

# ALLIANCE STAFFING

## WELCOME TO ALLIANCE STAFFING

### Assignment Handbook | 2025

The information in this Assignment Handbook (“Handbook”) includes important employment-related information, an outline of your responsibilities, and the policies and procedures to adhere to while you are on assignment through Alliance Staffing, LLC. (“Alliance” or the “Company”).

**ABOUT THIS HANDBOOK.** This Handbook is intended to familiarize you with Alliance’s policies, privileges, benefits and responsibilities of working for Alliance. Nothing in this Handbook is intended to: (1) violate any local, state, or federal law; (2) prohibit or restrict protected conduct or communications protected by the National Labor Relations Act; or (3) prohibit or restrict anyone from reporting concerns, making lawful disclosures, or communicating with any governmental authority about conduct the individual believes may violate any applicable law, regulation or ordinance.

Alliance reserves the right to modify, rescind or supplement this Handbook from time to time. In the event that any policy in this Handbook conflicts with a federal, state, or local law that provides for greater rights or protections to employees, Alliance shall honor the applicable federal, state, or local law.

**AT-WILL EMPLOYMENT STATUS:** Your employment with Alliance is at-will. This means that either you or Alliance may terminate the employment relationship at any time, with or without notice, and with or without cause. The policies, terms, and conditions set forth in this Handbook are not intended do and do not create an employment contract of any kind.

**ABOUT YOUR WORK ASSIGNMENT THROUGH ALLIANCE:** If you are offered and accept a work assignment through Alliance, the following general policies apply. In addition, the client company to which you are assigned may have additional worksite rules and policies which you will be required to adhere to as well as a condition of your work assignment and employment with Alliance.

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- Be punctual, friendly, and courteous. You will be expected to comply with all client company

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policies and workplace rules, including but not limited to worksite safety, confidentiality, timekeeping, meal/break periods, parking, smoking, cell phone use, security, workplace conduct, and all other policies and workplace rules.

- Dress neatly and appropriately for the job. Your Alliance Representative will inform you of any dress code requirements applicable to your work assignments through Alliance.
- Do not operate any machinery or drive any client company vehicles (including forklifts and powered palletjacks) without specific permission from Alliance.
- Any misconduct while on assignment, such as insubordination, theft, violence/fighting, refusal to follow the directions, horseplay, may lead to immediate termination of your assignment, as well as termination from future work assignment consideration through Alliance.
- Please promptly notify Alliance of any change in your contact information (phone or address) or updates to your payroll tax exemptions.

**EQUAL EMPLOYMENT OPPORTUNITY:** Alliance is an equal opportunity employer. It is both the policy and dedicated practice of Alliance Staffing, Inc. to prohibit discrimination, harassment, or retaliation against any applicant or employee because of race, color, religion, sex, sexual orientation (including transgender status, gender identity, or expression), national origin, genetic information (including testing and characteristics), pregnancy (including child birth, lactation, and related conditions), physical or mental disability, age, veteran status, uniformed servicemember status, membership or activity in a local commission, marital status, familial status, status with regard to public assistance, or any other status protected under federal, state, or local laws. This policy applies to all terms, conditions, and privileges of employment.

Alliance's commitment to equal employment opportunity extends to providing reasonable accommodations for known physical or mental limitations of an otherwise qualified individual with a disability (as defined by the American with Disabilities Act of 1990, as amended), unless the accommodation causes an undue hardship for Alliance or the client company. Any applicant or employee who may require an accommodation to perform the essential functions of their job must contact Alliance with the details of the situation and the requested accommodation.

Alliance is committed to providing our employees with work environments and assignments free from unlawful harassment. Unlawful harassment interferes with work performance, creates an intimidating, hostile or offensive work environment and will not be tolerated.

If you believe you have been subjected to any form of unlawful discrimination, harassment, or retaliation in the workplace or if you know another person in the workplace who has been the subject of, subjected to, or engaged in unlawful discrimination, harassment, or retaliation in workplace, please promptly notify your Alliance Representative or the Alliance HR department. Alliance takes all complaints/reports of unlawful harassment, discrimination, or retaliation seriously. Alliance will not retaliate against any employee for reporting such conduct in good faith. Alliance employees are expected to cooperate in any Alliance investigation into a complaint or report of unlawful harassment, discrimination or retaliation.

