

Prime Staffing Corp.

You are employed under a contract for services

Office : 706)416-2676 / 201 Hill St LaGrange, GA 30241

PAYDAY SCHEDULE:

Payday is on Friday (bi-weekly) after 11:30 AM. If you are 1st shift worker, you'll get your check at the plant. If you're 2nd and 3rd shift worker, you have to come to the office on Friday.

There's a week hold (time wise). Ask the manager for further explanation

RULES:

Dress Code> The uniform is required for workers to wear every day at work and it's important to talk to your supervisor or HR staffs if you experience any uncertainty. You'll get a verbal warning and will be sent home if you're not dressed up properly.

• WHAT TO WEAR

- Long pants or jeans
- Uniform
- Steel toed shoes
- Hat
- PPEs (Gloves, Long sleeves, Safety glasses: if given)

• WHAT NOT TO WEAR

- Loose or baggy clothing
- Loose hair (must be tied securely)
- Shorts or Capri pants
- Jewelry (earrings, necklaces, rings)
- Sun or Tinted Glasses
- Sandals, Flip-Flops, Moccasins
- Bare feet
- Nails
- Leggings
- Earphones/Headphones
- Torn, frayed and dirty clothing
- Words, logos or pictures that could be offensive

PPE> **\$35.00** will be charged on the first check for T-shirts, cap and application fee. (If you get transferred to a different location, another **\$15.00** of application fee is required.) You'll be given one shirt and one hat on your first day of work, you should pick up the other one on the very next day or you should notify your manager to bring you another one at work site. If you fail to do so, you will still be charged for 2 shirts and a hat.

If you will be absent or late for work, call/text your supervisor first, Hannah (404-805-4420) y Jayden (334-476-0355)

For court/hospital appointment case: let us know at least a day in prior to the scheduled date, you will need to bring a note regarding that issue. If not, you will get a warning from us and penalty points from the plant.

- Early Leave (under 4hrs of leave) : 0.5
- Early Leave (over 4hrs of leave) : 1
- Tardy (less than 30min) : 0.5
- Tardy (over 30min) : 1
- Absent (pre-notified) : 1
- Absent (no show / no call) : 2

- Unexcused absences are going to affect your penalty points and employment.

**If you are late to work 3 times in a week,
Automatic Terminate.**

- We are not responsible for your transportation to work.
- We are not responsible for your tardy/absent.
- We are not responsible for your hours if you do not sign in/out.
- We require you to bring your ID/SSC before your first paycheck day in order for us to issue a check. If not, you won't be able to receive your paycheck.
- We have zero tolerance for Timesheet fraud.
- We have zero tolerance for disrespecting your co-workers and supervisor/manager.
- We advise to call us back every day until you get a new assignment offered after you were discharged from previous assignment. If you fail to do so, you won't be eligible to claim your unemployment benefit.
- We strictly prohibit our workers to not operate any type of machines if you're not hired for it.

Beside the penalty point, your employment may be terminated upon the request of your supervisor from the plant regardless of how many penalty points you have.

If you are injured from your work site, please report to your supervisor immediately.

Sign and date below if you have read and understood this form

- I acknowledge that I have read and understood a copy of the company policy. I understand that I am responsible for reading the information contained in the sheet.
- I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws.
- I understand nothing in the sheet or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and the HR Manager.
- I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures of the company, whether outlined in this sheet or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion.

Employee name :

Signature : _____ *Date :* _____

Manager name:

Signature : _____ *Date :* _____