

# **EAGLE EMPLOYMENT**

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*SERVING YOUR STAFFING NEEDS*

# **ORIENTATION & BENEFITS GUIDE**

EAGLE EMPLOYMENT  
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## WELCOME

*Welcome to Eagle Employment, A New Chapter in Your Life*

You have made the right decision and we're excited that you are joining our team of "Employed" Employees, Associates and Customers. For more than 5 years, Eagle Employment has been one of the most successful staffing companies in the business because we work with great employee like you and with successful companies with great jobs. What a great time to join Eagle Employment.

Input from our three sets of clients - you, our associates, and our customers identified availability, reliability, and trust as key to a strong and lasting business relationship. Always striving to effectively deliver these three elements is one of the cornerstones of Eagle Employment's culture. Discussing and understanding your wants and needs, and staying in touch often, allows us to be a stronger resource in helping you manage your career. We've also learned from years of success, when your employees are matched with the right jobs, it works!

This orientation packet contains information to help you understand what you can expect as an Eagle Employment employee. It contains information about how you are paid, how you can participate in the best benefits package in the industry, and how we can meet each other's expectations. If you have any questions about our company, the information in this packet, or how we can help you meet your career goals, please feel free to contact the Staffing Representative at your branch location. They're available to serve your needs.

Thanks for joining Eagle Employment. We look forward to working with you.

Sincerely,

Brooke Memene

President

Aruworay Memene

Vice - President

## CONGRATULATIONS

You've joined one of the best staffing companies in the United States. Eagle Employment was created to provide a service very different from that of traditional temporary. We understand people make the difference. That is a primary reason why we have been successful.

FIGURE 21.1 Eagle Employment, soon to be a worldwide company.

Eagle Employment is the staffing company where employed people want to work.

Another reason why Eagle Employment is different is our emphasis on getting to know what you want and need in a position. We use extensive discovery to find the best employee in the marketplace and then examine their strengths to better match person to position. In addition, before, during, and after you are placed in a job, Eagle Employment contacts both you and the client customer to ensure the assignment is satisfying to both parties and all expectations are being met.

While working with Eagle Employment, you can expect the following:

**To** work with professional, reliable and trustworthy. Eagle Employment Associates.

**To** be represented in a manner that reflects your career goals and objectives.

**To** have your skills marketed to client companies as appropriate.

**To** be treated with respect, honesty and integrity.

**To** work in safe and healthy work environments.

**To** receive benefits, fair pay and work with good companies.

At Eagle Employment, we have positions in a wide range of fields:

- Office and Administrative
- •
- Call Center
- •
- Technical and Manufacturing
- •
- Engineering
- •
- Finance and Accounting
- •
- Information
- •
- Professional Positions

With all these options, Eagle Employment can help you find the career opportunity that's perfect for you. More information about Eagle Employment can be found on our website - [www.eagleemployment.com](http://www.eagleemployment.com).

#### **Assignments and Attendance**

**Acceptance of Assignments:** When Eagle Employment offers you a job assignment, you will be given information about that position. You may consider each one separately and are not under obligation accept any assignment. However, if you do accept an assignment, both EAGLE EMPLOYMENT and the client are relying on your commitment to remain on the assignment until completion.

**Punctuality and Attendance:** it is vitally important to be present and on time each day you are on your assignment. Should there be an emergency which causes you to be late or absent, please call your EAGLE EMPLOYMENT branch office immediately and we will notify the client.

We are relying on you to conduct yourself professionally. Please be aware that a client may ask that you be replaced on an assignment if we are notified of a pending absence or late arrival.

**Professional Appearance:** You never have a second chance to make a first impression. EAGLE EMPLOYMENT employees are known for their professional appearance and manner. Each day on the job you should be well groomed in businesslike attire. If you are in doubt about what is appropriate, ask your EAGLE EMPLOYMENT representative.

**Performance:** EAGLE EMPLOYMENT is committed to a high quality of work and superior performance. When you do an outstanding job, EAGLE EMPLOYMENT wants to know about it! We ask our clients to provide us with a rating of your performance on each assignment.

