



Team Member Handbook

Highlite Staffing Admin/Call (702) 417-8865 | admin@highlitestaffing.com

(866) HIGHLITE

On the Clock Password: HG420

Welcome to Highlite Staffing! The New Employee Orientation is meant to inform potential employees of how our company operates and provide expectations so that all team members are fully aware before accepting a roll as an entry-level cannabis employee for our temporary staffing company. Please NOTE, for mid-level and upper level positions, we work with licensed facilities to provide specific job placement. If you are interviewing for those positions, this orientation is not required as you will be hired directly by the licensed facility.

For those of you joining our roster for entry level cannabis positions, it is very important to understand what it means to be employed by a staffing agency. Please refer to the following information for clarification:

What is a Staffing Agency?

A staffing agency is an entity that has employees that can be hired out for temporary or long term work. A staffing agency is also referred to as an employment agency. It provides temporary workers. Some agencies are industry focused or specialized like Highlite Staffing which only supports the cannabis industry.

We are also a placement agency. Placement agencies collect a fee to recruit a fulltime employees who will work directly for the licensed facilities. We are contracted by many licenses to fill professional mid to upper level positions throughout the United States. Those employees belong to the client company – not the agency.

How Do Staffing Agencies Work?

Staffing agencies conduct both the hiring and firing of employees. They also pay for the employment taxes, Medicare, Social Security, etc. The client company specifies the amount

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of temporary workers needed and the hourly rate. Frequently, the agency specifies the hourly rate for each worker, but it is negotiable.

Why Hire a Staffing Agency?

One would hire a staffing agency if they need employees right away and/or they want to offset employment costs (benefits, employment taxes, etc.). There is either a time constraint or a resource constraint. Some of the benefits include getting a number of employees quickly and knowing that they are qualified for the position. For example, cultivation facilities need extra hands on deck for defoliation and trimming of the harvest for only 3 days – 2 weeks out of each month depending on their size. It would be counter productive to have full time employees who only have work available those days so outsourcing this service is cost effective.

When you work for an Agency, you can expect to work with companies for anywhere from a couple of days to a couple of weeks per month. You are technically an employee of the Agency and working with the client. However during your time at a client's office, you act as a regular employee of the company but you report to the lead which is onsite but also employed by the agency. In many cases, companies will hire the employee from the staffing agency. This is a great opportunity for those employees as they get exposed to different facilities and company cultures. Temporary work also allows you to choose your own schedule. Do you only want to work a couple days a week? Would you prefer to work a couple days a week? Or would you like to have the summer off? Highlite Staffing will work around your schedule.

The Human Resources division meets with each staffer in every quarter to review their work and to assess other growth opportunities within the organization and its client base. If a trimmer wants to become a cultivation assistant or a production assistant, then there is opportunity to get the training needed to make that leap.

Getting Your Agent Card in Missouri

Once you complete the New Employee Orientation, if you decide to join our team as an entry-level temporary staffing Marijuana Agent, please sign and return this document to receive the New Employee Orientation Quiz which you must pass by 85% or greater, to receive an offer letter of employment which you will present to the Missouri Department of Health and Safety to begin the background check to qualify for your Missouri Marijuana Agent card. We will be issuing the first round of letters of employment by July 1· 2020

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You are on Your Way to Starting Your Career in Cannabis

We are so excited to have you as part of the Highlite Staffing team, our commitment is to catapult your Cannabis Career. Our Organization is dedicated to building a positive working relationship with opportunities for mutual growth and success. As an employee of Highlite Staffing our mission is to represent ourselves with the highest standard of excellence within the cannabis community. Therefore, it is in our best interest to provide you the necessary resources and training as to ensure your best work efforts when on assignment.

In following through with our standard of excellence we are expected to maintain appropriate decorum and work in a cooperative manner with all parties. We require our team to demonstrate a strong sense of personal responsibility, professionalism, and commitment to quality work.

To ensure continued continuity of services we have implemented various policies and procedures within our organization. This Handbook has been developed for you to familiarized yourself with those policies. Within the content will be an overview of:

- **Requirements**
- **Ethical Standards**
- **Immigration Law Compliance**
- **General Safety**
- **On Assignments Conduct & Work Rules**
- **Equal Opportunity Employer**
- **Zero-Tolerance Harassment Policy**
- **Time Keeping Policy**

Requirements:

Employment with Highlite Staffing is “At Will” as such Agents as well as the company may terminate their employment relationship at any time, with or without cause and with or without notice. This handbook may be updated but does not amend this clause. No manager, supervisor, agent, or other representative of the Company has the authority to change nature of employment.

