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Craft Resources Inc.

EMPLOYEE HANDBOOK

Revised 1/1/2011

**P.O. Box 7000-463,
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Redondo Beach CA 90277 USA
Phone: 310-937-3744
Fax: 310-372-4288**

Visit us at: www.CraftOfficeResources.com

Employee Acknowledgement

I have received my copy of the Company's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand that except for employment at-will status, the Company can change any and all policies or practices at any time. The Company reserves the right to change my hours, wages and working conditions at any time. I understand and agree that other than the president of the Company, no manager, supervisor or representative of the Company has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the president has the authority to make any such agreement and then only in writing signed by the president.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at the Company is employment at-will; employment may be terminated at the will of either the Company or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the company and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations concerning my employment with the Company.

I have read and understand the General Industry Code of Safe Practices.

Employee's Signature

Date

*Employer Copy.
Please sign and return*

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I have read and understand the General Industry Code of Safe Practices.

EMPLOYEE

Employee's Signature

Date

COPY

WELCOME TO CRAFT RESOURCES, INC!
A Letter From Our President

We have always emphasized that outstanding people are the key to our success. Through the efforts of our people, Craft Resources, Inc. has become a leader in the temporary service marketplace. To ensure continued success, we feel it is important that all employees understand certain policies and procedures. This employee handbook will familiarize you with the various aspects of working with Craft Resources. I encourage you to use it as a valuable resource for understanding our company, as well as a useful reference document. If you have any questions, please do not hesitate to contact any of my staff members for assistance. They are here to help you.

Best wishes to you and thank you for taking this first step in getting to know our company.

Barbara J Agura, President

WELCOME

CRAFT RESOURCES, INC. is a service company that specializes in providing professional craftsmen to industrial and institutional companies. Our clientele ranges from Food and Automotive Manufacturers to Hospitals and Schools. We offer temporary, and temporary to permanent positions in companies located around the Southern California area.

FREQUENTLY ASKED QUESTIONS

Q: Do you offer permanent positions as well as temporary?

A: Our positions are long and short term temporary and temporary to permanent. Our temporary positions could last from one day up to one month or until the job assignment is completed. Our permanent positions differ depending on the assignment and the company that you are assigned to. The client may hire you after one day or hire you after several months. The hiring process depends on the permanent needs of the client and/or your performance on the job. There are no standard amounts of days or weeks that will make you eligible for hire.

Q: What happens after I fill out the application? How soon can I start working?

A: Once you fill out the application, your paperwork will be processed. Your verifications and references will be checked and your application will be given to the Placement Director for review of open positions. You will be notified by phone if a position becomes available based on your experience and craft. You should also call the office each week and ask to be placed on the availability list. This list is generated on a daily basis and given to the Placement Director to inform him/her that you are still available for work.

Q: Do you offer benefits?

A: Working with Craft Resources, Inc provides you with many voluntary benefits.

Affinity Plans:

These membership plans give you discounts on all sorts of providers. Member providers are subject to a set fee schedule, which is often 50% less than a non-member provider. No pre-existing clauses, no waiting period.

The entire cost of the plan is borne by Craft Resources. Any benefits you receive under this Plan will be in addition to Social Security.

DENTAL/CHIROPRACTIC/VISION/PRESCRIPTION DISCOUNTS

Every Craft employee has the opportunity to participate in a membership program that allows you discounts on Dental, Vision, Chiropractic care and Prescriptions. Additional information is available at <http://www.mybenefitsplus.com/CBryant1> or asks the receptionist for a brochure.

DIRECT DEPOSIT

Craft Resources does not offer direct deposit at this time. We will notify each employee should this benefit change.

ADDENDUM

Craft Resources Employee Handbook is intended to give you a general overview of the company and information regarding policies and benefits. Because we operate in a dynamic industry, some policies and benefit programs currently in effect may be revised, suspended or eliminated by Craft Resources in response to business needs or changing legal requirements.

BENEFITS

SOCIAL SECURITY

All employees, including full-time, part-time and hourly, are eligible for benefits under the Federal Social Security Law (FICA). Benefits include retirement income, survivor benefits for eligible family members, Medicare benefits at age 65, permanent disability benefits, and death benefits. Craft Resources, Inc matches every dollar that you contribute through payroll deductions for Social Security insurance. For more information contact a local office of the Social Security Administration. For the office nearest your home location, check the telephone directory under United States Government or call 800-772-1213.

