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# **EMPLOYEE HANDBOOK**

Welcome to Mid Oregon Personnel Services, Inc. (PSI), a strong and growing Company.

Since beginning operation in 1984, PSI has become the major supplier of temporary help in Central Oregon. We specialize in recruiting hard-working, honest members of the area's workforce. Our clients depend on us to provide the extra help they do not have readily available. They expect us to perform at the peak of our ability. Therefore, the highest standards of employee conduct must be followed at all times.

Each of you will be under the direct supervision of a PSI client company and will be subject to their rules, procedures and training. We want you to have a clear understanding of what these rules should be and **what training you must receive to do your assigned job safely**. Additionally, we want you to have a clear idea of the tasks you are not expected to participate in during your work assignment with us. Most importantly, we want you to know that safety is the number-one concern in your day-to-day job. **It is a condition of employment to follow prescribed safety and health procedures.** Employees who fail to follow prescribed safety and health procedures will be subject to immediate disciplinary action up to and including discharge. Familiarize yourself with all safety and health rules and regulations, follow them and encourage your fellow employees to do likewise.

The purpose of this Employee Handbook is to set forth employee relations policies for PSI as they exist at this time. This handbook reflects our effort toward putting all current operating policies together for easy reference and consistency in day-to-day business operations. Nothing in this booklet or in any other communication, either written or oral, made at the time of hire or during the course of employment by any representative of PSI shall create or is intended in any way to create a contract of employment expressed or implied.

All policies stated in this handbook supersede all previous policies and other written materials that have been distributed in the nature of summary or handbook. PSI reserves the right to change or eliminate benefits or policies as management in its sole discretion decides. Resolution of any questions or interpretations or applications of the policies will be the sole prerogative of PSI and its management.

This booklet is designed to help you become familiar with some of the policies, standards and guidelines regarding your work with PSI. Please read this document thoroughly and carefully. We will be happy to answer your questions and clarify any points.

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## **EMPLOYMENT AT WILL**

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**THIS MANUAL AND THE INFORMATION CONTAINED IN IT IS NOT A GUARANTEE OF EMPLOYMENT, CONTINUED EMPLOYMENT OR BENEFIT PLAN CONTINUATION. NOTHING IN THIS MANUAL OR IN ANY OTHER COMMUNICATION, EITHER WRITTEN OR ORAL, MADE AT OR BEFORE THE TIME OF HIRE OR DURING THE COURSE OF EMPLOYMENT BY ANY REPRESENTATIVE OF MID OREGON PERSONNEL SERVICES, INC. (PSI) SHALL CREATE OR IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT EXPRESSED OR IMPLIED. ACCORDINGLY, EITHER YOU OR PSI CAN TERMINATE THE RELATIONSHIP AT WILL, WITH OR WITHOUT CAUSE, AT ANY TIME. ONLY THE PRESIDENT OF PSI HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT WITH ANYONE FOR ANY REASON OTHER THAN ONE FOR AT-WILL EMPLOYMENT. ANY SUCH AGREEMENT MUST BE IN WRITING AND SIGNED BY THE PRESIDENT.**

## **EQUAL EMPLOYMENT OPPORTUNITY**

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Mid Oregon Personnel Services, Inc. (PSI) is an Equal Opportunity Employer. We comply with the provisions of Title VII of the Civil Rights Act of 1964 and Executive Order 11246, as amended.

It is the policy of PSI to prohibit any employment practice which in any way discriminates or tends to discriminate against any employee or applicant with respect to compensation, terms, conditions or privileges of employment, because of an individual's race, color, age, religion, national origin, marital status, sexual orientation or gender identity, eligibility for military status, gender, disability, or other status protected by federal, state or local law, unless based on a bona fide occupational qualification.

We earnestly seek the cooperation of all employees in helping us to maintain equal employment opportunity for all concerned. If you have an equal opportunity problem, question or suggestion, talk with your supervisor or get in touch with the PSI Branch Manager. If you do not receive the attention you believe you deserve, contact Greg Lambert, President of Mid Oregon Personnel, 541-447-1299.

## **REASONABLE ACCOMMODATION**

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The Company recognizes that employees with physical or mental conditions which significantly limit their major life activities may need reasonable accommodations to enable them to perform their essential job functions. Any employee, who believes she/he needs reasonable accommodation, needs to notify his/her supervisor and Human Resources. Although the need for accommodations are determined on a case-by-case basis, generally The Company and the employee engage in an interactive process, and if needed, with the employee's healthcare provider(s) to confirm the existence of the condition, its limiting factors in the workplace and possible reasonable accommodations. The employee has an obligation to cooperate with The Company in this process, which

may include authorizing The Company to communicate with the employee's healthcare providers concerning the employee's condition, it's limiting factors, and possible reasonable accommodations.

We earnestly seek the cooperation of all employees in helping us to maintain equal employment opportunity for all concerned. If you have an equal opportunity problem, question, or suggestion, talk with your supervisor or get in touch with the General Manager, who is the equal employment opportunity representative for the Company.

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## **UNEMPLOYMENT AND WORKERS COMPENSATION**

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You are covered by PSI for all legally required employment benefits. You are **not** covered by any benefits, required or otherwise, offered by our client companies to their regular employees.

In the event you make a claim for either Workers' Compensation or Unemployment Compensation, you must list PSI as your employer, **NOT** a client company to whom you were assigned.

Should you be injured at your job site, unless it is a medical emergency, you must contact our office prior to seeking medical attention.

### **RETURN TO WORK PROCEDURE**

#### **A. Treatment of Injury or Illness:**

All injured workers who need immediate medical treatment during their work shift will be transported to a medical facility, if necessary, by appropriate transportation.

A drug/alcohol test will be administered based on The Company Drug Policy.

#### **B. Injured Worker Release and Reporting:**

Workers treated within their work shift and released to return to work should report immediately to PSI and their client supervisor/designee with the release from the attending physician. However, until drug screen results are finalized, the injured worker cannot return to work.

In all cases, where the attending physician releases the worker to return to work, workers are required to contact PSI and the client supervisor/designee immediately after receiving medical release from the attending physician. If after hours, you must contact PSI and the client supervisor/designee first thing the next day.

Failure to report to PSI and contact the worker's supervisor/designee within 24 hours following injury and medical treatment may result in disciplinary action up to and including discharge.