**When to Call EAGLE EMPLOYMENT:** We want to hear from you, if ...

- You become available for an assignment. When you become available for an assignment, please contact your EAGLE EMPLOYMENT branch office for another assignment within one day of the completion of an assignment, and twice weekly when you are not working. Otherwise, you will be considered to have voluntarily resigned, which may impact eligibility for unemployment benefits.
- There is a change in your address or phone number...
- You are going to arrive late. Although this should not happen often, if you do encounter an unexpected delay, call us immediately.
- You are ill. Call your EAGLE EMPLOYMENT branch office as soon as possible. We must hear from you regarding an absence before you are due on the job.
- Your job description changes significantly, or if the client requires more advanced skills than were explained to you when the assignment was offered. •
- Your assignment ends sooner than we originally expected, or is extended.
- A client asks you to return for another assignment or offers you a full-time position.
- You have questions or general feedback regarding your assignments or if you are unsure of any policies.

**Reactivation of Application:** If you have not worked for EAGLE EMPLOYMENT during the last 3 months, you may be asked to come in and complete a new application in order to be considered for additional assignments.

## **BENEFITS**

Please see the insert card in the front of this packet for benefit information. Contact your EAGLE EMPLOYMENT branch office for more details.

## **COMPENSATION**

**Timecard Procedure:** Complete all the information on the timecard for each job assignment. A separate timecard for each job assignment. A separate timecard must be completed for each job assignment.

- The work week begins on Monday at 12:01 a.m. and ends on Sunday at midnight. The week ending date is always the Sunday following the week you worked.
- At the end of each week, have the client supervisor sign your timecard and give him/her the client copy. The copies of your timecard should be distributed as follows: Pink - EAGLE EMPLOYMENT payroll copy and attached. Yellow - Your Copy, White - Client copy.
- Fax, Mail or Drop-off the EAGLE EMPLOYMENT copy to head office or to a branch location nearest to you.

Timecards are due in the office no later than Monday. Please keep in mind an incomplete timecard may result in late processing of some or all of the hours you have worked, because the Employee/Client Services (Payroll) Department will need to research your file and obtain the missing information.

Please keep in mind that EAGLE EMPLOYMENT needs all timecards to complete billing to its clients. Therefore, employee who do not complete and submit timecards in a timely manner will be subject to discipline, up to and including termination.

**Paycheck Procedure:**

- Paychecks are issued every week. The check you receive is for work completed through the previous Sunday. Therefore, work performed during the week you receive a check will not be included.
- Coordinate check-mailing, pick-up, or direct deposit options with your EAGLE EMPLOYMENT branch office.
- If you have changes in address, phone number, exemptions, etc, please notify your EE branch office as soon as possible. A wrong or incomplete address may cause a delay in receiving your pay. You must complete a new W-r if you wish to change your name or exemptions.
- Mail service takes 1 to working days for delivery of checks. EE has no control over delivery of mailed checks. Postal delays may occur.

**Overtime**

Overtime is paid in accordance with applicable state and federal laws. Before working any hours beyond your scheduled hours or any overtime, you must receive approval from an authorized representative of the client. In addition, please notify EAGLE EMPLOYMENT of the additional hours.

**Rate of Pay:**

EAGLE EMPLOYMENT pays its employee depending on job-related factors, such as the job requirements, job performance, skills and length of service. Everyone does not earn the same rate of pay. If you have any questions regarding pay, please call your EAGLE EMPLOYMENT representative.

**Deductions:**

EAGLE EMPLOYMENT will deduct all legally required federal, state and local withholding as well as Social Security (FICA) taxes. EAGLE EMPLOYMENT reserves the right to withhold overpayments from your paychecks in accordance with applicable state law. It is EAGLE EMPLOYMENT's policy not to take improper deductions from an employee's paycheck. If you feel that an improper deduction has been taken from your paycheck, please immediately notify EAGLE EMPLOYMENT's People Department at 612-604-0576 or 1-877-703-2453.

## **Verification of Employment**

EAGLE EMPLOYMENT is your Employer.

EAGLE EMPLOYMENT will provide employment and wage verification requests through Payroll records. Employment verification might be used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. Please contact your EAGLE EMPLOYMENT representative, when in need of employment verification.

## **Employment Expectations**

**Our Promise to Our Employee:** At EAGLE EMPLOYMENT, we are committed to the success of our corporate clients and our employees. We truly believe that by matching our employee's interests and skills to the right assignment at the right client company, we are helping our employee realize their fullest potential. Our employees are consistently professional. They are punctual, personable, flexible, and committed to completing their assignments. We retain exceptional employees because we treat them in the same manner we want to be treated. The result is success for the client company, the employee, and EAGLE EMPLOYMENT.

