

Introduction

Welcome to TopTalent Staffing. We are pleased that you are joining our team of Associates, and we look forward to working with you. This Handbook was prepared to give you important information about TopTalent Staffing what you can expect as an Associate of our company, and what we will expect of you. It will help avoid misunderstandings and provide answers to questions that may come up during your employment with us. Please review this Handbook carefully and feel free to ask any questions.

Naturally, no Handbook can cover every situation. TopTalent Staffing managers make the final decisions they think are best within the framework of the policy described in this Handbook. It is our intent to maintain all the policies and benefits described in this Handbook, but we must reserve the right to make changes at any time, with or without advance notice.

About TopTalent Staffing

TopTalent Staffing is an independent company that helps dependable people obtain Administrative, Clerical, Light Industrial accounting/finance IT and Hospitality jobs. We are a Florida owner-operated company based in Orlando. Our clients are large and mid-sized, national and local companies who want help recruiting and managing personnel. We screen, select and assign qualified individuals to jobs at various client locations.

Most of the jobs TopTalent Staffing manages for its clients are on-going, although some may be seasonal or intermittent. TopTalent Staffing offers jobs with opportunity for growth and promotion and some may lead to full-time employment.

Your Employment Status

You are being employed by RealTime Staffing, LLC dba TopTalent Staffing. Your work assignment, schedule, and rate of pay are determined by TopTalent Staffing. **Remember that you are not employed by the client where you work. They will not have your employee records.**

Success with TopTalent Staffing

TopTalent Staffing is your work partner, helping locate appropriate positions increase your income and advance your career. You will find us anxious to work with you if you fulfill your obligations.

Attendance, productivity and follow-through are the keys to your success in our organization. When you are scheduled to work, both we and our client are counting on you to be there. People who **show up for work on time every day** get the best positions and are the first to receive raises or special benefits.

Problems or Misunderstandings

If you have a problem, a dispute, complaint or concern, bring it first to a Staffing Coordinator in the TopTalent office, NOT to a client supervisor at your job site. Usually, the Coordinator will resolve any concern. If you are not satisfied, however, you should ask to speak with the Manager of the branch office where you were hired. It is every Manager's job to listen and try to solve any work-related problem.

Job Assignments & Attendance

Work Assignments

TopTalent Staffing Associates are hired because their skills and experience are well suited to a specific client position. If, for some reason, you do not like the job to which you are assigned, you should **finish the shift**, and then contact the TopTalent Staffing office as soon as possible to see if another suitable assignment may be available. If you have a work-related problem, don't assume it cannot be solved. Talk with someone in the TopTalent Staffing office as soon as possible.

If you walk off a job before the shift ends, we must assume you have quit your job with TopTalent Staffing. Your employment will be terminated and you will not be eligible for other work through our company. Additionally your wages will be paid at the Minimum Hourly Wage Rate for all hours worked during that workweek and your eligibility for Unemployment benefits may be affected.

Work Schedule

Work schedules and hours are set to meet the business needs of our clients, so sometimes it is necessary to change schedules or hours. All work schedules and any changes will be communicated through TopTalent Staffing. If a client representative asks you to change your schedule, be sure to confirm the change with TopTalent Staffing so there is no confusion about your schedule or pay.

Overtime

Unless you are an exempt, salaried Associate or a qualifying agricultural worker, you will be paid time-and-a-half for all hours you work over 40 in one week. When calculating overtime, only work hours are counted. Vacation time, holidays and sick or training time does not count toward the 40 regular hours needed before overtime begins.

A TopTalent Staffing Coordinator will let you know what to expect regarding overtime in each job assignment. If the availability or requirements of overtime create a problem for you, be sure to discuss with TopTalent immediately.