**C. Injured Workers Unable to Report to Work and Reporting:**

If a worker cannot report to the next shift, the injured worker must contact PSI and the appropriate client contact or their supervisor and agree upon a "regular" time each day when the worker will maintain regular contact with PSI and the client company.

The injured worker must notify PSI immediately following any change in his/her medical condition.

All workers must provide current (and changes of) address and phone number (even if unlisted) to PSI.

Failure to provide changes in medical condition or address/phone number could lead to disciplinary action up to and including termination.

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## **ANTI-HARASSMENT POLICY**

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PSI is committed to providing a workplace that is free of unlawful discrimination, harassment and offensive behavior. In addition to the below policy and information, there is a Workplace Fairness Act policy in the appendix of this handbook. Please make sure to read and understand the appendix in addition to this Anti-Harassment Policy.

All employees are expected to treat customers, co-workers, subordinates and managers with respect at all times. The Company prohibits all forms of unlawful harassment or discrimination based upon race, creed, color, religion, sex, sexual orientation or gender identity, marital status, national origin, age, disability, or any other protected class identified by additional federal, state or local law.

Harassment includes, but is not limited to: offensive, abusive, or degrading comments or other verbal behavior, slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing as well as written or pictorial materials. It also includes behavior that is personally offensive, impairs morale, and interferes with work effectiveness.

### **Sexual Harassment**

We will not tolerate any sexually harassing or offensive conduct in the workplace by supervisors, co-employees, or third parties. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature where:

- Submission to the behavior is a term or condition of employment;
- Submission to or rejection of the behavior is used as the basis for employment decisions (e.g. hiring, terminations, promotions); or
- The conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment may include, but is not limited to:

- Unwelcome or offensive sexual innuendo,
- Subtle pressure for sexual activity or coercion to date,

- Sexist remarks about a person's body or their private life,
- Displaying or sending sexually suggestive objects (including pornography of any type), pictures or offensive jokes in any way including electronically, interoffice mail or otherwise,
- Making an individual the object of sexist, degrading, or humiliating jokes,
- Demanding sexual favors accompanied by implied or overt threats concerning pay or other aspects of employment,
- Unnecessary touching or physical closeness,
- Physical assault.

### **Obligation to Report**

Any employee who believes that the words or actions of a supervisor, co-employee or another person constitute harassment should feel free to object to the behavior and has a responsibility to report the incident. In addition, any employee who witnesses or is otherwise aware of any harassment of another employee should immediately report the incident.

The following procedures have been established for reporting and investigating any incidents of harassment or offensive behavior:

- Any employee who has been harassed or is the subject of offensive behavior, or any employee who is aware of harassing or offensive behavior directed to another employee, must immediately report the behavior to his or her immediate supervisor. If reporting the incident to your supervisor is uncomfortable, you may contact the President directly.
- Management will investigate all allegations or complaints of harassment or offensive behavior. All complaints will be taken seriously and investigated promptly and in as confidential a manner as possible. Corrective action, consistent with the results of the investigation will be taken.

### **Non-Retaliation**

The Company strictly prohibits retaliation against an employee who, in good faith, has made a complaint under this procedure or cooperated in an investigation. If you believe that you have been retaliated against for exercising your rights under this policy, you must report the conduct in the manner described above. Any employee who, after investigation, is found to have retaliated against another employee filing a complaint or for participating in an investigation may be subject to appropriate discipline up to and including termination. However, filing a complaint that you know to be false or for an inappropriate purpose is strictly prohibited and subjects you to appropriate discipline, including termination.

Violation of this policy, including the failure to report harassment or offensive behavior, may subject an employee to disciplinary action up to and including termination. Any questions or concerns regarding this policy should be directed to your immediate supervisor, Payroll/Personnel or the President.



## WORKPLACE VIOLENCE

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PSI is committed to maintaining a safe, healthy, and efficient working environment where employees and customers are free from the threat of workplace violence. Violence of any kind will not be tolerated. In keeping with this policy, PSI prohibits any employee, contractor, vendor, or customer engaging in any violent act or threatening a violent act, either on Company premises or during the performance of work-related duties in locations offsite that:

1. Threatens the safety of an employee, contractor, vendor, or customer;
2. Adversely affects the health, life, or well-being of an employee, contractor, vendor, or customer; or
3. Results in damage to Company, employee, contractor, vendor, or customer property.

To this end, PSI seeks to provide a safe work environment to the full extent of the law. Reports of such conduct will result in suspension while the conduct is investigated. Such conduct will result in immediate termination for cause if an employee is found to have engaged in such conduct. In addition, certain acts may cause the employee to be prosecuted criminally and/or held civilly liable under state and/or federal law. This statement shall not be construed to create an obligation on the part of the Company to take action beyond what is required by law.

All employees are responsible for preventing violence in the workplace. Episodes of workplace violence can be eliminated only if employees are willing to and actually do report prohibited acts. Anyone (including a supervisor or manager) who is threatened, is a victim of a violent act, witnesses any prohibited act, or learns of any prohibited act, is to report such activity to a supervisor, manager, or human resources representative immediately. Each report will be promptly evaluated and investigated to determine what follow-up actions, if any, are necessary.

Information about an incident or threat will be disclosed on a need-to-know basis only, so that a fair and thorough investigation can be conducted and appropriate corrective action can be taken. Additionally, PSI will make every effort to ensure the safety and privacy of the individuals involved.

## EMPLOYMENT STATUS

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Employees of PSI are classified as temporary, leased, part-time or regular. Only those employees who are classified as **regular** shall be entitled to group benefits. These classifications are determined by the President of PSI only. If you are not informed by the President that you are in a “regular” classification, you can assume that you are temporary, part-time or leased. If you have any questions pertaining to your status with PSI, please contact the Prineville office.

## QUALIFICATIONS AND ABILITY

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PSI is proud of the reputation we have developed for providing our clients with the best people in the workforce. We continually monitor the work performance and behavior of our employees. Those who maintain the level we expect will get the most work. They will also receive our maximum effort in assisting them in obtaining a regular position.

Good performance and behavior is displayed in many ways. Below, we list a few of the criteria used in evaluating our employees:

1. Eagerness to work. (Be at work every day on time);
2. 100% effort on the job – earn the client a profit;
3. Positive and quick response to any reasonable job assignment;
4. Cooperation with supervisors – pleasant personality;
5. Appropriate dress and grooming;
6. Consistently follow safety and client rules; and
7. Stay Busy!