**Our Expectations:** Your employment with EAGLE EMPLOYMENT is at-will. Employment at-will means that either EAGLE EMPLOYMENT or any employee may terminate the employment relationship at any time, without prior notice and for any reason. Any representatives to the contrary are not binding up EAGLE EMPLOYMENT unless signed in writing by an authorized EAGLE EMPLOYMENT representative.

**You are expected to conduct yourself in a professional manner. We expect that you will:**

- Report to your assignments.
- Notify EAGLE EMPLOYMENT in a timely manner if you will be absent from or late for an assignment
- Be dependable; not excessively absent or tardy.
- Work the scheduled hours; complete your assignment; don't walk off an assignment (non completion or walking off an assignment may result in your being paid minimum wage).

- Perform the duties required on an assignment satisfactorily, safely, and efficiently.
- Turn in your timecards in a timely manner; all information must be accurate and true, with no alterations.
- Make personal phone calls only during scheduled breaks or lunch breaks. Cellular phones and pagers should be used for emergency use only.
- Contact EAGLE EMPLOYMENT when you have completed an assignment, are available for work, or have been requested by a client to return to another assignment or work on a full-time basis.
- Provide a working home telephone, pager, or personal voice mail number in order to contact you regarding the status of assignments.
- Hold confidential any information given to you on an assignment •
- Conduct yourself professionally.
- Comply with EAGLE EMPLOYMENT policies and procedures.

**We do not expect that you will:**

- Supply false or misleading information when applying for employment or at any time during your employment • Possess, consume, sell, or be under the influence of narcotics or related drugs including alcoholic beverages while at work or on EAGLE EMPLOYMENT property.
- Discriminate against or unlawfully harass a fellow employee, employee of a client or customer of a client because of race, religious creed, national origin, sex, disability, age, marital status, veteran status, sexual preference or membership in any other group protected by law.
- Make unwelcome advances, requests for sexual favors and other verbal or physical expressions of a sexual nature to fellow employees, employees of a client or customers of a client.
- Conduct yourself unprofessionally with behavior such as fighting or use of vulgarity.
- Take or otherwise misappropriate EAGLE EMPLOYMENT property or property of an EAGLE EMPLOYMENT client

- Access EAGLE EMPLOYMENT or client computer systems (including access to electronic mail systems, internet, etc.) without prior approval or use these systems for non-business related reasons.

Failure to meet our expectations or engaging in unacceptable conduct may; result in discipline, removal from a job assignment, other adverse employment action, or termination. Please understand that the expectations of proper and improper conduct discussed above are not all inclusive.

If ever you are suspended from an assignment through EAGLE EMPLOYMENT pending an investigation into a workplace conduct violation regarding harassment, discrimination, theft, violence, misappropriation of EAGLE EMPLOYMENT or EAGLE EMPLOYMENT client property, providing false information, or other egregious conduct, EAGLE EMPLOYMENT reserves the right to treat that suspension as unpaid time, pending the outcome of the investigation. For clarification purposes, “other egregious conduct” would not include that relating to your attendance and/or performance on an assignment.

### **Health and Safety**

**Safety Policy:** EAGLE EMPLOYMENT is firmly committed to providing all employees a safe and healthy work environment

**The safety and well-being** of all EAGLE EMPLOYMENT employees is our highest priority. We believe that accident prevention can be accomplished by properly interviewing, placing and training our employees, and also by properly selecting our clients. In addition, we ask our employees to share in the responsibility of safety by: following client safety guidelines; reporting any and all unsafe working conditions; and wearing appropriate clothing and safety equipment when necessary.

EAGLE EMPLOYMENT’s efforts toward your safety, combined with your commitment to our safety program, will minimize accidents and injuries and help create a healthier, more productive and cost-effective work force.

### **Employee Safety Policy Guidelines:**

- Never operate a machine unless all guards are provided and in place, or it is tagged Lock Out/Tag Out.
- Do not operate motorized equipment without written authority from EAGLE EMPLOYMENT first.
- Keep work areas clean.