All Employment Procedures

- Call available once per week. This is your responsibility! Failure to call TopTalent upon completion of a job assignment to renew your availability indicates that you have terminated your employment with TopTalent. This may affect your unemployment compensation.
- Upon accepting a job assignment with TopTalent Staffing you will be given detailed information in regards to work hours, safety, dress code, duration, location, etc. If for any reason you have not received adequate information about your new job assignment please notify a TopTalent Manager before the start of your shift.
- When you are sent to an assignment, you must make sure your time has been entered on your timecard correctly. If you walk off a job you risk losing your pay for that day.
- No call/no show, walk-offs, poor attendance, poor attitude and breaking company policies will subject you to disciplinary actions up to and including termination and you may lose Unemployment Compensation benefits under state law.
- Your record is positively affected if you consistently do what is expected of you.
- Change in address and phone number needs to be communicated to the office immediately.
- All wage request and employment verification forms will take 2-3 business days to process.
- A doctors excuse is required if you miss three consecutive days of work.

End of Assignment

If your TopTalent Staffing job assignment ends for any reason, you must contact our office within 24 hours to receive a new assignment. If no work is available at that time, you must contact the TopTalent Staffing office at least once each week thereafter to confirm your availability. You can contact your TopTalent Staffing branch at the telephone number on the back cover of this Handbook or visit us in person during office hours.

If you fail to contact TopTalent Staffing for work, we will assume that you have quit voluntarily, that you have found other work and/or do not want another TopTalent Staffing assignment. Your employment with TopTalent Staffing will automatically terminate and you may lose Unemployment Compensation benefits under state law.

Quitting Your Job

If you should ever decide to quit your job and terminate your employment with TopTalent Staffing, we will want to know why. Your feedback can help us make this a better place to work.

TopTalent Staffing policy requires you to complete a simple exit interview. This interview will take ten minutes or less, but we will ask you to come into the office on or after your last payday. You will receive your final check immediately after the exit interview.

Pay & Benefits

Pay Rate & Pay Days

Pay rates vary by job assignment. That means every job can pay a different wage. If you change assignments or work in more than one at a time, you can NOT assume that your pay rate will be the same for both. Make sure you know the wage for every job you work. TopTalent employees shall not discuss their pay rates with anyone other than a TopTalent Staffing Coordinator.

The work week is Monday (12:01AM) through Sunday (12:00 midnight). Payday is the following Friday.

Timecards & Records

If we do not get an accurate record of your weekly work hours, your paycheck could be affected. If you are asked to complete a weekly time ticket, punch a time clock, scan an ID card or sign a log book daily, you must do so on time to be sure you are properly paid. In every job, be sure you know your responsibility for timekeeping and how records of your work time are being kept.

Payroll Errors

Unfortunately, a mistake that affects an Associate paycheck can sometimes occur. If you work regularly and follow all timekeeping procedures, the chance of a payroll error is very slim. If there should be some mistake in your check, however, we will correct it and make sure you are properly paid. You only need to discuss the facts with a Coordinator or Payroll Clerk in your TopTalent Staffing branch to solve the problem quickly. Once we have correct information, we can usually issue a new check in a timely manner.

Direct Deposit

Your paycheck can be deposited to your checking or savings account automatically. Direct deposit is available to all Employees who properly complete the necessary authorization form. The authorization form requires that you attach a voided check on the account in which your pay will be deposited. Read the authorization form for additional information on direct deposit.

Safety Policy

The SAFETY of Field Associates is the most important concern at TopTalent Staffing. We intend to deal only with clients who maintain a safe workplace, and we expect to employ people who take safety seriously. We intend to comply with every safety rule and do everything possible to reduce the chances of an accident. We expect you to do the same.

As part of its commitment to SAFETY, TopTalent Staffing has a formal Safety Program. It starts with the careful selection of clients and Associates, and includes control of worksite hazards, investigation of incidents and a Return to Work program. The Safety Program also includes training, job preparation and standard safety rules.