If you fail on any one of these counts, you diminish your chances of future employment opportunities with PSI and its client companies. **REMEMBER**, our clients are under **no** obligation to hire you. If you work up to their specifications and they have an opening, you may be considered for employment by them, but that is strictly up to them! If something questionable or out of the ordinary is asked of you or if you have a problem, at the earliest appropriate time call the office of PSI. Employees who believe they have been unfairly treated or treated in a manner inconsistent with our policies are encouraged to contact the Branch Manager of PSI.

## OPEN DOOR POLICY

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We believe that good communication is the key to a successful operation. If you have a complaint, notify your supervisor; we encourage all reasonable efforts to settle complaints at this level. If the matter is still not resolved or if you are uncomfortable talking to your supervisor about the situation, you are welcome to meet with the appropriate client management person of your choice. You are also free to contact PSI in any event. We cannot guarantee we will always agree with you, but we are willing to hear your viewpoint.

Suggestions for improving the operation are encouraged from employees at any time.

## EMPLOYER-EMPLOYEE RELATIONS

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Complaint Procedure: We make every effort to secure prompt resolution to any problem or dispute that may arise. If you believe you are being discriminated against, treated improperly, or think that the policies in this handbook have not been applied to you properly or if there is a discrepancy or error on paychecks or you have a problem in connection with your work or safety, you are urged to follow the steps listed below:

- Step 1: Your first contact should be with your immediate supervisor. Many problems can be solved satisfactorily simply by discussing with your supervisor. If you would feel more comfortable speaking with a different member of management, you can speak directly to HR or another manager;
- Step 2: If you have discussed the problem with your supervisor and you believe a review at the next level in the organization will be helpful, you should contact the Department or Personnel Manager. Whenever possible, your immediate supervisor should accompany you;
- Step 3: If your problem is broader than your own department or you are not sure whom to talk to, you should come by or call the Branch Office of PSI from which you work. The staff has been specifically trained to help you in all areas that affect your job or maybe even personal areas where you think that we can help. Please make full use of our staff, as they are here to assist you;
- Step 4: The person who has the ultimate responsibility for PSI is our President. If you have used every other source of help available but believe that you still need a final decision, you can arrange to talk to the President. You should make certain that all the other supervisors in your department have had an opportunity to discuss your case with you. The President of PSI can be reached in the Prineville Office by calling 541- 447-1299.

## JOB ASSIGNMENT, LAYOFF AND RECALL PROCEDURES

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Since the purpose of PSI is to provide temporary personnel for various companies, the duration of each assignment may vary. Once an assignment is completed, you can be returned to the call list to be reassigned to another job. This does not constitute a “termination.” Reassignment will depend upon your skills and previous performance.

Once a job assignment is completed, you are responsible for notifying our office as to your status. **DO NOT** depend upon someone else to notify us that your assignment has ended. Our phones are answered 7 days a week, 24 hours a day.

If you do not call in, you **will not** be considered available for suitable work we may have, and you could jeopardize your rights to unemployment benefits. As you will be contacted by telephone for reassignment (generally before 10:00 A.M. or between 2:00 and 5:00 P.M.), it is imperative that you maintain a means of telephone communication. You should also check in periodically when you are not working to maximize your chances of being reassigned.

# WAGES

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## A. PAY SCALE

PSI does not establish specific pay rates for each job. In most cases, you will be paid the entry-level wage for the location where you are working. Your actual wage will be determined by the location where you are working.

## B. OVERTIME

Overtime will be paid in accordance with State and Federal law. Unless otherwise noted, your “work day” runs from midnight to midnight. Your work week will generally be parallel with the client company at the location where you are working.

## C. PAY PERIODS/PAY DAYS

Pay periods may vary depending upon where you are working. Please ask for details when you are assigned.

Employees will be charged the maximum processing fee allowed by law for garnishments and child support withholdings.

## D. PAYROLL DEDUCTIONS

There are two types of payroll deductions, those required by law and those authorized by the employee. Some examples are as follows:

### By Law:

- Federal, State and Local Taxes
- Social Security
- Medicare
- Court-Ordered Garnishments

### By Employee:

- Insurance
- 401(k)
- Charitable Contributions
- Payment of Company bills (back belt, pharmacy etc.)
- Others as provided by your Company

All payroll deductions are shown on the paycheck stub, so they can be checked easily.

***ABSOLUTELY NO DRAWS WILL BE GIVEN***

## D. TIMEKEEPING

When reporting to a job assignment, you will be given either a PSI time sheet or a company time card. It is your responsibility to see that the time card is filled out correctly and signed. If we don't receive a time sheet with an authorized signature, **YOU WILL NOT BE PAID!**

## **WORK REPORTING AND ATTENDANCE**

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### **A. REPORTING FOR WORK**

You are expected to report to your assigned job in sufficient time to be ready to start work promptly at the beginning of your shift and to stay at your work station until the end of your shift or until properly relieved unless excused or in case of emergency. If it is necessary for you to leave work during working time, you must first clear it with your immediate supervisor and then appropriately sign out. There may be a situation that requires you to report for work “as soon as possible” after the time you are called by our office.

When you arrive at the client company work site, report to the supervisor in charge. That person’s name will be given to you when our office contacts you to refer you to the job assignment. When you report, **YOU ARE REQUIRED to ask the supervisor to inform you of his/her company safety rules, regulations and shift schedules.**

### **B. ABSENCES FROM WORK**

If you must miss a shift while on an assignment, you are expected to notify our office at **447-1299** or **382-0445** or **923-5260** or **475-7640** as far in advance of shift starting time as possible. Acceptable reasons for missing work are limited to **dire circumstances** only. Unless you are legitimately ill or have an emergency, you are expected to report for work and be on time. Lack of transportation is not a legitimate excuse. Call us and the client company you are assigned to if you are going to be late or absent! **WE CAN BE REACHED BY TELEPHONE 24 HOURS A DAY.** If you fail to notify PSI and the client you work for prior to being late or absent, and your absence continues for a period of two days, PSI will consider that you have abandoned and voluntarily terminated your employment.

Unusual circumstances surrounding an individual worker’s attendance problem may be reviewed by the Branch Manager.