UNEMPLOYMENT INSURANCE

If you are ever unemployed, you may be eligible for unemployment insurance coverage from state and federal funds. Craft Resources, Inc contributes to these funds. The applicable employment office in the state where you live determines eligibility, rate, and duration of benefits. To locate you're nearest Department of Employment and Training office, check the telephone directory.

PROFIT SHARING

Craft Resources has adopted a Retirement Plan. This plan benefits you! The object of the Plan is to reward long service employees who perform their job efficiently. The long-range goal of the plan is to help provide financial security at retirement.

Eligibility requirements:

1. US Employees only
2. 21 years of age prior to entry date
3. 12 months of service completed with minimum 1,000 hours of service within 12 month period

(A year of service equals 1,000 hours of service during the 12-month period beginning on your first day of employment and each succeeding 12-month period thereafter.)

Entry Date:

After you have satisfied all of the eligibility requirements, you will be entitled to become a participant in the plan on January 1st or July 1st, whichever date first follows the completion or the eligibility requirements.

This policy manual was designed for all Craft Resources, Inc. (Craft Resources) temporary employees. Craft Resources, Inc reserves the right to change, revoke, suspend, or terminate any part of the contents of this handbook at any time, with or without notice. All Craft Resources, Inc employees are considered “employees at will” which means that no specific period of employment, terminating procedure, notice procedure, or promise of continued employment must be required or provided unless otherwise specified in writing by an officer of the corporation.

INTRODUCTION

ETHICAL STANDARDS/CONFLICTS OF INTEREST

Craft Resources has an excellent reputation for conducting its business activities with integrity, fairness, and in accordance with the highest ethical standards. As an employee, you enjoy the benefits of that reputation and are obligated to uphold it in every business activity. If you are ever in doubt whether an activity meets our ethical standards or compromises the company’s reputation, please discuss it with our office personnel prior to conducting that activity.

OPEN DOOR POLICY

Employees are encouraged to share their concerns, seek information, provide input, and resolve problems/issues through their immediate manager at Craft Resources. Managers at Craft Resources are expected to listen to employee concerns, to encourage their input, to seek resolution to the problem/issues and/or forward them to the appropriate personnel for resolution.

SUGGESTIONS

If you have any suggestions or ideas that you feel would benefit Craft Resources, or its employees or clients, we would encourage you to tell us about them. We are always looking for suggestions that may improve methods, procedures and working conditions, which benefit the company, its employees and clients.

GENERAL POLICY

EQUAL EMPLOYMENT OPPORTUNITY

Craft Resources, Inc maintains and supports a policy of equal employment opportunity for all current and prospective employees. The policies described in this manual apply to all employees and prospective hires without regard to race, color, religion, national origin, sex, age, or handicap. In the interviewing and hiring process, it is against Craft Resources, Inc policy to inquire about the status or disqualify a prospective employee on the basis of any of the above.

All personnel actions will be based on competence, on seniority where it applies, and in accordance with any affirmative action programs the company may have in place or as required by law. Age or race-based criteria will not be used in making personnel decisions regarding layoffs, selection, and promotion.

AIDS HARASSMENT

The company recognizes that AIDS is not communicated through casual workplace contact, such as shaking hands, using common bathrooms, or handling the same material. An employee with AIDS or who is HIV positive will not be discriminated against in any way and will be permitted to continue working as long as he or she is capable of fulfilling the essential functions of the job, and as long as their presence does not present a significant health risk to other employees or the public.

Employees with AIDS or HIV positive will not be harassed, threatened, or intimidated, directly or indirectly by any other employee. All health claim forms, medical records, and employment records of such employees shall be treated with the same absolute confidentiality as all other employee records. Any employee who threatens or harasses another employee or violates the confidentiality provisions will be subject to immediate disciplinary action, up to and including termination.

All Managers will use the following guidelines:

1. Employees with AIDS or HIV positive are not required to disclose this information unless job requirements and safety considerations for themselves, co-workers, and customers make disclosure necessary.
2. Employees who refuse to work alongside a person with AIDS will be subject to immediate disciplinary action, up to and including termination. Any act of harassment must be reported to the department manager immediately.

