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TEMPORARY EMPLOYEE HANDBOOK

Choice Long Island Inc.

A.K.A Choice Associates/ Choice

Personnel & Choice Temps

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FOREWORD

Choice Long Island Inc.



We consider temporary employees of Choice Long Island Inc. to be one of its most valuable resources. This handbook has been written to serve as a guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your recruiter or contact us directly. Neither this handbook nor any other company document confers any contractual right, either express or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company, or you may resign for any reason at any time.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except Choice LI Inc. employees and others affiliated with Choice LI Inc. whose knowledge of the information is required in the normal course of business.

DIVERSITY

Equal Employment Opportunity Statement

Choice LI Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Choice LI Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Choice Long Island Inc. expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Choice Temps Inc. employees to perform their expected job duties is absolutely not tolerated.

Choice Long Island Inc. Anti-harassment Policy and Complaint Procedure

Choice Long Island Inc. is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Choice Long Island Inc. expects that all relationships among our temporary employees and our staff in the office will be business-like and free of bias, prejudice and harassment. For all complaints/concerns please email hrivera@choiceco.com or call (631)617-6002.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Choice Long Island Inc. to comply with all federal and state laws concerning the employment of persons with disabilities and to 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. The company 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/or if the accommodation creates an undue hardship. Contact the Human Resource department with any questions or requests for accommodation.

EMPLOYMENT

Employee Classification Categories

All employees are designated as either nonexempt, exempt, fulltime-temporary or part-time temporary. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment- at-will relationship at any time is retained by both the employee and Choice Temps Inc..

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Choice Long Island Inc. has established the following categories for both nonexempt and exempt employees:

- **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary-to-hire:** Employees who are offered a job for a duration lasting from 30-120 days and are offered a fulltime permanent position. There is no guarantee that the job may become permanent and the right to terminate an employee may be exercised at any time for no specific reason.
- **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Background and Reference Checks

To ensure that individuals who register Choice Temps Inc. are well qualified and to ensure that Choice Long Island Inc. maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment.

Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to Choice Long Island Inc. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

New York State Correction Law

Article 23-A, Section 753

753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
 - (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
 - (b) The specific duties and responsibilities necessarily related to the license or employment sought.
 - (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
 - (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
 - (e) The age of the person at the time of occurrence of the criminal offense or offenses.
 - (f) The seriousness of the offense or offenses.
 - (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
 - (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.
2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

Separation of Employment

Separation of employment from Choice Long Island Inc.

- **Resignation:** Although we hope your employment with our agency will be a mutually rewarding experience, we do reserve the right to terminate your assignment at any time and for any reason as allowed by law.
- **Job abandonment:** Employees who fail to report to work or contact Choice Long Island Inc. for their scheduled workday shall be considered to have abandoned the job without notice, effective at the end of their normal shift of the workday. Employees who are separated due to job abandonment are ineligible for rehire. We have 24 hour reporting capability by email and phone.
 1. **For the Office Support Division:** Email ChoiceLI@choiceco.com
Phone: (631)617-6002.
- **Termination:** Employees of Choice Long Island Inc. are employed on an at-will basis, and the company retains the right to terminate an employee at anytime.
- **Termination of benefits:** Any temporary employee who qualified for benefits is inactive for 30 calendar days will receive a termination notice followed by cancellation of all benefits including health insurance. They will be entitled to apply for Cobra under state laws. They will be responsible for the full premium cost if they elect to purchase Cobra insurance. They must re-apply with our agency before they are placed again.

WORKPLACE SAFETY

Drug-Free Workplace

Choice Long Island Inc. has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Choice Long Island Inc. is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, are operating any company/ client vehicle, are present on company/ client premises, or are conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - Being under the influence of alcohol or an illegal drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing company business or while in a company facility is prohibited.
- Choice Long Island Inc. will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

The company retains the right to require the following tests:

- ❑ **Pre-employment:** All applicants must sign a consent and if requested, pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
- ❑ **Reasonable suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. Choice Long Island Inc. must be consulted before sending an employee for reasonable suspicion testing.
- ❑ **Post-accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- **Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, Choice Long Island Inc. may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired or rehired.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Crimes Involving Drugs

Choice Long Island Inc. prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company/ client premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

It is also the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that any temporary employee employed by CHOICE Long Island INC. Staffing assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

When an employee sustains a work-related injury, they must notify CHOICE Long Island INC. Staffing within 24 hours and file an incident report.