- Do not wear jewelry, loose clothing, or long hairstyles which can be caught in moving machinery or equipment
- Do not lift or push objects that may; be too heavy. When lifting, use proper body mechanics.
- No alcohol or illegal drugs may be used before or during your work hours. An employee may be tested for drugs or alcohol if injured on the job.

**Employee Safety Responsibilities:**

- Participate in safety training.
- Report any change in job duties from those described in the original job offer.
- Report any unsafe working conditions.
- Adhere to all safety requirements and wear appropriate clothing and safety attire.
- Cooperate with any accident investigation.
- Maintain conduct in a reasonable and responsible manner in order to avoid unnecessary accidents to yourself and/or co-workers.

**Hazard Communication:**

- You have the right to know what hazards you may encounter on the job and how to protect yourself against them.
- If you have any questions about hazardous substances, please contact your EAGLE EMPLOYMENT representative. We encourage you to be aware of the list of all hazardous substances, and know where the material safety data sheet is located.

Questions to ask:

- What am I working with?
- Can it hurt me?
- How do I protect myself
- What do I do if something goes wrong?

**Reporting an Injury:** EAGLE EMPLOYMENT employees are entitled to the benefit of worker's compensation insurance should they become injured in the course and scope of their employment. Benefits available are specifically defined by individual state laws and statutes.

What to do if you are injured:

- Report any injury, no matter how minor, to your EAGLE EMPLOYMENT representative as well as your on-site supervisor.
- Obtain the necessary medical treatment. First-aid may be given on the job site, or ask your EAGLE EMPLOYMENT representative for the occupational health clinic nearest you.
- Cooperate with EAGLE EMPLOYMENT's injury investigation and return to- work program.

EAGLE EMPLOYMENT believes in providing our employees a safe working environment and asks that you participate in our safety program. Violation of safe working procedures or any safety rules, whether EAGLE EMPLOYMENT's or the client's, may not only resulting disciplinary actions, but injuries as well. Practice safe working habits.

#### **Anti-Violence**

EAGLE EMPLOYMENT has adopted this Anti-Violence Policy for workplace violence because we recognize that workplace violence is a growing nationwide problem which needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect EAGLE EMPLOYMENT, or which occur on EAGLE EMPLOYMENT's property or the property of a client for whom you are working through EAGLE EMPLOYMENT will not be tolerated.

**Workplace Violence Examples:** Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to create a hostile, abusive, or intimidating work environment for one or several EAGLE EMPLOYMENT employees or employees of EAGLE EMPLOYMENT client for whom you are working through EAGLE EMPLOYMENT. Examples of workplace violence include, but are not limited to, the following:

- All threats of violence occurring on EAGLE EMPLOYMENT premises or EAGLE EMPLOYMENT client.

- Any acts or threats resulting in the conviction of an employee of EAGLE EMPLOYMENT under any criminal code provision relation to violence or threats of violence which adversely affect the legitimate interests and goals of EAGLE EMPLOYMENT.

**Threatening/Violent Conduct Examples:** Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates, or property with harm.
- Possession or use of firearms or weapons, including but not limited to the carrying of a firearm or weapon on EAGLE EMPLOYMENT premises or the premises of a EAGLE EMPLOYMENT client by a person licensed to carry such a weapon.
- The intentional destruction or threat of destruction of EAGLE EMPLOYMENT property or the property of a client
- Harassing or threatening phone calls.
- Harassing surveillance or stalking.
- The suggestion or intimation that violence is appropriate.

Any employee found to be engaging in violent or threatening conduct will be subject to appropriate disciplinary action, including the possibility of termination. Employees are encouraged to report incidents of threats or acts of physical violence to a supervisor or manager at their EAGLE EMPLOYMENT branch office or to EAGLE EMPLOYMENT's Human Resources Department 612-604-0576 or 1-877-703-2453.

### **Weapons Prohibition**

EAGLE EMPLOYMENT is committed to the welfare and safety of its employees and to those of our clients. EAGLE EMPLOYMENT associates and employees are prohibited from carrying weapons or ammunition onto EAGLE EMPLOYMENT's property, at EAGLE EMPLOYMENT-sponsored events or using or carrying weapons while performing services on EAGLE EMPLOYMENT client's premises. In addition, you must comply with any posting or notices located at EAGLE EMPLOYMENT premises or at the premises of EAGLE EMPLOYMENT clients regarding safety, security or weapons. Weapons include, but are not limited to, guns or firearms of any form.