1. If an employee works more than 12 hours in a day or more than 8 hours on the seventh workday in a week, the employee must be paid at double the regular rate of pay for those overtime hours worked.
2. Under certain conditions, employees can be hired to work a four-day, 10-hour a day workweek, without treating the 9th and 10th hours on those days as overtime
3. Hours taken off for vacation, holidays, illness, injury, or personal time do not count as hours worked, and are not included in the daily/weekly totals used to determine overtime.
4. Any employee found by management to have misrepresented his or her number of hours worked/not worked may be terminated immediately with or without verbal or written warning.

HOLIDAYS

There are **no paid** holiday benefits currently available for temporary employees. The Craft Resources office will be closed the following holidays. There is a 24-hour answering service available during these times and in case of emergency, Craft Resources personnel can be paged.

| | |
|-------------|--|
| January 1 | New Year's Day |
| February | President's Day |
| May | Memorial Day |
| July 4 | Independence Day |
| September | Labor Day |
| November | Thanksgiving Day (with possible closing the day after) |
| December 25 | Christmas Day |

Holiday absence must be reported on time card. In certain conditions, a client may elect to pay a Craft Resources employee for a holiday. This is not, however standard practice, and is at the sole discretion of the client.

LEAVE OF ABSENCE

A leave of absence is an extended period of time absent from work without loss of employment. Leave of absence is without pay. Except in the event of extreme emergency, you must have all leaves approved by a Craft Resources supervisor 30 days prior to the leave being taken. The following reasons are acceptable:

- Personal leave
- Disability leave
- Military leave
- Jury duty
- Witness duty
- Bereavement – “Immediate” family is defined as: father, mother, sister, brother, spouse, child, mother-in-law, grandparents, grandchildren, nieces, nephews, sister and brother-in-laws and domestic partner.

You may qualify for FMLA, CFRA, FTDI or other Federal or State programs. If you do, you will be notified when you give Craft your proper notification of leave.

WORK HOURS

1. The standard workweek is five days. The standard workday is 8 hours. Standard work hours differ depending on the assigned client and shift. There will be occasions when the client you are assigned to does not work a standard work schedule. You will be notified of the hours that you will be working before the job starts. Hours and shift can change and are determined by the client, not Craft Resources.
2. Employees required to work through their meal breaks will receive pay or compensatory time as approved by the appropriate manager.

Overtime:

Craft Resources intent is to compensate overtime in accordance with Federal and State law.

California State Law requires and employer to pay employees (other than “exempt” employees) one and one-half times the regular rate of pay for all hours worked over 40 hours in a workweek. In addition, California requires payment of overtime premium pay if an employee works over 8 hours in one day or more than six days in a week and as follows:

SEXUAL HARASSMENT

It is the policy of Craft Resources, Inc that all employees should be able to enjoy a work environment free from all forms of discrimination, which includes freedom from sexual harassment. Craft Resources, Inc prohibits sexual harassment of its employees in any form.

Sexual harassment is a serious form of misconduct that undermines the integrity of the employee relationship. No employee, either male or female, will be subjected to unsolicited and unwelcome sexual overtones or conduct either verbally or physically. Sexual harassment refers to behavior that is not welcome, that is personally offensive, that lowers morale and creates an intimidating or hostile working environment. Specifically, no supervisor will threaten or insinuate either explicitly or implicitly that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision concerning employment, evaluation, wages, advancement, assigned duties, or any other condition of employment or career development.

Other prohibitive conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisors includes repeated offensive sexual flirtation, advances, propositions, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, jokes, innuendoes, and other sexually oriented statements and the display in the workplace of sexually suggestive objects or pictures.

If an employee experiences any job related sexual harassment, or believes he or she has been treated in an unlawful, discriminatory manner, the following steps should be taken:

1. The employee should report the matter to his or her supervisor or manager who will investigate the matter and take appropriate action, which includes reporting the incident to Human Resources and/or the President. If the affected employee believes a discussion with the supervisor or manager is inappropriate, the employee should report the incident directly to the President of Craft Resources, Inc, who will then undertake a prompt investigation.
2. Craft Resources, Inc will attempt to maintain confidentiality after an incident is reported, however, the course of the investigation may require

revealing the identity of the accuser and/or details of the alleged incident, which could make the identity of the accuser apparent to the accused employee.