**INSURANCE BENEFITS:** Through Alliance’s partnership with “Benefits in a Card,” Alliance provides you access to medical, dental, vision, life, critical illness, Minimum Essential Care, behavioral health, and short-term disability insurance plans. More information can be obtained by calling Benefits in a Card at 1-800-497-4856. Details of offered benefits may be found in the benefit plan documents and those benefit plan documents shall control the terms of all benefit plans.

Benefits in a Card	Fixed Indemnity
Open Enrollment Period	December 2024 – January 2025
Employee Cost	\$16.81
What is covered?	Accident or illness
How are premiums paid?	Payroll Deduction

**DIRECT DEPOSIT:** Alliance offers the convenience of directly depositing payroll funds into the employee’s bank account. Employees may opt for this benefit with any bank that is a member of the Automated Clearing House Association of Banks. Alliance also offers employees the option to receive their pay via direct deposit onto a pay card. Payroll funds are deposited into this account and cardholders can then access the funds transferred to the card. Anyone is eligible for the card, and there are no customer credit checks or bank accounts required.

**TIMEKEEPING AND PAY.** Your Alliance Representative will share with you the timekeeping process/ procedures applicable to your work assignment through Alliance. Examples of timekeeping process may include a physical timecard, an electronic timeclock, use of a mobile phone app. Regardless of the method, you are required to accurately track all hours worked, secure your client supervisor’s signature/approval (if required) approving hours worked each work week, and turn in your hours worked to Alliance no later than 12 noon each Monday for the prior workweek. The failure to timely submit hours worked may result in a paycheck delay. You are responsible for accurately and truthfully recording all hours work. Off-the-clock work is not permitted. If you are asked to perform work off-the-clock at any time, please notify your Alliance representative immediately. Falsifying or altering your own or someone else’s time worked records is prohibited.

Alliance employees will be paid on a weekly basis for the prior week’s hours worked and pay shall issue via direct deposit or by pay card. If you believe a mistake was made on your pay, please contact Alliance immediately so that any necessary corrections may be made as quickly as reasonably possible.

Overtime hours may be required depending on your specific work assignment. Non-exempt employees will be paid overtime premium pay in compliance with applicable law. Only actual hours worked will apply in overtime calculations. Any paid or unpaid time off shall not be considered “hours worked” when calculating overtime in the subject workweek.

**END OF WORK ASSIGNMENT:** Please promptly contact Alliance if and when your work assignment ends to discuss future work assignment opportunities. If you do not contact Alliance, the presumption will be that you are not available for or interested in future work assignment opportunities through Alliance. Please contact Alliance weekly if you are available for work assignments to ensure that we remain aware of your continued interest in work assignment opportunities and consideration through Alliance. Alliance cannot guarantee immediate or continued placement on assignment.

**FAMILY AND MEDICAL LEAVE ACT (FMLA):**

The Family and Medical Leave Act of 1993 (FMLA), entitles employees to take unpaid, job protected leave for specified family and medical reason with continuation of group health insurance coverage under the same terms and conditions as if the employee not taken leave.

Eligibility Requirements Under the Provisions of FMLA:

- Employee's must be employed with the Company for at least 12 months, although it need not be consecutive;
- Worked at least 1,250 hours in the last 12 months; and
- Be employed at a worksite that has 50 or more employees within 75 miles.

*Leave Entitlement*

Eligible employees who work for a covered employer may take up to 12 weeks of unpaid, job-protected leave in a 12-month period for any of the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for a spouse, child, or parent with a qualifying serious health condition;
- For the employee's own qualifying serious health condition, that makes the employee unable to perform the employee's job.
- A qualifying exigency related to the foreign deployment of a military who is the employee's spouse, child, or parent.