In accordance with applicable law and to enforce the Weapons Prohibition Policy, EAGLE EMPLOYMENT reserves the right to inspect employee workstations, purses, briefcases, and other belongs on EAGLE EMPLOYMENT or EAGLE EMPLOYMENT clients' premises.

Violation of the EAGLE EMPLOYMENT Weapons Prohibition Policy may result in discipline, up to and including termination of employment.

Employers are encouraged to report any incidents that they feel may be in violation of this policy. Any questions regarding this policy should be directed to your supervisor or manager of the People Department at 612-604-0576 or 1-877-703-2453.

### **Drug and Alcohol Abuse and Testing**

**Our commitment to Drug and Alcohol Free Workplaces:** EAGLE EMPLOYMENT's drug and alcohol abuse and testing policy complies with federal and state laws and regulations. Our position on drugs and alcohol is based on two fundamental beliefs: 1) every employee has the right to work in an environment free of hazards; and 2) our clients deserve reliable worker who will not introduce hazards to their workplaces.

In accordance with those beliefs, EAGLE EMPLOYMENT prohibits the possess, use, impairment by, purchase, ale, dispensation, distribution, or unlawful manufacture of any federally controlled substance on property, or at any site where an EAGLE EMPLOYMENT employee is working for an EAGLE EMPLOYMENT client.

EAGLE EMPLOYMENT also considers alcohol a drug that impairs employee productivity and safety. EAGLE EMPLOYMENT prohibits the use of alcohol or impairment by use of alcohol during working hours. No employee may consume alcohol anywhere during rest breaks, lunches, or other means if he or she must work again that same day. EAGLE EMPLOYMENT also prohibits the possession, use, sale, purchase or distribution of alcohol on EAGLE EMPLOYMENT's property, or on any property of EAGLE EMPLOYMENT's clients.

Any violation of this policy shall result in adverse employment action up to and including termination of employment.

**Testing:** Some of EAGLE EMPLOYMENT's clients request that a person being assigned to them first pass a drug and/or alcohol test. When EAGLE EMPLOYMENT receives such a request, EAGLE EMPLOYMENT will require that the person to be assigned submit to drug and/or alcohol testing under this policy as permitted by law.

In addition, EAGLE EMPLOYMENT reserves the right to require any employee and/or applicant to submit to drug and alcohol testing at any time and under any circumstance permitted by law.

EAGLE EMPLOYMENT has procedures in place designed to achieve accurate test results and to ensure compliance with applicable state and federal laws.

### **Equal Employment Opportunity**

EAGLE EMPLOYMENT supports affirmative action and equal employment opportunity. EAGLE EMPLOYMENT will provide equal employment in employment practices to all employees and applicants for employment. Employment decisions shall be made without regard to race, color, religion, gender, age, disability, national origin, ancestry, sexual orientation, marital status, status in regard to public assistance, status as a Vietnam Era veteran or a disabled veteran, or any other legally protected basis.

EAGLE EMPLOYMENT's nondiscrimination policy applies to all areas of employment, including but not limited to:

- Recruitment and Recruitment Advertising
- Hiring and Placements
- Training and Development
- Compensation and Benefits
- Demotions
- Layoffs or Terminations
- Promotions and Transfers

**Affirmative Action:** EAGLE EMPLOYMENT will also take affirmative action to ensure that females, members of minority groups, Vietnam Era veterans and disabled veterans, and other disabled persons are fully able to participate in our work force and that unnecessary barriers and obstacles to their employment and advancement are eliminated. EAGLE EMPLOYMENT will further take affirmative action to ensure that all employment practices are free from unlawful discrimination, and will commit the necessary time and resources, both financial and human, to achieve equal employment opportunity and affirmative action goals. As part of our commitment to equal employment opportunity and affirmative action, EAGLE EMPLOYMENT fully supports incorporation of nondiscrimination and affirmative action rules and regulations into applicable contracts.

**Non-Discrimination:** Employees and applicants for employment shall not be subjected to harassment, intimidation, threats, coercion, or discrimination based on their status as a member of a protected group or due to the filing of a complaint; the assisting or participation in an investigation, hearing, or compliance review regarding equal employment opportunity; or opposing any acts that are in violation of or exercising any rights protected by laws designed to promote equal employment opportunity.