3. If Craft Resources, Inc determines that unlawful behavior has occurred, effective remedial action in accordance with the circumstances will be taken. Any employee that Craft Resources, Inc determines to be responsible for unlawful harassment will be subject to appropriate disciplinary action up to and including termination.
4. Whatever action Craft Resources, Inc takes against an accused harasser will be made known to the employee lodging the complaint.
5. Craft Resources, Inc will not retaliate against an employee in any way after reporting a situation that he or she believes to be valid and will not tolerate or permit retaliation in any form by management, employees or co-workers.

SAFETY

Employee safety and health are important to the company. Craft Resources expects its employees to conduct themselves in a safe manner, and to use good judgment and common sense. All employees must adhere to all OSHA and State regulations. Please remember the following:

1. Horseplay, fighting, practical jokes, or other disorderly conduct, which may endanger any employee's well being or the work operation, will not be tolerated.
2. For health and safety considerations, smoking is prohibited in all locations on company property except those specifically designated as smoking areas.
3. All machinery must be turned off when not in use or unattended, and before cleaning, clearing jams, or making repairs. Machines must be unplugged before work is undertaken on any electrical parts.
4. No employee may use, possess, transfer, distribute, manufacture, or sell alcohol or any illegal drug while on the company's property, while on duty, while on-call status, or while operating a vehicle or potentially dangerous equipment that is owned or leased by the company. In addition, no employee may report for work, or go or remain on duty or on-call status, while under the influence of or impaired by an illegal drug or alcohol. For purposes of this policy, a drug will be considered an "illegal drug" if its use is prohibited or restricted by law and an employee improperly uses or possesses the drug, regardless of whether such conduct constitutes an illegal act or whether the employee is criminally prosecuted and/or convicted for such conduct.

objective, regular and prompt attendance at work is required of all employees.

Craft Resources Inc. expects employees to be at work on time and to work a full 8-hour day. An employee who will be absent from work for any reason must call his/her supervisor at the job site and then call the company and Craft Resources, Inc. no later than the scheduled start time of that day. At this time, you should indicate the nature of your illness, injury, or emergency, and the projected date of your return. If you are absent for more than one day, you are expected to keep your manager/s informed daily of your progress. Craft Resources maintains a 24-hour answering service so you can notify us at any hour of the day or night. First violation will be given a verbal warning. Absenteeism and/or tardiness without notifying the client or Craft Resources may lead to immediate termination.

Grounds for Absence: An excused absence may include personal or family illness, jury duty, or other reasons that would require employees to miss all or part of a scheduled workday. Employees should be able to substantiate one of these reasons should the company ask them to do so. Such absences will be excused if employees obtain supervisor approval in advance, or if they call in before their shift to notify supervisor and/or the office of their absence.

Unexcused Absence: An employee's failure to request prior approval or to report his or her absence in the manner described above will result in an unexcused absence and/or termination.

Grounds for Termination: An employee who fails to call in or show up to a job site after verbally accepting a job is subject to immediate termination. An Employee absent for 4 days in a one-month period, excused or unexcused is subject to termination. Absenteeism and/or tardiness without notifying the client or Craft Resources may lead to immediate termination.

Frequent absence documentation: If an employee's attendance record indicates frequent absence, he or she may be required to document reasons for subsequent absences at the request of management, so that the absences can be recorded as excused.

JURY DUTY

An employee on jury duty will not be paid for time off. Employee must provide manager with copy of summons or subpoena as soon as possible.

2. *Advances on earned salaries:* Advance payment of earned wages or salaries may be made in extreme emergency or hardship. Requests for advance payment of wages or salaries must be made at least one week in advance, and must be initiated by the placement manager, and approved by the general manager. Each employee may only receive an advance one time during his or her employment with Craft Resources.
3. *Payroll deductions:* By law, Craft Resources, Inc is required to deduct, where applicable, Federal withholding taxes, Social Security taxes, State withholding taxes, State Disability Insurance and garnishment from an employee's pay.
4. *Final paycheck-voluntary resignation:* The final paycheck for a voluntarily resigning employee will be made available not later than 72 hours after resignation.
5. *Inaccurate time cards:* All time cards are expected to be accurate. Submission of an incorrect, or inaccurate time card is grounds for immediate termination.
6. *Pay Increases:* All salary increases are based on merit and job performance and must be recommended by the supervisor at your current job assignment.
7. *Questions/discrepancies:* All questions regarding your paycheck should be directed to Craft Resources payroll department at 310-937-3744.

VACATION AND SICK DAYS

No vacation or sick day benefits are currently available to Craft Resources temporary employees. A client may elect to grant a long term Craft Resources employee paid vacation time, or holidays, but this is not standard practice.