The 12-month period is defined as a rolling 12-month period. An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of unpaid FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

*Notice and Leave Request Process*

Generally, employees must provide a 30 days' advance notice when the leave is foreseeable. If a 30 days' notice is not possible, an employee should notify the Company as soon as practicable (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

## **Certification of Need for Leave**

Employees who request a leave due to their own qualifying serious health condition or a covered relative's qualifying serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. Employees may request FMLA forms from Human Resources. When a leave has been requested, the Company will notify the employee of their eligibility, rights and requirement for medical certification, including due date. Medical certification forms are due 15 consecutive days after the request for leave. Employees who provide at least 30 days' notice of medical leave, should also provide the medical certification before leave begins. Failure to provide requested medical certification within the 15 days may result in denial of FMLA-coverage until it is provided.

At the expense of the Company, we may require an examination by a second health care provider designated by us. If the second health care provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practicable, may result in delay of further leave until it is provided. The Company also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

### *Call-In Procedures*

In all instances of absence, the call-in procedures and standards established for giving notice of absence from work must be followed.

## **Leave Increments**

### *Intermittent Leave*

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service. The Company will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced schedule leave that is foreseeable, the Company may temporarily transfer the employee to an available alternative position that better accommodates their leave schedule and has equivalent pay and benefits.

## **Parental Leave**

Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

### **Fitness for Duty Requirements**

Employees who are on FMLA due to their own serious health condition (except intermittent leave), are required, as are all employees returning from other types of medical leave, to provide medical certification that they are fit to resume work. Employee's will not be permitted to resume work until appropriate documentation has been provided.

### **Health Insurance**

The Company will maintain health insurance coverage during FMLA covered leaves on the same basis as if the employee was still working. Employees must continue to make timely payments on their share of the premiums for such coverage. Failure to pay premiums within 30 days of the due date may result in a lapse of coverage. If this occurs, employees will be notified 15 days before the date coverage lapses that coverage will terminate unless payments are promptly made. Alternatively, the Company may elect to pay the employee's share of the premiums during the leave and recover the costs of the employee's premiums upon returning to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of a leave, the Company may require reimbursement for the health insurance premiums paid during the leave.

### **Reinstatement**

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

### **Combined Leave Limits for Spouses**

If an employee and their spouse are both employed by the Company, the total number of weeks to which they are both entitled to FMLA is combined for the following reasons, birth and bonding with a newborn, or placement of a child for adoption or foster care and bonding, or to care for a parent with a serious health condition will be limited to a combined total of 12 weeks per leave year. Similarly, spouses employed by the Company will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. Combined leave does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

### **Failure to Return**

Employees who fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, will be deemed to have voluntarily terminated your employment. The Company is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

## **Interaction with State and Local Laws**

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by these laws, will apply.

## **Abuse of Leave**

If an employee is found to have provided a false reason for a leave, they will be subject to disciplinary action up to and including termination.

## **Designation of Leave**

If the Company becomes aware of any qualifying reason for FMLA leave, the Company will designate it as such. An employee may not refuse FMLA designation under this policy.

## **Retaliation**

The Company will not retaliate or interfere with an employee's FMLA rights for using or trying to use FMLA leave.

**DRUG AND ALCOHOL IN THE WORKPLACE POLICY:** Alliance employees are required to report to work in an unimpaired condition and ready to perform their jobs in a satisfactory and safe manner. The use of illegal or controlled substances while working is prohibited. In addition, Alliance prohibits the possession, sale, solicitation, or distribution of illegal or controlled substances, cannabis or alcohol during scheduled working time (including during meal or break periods) or on any Alliance or Alliance client company premises. Any violation may result in termination of your assignment as well as termination from Alliance. In order to enforce this policy, Alliance and our client companies reserve the right to: (1) conduct searches of company property; and (2) test any employee for any reason at any time, including pre-employment testing, reasonable suspicion of impairment testing, post-accident/post-injury testing, and random testing. Refusal to submit to a Alliance or client requested drug or alcohol test may result in immediate termination of your assignment and disqualification for future work assignment consideration through Alliance.