### **C. REFUSAL TO WORK**

We operate on the assumption that you have come to us requesting available work. We assume that you will accept any reasonable assignment. Should you refuse a reasonable job assignment, your future job assignments may be jeopardized.

## **GENERAL PROCEDURES**

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**Personnel Records:** The accuracy of personnel records is essential for the proper handling of emergency notification of your family, income tax deductions, insurance coverage, beneficiaries for insurance and so forth. The accuracy of your personnel

record is largely your responsibility. If you have a change in any of the following items, please be sure to notify your supervisor or Personnel/Payroll designee as soon as possible:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any Company vehicles
9. Military or draft status
10. Exemptions on your W-4 tax form

During the working hours of 9:00 AM to 11:00 AM, or by appointment . . . Monday through Friday, you may review your personnel file in your Branch Office and furnish any pertinent data you wish to have included, but records cannot be removed from the office. A member of the staff will be present during any such review. Employment references and financial verifications regarding employees will be given to requesting organizations upon written authorization from you or as required by law.

## **INJURY PREVENTION / SAFETY**

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Safety is an issue that cannot be over emphasized. The continued ability of Mid Oregon Personnel to find jobs for people depends upon your safety. The ability of our client companies to pay your wages and provide good benefits depends on your safety. Your ability to enjoy your life depends on your safety.

Safe work practices and rules for behavior have been developed to ensure a safe working environment. The personal safety and health of you and your fellow employees is a daily responsibility shared by you, your fellow employees and management. **All injuries can be prevented if each person is constantly aware of his or her work environment and follows safe work practices.**

Your individual safety attitudes and habits are a primary condition of your continued employment with the Company. Personal negligence, which endangers your own safety or that of a co-worker, cannot be tolerated under any circumstances. Employees who practice unsafe or unhealthy activities on the job or who neglect posted safety and health regulations will be subject to disciplinary action up to and including termination of employment. **ONLY YOU CAN KEEP YOU SAFE!**

If you encounter unsafe working conditions at your job, notify your Branch Manager at the Mid Oregon Personnel office you work from. If you are unable to contact that person, call 541-447-1299 and ask for Greg Lambert, President and Safety Manager.

Gregory J. Lambert

President / Safety Manager

**A. REPORTING INJURIES**

**All** on-the-job injuries **must** be reported to our office immediately no matter how minor the injury may seem. Unless there is a medical emergency, you must contact our office **BEFORE GOING TO THE DOCTOR**. Our phones are answered 24 hours a day. If you sustain a lost-time injury, you are required to contact our office at least once a week until you are released back to work in writing, by the doctor. All necessary accident forms need to be completed in our office as soon after the injury as possible. You must contact our office on the day you are released for work, prior to returning to any job or assignment.

**B. SAFETY COMMITTEES**

The purpose of the safety committee is to bring the workers and management of the client company together to promote safety and health in the facility. Safety committees are to be established by the client company and composed of an equal number of workers and management personnel. The committee makes safety and health recommendations. If you have any questions or suggestions for the safety committee, you should contact any member of the committee or your supervisor.

**C. HAZARD COMMUNICATION**

The hazard communication program is intended to provide additional health protection to employees through increased awareness of hazardous chemicals used in the workplace. Each client company shares the responsibility to develop their own program, communicate it to all employees, including PSI employees, and ensure that it is understood and followed. **IF YOU DO NOT RECEIVE** hazard communication training from the client company, including a Material Safety Data Sheet (MSDS) for any hazardous chemicals you use or are exposed to, or if you believe your training is inadequate, contact your client supervisor and our office immediately.

**D. HEARING CONSERVATION**

The hearing conservation program is intended to control employees' exposure to occupational noise in the workplace. Each client company is required to administer a continuing, effective hearing conservation program.

**E. BLOODBORNE PATHOGENS, CONFINED SPACE ENTRY, EMERGENCY EVACUATION PROGRAM**

Each client company is required to have and inform you of their policy and procedures regarding blood in the workplace, safety procedures, policies regarding any confined spaces and a quick and safe way to exit the work place in case of emergency. **You are not allowed to work in a “confined space.”**

**F. LOCKOUT/TAGOUT PROCEDURE**

Each client company has the responsibility to develop an effective written lockout/tagout program, communicate it throughout the workplace and ensure that it is understood and followed. PSI monitors that these programs are in place and are being used.

**Only those people who are trained in the operation, setup, adjustment, maintenance and lockout/tagout procedure of powered equipment are authorized to perform these tasks. It is the client company’s responsibility to train and supervise. It is your responsibility to see that you are trained.** If you do not receive training from the client company, or you believe your training is inadequate, contact our office immediately.

Use of the lockout/tagout procedure applies only to those employees who have been properly trained by the client company to perform such work. Any employee performing such work without the proper training will be subject to disciplinary action up to and including termination of employment. Each plant site will have detailed lockout/tagout procedures for their facility. The client company is responsible for supplying the lockout/tagout devices to those people performing the tasks.

**G. PERSONAL PROTECTIVE EQUIPMENT**

1. Proper clothing will generally be determined by the client company. However, proper clothing in an industrial or construction setting includes sturdy, comfortable shoes (sandal-type shoes are not acceptable), long pants or coveralls, shirt (may be short-sleeved but must completely cover the torso), gloves when handling wood or metal, hard hats and ear and eye protection where required.
2. Hair must be worn up if longer than the collar.
3. No dangling jewelry will be worn. All jewelry, including wedding rings is strongly discouraged while on the job.



Each client company shall provide employees with, or make available, personal protective equipment to prevent injury or occupational illness. The above rules are for your protection. Violating them could cost you your health and/or your job!

Articles of clothing with pictures or verbiage which may be offensive are not to be worn in the workplace. Employees who report for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Clothing worn to work should be comfortable, but not baggy. Denim jeans or other comfortable pants which allow bending, squatting and other movements associated with work activities are appropriate. Dresses or skirts do not provide adequate coverage or protection in an industrial setting and are not appropriate for the plant area.

Proper office attire will be determined by the client you work for. Each client may have specific dress codes and personal protective equipment requirements. You are expected to follow the client's policies.