Smoke-Free Workplace

It is the policy of Choice Long Island Inc. to prohibit smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. Temporary employees are also not allowed to smoke in the client's workplace unless there is a designated smoking area.

The smoke-free workplace policy applies to:

- ☐ All contractors and consultants and/or their employees working on the company premises.
- ☐ All employees, temporary employees and student interns.

Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

According to The City of New York Department of Health and Mental Hygiene, Local Law 47 of 2002, amending the Smoke-Free Air Act, indicates the new law makes virtually all workplaces in New York City smoke-free to protect workers from exposure to second-hand smoke. To assist business owners and employers in complying with the law, an informational brochure is available *on the website*:

<http://www.nyc.gov/html/doh/downloads/pdf/smoke/tc9.pdf>.

WORKPLACE EXPECTATIONS

Attendance and Punctuality

Patterns of absenteeism or tardiness may result in immediate termination from our agency. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. **A no call/no show may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.**

Payment of Wages

Paydays are every week-Thursdays at 12 noon for the Office Support/ Temp division, Fashion and Convention. A valid photo ID may be required to pick up your check. A written authorization is required when picking up a check for an employee.

It is the company's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address. Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice.

In the event of a lost paycheck, Choice Long Island Inc. must be notified in writing as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the company identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the company within 24 hours of the time it is demanded.

If an employee's marital status changes, if their address changes, or if the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to Choice Long Island Inc.

Self-Serve System

All employees will have full access and abilities with the self-serve website listed below. The email address registered with Choice is what is associated with your account. You have the

ability to view and reprint checks/direct deposit stubs, update your address, and look at your past assignments without having to call or e-mail us.

This is the link for the secured website <https://portal.pfd.snb.com>

You will need a “business key” to create an account.

The key is **1809572**

Overtime Pay (nonexempt employees)

Nonexempt employees who exceed 40 hours of work time in a workweek will be paid time and one half.

NYC SICK LEAVE LAW

Choice Sick Time Policies and Procedures

- There is a waiting period of 120 days before sick time can be utilized
- When utilizing sick time, there is a four-hour minimum for the amount of time you can use. For example, you are not permitted to take one hour of your sick time if you needed to leave early to make an appointment, you would have to use AT LEAST 4 hours of your earned sick time, as sick time must be taken in increments of 4 hours.
- In the event of a FORESEEABLE appointment or medical commitment, you are required to provide Choice with 7 days advanced written/emailed notice (no phone calls).
- In the event of an UNFORESEEABLE event, you are urged to follow Choice protocol, utilizing our 24hour emergency number, and notify us of your absence from your assignment.
- In the event, you are unable to report to work for 3 consecutive days due to illness, you are required to provide Choice with documentation from licensed health care provider.

SICK TIME IS NOT TO BE USED AS VACATION TIME!

An employer CANNOT pay an employee for unused sick leave at the end of the calendar year.

Employees CANNOT carry over sick leave if the employer gives employee up to 40 hours of sick leave on the first day of the new calendar year.

You may also visit the following website to obtain additional information pertaining to sick leave:

http://www.nyc.gov/html/dca/downloads/pdf/PaidSickLeaveLaw_DCAPresentation.pdf

Notice of Employee Rights

According to NYC Paid Sick Leave Law, certain employers must give their employees sick leave. Go to nyc.gov/PaidSickLeave to learn which employees are covered.

Employees can use leave for themselves or a family member.

- Mental or physical illness, injury, or health condition.
- Medical diagnosis, care, or treatment of above.
- Preventive medical care.

An employee earns 1 hour of sick leave for every 30 hours worked.

An employee can accrue up to 40 hours of sick leave per calendar year.

For a NEW Employee, Accrued Sick Leave becomes available for use 120 days after first day of employment.

For additional information:

Website: [Nyc.gov/PaidSickLeave](https://nyc.gov/PaidSickLeave)

Email: PaidSickLeave@dca.nyc.gov

Phone: Contact 311 (212-New-York)

FLMA

Choice Family Leave Policies and Procedures

- This law is effective as of January 1st 2018
- Employees with a regular schedule of 20 or more hours per week are eligible after 26 weeks of employment.
- Employees with a regular schedule of less than 20 hours per week are eligible after 175 days worked
- New York's Paid Family Leave is entirely employee-funded. That is, the benefit is paid for by employees. Employers may collect the cost of Paid Family Leave through payroll deductions. The maximum employee contribution in 2018 shall be 0.126% of an employee's weekly wage up to the annualized New York State Average Weekly Wage.

