



## W-2 Consultant New Hire Information

Welcome to EDI Staffing!

As part of your orientation to EDI we have put together the following packet of information to assist you with the new hire process. Please complete and return **all** new hire paperwork to our office. *State Law prohibits sending personal information in an unsecured fashion.* For your safety, please only send documents using the **secure email facility** from which you received this link *or* postal mail to the attention of your recruiter. Our address is:

P.O. BOX 116  
31 Bellows Road  
Raynham, MA  
02767

## Employment Forms

Please complete section 1 of the I-9 Form and take your supporting documents to a notary for authorization. Please send back the I-9 form, Notary Authorization Form and photocopies of your supporting documents, along with your completed W-4 (Required) and Emergency Contact Form.

Below you will find the required Employment forms that must be filled out and returned to your recruiter in a **secure fashion** only.

- [I-9](#)
- [I-9 Notary Authorization Form](#)
- [W-4](#)

***On the next page you will find our required EMERGENCY CONTACT FORM. Please return this form.***

## Emergency Contact Information (Please Print)

Employee Name	
Primary Contact Name	
Relationship	
Telephone (home)	
(Cell/work)	
Email	

Second Primary Contact:	
Relationship	
Telephone(home)	
(Cell/Work)	
Email	

# EDI Staffing

## W2 Contract Employee

### Code of Conduct Handbook

***\*Please sign pages 26, 28 & 29***



## ABOUT THIS HANDBOOK / DISCLAIMER

Neither this handbook nor any other verbal or written communication by a management representative, is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation nor does it confer any contractual rights whatsoever. EDI Staffing adheres to the policy of employment at will, which permits the Company or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice.

This handbook states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will, which may only be modified by an express written agreement signed by the employee and the President.

When we mention EDI Specialists or The Company, we are referring to all organizations that fall under the EDI Staffing brand for the purpose of this handbook. This handbook supersedes all prior handbooks.

# Table of Contents

ABOUT THIS HANDBOOK / DISCLAIMER .....1

Section 1 - Governing Principles of Employment.....5

    1-1. Welcome Statement .....5

    1-2. Equal Employment Opportunity .....6

    1-3. Non-Harassment .....6

    1-4. Sexual Harassment .....7

    1-5. Drug and Alcohol-Free Workplace .....8

    1-6. Workplace Violence.....10

        Prohibited Conduct..... 10

        Procedures for Reporting a Threat ..... 10

Section 2 - General Standards of Conduct..... 11

    2-1. Workplace Conduct ..... 11

    2-2. Punctuality and Attendance ..... 12

    2-3. Use of Communication and Computer Systems..... 13

    2-4. Use of Social Media ..... 14

    2-5. Network and Electronic Resources Policy ..... 15

    2-6. Camera Phones/Recording Devices..... 16

    2-7. Inspections..... 16

    2-8. Smoking ..... 16

    2-9. Cell Phone Usage ..... 16

    2-10. Business and Travel Expenses ..... 17

    2-11. Solicitation and Distribution ..... 18

    2-12. Confidential Company Information ..... 18

    2-13. Conflict of Interest and Business Ethics .....18

    2-14. Use of Facilities, Equipment and Property, Including Intellectual Property..... 19

    2-15. Health and Safety ..... 19

    2-16. Dress Code & Appearance..... 22

2-17. Publicity/Statements to the Media .....22

    2-18. References.....22

    2-19. If You Must Leave Us.....22

    2-20. A Few Closing Words..... 22

General Handbook Acknowledgment..... 24

Receipt of Sexual Harassment Policy..... 25

Receipt of Non-Harassment Policy ..... 26

## Section 1 - Governing Principles of Employment

### 1-1. Welcome Statement

As President of EDI Staffing, I would personally like to welcome you to our organization and invite you to read, and become familiar with the contents of this employee handbook. I believe that you will find it full of helpful, valuable information about the policies, benefits, procedures and opportunities available at EDI Specialists. The handbook is intended to assist you in performing, developing and realizing your potential as one of our valued employees.

No business is free from day to day problems, but we believe our personnel policies and practices will help resolve such problems. All of us must work together to make the company a viable, healthy and profitable organization. This is the only way we can provide a satisfactory working environment that promotes genuine concern and respect for others, including all employees and our customers. If any statements in this handbook are not clear to you, please contact myself or a member of management for further clarification.

Welcome to the team!

Sincerely,

*Joseph J. Gilbody*

President/ CEO

## 1-2. Equal Employment Opportunity

The Company is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Company will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let the HR Director know.

The Company will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Company's operations. If you wish to request such an accommodation, please speak to the HR Director.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR Director. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

## 1-3. Non-Harassment

It is The Company's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the HR Director. If the person toward whom the complaint is directed is one of the individuals indicated above, you should contact any higher-level manager in your reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

#### 1-4. Sexual Harassment

It is EDI Specialist's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. For your information, "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the HR Director. If the person toward whom the complaint is directed is one of the individuals indicated above, you should contact any higher-level manager in your reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

While employees are encouraged to report claims internally, if an employee believes that he or she has been subjected to sexual harassment, he or she may file a formal complaint with the government agency or agencies set forth below. Using the Company's complaint process does not prohibit an employee from filing a complaint with these agencies.