At TopTalent Staffing, every manager, every Associate and every client has a responsibility for safety. In fact, safety is a *condition of employment*. As a Field Associate, you are expected to know and follow all safety rules, use available safety equipment, report any unsafe condition, and work in a safe and responsible manner.

If you are injured while violating a safety policy, benefits otherwise due under Workers' Compensation can be substantially reduced.

Prior Injuries & Physical Limitations

TopTalent Staffing does not want to put any Associate in a job that could cause harm or aggravate a prior injury. If you have been injured before, or if certain work could cause you harm, be sure to let TopTalent Staffing know in advance. If you are physically limited in some way, if certain tasks are hard for you, or if you need any special accommodation to perform a job function, it is your duty to let us know in advance so that we can protect your safety.

General Safety Rules

All Field Associates are required to obey the safety rules set by TopTalent Staffing, our clients and government agencies. If you do not know the rules for your job, ask! If an accident occurs while you are in violation of safety rules, your Workers' Compensation benefits may be reduced. Wherever you work, remember these basic rules or guidelines:

- Don't do any work you feel is unsafe or could cause injury.
- Don't do any work that is not part of the job duties TopTalent Staffing described to you without the advance knowledge and approval of TopTalent.
- Follow the safety rules of the company where you work and the safety instructions of your Supervisor.
- Do not operate any vehicle, equipment or power tool without knowledge and permission from TopTalent Staffing and the proper training.
- Use all safety and personal protection equipment you are provided.
- Report all unsafe conditions and immediately report any accident or injury.

Prohibited Work

In any job TopTalent Staffing may offer you, the type of work and the specific job duties have been defined and agreed with the client. Basic responsibilities will be explained before you begin work. You should never do work for a client that is different from the job we described. If you are asked to do other work report the request to TopTalent Staffing office immediately.

On the job, no TopTalent Staffing Field Associate is allowed to:

- Operate a vehicle, forklift, machine or power tool without training and special permission
- Work more than five (5) feet above the ground or on a roof
- Work on a ladder or scaffold without specific permission and an advance inspection by a TopTalent manager
- Work in holes that go more than five (5) feet below the ground, or in any confined space
- Handle, move or work with hazardous chemicals or materials

Field Associates can be terminated for doing unauthorized work.

Clothing & Protective Gear

Some jobs require special clothing or personal safety equipment. When things like safety glasses, hard hats, ear plugs or gloves are provided, you are required to use them. If a job requires hard-toe shoes, you will not be allowed to work without them.

Hard hats must be worn with the bill in front. Stereo headphones will not be allowed as a substitute for hearing protection. There are special rules to remember if you work around moving equipment or machinery:

- Loose clothing is dangerous and cannot be worn. Sleeves should be rolled down and buttoned, shirts tucked into pants.
- Rings, loose ribbons and dangling jewelry must not be worn.
- Long hair is especially dangerous! It must be kept behind the neck and shoulders so it will not get tangled in moving parts.

OSHA Hazard Communication

You have a right to know about any safety hazards in your workplace. A TopTalent or client representative will explain:

- Any chemical or material hazards at your job site,
- The "Material Safety Data Sheets" that describe any hazardous materials and what to do if you are exposed to them,
- How to identify and properly handle any hazardous substances.

If you ever have a question about a chemical or substance at your job, be sure to ask your on-job Supervisor for more information.

Work Conduct

Fighting, disorderly conduct and practical jokes or "horseplay" are not allowed at any work site. TopTalent Staffing Associates are not allowed to run or throw things in the workplace. Since serious accidents can result from this behavior, you may be dismissed for breaking these rules.

Field Associates should help keep the workplace neat and clean for safety reasons. Loose things on the floor must be picked up and spills are to be cleaned from the floor immediately. Work areas must be kept free of obstructions.

No person will be allowed to work if he/she is impaired due to fatigue, illness, medication, drugs, alcohol or other causes. If a manager or supervisor feels your condition may make it unsafe for you or other workers on the job, you will not be allowed to work.