ABSENTEEISM AND TARDINESS

Attendance is a priority of every manager and supervisor in the company. Craft Resources, Inc cannot function properly if good attendance habits are not maintained throughout the organization. It is essential to the success of Craft Resources, Inc and Employee's positions that Craft Resources, Inc meets its deadlines on time and is able to service its clients more than adequately. To accomplish this

5. Each employee is expected to arrive for work punctually and to be fit to perform all applicable duties and responsibilities. Employees who report to work or become unfit to perform their jobs fully and satisfactorily may create safety hazards for themselves and others. In addition, and employee's fitness for duty is essential if the employee is to perform all duties and responsibilities satisfactorily.

6. Promptly report all unsafe or potentially hazardous conditions, such as the following, to your supervisor:

Wet or slippery floors.

Equipment left in halls or in walkways.

Exposed wiring.

Careless handling of equipment.

Defective equipment.

7. Firearms, explosives, ammunition and other hazardous materials are strictly forbidden at any job site.

Safety rules will be enforced as follows:

1. First offense – Verbal warning, possible 1 day suspension without pay
2. Second offense – Written warning, possible 1 week suspension without pay
3. Third offense – Termination

If management determines the first or second infraction to be of a more serious nature, immediate termination may result.

Upon accepting a job, you will be given a general overview of safety pertaining to that job site. Each client will also walk through their Injury Illness Prevention Program, and should let you know if there are any hazardous materials in the plant. You will also be expected to attend any safety meetings the client gives its own employees.

- Always ask questions if you are not sure about a job or the job surroundings
- If you notice something you feel is unsafe, bring it to the attention of your immediate supervisor at the job site and call Craft Resources immediately. Your safety is a priority.

Every employee is responsible for the safety of him/herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. In compliance with California State Law and to promote the concept of a safe workplace, Craft Resources maintains an INJURY AND ILLNESS PREVENTION PROGRAM.

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative

undertaking that requires participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Company, state and federal safety rules and practices, and take action as necessary to obtain compliance. To carry out this policy:

1. Employees shall report all unsafe conditions and equipment to their immediate supervisor or to Craft Resources.
2. Employees shall report immediately all accidents, injuries and illness to the supervisor and Craft Resources.
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, or other acts that tend to adversely influence the safety or well being of the employees are prohibited.
5. In the event of fire, sound the alarm and evacuate
6. Upon hearing a fire alarm, stop work and proceed to the nearest clear exit. Gather at designated location.
7. Only trained workers may attempt to respond to a fire or other emergency.
8. Exit doors must comply with fire safety regulations during business hours.
9. Keep stairways clear of items that can be tripped over. All areas under stairways that are egress routes should not be used to store combustibles. Aisles and walkways must be kept clear at all times.
10. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
11. Work areas should be maintained in a neat, orderly manner. Throw trash and refuse into proper waste containers.
12. All spills shall be wiped up promptly.
13. Always use the correct lifting technique. Never attempt to lift or push an object that is too heavy. Contact the supervisor when help is needed to move a heavy object.
14. Never stack material precariously on top of lockers, file cabinets or other high places. Do not stack material in an unstable manner.
15. When carrying objects, use caution in watching for and avoiding obstructions or loose material.
16. Report exposed wiring and cords that are frayed or have deteriorated insulation, so that they can be repaired promptly.
17. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
18. Maintain sufficient access and working space around all electrical equipment for ready and safe operations and maintenance.
19. Do not use any portable electrical equipment that are not grounded or double insulated.

Hours are reported by the supervisor of the client you are assigned to. Employees are encouraged to keep a personal record of hours, in case of a discrepancy. All signed time cards must be completed and turned in to Human Resources by 9:00am Mondays. Any time cards not received by 9:00am will not be paid until the next pay period unless special circumstances warrant it as determined by manager.

Pay Day is Friday. Checks will be mailed on Wednesday afternoon to the address listed on your application. Normally, your paycheck should reach you by Friday depending on your proximity to the office. On occasion in the case of a holiday, or other days when the post office may not be operating every day that week, your paycheck may arrive on Saturday.

When you have an address change it is your responsibility to contact our office at 310-937-3744 or Fax 310-372-4288 immediately. Any address changes reported after 5pm on Monday may not apply to that week's paycheck. In this instance, you should request to have your check held so you can pick it up at the office on Friday.