The Director of the People Department has been designated as having overall responsibility for affirmative action activities and EAGLE EMPLOYMENT's policy of non-discrimination. The Director of the Human Resources Department shall be responsible for the design and implementation of an audit and reporting system that will provide for the evaluation of EAGLE EMPLOYMENT's affirmative action efforts, and appropriate follow-up actions.

**Procedures for Reporting Discrimination:** Employees who believe they have been subjected to any conduct not consistent with this policy or laws regarding equal employment opportunity should contact a supervisor or manager at their EAGLE EMPLOYMENT branch office or EAGLE EMPLOYMENT's Human Resource Department at EAGLE EMPLOYMENT.

- All complaints will be kept as confidential as possible, though EAGLE EMPLOYMENT cannot guarantee absolute confidentiality because of its need to investigate the conduct and take appropriate action.
- EAGLE EMPLOYMENT will not retaliate or tolerate any retaliation against persons for making any good faith complaints under this policy or participating in any investigation.

**EAGLE EMPLOYMENT's Response:**

- All complaints regarding violations of this policy will be immediately investigated by EAGLE EMPLOYMENT.
- Corrective action be taken consistent with the results of EAGLE EMPLOYMENT investigation.

### **Consequences of Inappropriate Conduct:**

- Employees shall conduct themselves in a manner consistent with laws regarding equal employment opportunity, non-discrimination, and affirmative action. Any employees involved in discriminatory practices will be subject to disciplinary action, up to and including termination.
- Any questions regarding this policy should be directed to a supervisor or manager at your EAGLE EMPLOYMENT branch office or to EAGLE EMPLOYMENT's People Department at 612-604-0576 or 1- 877-703- 2453.

All vendors, suppliers, contractors, and clients are expected to support our equal employment opportunity and affirmative action policy.

### **Non-Discrimination against Disabled Persons**

It is EAGLE EMPLOYMENT's policy to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA) and state laws protecting persons with disabilities. EAGLE EMPLOYMENT will not discriminate against any qualified employee or job applicants with a disability because of that person's physical or mental disability. A "qualified individual with a disability" means an individual with a disability who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires, and who with or without reasonable accommodation, can perform the essential functions of such position.

**Reasonable Accommodation:** EAGLE EMPLOYMENT will make reasonable accommodation for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not cause undue hardship. However, our obligation to provide an accommodation exists only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform us that accommodation is needed to participate in the application process, to perform essential job functions, or to receive equal benefits and privileges of employment. We are not required to provide an accommodation if unaware of the need. We reserve the right to ask for 24 to 48 hours advance notice if an accommodation is needed in the application process and we may also request documentation of functional limitations to support the request for an accommodation.

**Non-Discrimination:** No individual shall be harassed or discriminated against because of a disability, a request for an accommodation, or the implementation of an accommodation which allows the employee to perform the essential function of his/her position. In addition, no individual shall be subjected to harassment, intimidation, threats, coercion, or discrimination because of the filing of a complaint, the assisting or participation in an investigation, hearing or compliance review regarding equal employment opportunity for disabled persons.

**Procedures for Reporting Discrimination:** Employees who believe they have been discriminated against in violation of the above should immediately report their concerns to a supervisor or manager at their EAGLE EMPLOYMENT branch office or to EAGLE EMPLOYMENT's Human Resource Department at 612-604-057 6-877-703-2453.

All complaints will be kept as confidential as possible, though EAGLE EMPLOYMENT cannot guarantee absolute confidentiality because of its need to investigate the conduct and take appropriate action.

- EAGLE EMPLOYMENT will not retaliate or tolerate any retaliation against persons for making any good faith complaints under this policy or participating in any investigation.

**EAGLE EMPLOYMENT's Response:**

- All complaints of discrimination will be immediately investigated.
- Corrective action will be taken consistent with the results of EAGLE EMPLOYMENT's investigation.

**Consequences of Inappropriate Conduct:**

- Employees shall conduct themselves in a non-discriminatory manner. Any employees involved in discriminatory practices will be subject to disciplinary action, up to and including termination.
- Any questions regarding this policy should be directed to a supervisor or manager at your EAGLE EMPLOYMENT branch office or to EAGLE EMPLOYMENT's Human Resource Department at 612-604-0576 or 1-877-703-2453.