## **H. SAFE WORK RULES**

When reporting for work, ask the supervisor to inform you of company safety rules and regulations. In addition to the client company rules, you will observe the following:

1. Common sense while on duty, maintain clear thinking.
2. Obey posted signs.
3. Be aware of your surroundings. Never stop thinking about the hazards that are present. Wear your hard hat, ear and eye protection in designated areas.
4. Forklifts always have the right-of-way. Stay out of the pathways they use. Never walk under the raised forks of a forklift, loaded or not. Look both ways carefully before entering areas that forklifts use.
5. Do not ride on mobile equipment.
6. Do not run in or around plant facilities.
7. Do not walk across chains or conveyors.
8. Machinery is to be operated only by authorized personnel. **DO NOT** remove safety guards or **perform work on machinery unless you are fully qualified and authorized to do so.**
9. Never use defective or unguarded tools or machinery. Report any such defects to your supervisor immediately.
10. When lifting, bend your knees. Keep your back straight and get help if necessary. **NEVER** lift awkward or heavy loads alone. When moving materials on a cart, **always push**, don't pull.

11. Safety goggles must be worn when burning, grinding, buffing, working with caustics or acid or using air hoses. Never use compressed air to clean debris from yourself or clothing or another person.
12. Horseplay, scuffling, practical jokes or any other activity of a similar nature is absolutely forbidden.
13. Throwing anything is forbidden.
14. If you get injured, tell your client supervisor and then call the office of PSI. **If you need medical attention** for a work-related injury, you must contact our office at 447-1299 or 382-0445 or 923-5260 or 475-7640, even after business hours, **BEFORE** going to the doctor, unless an emergency exists.
15. Always use the lockout/tagout procedure when working on machinery and only when you have been trained and given your own lockout.
16. No intoxicants or substances of abuse will be tolerated on the job.

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## **ALCOHOL AND SUBSTANCE ABUSE POLICY**

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As the potential for error, serious injury or death is present in many aspects of the jobs PSI provides, it is imperative that employees be free of substances of abuse during working hours. Your safety and life depend on a clear, unimpaired mind, as does the safety of others who may be endangered by the physical and mental condition of their co-workers. For this reason, applicants for employment and employees of PSI are required to submit to a Urine Screen for substances of abuse or, when requested, a breathalyzer test, as a condition of employment or continued employment.

Drug test results will be reported only to individuals designated by the Company and will be held in the strictest of confidence by all personnel who have access to the information. This information may be shared between the client and PSI representatives. The information gained from the testing will be used in the overall evaluation of the fitness of the applicant or employee.

The Company reserves the right, at its sole discretion, to test employees on a random, periodic, post-accident, blanket, or when appropriate DOT-regulated testing basis. At its sole discretion, PSI may test employees who provoke reasonable suspicion that the employee is impaired by drugs or intoxicants. A drug test requested or administered by a client company or its agent, or an admission of consumption of drugs or intoxicating substances to a client company or its agent, will be considered as a drug test requested or administered by PSI or its agent, or as an admission of consumption of drugs or intoxicating substances to PSI or its agent.

The use, distribution, purchase, manufacture, sale or possession of illegal drugs, intoxicants, drug paraphernalia or a mind-altering controlled substance is absolutely prohibited. Any employee who brings or consumes intoxicants or drugs in or around the job site **or is found to have a detectable presence** of illegal drugs, mind-altering controlled substances or alcohol in their system, regardless of when or where the illegal drug, mind-altering controlled substance or alcohol entered the system, **will be subject**

**to disciplinary action up to and including discharge for misconduct.** For our purposes, a blood alcohol content exceeding .00 or admission of consumption is considered “under the influence.” For the sake of your own safety and the safety of all others who work for this Company, please report any suspected on-the-job abuse of drugs and/or alcohol.

Employees are responsible for notifying their supervisors when prescribed medications may interfere with their ability to do their jobs safely.

If you have a problem, or think you may have a problem, with substance abuse, contact the management of PSI. The information will be kept confidential, and we will work with you to achieve positive results. You should know that our Company Policy is:

1. To keep our valued employees working in their jobs;
2. To restore each employee who takes the initiative to work out his or her problem to his or her productive effectiveness;
3. To refer our troubled employees to the appropriate **independent and confidential** assistance resources; and
4. To help those employees who are determined to help themselves and not try to conceal unacceptable or unsafe conditions and practices.

## **PERSONAL CONDUCT RULES AND GUIDELINES**

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Most employees do not need a list of rules or regulations to guide their personal conduct. Normally, employees respect the person and safety of others and follow directives from proper authority. The following list is not intended to describe all situations where discipline may be necessary. It does represent important rules and policies that, if violated, will result in immediate disciplinary action up to and including termination of employment.

1. Failure to report for work on time without notifying our office and the work site to which you are assigned.
2. Leaving your job before quitting time without authorization.
3. Consumption, admission of consumption, possession, use, transfer, or sales of a controlled substance or drug paraphernalia is absolutely prohibited.
4. Smoking outside of the designated areas or failure to conform with the Company's Fire Protection Program.
5. Neglect of duty, loafing or sleeping on the job.
6. Deliberate misuse, theft, destruction or the removal of any property or the property of another employee without permission.
7. Willful, deliberate or continued violation of safety orders, rules or practices. The refusal to wear designated safety equipment. Exhibiting any behavior

that, in the opinion of the supervisor, could be considered unsafe either to you or others or could possibly jeopardize the plant operation.

- 8 Intimidation and/or molestation and/or harassment of any individual or group of employees while on company business or company premises at any time.
9. Fighting, horseplay, or disorderly, disruptive or quarrelsome conduct.
10. Insubordination and/or refusal to work in accordance with instructions.
11. Operating or attempting to operate any machinery or vehicle, unless authorized to do so.
12. Falsification of personnel or other official records or reports.
13. Coming on Company property at times other than your regular working hours without permission or bringing unauthorized personnel to your work site.
14. Firearms are not allowed on the immediate property of any client, including the parking lot, at any time.
15. Hair must be restrained so that it is not a hazard and cannot become entangled in machinery.
16. Abuse of the ten-minute break.
17. Failure to read and comply with information on the bulletin board. All posted signs and instructions must be obeyed.
18. Failure to report any industrial injury or damage to company property or equipment after it occurs and/or failure to inform your supervisor and PSI of medical treatment prior to reporting of an accident.
19. Soliciting for any purpose during working time and/or in working area without permission.
20. Lying or knowingly misrepresenting facts.