In the event that you lose, or do not receive a paycheck, please contact our office immediately. The Human Resources Manager will determine when and if a new check should be issued to replace a lost or missing check. Reissued checks can only be picked up in person at the office. A Paycheck Reissue Form must be completed and signed by you before Craft Resources will release any reissue check.

Direct Deposit is not available to any Craft Resources employee at this time.

POLICY

The company has adopted the following policies with regard to wages and salaries:

1. *Garnishments*: By law, Craft Resources, Inc is required to honor legal garnishments of employees' wages or salaries. The human resources department will mail to the employee a copy of the garnishment received by the company. Although the company does not wish to become involved in an employee's private matters, we are compelled by law to administer the court's orders. Employees are encouraged to resolve these matters privately ahead of time to avoid the company's involvement in this mutually unpleasant situation.

will be released unless there is a written request for said information and a signed authorization from you on file.

Please contact Craft Resources if there are any changes in your:

Home address

New education/skills

Telephone number

New certificates

Emergency contact

New job history

Marital status

Number of dependents

Military status

Termination

We hope to retain excellent employees. However, employment at Craft Resources is for no specified time, regardless of length of service. Just as you are free to leave for any reason, we reserve the same right to end our relationship with you at any time, with or without notice, for any reason not prohibited by law.

When an employee wishes to resign because of illness or for personal reasons, the possibility of a leave of absence may be explored if the employee has a good work records and has sufficient length of service or meets the requirements for FMLA, CFRA, TFDI or other Federal or State programs by law.

Employees are expected to give at least two weeks notice before voluntarily terminating the employment in order to allow us time to fill the position you are leaving.

PAY POLICY

Before receiving wages or benefits, every new employee must sign a copy of Craft Resources Employment Agreement and submit a completed W4/FC and I9 with attached copy of ID.

PAY PERIODS

For all employees the standard pay period is weekly. Our workweek begins on Monday and ends on Sunday. Employees shall be paid every Friday. If you start work on Monday, you will be paid on the Friday of the following week.

20. Plug all electrical equipment into appropriate wall receptacles, or into an extension of only one cord of similar size and capacity.
21. Three-pronged plugs should be used to ensure continuity of ground.
22. All cords running into walk areas must be taped down or inserted through rubber protectors to prevent tripping hazards.
23. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
24. Inspect pallets and their loads for integrity and stability before loading or moving.
25. Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs or high temperature lines.
26. Do not use compressed air for cleaning off clothing unless pressure is less than 10 psi.
27. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
28. Wear hearing protection in all areas identified as having high noise exposure.
29. Goggles or face shields must be worn when grinding and welding.
30. Do not use any faulty or worn hand tools.
31. Guard floor openings by a cover, guardrail, or equivalent.
32. Do not enter into a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken
33. Always keep flammable or toxic chemicals in closed containers when not in use.
34. Do not eat in areas where hazardous chemicals are present.
35. Be aware of potential hazards involving various chemicals stored or used in the workplace.
36. Store cleaning solvents and flammable liquids in appropriate containers.
37. Keep solutions that may be poisonous or are not intended for consumption in well-labeled containers.
38. When working with a VDT, have all furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
39. Never leave lower desk or cabinet drawers open. Use care when opening and closing drawers to avoid pinching fingers.
40. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
41. Keep appliances such as coffeepots, individual heaters, fans or microwave ovens in working order and inspect them for signs of wear, heat or frayed cords.
42. Fans used in work areas should be guarded, and guards must not allow fingers to be inserted through the mesh.

ACCIDENTS

All injuries that occur on the job, no matter how minor they seem, must be reported to the supervisor of the assigned client and Craft Resources, Inc **IMMEDIATELY!** Failure to report a work related injury or illness might delay your workers compensation benefits and/or cause your claim to be denied.

If you sustain an injury that requires medical attention, you and your supervisor must call Craft Resources, Inc at 310-937-3744 immediately in order to receive authorization for treatment and the location of the US Healthworks office most convenient to you. Craft Resources maintains a 24-hour message service that will notify office personnel in the event of an emergency. Once a message is left, you will be contact immediately and directed one of our industrial medical clinics. Each of these clinics was chosen for their expertise in diagnosing and treating industrial injuries. Failure to report or pre-authorize medical treatments may result in loss or delay of Workers Compensation Benefits and/or denial of payment of claim.