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 1. the birth of a child and to care for the newborn child within one year of birth;
 2. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 3. to care for the employee's spouse, child, or parent who has a serious health condition;
 4. a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 5. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;"

or

Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

For more information, please visit:

<https://www.ny.gov/programs/new-york-state-paid-family-leave>

Benefits

Medical Insurance

The company currently offers regular full-time employees regularly scheduled to work a minimum of 30 hours per week enrollment in medical insurance coverage options after they have been employed for 90 days.

Employees have up to 30 days from their date of hire to make medical plan elections. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Human Resource department to determine if a family status change qualifies under the Plan document and IRS regulations.

At the end of each calendar year during open enrollment, employees may change medical and dental elections for the following calendar year.

The Human Resource department is available to answer benefits plan questions and assist in enrollment as needed.

Same-Sex Marriages, Civil Unions and Domestic Partners

Company registration of a domestic partnership will be required for coverage under company benefits.

- An employee who wishes to register a domestic partnership must contact the Human Resource department for information and the registration form. Upon receipt of a properly completed form, the department will consider the partnership registered as of the date on the form's signature line.
- Children of domestic partners are eligible for benefits under the same conditions as are the children of employees' legal spouses.
- Enrollment of domestic partners and eligible dependent children is subject to the same rules as enrollment of other dependents.
- Domestic partners and their enrolled dependents receive the same or equivalent benefits as spouses, and their enrolled dependents receive group continuation health coverage through COBRA and/or individual conversion.
- An employee may terminate a domestic partnership by notifying Human Resources in writing of the termination of the domestic partnership within 30 days of its termination.

The tax consequences of a domestic partnership are the responsibility of the employee. The value of benefits provided to an employee's domestic partner (and to the domestic partner's eligible children, if any) is considered part of the employee's taxable income, unless the employee's domestic partner qualifies as a dependent under Section 152 of the Internal Revenue Code.

Questions regarding this policy should be directed to the Human Resource department.

Workers' Compensation Benefits

The company is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor.

Transit

NYC's Commuter Benefits Law took effect on January 1, 2016. Under the law, for-profit and nonprofit employers with 20 or more full-time non-union employees in New York City must offer their full-time employees the opportunity to use pre-tax income to purchase qualified transportation fringe benefits. The law is based on the Internal Revenue Code that authorizes pre-tax commuter programs, which benefit employers and employees.

Does the law apply to employees working for a temporary help firm?

Yes. If the employee works an average of 30 hours or more per week for a minimum of four weeks, any portion of which was in New York City, the temporary help firm must offer the opportunity to use pre-tax income to purchase qualified transportation fringe benefits if the temporary help firm has 20 or more full-time employees. To determine the number of hours worked each week, employers must add the number of hours worked by the employee in the most recent four weeks at all placements.

Are commuter benefits programs beneficial for all employees?

Not necessarily. Using pre-tax income to pay for commuting will reduce monthly expenses for most employees. However, for some employees with lower incomes, in particular part-time and seasonal employees, the pre-tax transit benefit could reduce the amount of a tax refund, if employees are eligible for refundable tax credits like the Earned Income Tax Credit (EITC). DCA advises employees who may qualify for the EITC to consult a tax advisor or financial professional.

Are independent contractors covered by the law?

No. The law applies to full-time employees only.

Whether someone is an employee or independent contractor depends on several factors. These include how much supervision, direction, and control the employer has over the services being provided. Workers may meet the legal standard for classification as employees but may be misclassified as independent contractors by their employers. For example, just because an employer issues a 1099 tax form to a worker, has a worker sign a contract stating he or she is an independent contractor, or rents a workspace to a worker (such as a chair in a salon) does not mean the worker is actually an independent contractor. More information is available from the New York State Department of Labor at labor.ny.gov. Search "Independent Contractors."

Employee Handbook Acknowledgment and Receipt

I have received my copy of the Employee Handbook.

The employee handbook describes important information about Choice Long Island Inc., and I understand that I should consult my manager or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Choice Long Island Inc. voluntarily and acknowledge that there is no specified length of employment.

Accordingly, either I or Choice Long Island Inc. can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand and agree that, other than the president of company, no manager, supervisor or representative of Choice Long Island Inc. has any authority to enter into any agreement for employment other than at will; only the president of the company has the authority to make any such agreement and then only in writing signed by the president of Choice Long Island Inc..