As a condition of employment, you are instructed to comply with the policies detailed in this handbook and the Company work rules as defined above, outlined throughout this handbook, and those which may be posted on the bulletin board. Violation of any work rules, including those listed above, will subject you to disciplinary action up to and including discharge. It is PSI's intent to foster and encourage compliance with all work rules. To that end, a system of progressive discipline is **generally** used which corrects employees with the intent to avoid further violations and mistakes. The progressive discipline and disciplinary actions (depending on the gravity of the offense at the discretion of the supervisor) are as follows. However, PSI reserves the right to extend, bypass or otherwise modify one or more of the steps depending on the circumstances.

- |                |  |
|----------------|--|
| <b>STEP #1</b> | <b>Oral warning with file notation</b>                               |
| <b>STEP #2</b> | <b>Written warning</b>   |
| <b>STEP #3</b> | <b>Final written warning with a possible 3-day unpaid suspension</b> |
| <b>STEP #4</b> | <b>Discharge</b>   |

## **FLAGRANT, WILLFUL DISREGARD OF ANY PSI POLICY, PROCEDURE OR WORK RULE WILL RESULT IN IMMEDIATE TERMINATION OF YOUR EMPLOYMENT.**

Do not lose sight of the fact you are working for PSI. Should you have any questions or complaints regarding job assignments, wage rates, etc., contact our office, and we will answer them.

Should you be released from your assigned work site, **YOU** must contact PSI at **447-1299** or **382-0445** or **923-5260** or **475-7640** for further assignments. These phone numbers will be answered 24 hours a day to take your message.

The Company policy statements in this Handbook are provided as standards and guidelines for the employer and the employee but are not to be considered as an employment contract between the parties. It is recognized that both the employer and the employee have reserved the right to terminate the employment relationship. Additionally, the employer reserves the right to delete, modify or expand the Company policies in and beyond those expressed in this book.

The quality of work you do is your signature. Do your work to the best of your ability. Impress someone with your eagerness and hustle. Win yourself a full-time job.

## **LEAVES OF ABSENCE**

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- A. JURY DUTY OR COURT APPEARANCES:** If you are called for jury duty or subpoenaed as a witness in a court of law, you will be granted time to serve or appear as a witness. PSI will not pay you for the time you spend on jury duty or as a subpoenaed witness. Jury duty notice or subpoena must be presented to your supervisor when received, and you must bring a jury duty or witness certificate to work when the duty is completed.

However, if you are required to be in court for a matter attributable to your own conduct, such an absence may be considered as unexcused without pay, depending upon the circumstances.

- B. MILITARY OR NATIONAL GUARD:** A leave of absence will be granted for you to attend military reserve or National Guard training. A copy of your military or National Guard orders must be presented to your PSI Branch Manager upon receipt and again upon your return to work. You will be granted time off in accordance with the Uniformed Services Employment & Reemployment Rights Act (USERRA).

- C. FAMILY MEDICAL LEAVE:** PSI recognizes that employees need support in balancing their work with personal and family responsibilities. The following outlines the company's policies in compliance with the federal and State of Oregon leave laws. Not every detail of those laws can be included, and the company will administer this policy in accordance with all legal requirements. Requests for benefits under these laws may be reviewed on a case-by-case basis.

## 1. **OVERVIEW:**

PSI family medical leave policy combines benefits required by the federal Family Medical Leave Act (FMLA) and state law.

### a. **Reasons for Leave:**

Family medical leave may be taken for any of the following four purposes:

- i. For the birth of a child or for placement of a child under 18 years of age for adoption or foster care (this type of

family medical leave may also be referred to as "parental leave");

- ii. To care for a family member with a serious health condition (family member is defined to include: spouse, parent, parent-in-law and/or child) (leave to care for a parent-in-law is only required by state law);
- iii. To recover from or seek treatment for a serious health condition of an employee; and/or
- iv. To care for a child who suffers from an illness or injury that does not qualify as a serious health condition but that requires home care (this type of family medical leave may also be referred to as "sick child leave" and is only required by state law).

### b. **Length of Leave:**

In any one-year calculation period, eligible employees are entitled to the following amounts of family medical leave:

- i. 12 weeks of family medical leave;
- ii. 12 weeks of leave for an illness, injury, or condition related to pregnancy or childbirth that disables the employee; and
- iii. Employees who take the full 12 weeks of parental leave are entitled to an additional 12 weeks of leave to care for a sick child.

Sometimes more than one type of leave may apply to a situation. Where allowed by the federal or state law, leaves will run concurrently. This means that workers' compensation leave, leave for a non-industrial injury or illness, leave as a reasonable accommodation for a qualified individual with a disability, federal family medical leave, and state family medical leave may all run concurrently and be counted against the employee's family medical leave entitlement for a one-year calculation period.

## 2. **BASIC PROVISIONS RELATED TO FAMILY MEDICAL LEAVE:**

### a. **Certification:**

- i. You must provide certification from your health care provider to support a family medical leave. Where the need for the leave is anticipated, you must provide the certification in advance of the leave, when possible (except certification is not required for parental leave although you may be required to provide documents evidencing birth, adoption or foster placement). If your family medical leave is for your own serious health condition, you will also be required to furnish a "medical release certification" from your health care provider at least three working days before returning to work.

### b. **Benefits Continuation:**

- i. While you are on an FMLA-qualified leave, and if you are otherwise qualified, the company will continue your group medical insurance, for up to 12 weeks provided you pay your portion of the premiums. You will be asked to authorize payroll deductions for any employee contributions for your benefits while you are on leave. In certain situations, the company reserves the right to recover any premiums paid on your behalf for group medical insurance during your leave. For example, if after a leave you decide not to return to work for reasons other than a serious medical condition of yourself or a family member or other circumstances beyond your control, the company reserves the right to recover those premiums paid on your behalf for medical insurance during your unpaid leave.
- ii. If the law gives you a right to take leave intermittently, i.e., if you qualify for leave for your own or a family member's serious health condition, you may take intermittent leave or work a reduced schedule as necessary. You must try to schedule appointments so as to minimize disruptions at work. Company approval is required to take intermittent leave or work a reduced schedule in the case of leave for the birth of a child or placement for adoption or foster care of a child under the age of 18.