Operating Equipment

Do not operate any vehicle, machinery, equipment or power tool until you have been properly trained in its use. If you do not have permission from TopTalent, you cannot operate a vehicle or machine, power equipment or power tools at all. Associates are not permitted to operate or even train on a forklift without permission from TopTalent Staffing.

Punch presses, drills and saws in particular, can cause serious injury. If you are asked to work with such equipment, be sure to contact TopTalent Staffing for approval in advance. If it is permitted, special training and precautions will certainly be required.

Lifting

Some jobs may require heavy lifting. Associates in those jobs should know proper lifting techniques. If you have not received instruction in lifting technique, let a TopTalent Staffing manager know and you will be scheduled for a free training session.

Proper lifting means bending at the knees and grasping the load firmly while you keep your back as straight as possible and avoid twisting. You should lift by straightening your legs. Be sure to ask for help if you think an object may be too heavy or too awkward to lift alone. Always get help if you have to lift more than 50 pounds.

If You Are Injured

If you are injured on the job in any way, however minor, you must report the incident to the TopTalent Staffing office as soon as possible. Except in a true emergency, you should not leave the worksite without reporting an injury.

RealTime Staffing dba TopTalent Staffing carries Workers' Compensation insurance to protect and benefit any Associate who may be hurt on the job. We also have a Managed Care arrangement with nearby medical facilities to make sure any injured Associate can get needed treatment. A list of Preferred Providers is attached.

To get free medical attention for an on-job injury, and any Workers' Compensation benefits that may apply, there are certain steps you must take. Reporting an injury promptly is the first and most important step. Once you do that, we can guide you to the next steps.

If you are injured on the job, report the incident to the TopTalent Staffing office immediately, even if the injury is minor. **Note:** Reporting an incident to a client supervisor on the job is not enough. You will be directed to a TopTalent Staffing Preferred Provider for treatment. Be sure to name RealTime Staffing dba TopTalent Staffing as your employer.

Except in a life-threatening emergency (or if you need specialized treatment not otherwise available), the State of Florida requires that you be treated by a Preferred Provider. There, **you will be required to take a drug test.** If you fail or refuse that test, you could forfeit eligibility for Workers' Comp. benefits. If drugs or alcohol caused the accident, benefits and free medical care can be denied.

After you have been treated, a Doctor will determine what work you can do: regular work, light work, or no work at all. The Doctor's report will determine whether you need time off or not.

As soon as you are able, you must come to the TopTalent Staffing office to complete an Injury Report. The report will let our headquarters and our insurer know exactly what happened, how and where you were hurt, and how we can avoid a similar accident in the future.

If You Get Hurt On The Job Report the accident to the TopTalent office *immediately* 407 896-2150

For Medical Treatment, See attached list of Centra Care locations.

Returning to Work

Whether you are released for light or limited work, or for regular duty, TopTalent Staffing will take all measures to find a suitable job for you the next day. Unless the Doctor says you are unable, you must report for work the day after any injury. If the Doctor says you cannot work at all, you must provide written notice from the Doctor and call a TopTalent manager the next day to discuss your situation.

Fraud Policy

Workers' Compensation is designed to limit the loss of an Associate who is injured in the course of their work. Benefits are available when an injury is work-related, accidental, and medically verified.

If an injury was not caused by an on-job accident at all, if an accident never really happened, if there were no real injuries, or injuries are falsely exaggerated, filing a claim for Workers' Compensation benefits is fraud. Secretly working another job while collecting Workers' Compensation payments is illegal and it is fraud.

TopTalent Staffing has "zero tolerance" for phony or fraudulent claims. We will immediately terminate any Associate involved in Workers' Comp. fraud, and we will criminally prosecute to the full extent of the law.