**GENERAL SAFETY RULES:** Alliance has established basic safety work rules. In addition to the safety rules listed below, there may be additional work rules established by the client company to which you are assigned. You are expected to follow all the client company's verbal, written, and posted safety rules and always use safe work practices. If you are unclear about any rules or if you have any questions about safety in the workplace, please contact your Alliance Representative or your client company supervisor at the worksite.

- Reporting for work under the influence of alcohol or any drug that impairs judgment or performance, whether prescribed or not, is prohibited.
- Horseplay, fighting, throwing objects, and practical jokes are prohibited.
- Only perform the jobs and job tasks you have been assigned and trained to perform. If you are asked to perform any tasks beyond that, please notify Alliance immediately.
- Always wear or properly use all required Personal Protective Equipment (PPE) such as safety glasses, hearing protection, gloves, etc.

- Keep your work area clean and neat. Pick up slip and trip hazards (such as nuts, nails, pieces of wire, paper, cardboard, waste materials, etc.) and dispose of them in labeled waste containers.
- Do not allow emergency exits, fire protection equipment or safety equipment to be blocked.
- Use the right tool for the job, and only use a tool for the purpose for which it is designed.
- If you find any defects in equipment and tools, do not use the tool or equipment, and report the defect to your client company supervisor immediately.
- Never operate damaged equipment or equipment with missing guards or required protection devices.
- Stay alert and out of the way of forklifts, powered pallet jacks or any other powered industrial trucks and their loads.
- Report all unsafe conditions and potential safety hazards to your client company supervisor and Alliance.
- Conduct yourself at all times in a manner that prioritizes your safety and the safety of those around you.
- Do not approach a load being deposited by a forklift until the truck has backed away from the load.

**LIFTING:** You are responsible for working safely at all times. If your work assignment involves lifting, before you carry an object, check your route to make sure it is clear of obstacles and trip hazards. Before you lift, test the weight of the object to you know what you are handling and secure assistance if you need it. Get as close to the object as possible when you start your lift and keep it close to your body during the entire lift and carry. Spread your feet shoulder width apart to give yourself a good base. Get a good grip. If you need to bend, bend at your knees and not at your waist. As you lift tilt your head slightly back, which will help keep your back straight. Avoid twisting, and if you have to turn while lifting move your feet as you turn.

Do not lift alone and secure help with lifting an object if the object: (1) weighs more than 50 pounds; (2) is awkward to handle; (3) feels too heavy for you.

**WORK-RELATED INJURIES** In the event of a workplace injury -

- Immediately report any work-related injury, illness, incident, or accident (regardless of severity) to your client company supervisor and Alliance. If an on-the-job injury requires medical attention, Alliance provides workers' compensation insurance coverage and will assist you with obtaining necessary medical treatment.
- In most cases Alliance can work with you to provide transitional duty so you may continue to work within any work restrictions as a result of a work-related injury. For transitional duty, please provide a copy of your medical provider's note detailing your work restrictions and provide a copy of the note to your Alliance Representative.
- We value your contributions and will make every effort to accommodate work restrictions if you are injured at work. Our transitional duty program is designed to assist injured employees with safety returning to work as soon as medically able to do so.

Submitting a false report of a work-related injury, a workers' compensation claim or collecting workers' compensation benefits to which a person is not entitled is fraud. Alliance is committed to

providing the best quality care to our employees who have suffered a work-related injury, and to helping them return to work as soon as they are medically able to do so. We are equally as committed to preventing and stopping workers' compensation fraud.

**WORKPLACE CONDUCT:** Employees are required to conduct themselves in a safe, professional, respectful, and appropriate manner. Alliance prohibits any verbal or physical conduct which denigrates or shows hostility or aversion toward an individual because of that person's sex, race, color, religion, national origin, genetic information (including testing and characteristics), pregnancy (including child birth, lactation, and related conditions), marital status, sexual orientation (including transgender status, gender identity, or expression), age, familial status, mental or physical disability, veteran status, uniformed servicemember status, status with regard to public assistance, membership on a local human rights commission or any other protected status or any other status protected by federal, state or local laws, if the conduct: (1) has the purpose or effect of unreasonably interfering with the person's work performance; or (2) adversely affects that person's employment opportunities; or (3) creates an intimidating, offensive or hostile work environment.