### c. **Benefit Status and Accrual:**

- i. Generally, family medical leave will be unpaid. However, you may use earned vacation leave for your own serious health condition (including illness or injury related to pregnancy or childbirth) or parental care and may use earned vacation leave for all other types of leave. Where earned paid leave is

available, it must be substituted for unpaid family medical leave before unpaid leave is taken.

- ii. You will retain credit for seniority and sick leave earned prior to your leave, except for the amount of sick leave time you use during the leave. You will not be eligible for holiday pay during your leave.

d. **Absenteeism:**

Absences covered by family medical leave are not a basis for corrective action for absenteeism. Where bonus programs are provided, an employee on family medical leave is not entitled to bonuses or awards based on productivity during the period of family medical leave but may be eligible for bonuses based on attendance or safety.

e. **Reinstatement:**

When you return to work, you will be reinstated to your former job. If your former job has been eliminated, you will be reinstated to an available equivalent position unless your employment status has been curtailed or eliminated due to economic or other circumstances where the law does not require reinstatement.

f. **One-Year Calculation Period:**

- i. Generally, the 12-month period during which leave is available (one-year leave calculation period) will start with the first day of the first FMLA leave taken by you. A second 12-month period will commence with the first day of the first leave taken by you following the initial 12-month period and so forth.
- ii. When state leave is available before you are eligible for FMLA leave or the reason for the first leave qualifies for state leave but does not also qualify for FMLA, the one-year leave calculation period will begin with the first state leave taken by you. Thereafter, a new leave calculation period will begin with the first day of FMLA-qualified leave for FMLA calculations.

D. **PARENTAL LEAVE OF ABSENCE:**

1. **Eligibility Requirements:**

**Oregon:** To qualify for state family medical leave of absence, you must have been employed by PSI for at least 180 days.

**Federal:** To qualify for federal medical leave, you must have been employed by PSI for at least 12 months and worked at least 1,250 hours in the previous 12 months.

As you can see there, is a period of time where you may be eligible for state but not federal family medical leave. During this period, you will not be eligible for benefit continuation, which is only required by federal law.



**2. Length of Leave:**

Parental leave is designed to give you an opportunity to care for your child (birth, placement for adoption or foster care).

Leave for birth or placement of a child must be taken within 12 months of the event. Each parent is entitled to 12 weeks of leave. Keep in mind that you are generally only entitled to a total of 12 weeks of family medical leave in a one-year period, of which parental leave is one type.

If both parents work for the company, they are not entitled to take concurrent leave except in limited situations. Employees will only be allowed to take intermittent leave (in two or more nonconsecutive periods) with PSI's prior approval.

**3. Leave Request:**

You must provide 30-days advance notice if the leave is foreseeable. To apply for a parental leave of absence, notify the PSI President and obtain a "request for Family Medical Leave" form. If you have used more than three days of leave within a one-year period to care for a sick child, you may be required to obtain a "Certification of Physician or Practitioner" form to support a request for any additional leave to care for a sick child. In this case, PSI will pay the cost of obtaining the medical certification if it is not covered by your health insurance plan. These forms can be picked up from the Prineville Office. Return the completed forms to the PSI President.

If the reason for the leave is unforeseeable, you must give PSI oral notice within 24 hours of the commencement of the leave and must provide written notice within three days of your return to work.

**4. Intermittent Work:**

With PSI approval, you may be allowed to work intermittently during your parental leave. Requests for this option would be reviewed on a case-by-case basis for approval by PSI. Intermittent leave will be permitted only in extraordinary circumstances, and you should not feel obligated to work intermittently during a parental leave.

**5. Benefit Status:**

Parental leave is unpaid. However, you do have the right to use your accrued vacation.

**6. Relationship to Leave to Care for a Sick Child:**

If you have taken the full 12 weeks of parental leave, you are entitled to an additional 12 weeks to care for a sick child. Keep in mind, however, that this does not entitle you to additional leave to care for a sick child with a serious health condition. The definition of sick child is a child suffering a non-serious health condition which requires home care.

For example, if you take 7 weeks of parental leave and 5 weeks of family leave to care for a family member who suffers from a serious health condition, you have exhausted your leave entitlement and will not be granted an additional 12 weeks to care for a sick child. In contrast, if you had taken the entire 12 weeks of leave as parental leave, you would be entitled to an additional 12 weeks to care for a sick child.

## **E. FAMILY MEDICAL LEAVE OF ABSENCE:**

### **1. Eligibility Requirement:**

**Oregon:** To qualify for state family medical leave of absence, you must have been employed at least 180 days (six months) and have worked an average of 25 or more hours per week.

**Federal:** To qualify for federal family medical leave of absence, you must have been an employee of PSI for a minimum of 12 months (need not be consecutive) and have worked a minimum of 1,250 hours in the preceding 12 months.

This means that, there may be a period of time when you are eligible for leave under state but not federal law. In situations where either set of rules may be applied, PSI will always apply the rules that grant you the most favorable benefits.

### **2. Length of Leave:**

Federal and/or State leave laws entitle an eligible employee to 12 weeks of leave, during a one year period, for any of the following four purposes:

- a. Parental leave (refer to parental leave above);
- b. To care for a family member with a serious health condition -- eligible family members include your minor children, spouse, parents or parents-in-law (leave to care for a parent-in-law is required under state law only);
- c. To care for your own serious health condition; and/or
- d. To care for a child who suffers from an illness or injury that does not qualify as a serious health condition but that requires home care (this type of leave is called "sick child" leave and is required under state law only).

### **3. Serious Health Condition:**

A serious health condition is defined as an illness, injury, impairment or physical or mental condition that involves:

- a. Inpatient care in a hospital, hospice or residential medical facility, including a period of incapacity connected with inpatient care; or
- b. Continuing treatment by a health care provider for a serious health condition for:
  - i. Incapacity of more than three days;
  - ii. Any period of incapacity for pregnancy or prenatal care;

- iii. Any period of incapacity or treatment for a chronic serious health condition (i.e., asthma, diabetes, epilepsy, etc.);
- iv. Permanent or long-term incapacity for which treatment may not be effective (i.e., Alzheimer's, severe stroke, terminal stages of a disease, etc.);
- v. Multiple treatments for restorative surgery or a condition that, if not treated, would likely result in incapacity of more than three calendar days (i.e., chemotherapy for cancer, physical therapy, arthritis, dialysis for kidney disease, etc.).