General Policies and On-Job Rules

Equal Employment Opportunity

Equal Employment Opportunity is both a policy and practice of TopTalent Staffing. In accordance with all applicable federal, state and local laws, TopTalent Staffing provides employment opportunities to applicants and Associates regardless of age, race, creed, color, religion, national origin, sex, disability, veteran status, marital status or any other protected status.

The TopTalent Staffing Equal Opportunity policy applies to all areas of employment, including, hiring, training, assignment, promotion, compensation, benefits, discipline and termination. In addition, TopTalent Staffing does not discriminate against any Associate in a client job assignment and will not honor discriminatory requests from clients. Any Associate who may violate this policy will be subject to discipline, up to and including possible termination.

Drugs & Alcohol

Substance abuse has a negative impact on an Associate's work and personal life, and it affects our ability to provide quality service to clients. It can cause poor work performance, decrease productivity and create safety hazards. That's why TopTalent Staffing is committed to a Drug-Free Workplace. All applicants must pass a drug test to qualify for employment, regardless of job assignment.

The use, possession, solicitation for, distribution, purchase or sale of any illegal substance or alcohol on company or client premises, or while performing any Top Talent Staffing job duty is strictly prohibited. Reporting for work or performing any job duty under the influence of alcohol or any illegal substance is likewise prohibited.

Except for company sponsored or sanctioned events at which alcohol is served, company rules regarding illegal drug activity include times when an Associate is representing TopTalent Staffing or one of their clients, or is involved in a work-related or company sponsored event, even if it is at a non-work location or outside of normal work hours. Top Talent Staffing will not knowingly employ an individual actively involved in any illegal activity on or off the job.

Abuse or misuse of prescription and over-the-counter drugs is also prohibited. Associates using drugs for a medical condition must inform a TopTalent Staffing supervisor if the drug could affect physical or mental abilities, or have side effects which affect job performance. Associates may bring to work and take prescription drugs at work only if the drug has been prescribed by a doctor and is being taken in accordance with that doctor's instructions. To enforce its drug and alcohol policy, and in addition to any pre-employment testing, TopTalent Staffing reserves the right to require any Associate to submit to drug or alcohol testing at any time, without notice, as permitted by law. A drug test is also required immediately after every on-the-job accident and any time there is reason to suspect an Associate may be under the influence of drugs or alcohol. Some job assignments may require a special, added drug test.

The action TopTalent Staffing takes against applicants and Associates who violate drug and alcohol policies, including testing positive for drugs or refusing to be tested, is uniform (the same) for all individuals. No job offer will be extended to such applicants and, if any job offer was previously made, it will be withdrawn. If employed, such Associates will be removed from any job assignment immediately and will be dismissed.

Associates who believe a positive drug or alcohol test is in error are given an opportunity to be re-tested by an independent, certified laboratory at their own expense. If the laboratory test is negative, the cost of the re-test will be reimbursed and the Associate will be reinstated with no disciplinary record.

Harassment

TopTalent Staffing believes in a friendly workplace that is not hostile or offensive, where all Associates are treated fairly and with respect. Harassment, threats, intimidation or discrimination of any kind will not be tolerated. Any Associate who violates this policy will be subject to serious discipline, including possible termination.

It is important to understand that, among other things, harassment includes:

Verbal Harassment, such as making a joke or comment about a certain age or ethnic group, race, sex, nationality, disability, religion, sexual preference, or using vulgar or profane words or slurs.

Physical Harassment, such as assault, touching, blocking or physically interfering with a person's movement or work.

Visual Harassment, such as derogatory images, posters, cartoons or drawings.

Sexual Harassment, including unwelcome sexual advances or requests for sexual favors, verbal, visual or physical conduct of a sexual nature, such as name calling, obscene jokes, suggestive comments, gestures or sounds, or graphic remarks about a person's anatomy.

Intimidation – Creating an intimidating, hostile or offensive work environment through conduct like that described above.