An injured employee who is hospitalized on the day of injury receives no further wages, but may receive benefits through Workers Compensation.

Craft Resources and its insurance carrier shall not be responsible for the payment of Workers Compensation benefits for any injury which arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity which is not part of the employees work related duties.

Any person/s who makes or causes to make any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying Workers Compensation benefits or payments is guilty of a felony as stated by California State Law.

Craft Resources' Insurance Carrier is:
CHARTIS INSURANCE COMPANY-Call office for Policy Number.

RETURN TO WORK POLICY

Craft Resources recognizes the need to provide temporary modified/alternate work to employees who are unable to perform regular duties due to an industrial injury or illness as soon as the treating physician deems medically feasible.

1. Scope: This policy applies to all employees. Because of the limited amount of modified/alternate work positions available,

NOTE: You may have this photo taken when you submit your application, however, you must sign a waiver form. The definition of employee as stated above refers to the moment when you verbally accept a job offer from our placement personnel. You will be asked to come to our office prior to starting the job if we do not have a photo on file.

Internet and Email Usage

- Use of the network is for company purposes only.
- Users cannot use the network to run a personal business or in any manner that violates the law.
- Company/Client has the right to monitor all online communications.
- Company/Client has the right to block users from accessing specific sites.
- Company has the right to take disciplinary action against users who violate these policies.
- Under no circumstances is any Company/Client information, file or document to be emailed outside of the Company/Client domain.
- Violation of any of the above may result in immediate termination.

Employee Performance Appraisals

Employee may receive an evaluation from each job site at end of each job.

Employment of Relatives

Craft Resources has no prohibition against hiring relatives of employees.

Outside Employment

Craft Resources does not limit and employee's activity during off duty hours unless those activities interfere with or are in conflict with the performance of his/her job, or create a conflict of interest.

Personnel Files

Craft Resources maintains up-to-date personnel files on all employees.

It is important to keep your records timely because this information is used for benefit administration, notification in case of emergency, etc...

We respect your right to have the information on your records treated confidentially. Except for records and information that we are legally required to provide to government agencies, no information about you

you will be working in a hospital, don't dress as if you were working on an oil rig. Use common sense and good judgment. Here are some guidelines:

- Clothing must not be a safety hazard (not too loose, too long, too tight to move comfortably)
- Never wear tennis shoes to work, only boots or safety shoes
- Always wear gloves while handling sharp materials
- Always wear safety glasses, eye protection, and/or full face shields/helmets when working with any power tools or working overhead
- Always use the right tool for the job at hand
- If you don't have the right safety gear for the job, ask your supervisor or Craft for this equipment
- Always wear your uniform if one has been provided for you

Solicitations

Employees must not solicit other employees for any purpose during work hours. This does not include break or meal times. Our employees are not permitted to distribute literature of any kind at any time in work areas.

Company and Employee Property

Respect for and protection of company property and employee personal property is everyone's concern. If you find property missing or damaged, report it to your supervisor immediately. Stealing or damaging Craft, Client or other employees' personal property is grounds for immediate dismissal.

Unacceptable Job Performance/Disciplinary Action

The manager or supervisor may first advise an employee verbally if he/she is not performing to the acceptable standards. If satisfactory improvements are not exhibited after a verbal warning, a written warning may be given to the employee for review and disciplinary action.

If the employee's performance does not improve to an acceptable level after a written or where in the discretion of management, preliminary warnings are not warranted, further action will be taken which may include termination.

Employee Photos

When you become an employee of Craft Resources, you will be asked to come to our office and have a photo taken. Many of the clients we work with require photo identification for security purposes. Craft Resources uses a digital camera to take these photos. Only Human Resources personnel have access to the photo files, which will be used for the sole purpose of producing an identification card.

employees are assigned on a “first come, first served” basis to appropriate available positions.

2. Definition: An industrial “injury or illness” for purposes of this policy means an injury or disease arising out of employment and that is protected under the Workers Compensation laws of the State of California. For purposes of this policy, an employee with a disability is an employee incapable of performing the regular duties of hi/her assigned position as a result of an industrial injury or illness. This individual as able to perform some work and is not classified as “totally temporarily disabled.”
3. Purpose:
 - a. To provide temporary modified/alternate work for employees with job-related injuries/illnesses that restrict regular performance so they can receive compensation and benefits while recovering
 - b. To assist employees in the transition from disability to full recovery while continuing to be a productive part of the work group.
 - c. To Provide management with a constructive program that may reduce the cost of Workers Compensation
 - d. To prevent deterioration of employees work skills, health, and attitude that may result from prolonged work absence.
 - e. To demonstrate the organization’s commitment to employee’s recovery.

