; I will obtain a medical treatment authorization slip or verbal authorization from Hire Dynamics before reporting to the doctor or clinic for medical attention. I agree to obtain first aid for every injury, no matter how slight.

I understand that if I am injured at work and wish to seek medical treatment that I must choose a physician on my employer's Panel of Physicians. Seeking treatment at a non-panel physician may make me responsible for the cost of the medical visit.

I understand that *where applicable by state law*, the Panel of Physicians is located in the applicant room of the Hire Dynamics Branch Office where I applied, and its purpose has been explained to me.

I understand that there is a return-to-work program, which will attempt to provide modified duty work as soon as medically possible. Under the program, I will return to work, observing the limitations as specified by the doctor, and usually receive full pay. I understand that if I refuse a modified duty assignment, I may be denied temporary disability payments.

I understand that I am entitled to Workers' Compensation if I am legitimately injured on the job. I also understand that anyone who knowingly makes a false statement to obtain or support a claim for Workers' Compensation benefits is guilty of criminal fraud.

I understand that Hire Dynamics, LLC is not responsible for injuries sustained during lunches or breaks as a result of horseplay, etc. Hire Dynamics, LLC is also not responsible for injuries sustained if post-incident drug screen results are positive in violation of company policy.

## GENERAL SAFETY RULES

Hire Dynamics, LLC has developed these additional safety rules patterned after the Federal OSHA requirements. Read and become familiar with these rules, and other safety rules that apply to your job.

- Report any observed unsafe conditions to your employer and supervisor
- Horseplay is prohibited at all times
- The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work, and may face termination.
- If you do not have current first aid training, do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
- Appropriate clothing and footwear must be worn on the job at all times.
- You should not perform any tasks unless you are trained to do so and are aware of the hazards associated with the task.
- You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, maintained in good condition, and worn when required.
- Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.
- Never remove or by-pass safety devices.
- Do not approach operating machinery from the blind side; let the operator see you.
- Learn where fire extinguishers and first aid kits are located.
- Maintain a general condition of good housekeeping in all work areas at all times.
- As with all aspects of your employment with Hire Dynamics LLC and any assignment on which you are placed, you should exercise common sense with regard to your and others' safety.
- It is not common practice for Hire Dynamics' employees to operate motor vehicles. Only employees with prior written approval will be able to operate vehicles.
- Be alert to hazards that could affect you and your co-employees.
- Obey Safety signs and identification tags.
- Always perform your assigned task in a safe and proper manner; do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is the leading cause of employee injury.
- Genuine concerns or reports regarding safety, accidents, or injuries expressed to Hire Dynamics in good faith will not result in retaliation or reprisal. However, it is not proper for an employee to complain in bad faith or for improper purposes. Fraudulent complaints or concerns made in bad faith or for improper purposes will result in disciplinary action, up to and including termination.

## CONTACT LIST

Contact	Title	Telephone Number	E-mail
Sarah Sunderman	Director of HR, Compliance, & Talent Relations	(678) 708-4117	ssunderman@hiredynamics.com
Athena Baskin	Employee Services Manager	(678) 708-4109	abaskin@hiredynamics.com



# COPY OF HIRE DYNAMICS TALENT WORK AGREEMENT

If I successfully complete Hire Dynamics' assessment program and am accepted for employment, Hire Dynamics will try to make sure that my employment is a pleasant and profitable experience because I take pride in my work and performance, I may be chosen to represent Hire Dynamics on various assignments. In return, I agree to conduct myself in accordance with Company policy and good common sense, including abiding by the following:

## Equal Employment Opportunity and Policy Against Discrimination, Harassment and Retaliation

- I understand that Hire Dynamics is committed to the principle of equal employment opportunity. It is the policy of Hire Dynamics to recruit, hire, train, promote, and compensate individuals, and to administer any and all personnel actions, in accordance with applicable laws, without regard to race, color, religion, age, sex, national origin, status as a current or former member of the uniformed services, status as a qualified individual with a disability, and any other category protected by law.
- I understand that Hire Dynamics will not tolerate any unlawful discrimination, and any such conduct is prohibited.
- I understand that Hire Dynamics will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship or cause a direct threat to workplace safety.
- I understand that Hire Dynamics also prohibits any unlawful harassment based on the legally protected categories.
- I understand that unlawful harassment is verbal or physical conduct that degrades or shows hostility or aversion towards an individual because of these protected attributes, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment as defined by law or (2) has the purpose or effect of unreasonably and unlawfully interfering with an individual's work performance or (3) otherwise unlawfully adversely affects an individual's employment opportunities.
- I understand that unlawful retaliation for complaints of unlawful discrimination, harassment or retaliation is strictly prohibited.
- I understand that all employees, regardless of position or title, will be subject to discipline, up to and including immediate termination, should Hire Dynamics determine that an employee has engaged in unlawful discrimination, harassment or retaliation.