In establishing proper guidelines and rules we have no intention on restricting the personal rights of our Agents, we are simply establishing a code of conduct appropriate for any professional representative of Highlite Staffing. In pursuit our Stand of Excellence our Agents are required to be:

- Punctual, clean, and alert when scheduled for Assignment
- Dressed in appropriate attire (no shorts), closed toe shoes w/non slip soles and no excessive fragrances or lotions.
- Ready to accept directions and adhere to the specific qualifications of the Facility assigned to.
- Execute work duties and direction in a timely manner

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- Adhere to all require Personal Protective Equipment in accordance with the specifications required by facility.
- Cooperative in dealing with all staff at Facility assigned to.

Ethical Standards:

Highlite Staffing expects all Agents to perform their assignments according to the highest standard of excellence and ethical standard of conduct and comply with all laws. Agents are also obligated to avoid all actual, perceived, or potential conflicts of interest. This policy establishes guidelines avoiding any potential conflicts.

- Agents are required to safeguard non-public proprietary information; company trade secrets; security measures; marketing strategies; recipes; sales and/or packaging information which is not available to the public. A trade secret is information including, without limitation to a formula pattern, compilation, program device, method, design, technique, product, system process, prototype, procedures, computer programming instructions or code that: (a) derives independent economic value, actual or potential, from not being generally known to, and (b) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. Such confidential information and the company's ability to reserve it for the exclusive knowledge and the use of the Employer is great competitive importance and commercial value to the company.)
- Agents are to perform their duties with the best interest of the Company without conflict of interest. Therefore, Highlite Staffing Employees are limited to using their position to seek or obtain any gifts, favors, payments, loans and/or compensation for services outside Highlite Staffing, or other improper benefit(for themselves, family members, etc.) from any customers, suppliers, vendors, seeking to do business with the Facility, as such actions can result in actual, perceived, or potential conflicts of Interests.
- Never inquire with a Facility about being hired directly for permanent placement. This will result in termination. If you are interested in working directly for the Facility talk to Highlite Staffing about your interests. We will work, on your behalf, to accommodate your goals.

Immigration Law Compliance

Highlite Staffing is committed to following and adhering to all applicable immigration laws. In compliance with the Immigration Reform and Control Act of 1986, each Agent as a condition of employment must complete an Employment Eligibility Verification form I-9 and present documentation establishing identity and employment eligibility. Former Agents who are rehired may be required to complete i-9 form.

General Safety

Safety is of the highest importance for all Agents and is an integral part of our Standard of Excellence. To ensure we are providing a safe and compliant workspace we will review some standard safety practices, which will require the alertness and personal commitment of all. Each Agent is expected to obey all Facility Safety Rules, and exercise caution at work sites. Agents that violate safety standards, cause hazardous or dangerous situations, fail to report, where appropriate

remedy situation, may be subject to suspension or removal from the schedule, including termination of employment.

- Agents are always required to stay alert & aware of unsafe conditions, using common sense in all situations.
- All injuries must be reported according to reporting policy and procedures, in accordance with legal obligations, and workers compensations procedures.
- Obey all safety and warning signs, report any unsafe work conditions to our Highlite Staffing on-site Supervisor/Lead even if they do not directly affect you.
- Ensure use of all Personal Protective Equipment. Each facility requires use of PPE as to ensure safety as well as non-contamination of product, always use alcohol, switch gloves frequently.
- Do not attempt to tamper with equipment that is not working properly advise the Highlite Staffing on-site supervisor/lead.
- When lifting tighten your stomach muscles, keep your back straight and keep your head up, , stomach and leg muscles should work in tandem lifting you up.
- Do not use flammable liquids, toxic materials, chemicals, or acids unless authorized and instructed in the proper procedures.
- Do not smoke in areas that are not specifically designed as smoking areas and NEVER is it okay to smoke cannabis products on break (either on or off property).
- Agents under the influence of alcohol or drugs while on the job will be subject to immediate discharge.
- Breaks and Lunches are to be taken in accordance with the practices and policy of that facility which you are assigned to and are in accordance with Labor Laws.