If you feel you have been subjected to harassment, threats, intimidation or discrimination by a co-worker, a supervisor or manager, a client Associate or any other person connected with your job, you should report the incident to a TopTalent Staffing manager immediately. If the complaint involves the manager, or if you feel uncomfortable discussing the matter with him/her, report the matter to his/her superior or to TopTalent Staffing Risk Manager at [407-896-2150](tel:407-896-2150).

Top Talent Staffing will promptly investigate every harassment complaint and take the appropriate corrective action. All investigations will be handled as confidentially as possible, and no Associate will be punished in any way for bringing any good faith complaint to the company's attention.

Any TopTalent Staffing employee, supervisor or manager, who is found to have engaged in harassment, or retaliation against another individual who complained of harassment, will be subject to serious discipline, including possible termination.

Appearance Standards

As a TopTalent Field Associate, you represent our company. We expect every Associate to be neat, clean and dressed properly for their work. Torn, frayed or cut-off clothes, and clothing with offensive slogans or references to drugs or alcohol are never allowed at work. Sleeveless shirts and halter-tops are not permitted in any position. Sandals and open-toe or open-heel shoes are prohibited in all light industrial jobs. Some jobs require long pants and work shoes or boots.

Most client companies have their own dress code or standard. TopTalent Staffing will advise you of the standards for your assignment, and you will be expected to maintain them. It is important to understand specific policies when the dress is "business casual." Business casual can mean different things, but as a TopTalent Staffing Field Associate, you are not permitted to wear jeans, shorts or T-shirts in any office workplace.

Prohibited Work

If you are asked to do a different job or any task that TopTalent Staffing has prohibited, you should explain that you must first ask TopTalent Staffing for permission. In particular, Field Associates are not permitted to operate vehicles, any forklift, machinery or power tool unless specifically authorized by a TopTalent Staffing manager in advance. Associates performing unauthorized job duties will be subject to discipline, up to and including possible termination.

Solicitation

Solicitation is against the rules in every TopTalent Staffing assignment. You may not solicit any TopTalent Staffing employee, or client Associate while on TopTalent Staffing property or our client's property.

No solicitation is allowed during your work shift or the work shift of the person being solicited. This includes lunch breaks or other breaks taken on the job site or on TopTalent Staffing client property. For purposes of this work rule, "solicitation" specifically includes passing out fliers, letters, petitions or other documents for signatures.

Special Job Site Rules

Every client has rules or policies that apply in their workplace. A TopTalent Staffing representative will review client policies with you in advance, but it is your job to remember them and comply with them. Client rules might include a special clothing or equipment requirement, restrictions on jewelry, lunch or rest breaks and telephone use. Cell phone or portable stereo uses are prohibited. As a TopTalent Staffing Field Associate, you are required to know and follow the policies in effect at your job site.

Confidential Information

Most Top Talent Staffing Associates come into contact with confidential and proprietary (company-exclusive) information. As a condition of continued employment, all Associates must agree to protect company and confidential information. Information obtained while working for Top Talent Staffing, in association with TopTalent Staffing or in any client assignment is confidential and may not be disclosed to any other party, even another TopTalent Staffing Associate.

Among many other things, confidential information includes information on products, release dates, prices or rates, inventories, customers and customer locations, security systems, personnel, contracts, business and personnel files and records. TopTalent customers, contact names, work sites, shift times, wage rates, bill rates, personnel counts and other business information is all strictly confidential. Disclosure of confidential information is a policy violation that will result in disciplinary action, including possible termination.

Working for a Client

Some clients offer TopTalent Staffing employee's long-term employment after they have worked in association with TopTalent for 500 hours or 90 days which ever is greater. No client promises to hire everyone who completes that time, and no Associate is guaranteed a job with any client company. If a client wishes to hire one of our Associates, it must be arranged and/or approved by TopTalent Staffing. If you are interested in a job with a client, ask a TopTalent Staffing manager for details.