Alliance prohibits violence or threats of violence in the workplace and further prohibits any conduct which threatens security, personal safety, employee welfare, or business operations.

The following is a non-exclusive list of examples of unacceptable conduct in the workplace. Please note that these are not the only examples.

- Violation of any Alliance or client company policy or workplace rule.
- Unsatisfactory performance.
- Unreliable attendance outside of attendance reasons that may be protected by federal, state and local laws.
- Use of inappropriate language in the workplace, including profanity, epithets, slurs, obscene, abusive, or insulting language, unwelcome name-calling, and inappropriate attempts at humor.
- Intimidating, hostile, rude, unprofessional, or inappropriate conduct or acts.
- Written or graphic material that denigrates or shows hostility or aversion to persons of a protected classification and that is posted, circulated, or shared on Alliance or a client company's property.
- Sexual harassment, which includes unwelcome sexual advances or flirtations requests for sexual favors, objectionable physical proximity or contact, unnecessary touching of an individual, sexually explicit, or offensive jokes or remarks, display of sexually suggestive pictures, or other sexually oriented speech or conduct which unreasonably interferes with an individual's work or creates a hostile or intimidating work environment.
- Theft or deliberate/reckless damage or destruction to any Alliance or client company property.
- Theft of any Alliance or client company property.
- Acts of violence or coercion, making threats of violence toward anyone, intimidation, fighting, or provocation of the same during working hours or while on Alliance or client company property.

**CONFIDENTIALITY:** During a work assignment through Alliance, you may have access to or become

aware of confidential information belonging either to Alliance or to the client company to which you are assigned. It is your responsibility to safeguard and not disclose non-public sensitive information obtained, accessed, or learned of during your work assignment. Sensitive and confidential information includes trade secrets or confidential information related to products, work processes, know-how, customer lists, employee lists, vendor lists, designs, drawings, formulas, test data, marketing data, usernames and passwords, accounting data/plans/strategies, pricing data/plans/strategies, business data/plans/strategies, contracts, inventions and discoveries, research and development, account numbers, and financial or banking information. You are required to maintain the confidentiality of and not disclose or discuss any non-public personally identifiable information, including but not limited to, social security numbers, national identification numbers, driver license numbers, credit card/debit card numbers, medical information, date and places of birth, genetic or biometric information.

**PROHIBITION OF FIREARMS IN THE WORKPLACE:** Alliance prohibits employees from carrying, possessing, or using a firearm while on Alliance property or client company premises. It is also a violation of this policy for an employee to carry, possess or use a firearm or other weapon while acting in the course and scope of employment.

This policy applies to all employees, including those employees with a lawful permit to carry a firearm. The only exception to this policy is in jurisdictions in which applicable law permits the possession of a secured firearm in an employee's locked motor vehicle while parked in an employer's parking lot.

An employee who suspects that an individual is violating this policy should immediately report their suspicion directly to the Alliance Representative or their supervisor at the client company worksite. In the event of an immediate threat, employees are encouraged to call 9-1-1 for emergency services. An employee should not directly confront any individual suspected of being in violation of this policy.

**ADDRESS CHANGE POLICY:** The employee is responsible for notifying their Alliance Representative of an address change in writing to ensure they receive important work-related information, such as paychecks and tax documents. Employees should notify their employer two weeks before they move.

Your Alliance Representative will update the employee's address in all relevant records.

Failure to notify your Alliance Representative of an address change in a timely manner may result in delays or issues with important communication and benefits. Relocating to a different state without prior approval may result in disciplinary action, up to and including the end of the contract. You will be responsible for any and all adverse actions related to an unapproved address change to the extent allowable by law.

**VIOLATIONS:** Any violations of the policies set forth in this Handbook shall be subject to disciplinary action up to and including termination.

**If you have any questions, concerns, or feedback with regards to this Handbook, please contact your Alliance Representative.**