## Interviews/Orientation

- I may be asked on a voluntary basis to interview on an unpaid basis with one or more clients for prospective assignments.
- Job assignments vary in timing and length of assignment which may lead to gaps in assignments.
- I will only earn wages when I perform actual work on assignments.

## Payroll Procedures

- I understand that I am not guaranteed a set amount of hours each week. Hours may vary by work site, and by the needs of the operation.
- For hours worked each week, my time must be approved by my immediate supervisor and forwarded to the Hire Dynamics Branch Office where I applied by **Monday, 12:00pm (noon)** of the following week.
- I am responsible for accurately recording all time worked and must review my timecards for accuracy.
- Pay (for the previous weeks' time) will be made available every **Friday**.

## Background Check

- I voluntarily agree that Hire Dynamics may deduct \$35 annually to obtain my background check, as permitted by applicable laws.
- I understand that I must sign a separate consent to conduct a background check in order to be employed.
- I understand that I am required to self-disclose any post-employment criminal convictions within three (3) business days of the conviction to Hire Dynamics.

## Vacation Pay

- I am entitled to 40 hours of vacation pay for every 1,900 regular hours worked during a one-year period from the date of my first paycheck. The 1,900-hour requirement does not carry over, but resets to zero hours at each anniversary date.
- Vacation pay will be forfeited upon termination unless otherwise prohibited by applicable law. Refer to the Talent Handbook for specific details.

## Call In Available Policy and Procedure

- If my assignment ends, I must call in available to Hire Dynamics for a new assignment, **once every week**.
- If I fail to call in available to Hire Dynamics every week, and/or refuse an assignment, I will be considered to have voluntarily resigned and unemployment benefits may be denied.
- I may call in available by:

**Via phone:** Automated line at **678-573-HIRE (4473)**. I will be asked to enter in my social security number or my ID number if the system does not recognize my phone number.

**Via internet:** I can also log into WebCenter account by visiting **www.hiredynamics.com** and clicking on

“WebCenter”. I will use the same username and password I used when I created my application.

### **Injury/Incident**

- If I am injured on the job, I will notify my supervisor at the work site **immediately**.
- I also will **immediately** notify the Hire Dynamics Branch Office where I applied.
- At the direction of a Hire Dynamics representative, I must go to the Hire Dynamics Branch Office where I applied to complete the Incident/Injury Report.
- I will be given the opportunity to visit a physician approved by Hire Dynamics' workers' compensation insurance carrier (which are posted in the Branch Office). A Hire Dynamics representative will contact such clinic to notify the physician of my arrival.
- *Where applicable by state law*, I understand that the Panel of Physicians is posted in the Branch where I applied and I understand its purpose. I also understand that I will be given the opportunity to choose a physician from this Panel if I require medical attention.
- A post-injury drug screen will be performed even if no medical attention is required. Failing to pass the drug screen will result in termination from Hire Dynamics and may result in denial of my workers' compensation claim.
- Documentation of my clinic visit must be forwarded to the designated person at my Branch Office upon request.
- If I am assigned to modified duty and there is none available at the client worksite, I must report to the Branch Office where I applied for modified duty work in order to receive pay.

### **Tardiness/Absenteeism**

- Absences or tardies that are deemed unacceptable may result in the end of my assignment.
- Punctuality at my worksite is expected. If I believe that will be late or absent, I must contact the Hire Dynamics Branch Office where I applied **and** my work site supervisor prior to scheduled start time. Failure to do so may result in loss of work, removal from the assignment, and/or affect unemployment benefits.
- If I do not show up for work without notifying Hire Dynamics Branch Office or if I walk off the job prior to the end of the shift, any payment due for hours worked will consist solely of the applicable federal or state minimum wage for each hour to the extent permitted by applicable law.
- I also understand that not reporting to an assignment and not notifying Hire Dynamics will likely result in removal from the assignment and termination of my employment with Hire Dynamics.

# Welcome to the team!



[www.hiredynamics.com](http://www.hiredynamics.com)