All vendors, suppliers, contractors, and clients are expected to support our policy against discrimination of disabled persons.

## **Harassment**

It is EAGLE EMPLOYMENT's policy to provide a work environment which is free from all types of unlawful harassment, including freedom from sexual harassment and other unlawful behavior. All employees should be careful to treat their fellow employees and client personnel with respect at all times.

**Unlawful Harassment** Harassment is verbal, physical, or visual conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, age, national origin, ancestry, sexual orientation, marital status, status in regard to public assistance, veteran status, Vietnam-era military service, disability, or any other protected status and has the purpose or effect of creating an intimidating, hostile, or offensive work environment that unreasonably interferes with an individual's work performance.

The following examples may constitute harassment, depending on the circumstances, and are intended to provide clarification, although they are not inclusive of all forms of improper conduct.

- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to any protected status;
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or a group because of the employee's protected status that is placed on walls, bulletin boards, or elsewhere in the work environment

**Sexual Harassment:** Sexual harassment is a form of employee misconduct which includes unwelcome sexual advances, requests for sexual favors, other verbal and physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is or is threatened to be a condition of employment;
- Submission to or rejection of such conduct to communication is used or is threatened to be used as a basis for employment decisions;
- The conduct or communication has the purpose or affect of unreasonably interfering with an individual's work performance; or
- The conduct or communication has the purpose or affect of creating an intimidating, hostile or offensive working environment.

Normally, mutually respectful, non-coercive interaction between individuals that is acceptable to both parties generally is not considered sexual harassment.

The following e les may constitute sexual harassment, depending on the circumstances, and e intended to provide clarification, although they are not inclusive of all to of possible sexual harassment.

- Unacceptable verbal abuse, which may include sex-oriented jokes, sexual innuendo, suggestive comments and inappropriate inquiries into personal matters.
- Unacceptable nonverbal harassment, which may include the display of suggestive objects, pictures or comments that imply offensive behaviors or making suggestive or insulting noises or obscene gestures.
- Unacceptable touching or objectionable physical proximity of a person that is not welcome, which may include hugs, arms around the shoulders, pinching, brushing body, or assault.
- Unwelcome suggestions regarding or invitations to social engagements or work-related social events.
- Any indication, express or implied, that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend, or may depend, on the granting of sexual favors to any other employee or supervisor.
- Any action relating to an employee's job status which is in fact affected by consideration of the granting or refusal of social or sexual favors.

Please note that the conduct described above is inappropriate regardless of whether an employee complains. Employees should conduct themselves in a professional manner at all times.

**Procedures for Reporting Harassment:** If EAGLE EMPLOYMENT is not informed that harassment or offensive behavior is occurring, we will be unable to fully respond to your concerns of harassment, including sexual harassment or other offensive behavior. Employees must follow the procedure below for reporting such conduct:

- The employee should immediately report the incident to EAGLE EMPLOYMENT.
- The incident should be reported to a supervisor or manager at your EAGLE EMPLOYMENT branch office or to EAGLE EMPLOYMENT's Human Resource at 612-604-0576 or 1-877-703-2453.

- All complaints will be kept as confidential as possible, though EAGLE EMPLOYMENT cannot guarantee absolute confidentiality because of its need to investigate the conduct and take appropriate action.
- EAGLE EMPLOYMENT will not retaliate or tolerate any retaliation against persons for making any good faith complaints under this policy or participating in any investigation.

#### **EAGLE EMPLOYMENT's Response**

- All charges of sexual harassment or offensive behavior will be immediately investigated by EAGLE EMPLOYMENT.
- Corrective action will be taken consistent with the results of EAGLE EMPLOYMENT's investigation.

#### **Consequences of Inappropriate Conduct:**

- Violation of this policy will subject an employee to disciplinary action, up to and including termination. Employees may also be subject to personal legal liability for violation of this policy.
- Any questions regarding this policy should be directed to a supervisor or manager at your EAGLE EMPLOYMENT branch office or to EAGLE EMPLOYMENT's Human Resource Department at 612-604-0576 or 1-877-703-2453.

All vendors, suppliers, contractors, and clients are expected to support our policy against sexual harassment.

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