Qualifications

This program shall be limited to employees with a disability who are recovering from an industrial injury/illness and who require temporary, modified work due to limits and restrictions prescribed by a physician.

Also, the employee must have a medical clearance authorization slip from the attending physician specifying work restrictions and abilities.

AUTOMOBILES AND PARKING FACILITIES

Craft Resources provides street parking for employees and candidates in front of building. Employees may not park in spaces labeled Craft Resources Employee Parking. Additional parking is available at public facilities and areas. The company is not responsible for fire, theft, or damage to a vehicle parked in these facilities, or on a job site. The company further does not provide security of any kind other than that provided by the owner/manager/landlord of the premises occupied by Craft Resources, Inc., or it’s clients.

GENERAL CONDUCT

Every organization has certain guidelines that were developed to reflect good business practices. In establishing any rule of conduct, Craft Resources has no intention of restricting the personal rights of any individual. Rather, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation.

General Expectations

Availability

During periods of time when you may not be assigned to a job, you should contact our office once a week to let us know you are still available for work. Each week we update our availability list with new names. This list is given to the Placement Director daily to fill incoming job orders. When contacting us for availability, please give your name, phone number, and your skill or craft.

Punctuality

As an employee of Craft Resources, Inc, you are expected to arrive at the job site on time and be prepared to work the hours you are scheduled. Any personal errands must be done before or after hours or during your lunch hour.

Performance

Be careful and conscientious in performance of assigned duties. All employees are expected to perform all job duties as directed by their supervisor. You are required to stay at the job location until all work is completed or until the supervisor allows you to leave. When a job assignment has been completed, regardless of reason, you must notify the Craft Resources office immediately. This is to ensure that you will be considered for future job assignments. Craft Resources maintains a 24-hour message service to take your calls.

Behavior/Attitude

Demonstrate cooperative behavior with colleagues and supervisors

Be thoughtful and considerate of other people

Be courteous and helpful, when dealing with clients as well as other employees

Neatness/Professional Appearance

Job Site – if you see anything out of place, put it away

Personal work area – keep clean and organized

Self – clean, well-groomed and wearing the proper safety equipment

Teamwork - Craft Resources, Inc Is A Team. Your actions are a direct reflection of Craft Resources no matter what job site you are working on.

If You Need Help, Ask For It
If You See Something That Needs To Be Done, Ask Your Supervisor If You Can Take Care of It
If You Have A New Idea, Share It
If You Run Out Of Things To Do, Let Your Supervisor Know Right Away

Substance Abuse

Craft Resources will not tolerate the use of and/or the purchase or sale of any controlled substances on its premises or the premises of any of its clients. If any of our client supervisors has **reasonable suspicion** that one of our employees is reporting to work under the influence of alcohol and/or a controlled substance, this supervisor may request the employee to undergo an immediate evaluation. The employee will be escorted to the nearest medical clinic by his/her supervisor or other company personnel at the job site. Depending upon the evaluation results, further transportation arrangements may be made for the employee to ensure that he/she makes it home safely.

In the event that the evaluation results in a positive outcome, the employee will be issued a warning by Craft Resources personnel and will also be removed from the current job assignment. A negative drug test may be required before the employee can be placed on the availability list. Any employee who reports to work under the influence of alcohol and/or a controlled substance a second time, will have his/her employment from Craft Resources terminated immediately.

NOTE: Reasonable Suspicion – If your supervisor has reason to believe that your behavior or appearance may indicate alcohol or drug use. Testing for Reasonable Suspicion must be based on:

- The observations of a supervisor
- Specific, clearly stated observations concerning your appearance, behavior, speech, or body odor

Consideration of Smokers and Nonsmokers

Employees are requested to confine smoking to designated smoking areas, if such an area is available. Smokers are further requested to have consideration for their nonsmoking co-workers. Where local ordinances are in effect, they will be observed. If you smoke, make sure to ask job site supervisors what their company policy is. No additional break time will be provided for smoking.

Dress Code

Once again, safety is the #1 priority. Each job will be different. It is important to find out what you will be doing at the particular job site. If