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Choice Long Island Inc. By distributing this handbook, the company expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Choice Long Island Inc., and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the president of Choice Long Island Inc. has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Choice Long Island Inc. is employment at will, which may be terminated at the will of either Choice Island Inc. or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Choice Island Inc. or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee E-mail (a copy will be sent
To you for your records)

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Choice's Safety Policy

Choice is committed to safety for all its employees. Your help is vital for your own protection and well-being. We need your help in developing safety rules that are specific to your industry in partnership with your work site. Please observe the following safety rules at all times:

1. **This is a Drug free Workplace. No alcohol or drugs will be used on the job at any time. New hires (depending on work site) and injured workers, where applicable, will be drug screened.**
2. **Report all job-related accidents immediately or as soon as practical to Choice Personnel, Inc.**
3. **Wear seat belts at all times in any vehicle while on company business.**
4. **Keep your work area clean, neat, and free of clutter at all times.**
5. **Do not remove or bypass any guards on any machinery at any time.**
6. **Ask your supervisor when you need additional equipment or instruction to get the job done safely.**
7. **Lift with your legs, not your back.**
8. **Ask for assistance with any load that may cause strain or may be beyond your capacity.**
9. **Advise your supervisor immediately of any hazardous conditions.**
10. **Follow all written and spoken safety rules.**

ACKNOWLEDGEMENT: I have read and understand these rules, and will obey them for my own benefit, as well as the benefit of my co-workers, the client, and Choice Personnel.

Employee Name (Please Print)

Employee Signature

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Employee Workers' Compensation Policy_Acknowledgement

If you become injured on the job, you must abide by the following procedures in seeking medical attention and reporting your status. ALL ACCIDENTS/INJURIES/ILLNESSES MUST BE REPORTED TO YOUR SUPERVISOR IMMEDIATELY.

1. Your **Choice Long Island, Inc. Rep.** will schedule the initial visit with the doctor or medical provider unless the incident has been deemed a medical emergency. If a medical emergency occurs, you will be taken to the nearest hospital (of your choice) or medical center via Management, co-worker, or emergency vehicle, if necessary.
2. **Your Choice Long Island, Inc. Rep.** will be available to work with you and the workers' compensation insurance Case Manager in scheduling all follow-up treatments, procedures, etc. and communicate these appointments to you and your Choice supervisor. They will also coordinate your return to work as expeditiously as possible.
3. If you have to change or cancel any medical appointments, you must notify your Choice Personnel Rep. immediately and provide a reason. If this change or cancellation occurs during your return to work, your **Choice Long Island, Inc. Rep.** will notify your work site.
4. After you have received treatment from the **Care Provider**, all documentation **must** be provided to your Choice Personnel Rep. immediately.
5. You are required to contact your Choice Personnel Rep. once a week if you have a written doctor's note which keeps you off work for more than 1 week due to injury.
6. You must notify your Choice Personnel Rep. immediately of your availability to return to work. You must be prepared to return to work on the date the doctor releases you or on your next regularly scheduled shift. Failure to notify your Choice Personnel Rep. of your return to work status, or you fail to return to work on an agreed upon date can lead to disciplinary action up to and including termination from Choice Personnel.
7. If you are released by the doctor to a "light duty" job, you agree to perform the restricted job function as approved and outlined by your **Care Provider and your Choice Temps Rep**

ACKNOWLEDGEMENT: I understand that these **mandatory** procedures represent an effort on the part of my **Employer, Choice Temps, Inc.** to help me return to my job in the most effective way possible thereby minimizing my loss of earnings.

Employee Name (Please Print)

Employee Signature

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

CHOICE Long Island INC.
700 Veterans Memorial Hwy. Suite CL 140.
Hauppauge, NY 11788 Phone (631)617-6002 Fax
(631)617-6006

Affirmative
Consent

This notice is to inform you that Choice Long Island, Choice Associates, Choice Temps, Choice Fashion and Media, Choice Convention, Choice Interpreters and Choice Hospitality utilizes electronic communication in order to communicate important information that includes but is not limited to:

- Any changes in office hours
- Changes regarding payroll
- Requests for timesheets
- Information regarding eligibility for our company insurance plans
- Information regarding potential assignments, interviews, etc.
- Testing materials

By signing this document, you are agreeing to receive information via email to the email you provide us, and agree to notify us of any change in your contact information. You may opt out of this method any time at no cost to you, and receive information via mail.

If you have any questions or concerns regarding this policy, please contact us at choiceli@choiceco.com.

Printed Name

Signature

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