Important: You may not work directly for a TopTalent Staffing client on your own or apply for a job with a client while you are working for TopTalent Staffing. If you want to work for a client, you must either do so through TopTalent Staffing, or wait a required 6 months from last day of your assignment with Client Company.

Grounds for Dismissal

There are certain activities and behaviors TopTalent Staffing considers so serious, they are grounds for immediate dismissal. Some of the most important of these are mentioned under "Drugs and Alcohol" and "Harassment" above, and in the "Job Assignments and Attendance" section earlier. Review those sections for specifics and be aware that the following are also grounds for dismissal:

- Dishonesty – False statements or misrepresentations during the application process; producing false ID or documents.
- Violence and Weapons – Any act or threat of violence toward another person, fighting or provoking a fight while on company or client premises; possession of a weapon or explosives.
- Criminal Behavior – Engaging in any criminal conduct, including betting or gambling while on company or client property.
- Immoral Conduct or indecency on company or client property.
- Destroying Property – Causing damage or destruction of company or client property, or property of other Associates.
- Endangering Others – Any willful action which endangers the life or safety of another person.
- Theft of company or client property, or the property of other Associates; unauthorized use or possession of any company or client property, including documents and computer disks.
- Falsifying Time – Falsely reporting work hours or altering any Associate time records; reporting time not actually worked.
- Interfering/Sleeping – Interfering with another Associate or restricting work output. Sleeping on the job or during paid time.
- Breach of Confidentiality – Giving confidential, proprietary or private information to competitors or any unauthorized person.
- Walking Off – Walking off the job or leaving work before the shift end without authorization (except if ill or injured)

Associate Receipt of Handbook

This receipt certifies that I have received a copy of the TopTalent Staffing Associate Handbook. I understand that the Handbook is NOT A CONTRACT OF EMPLOYMENT, that my employment is "at will," and that TopTalent Staffing has a right to change, create or delete its policies and benefits at any time, with or without advance notice.

I understand that I am an employee of RealTime Staffing dba TopTalent Staffing and I can terminate my employment. When a job assignment ends, I will report to the TopTalent Staffing office to request a new assignment. I understand that failure to report at the end of an assignment, or failure to accept a new assignment, indicates that I have voluntarily quit and may not be eligible for unemployment benefits. I also understand that the company will aggressively fight and prosecute any fraudulent claim. If I do not report for work, walk-off, or do not complete an assignment or give proper notice, TopTalent Staffing should assume that I have voluntarily quit and will not be eligible for unemployment. Additionally, I understand my wages will be paid at the State of Florida Minimum Hourly Wage Requirements for all hours worked during that work week.

I understand that I will be expected to report for and complete any job assignment or shift I accept. If I am unable to report for work for some unexpected reason (such as an emergency or illness), I will contact the TopTalent office as soon as possible. I have reviewed and agree to abide by the General Safety Rules established by TopTalent Staffing. I agree that, if I am injured on the job, I will inform my worksite supervisor and the TopTalent office immediately. I understand that TopTalent Staffing will deal promptly with any legitimate Workers' Compensation claims, coordinate any needed medical treatment, pay medical expenses, etc. I have been informed of the specific Workers' Compensation rules that apply locally and understand that I am personally responsible for the cost of any unauthorized medical treatment or services provided outside the Preferred Provider network, except as permitted by state rules.

I have read the company's Drug and Alcohol policy and I have signed consent to drug testing. I understand that any violation of substance abuse policies will result in my dismissal and termination of employment.

I consent for TopTalent Staffing to run criminal background, credit, and reference checks.

I am aware that it is my responsibility to read, understand and know all of the company's employment policies. I have had an opportunity to ask questions about the Handbook, and any questions I had have been answered in language I understand. By accepting a job offer, I am agreeing to abide by TopTalent Staffing work and employment policies. If I fail to comply with company policies and procedures, I understand that my employment may be jeopardized or terminated.

Associate Signature

Date

Associate Print Name

TopTalent Representative /Interviewer

Date