**4. Leave Request:**

If possible, your request for a family leave must be submitted in writing to the PSI President at least 30 days prior to the leave. You must obtain "Request for Family Medical Leave" and "Certification of Physician or Practitioner" forms from the Prineville Office and provide medical verification of the serious health condition from your health care provider.

**5. Benefit Status:**

In general, family leave is unpaid; however, you may use earned vacation for your own serious health condition (including illness or injury related to childbirth or pregnancy) or parental care.

**6. Leave to Care for Sick Child:**

PSI may not approve your request for leave where another family member is available to care for the child.

**7. Leave for Bereavement:**

Under OFLA, eligible employees will be permitted to take up to two weeks of leave per death of a family member, which is defined in the same way as for other allowable OFLA leave, in order to:

- attend the funeral or alternative type of service;
- make arrangements necessitated by the death; or
- grieve the death.

Employees may take a maximum of 12 weeks of bereavement leave per leave year (but only up to two weeks per death), which will be counted against the employee's overall 12 week OFLA entitlement. Employees can start bereavement leave without prior notice but employees must provide oral notice within 24 hours of taking leave and written notice within three days of returning back to work. Employees have 60 days from the date on which she/he receives notice of the death to complete the leave.

**8. Pregnancy Leave**

Oregon law provides female employees with an additional 12 weeks of leave for an illness, injury, or condition related to pregnancy or childbirth that disables the eligible employee from performing her job.

The right of a pregnant employee to take a medically necessary leave of absence under state law is in addition to any right the employee may have to take a leave for her own serious health condition under federal and state law. So, a pregnant employee could be on pregnancy leave prior to the delivery date and the 12 weeks of parental leave after the baby is born.

You must provide 30 days advance notice when the leave is foreseeable. To apply for pregnancy leave, notify the HR Director and obtain "Request for Family Medical Leave" and "Certification of Physician or Practitioner" forms. You must use earned vacation days during the otherwise unpaid portion of the pregnancy disability leave.

## Appendix – Workplace Fairness Act

### WORKPLACE FAIRNESS ACT POLICIES

Mid Oregon Personnel Services, Inc. (PSI), “the organization,” prohibits unlawful discrimination and harassment. This policy defines these terms and provides a complaint procedure for employees who believe they have been the victims of prohibited conduct. This policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment.

#### Discrimination and Workplace Harassment

It is the organization’s policy to provide a work environment free from unlawful discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability, or any other characteristic protected by local law, regulation, or ordinance.

It is our policy that all employees, customers, clients, contractors, and visitors to the work site are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment or discrimination. The “workplace” includes when employees are on company premises, at a company-sponsored off site event, traveling on behalf of the company, or conducting company business, regardless of location.

The policy prohibits any conduct at work that a reasonable person in the individual’s circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment, or for participation in an investigation of a complaint.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity, or gender expression. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Sexual harassment is a form of workplace harassment and includes, but is not limited to, the following types of conduct:

- Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.

- Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating or offensive working environment.

### Sexual Assault

Unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

### Prohibited Conduct

This policy prohibits conduct based on an individual's protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference with work;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person; or
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

### Penalties

We will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action up to, and including, dismissal. The company may also subject managers and supervisors who fail to report known harassment – or fail to take prompt, appropriate corrective action — to disciplinary action, including potential dismissal.

### Retaliation Protections

PSI prohibits retaliation against any employee for filing a complaint regarding conduct in violation of this policy. PSI will not tolerate retaliation against any employee for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal.

### Reporting Procedure

Any employee aware of or experiencing discrimination, harassment or sexual assault in the workplace should report that information immediately to a company designee. Specifically, an employee may make the report verbally or in writing to the employee's immediate supervisor or higher management, if the employee prefers. As an alternative, an employee may report the harassment to the company's President or Vice President. Employees may report to any of the persons listed above, regardless of any particular chain of command. All employees are encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

### Nondisclosure or Nondisparagement Agreements

Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

The company will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

### Time Limitations

Nothing in this policy precludes any person from filing a formal grievance in accordance with a collective bargaining agreement [if applicable], the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence **no later than five years** after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

## RECEIPT OF HANDBOOK

Since the information, policies, and benefits described herein are subject to change, I acknowledge that revisions to the handbook may occur, and all such revisions will apply to my employment. All changes will be communicated through official written notices, and I understand that revised information may modify or eliminate existing policies described in this handbook, if particular circumstances require it. Only PSI may adopt revisions to the policies in this handbook.

I have entered into my employment relationship with PSI voluntarily and acknowledge that there is no employment contract or guarantee of a specified length of employment. Furthermore, nothing in this booklet or in any other communication, either written or oral, made at the time of hire or during the course of employment by a representative of PSI shall create or is intended in any way to create, a contract of employment either expressed or implied. Only the President of PSI has the authority to enter into an agreement with anyone for any reason. Any such agreement must be in writing and signed by the President.

I have received, read, and understand this employee handbook. I, further, understand that it is my responsibility to comply with the policies contained in this handbook and any revision made to it. I also understand my employment is at-will.

Date: \_\_\_\_\_ Employee: \_\_\_\_\_

Date: \_\_\_\_\_ Company: \_\_\_\_\_

**(Employee Copy)**



## RECEIPT OF HANDBOOK FORM

Since the information, policies, and benefits described herein are subject to change, I acknowledge that revisions to the handbook may occur, and all such revisions will apply to my employment. All changes will be communicated through official written notices, and I understand that revised information may modify or eliminate existing policies described in this handbook, if particular circumstances require it. Only PSI may adopt revisions to the policies in this handbook.

I have entered into my employment relationship with PSI voluntarily and acknowledge that there is no employment contract or guarantee of a specified length of employment. Furthermore, nothing in this booklet or in any other communication, either written or oral, made at the time of hire or during the course of employment by a representative of PSI shall create or is intended in any way to create, a contract of employment either expressed or implied. Only the President of PSI has the authority to enter into an agreement with anyone for any reason. Any such agreement must be in writing and signed by the President.

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Date: \_\_\_\_\_ Employee: \_\_\_\_\_

Date: \_\_\_\_\_ Company: \_\_\_\_\_

**(Employer Copy)**