On Assignment Work Rules and Conduct

In Accordance with our Standard of Excellence, and to ensure a productive work environment Agents are expected to uphold Highlite Staffing work rules and conduct. It is impossible to foresee all undesirable behavior, but we do however expect our Agents to behave accordingly. There are certain infractions that are intolerable and will result in disciplinary action or termination of Agent.

- Unauthorized removal of company property, theft
- Falsification of documents including time sheets.
- Fraud
- Possession, distribution, sale, transfer or use of an illegal substance at the workplace.
- Working under the influence of an alcohol, cannabis, or an illegal substance.
- Bringing dangerous or unauthorized weapons to work
- Fighting or threatening violence in the workplace
- Disruption of Company operations or work of employees
- Violation of Sexual Harassment policy
- Insubordination
- Violation of Health and Safety Rules
- Engaging in poor timekeeping
- Engaging in criminal activity

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- Excessive tardiness or absenteeism
- Neglecting job duties and performance
- Violation of Facilities policies and procedures
- Sleeping on the job
- Gambling on Employer premises
- Defacing Facility Property
- Taking unauthorized meals/breaks or returning late from lunch/breaks
- Employees must carry Agent Card on their person when on assignment
- It is inappropriate to discuss permanent placement offers with anyone other than Highlite Staffing. We are here to assist you with those matters.

Equal Opportunity Employer

It is of great importance that we pride ourselves on our workplace diversity. As an Equal Opportunity employer we are committed to complying with all State and Federal laws which include the Fair Employment Practice Laws, for the purpose of providing Equality for persons regardless of race, color, national origin, citizenship, sex, pregnancy, actual or perceived sexual orientation or gender identity, age, religion, military/veteran status, genetic disorder, disability, and or other protected Classifications. As such prohibits unlawful discrimination against all qualified employees, or applicants for employment based on any legally prohibited basis. This policy of nondiscrimination applies to all employment practices, including hiring, compensation, benefits, promotions, training, discipline, and termination. To ensure the workplace is free of the artificial barriers, violations of this policy will lead to disciplinary actions.

Zero Tolerance Harassment Policy

In accordance with our Standard of Excellence a Zero Tolerance Harassment policy is strictly enforced, whether the harassment is sexual or otherwise. It is our commitment to ensure the wellbeing of all our Employees on Assignment, such behavior is unacceptable and will not be tolerated, whether intentional or unintentional. All Employees are entitled to work in an environment where they are treated with dignity and respect. Disciplinary action will be taken in any cases of inappropriate conduct. Agents should report any incidents according to the reporting procedures. We are to treat all fellow Employees how we would like to be treated.

In accordance with Title VII of the Civil Rights Act and Missouri Law, sexual harassment is defined as “any unwelcome sexual advance, request for sexual favors, or other conduct of a sexual nature either verbal or physical” where:

- Submission to such conduct is made either explicitly or implicitly term or condition of an individual’s employment.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual
- Such conduct has the purpose of creating an intimidating, hostile or offensive working environment.

This policy also prohibits harassment based on race, national origins, age, gender, religion, genetic information, disability, and perceived disability, actual or perceived sexual orientation, or gender identity or expression.

Timekeeping Policy

It is of absolute importance to keep track of any hours worked while out on Assignment at a Facility as an Agent for Highlite Staffing.

- Each Assignment will have a Lead contact at the facility.
- It is your responsibility to sign in at the provided sign in sheet as well as on any time keeping paperwork provided by the Facility. (We are not able to invoice correctly if we do not have your accurate hours)
- You will be provided a login to the On the Clock App to keep a personal track there as well, it is imperative that you sign in and out every time you are out on assignment to ensure you are paid correctly.
- It is imperative that all compensation be kept confidential and should not be shared or discussed among Agents as well as Clients.

Video Surveillance

In compliance with the Facilities as Agents we are subject to any and all of the video surveillance of the properties to maintain workplace security, prevent theft, maintain productivity, and comply with applicable laws, reserving the right to utilize video surveillance of any and all exterior areas, parking lots, entry/exit points, work areas hallways, stairways, offices, locker rooms, breakrooms, etc. Therefore, Employees have no reason to expect privacy when in those areas. By continuing employment, you are accepting and consenting to such video surveillance.

I have read and understand all 7 pages of this New Employee Handbook document. I understand that I must pass the associated quiz by 85% or more and pass the state background check and be approved for my agent card to be considered for employment. I understand that my position is entry-level as a temporary laborer and is considered an "AT WILL" position.

Name: _____ Date: _____

Signature: _____

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