The United States Equal Employment Opportunity Commission ("EEOC")  
JFK Federal Building, Room 475 Boston, Massachusetts 02203 (617) 565-3200

The Massachusetts Commission Against Discrimination ("MCAD")  
Boston Office:  
One Ashburton Place, Room 601 Boston, Massachusetts 02108 (617) 727-3990

Springfield Office:  
436 Dwight Street, Room 220 Springfield, Massachusetts 01103 (413) 739-2145

## 1-5. Drug and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Company property, and to ensure efficient operations, the Companies have adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Company.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises) or while representing the Company is strictly prohibited. Employees and other individuals who work for Company also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances. This prohibition does not include the authorized and reasonable consumption of alcohol within legal limits by an employee of legal drinking age at functions or activities sponsored by the Company. This prohibition does not apply to prescription or over-the-counter medications taken by employees, with the exception of medical marijuana\*, which:

1. have been lawfully prescribed to, or obtained by, the employee;
2. are being used by the employee in accordance with the prescription's guidelines (if applicable); and
3. where a safety sensitive position is involved, before reporting to work under the influence of such medication, the employee has inquired whether the drug manufacturer or the employee's physician warns against driving, operating machinery or performing other work-related safety-sensitive tasks. If such warnings exist, the employee taking the medication must inform his or her supervisor of such restrictions before reporting to work under the influence of such substances. When informing his or her supervisor(s) or the Human Resources Department of such restrictions, the employee should not identify the medication(s) being used or the reason for its use. The Company will evaluate and respond to this information on a case-by-case basis. Any employee reporting to work in a safety-sensitive position without first advising the Company about warnings accompanying lawfully prescribed or obtained medications will be subject to disciplinary action up to and including possible termination of employment. An employee's lack of knowledge concerning such warnings will not excuse a violation of this rule where an employee has failed to make the inquiries required by this rule.

\* Marijuana - including "medical marijuana" - is illegal under federal law and may not be used in the workplace. All employees (including but not limited to those employees working in Arizona, Connecticut and Delaware) are prohibited from being under the influence of marijuana while at work. In Arizona, Connecticut and Delaware however<sup>1</sup>, if an employee voluntarily discloses he or she is a "medical marijuana" cardholder, the Company, in consultation with the employee, shall make an individualized assessment as to how the employee's marijuana use will impact his or her ability to perform his or her job duties safely. Such assessments may require a physical examination by a physician, particularly for those employees in safety-sensitive positions.

In addition, if your Company is a federal contractor or grantee, employees must notify the Company within five calendar days if they are convicted of a criminal drug violation in the workplace. Such employees will be subject to discipline up to and including discharge.

Violation of this policy will result in disciplinary action, up to and including discharge.

The Companies maintain a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any employee, including themselves.

---

<sup>1</sup>Note that notwithstanding the paragraph above, if your Company is a federal contractor, subcontractor or federal grantee, the general prohibitions against the unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual apply to you (e.g. the use or being under the influence of medical marijuana is strictly prohibited).

## 1-6. Workplace Violence

EDI Specialists is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company, customer and personal property.

We do not expect you to become an expert in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally.

### Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Company premises.

### Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom you feel comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

## Section 2 - General Standards of Conduct

### 2-1. Workplace Conduct

EDI Specialists endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing EDI Specialists property, customer property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of EDI Specialist's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of EDI Specialist's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on Company or customer property.
11. Willful or careless destruction or damage to Company or customer assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.

14. Violation of the Solicitation and Distribution Policy.
15. Violation of EDI Specialist's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and EDI Specialists reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, EDI Specialists will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

## 2-2. Punctuality and Attendance

You were hired to perform an important function for EDI Specialists' customers. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees and your Supervisors. We expect excellent attendance from each of you. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your Supervisor as early as possible, but no later than the start of your work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Please call, stating the nature of your illness and its expected duration, every day that you are absent.

Unreported absences of three consecutive work days generally will be considered a voluntary resignation of your employment with the Company.

## 2-3. Use of Communication and Computer Systems

EDI Staffing's communication and computer systems are intended for business purposes and may be used only during working time; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Company policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the systems.

EDI Staffing may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do so. The reasons for which the Company may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during an employee's absence.

Further, EDI Staffing may review Internet usage to ensure that such use with Company property, or communications sent via the Internet with Company property, are appropriate. The reasons for which the Company may review employees' use of the Internet with Company property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during an employee's absence.

The Company may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Company's policies prohibiting harassment, in their entirety, apply to the use of Company's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Since the Company's communication and computer systems are intended for business use, these systems may not be used to solicit for religious or political causes or outside organizations.

Further, since the Company's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization. Violators of this policy may be subject to disciplinary action, up to and including discharge.

## 2-4. Use of Social Media

EDI Staffing respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Company and customer interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Unless instructed to post on behalf of the Company, employees may not post on a blog or web page or participate on a social networking, Twitter or similar site during working time or at any time with Company equipment or property. Examples of Company sanctioned social media use include posting on the Company blog, sharing business-related content and using social media sites for the purpose of business development.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the Company or Customer and also expresses either a political opinion or an opinion regarding the Company's or customer's actions, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Company's or customer's position. This is necessary to preserve the Company's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or threatening is forbidden. Company policies apply equally to employee social media usage. Employees should review their Employee Handbook for further guidance.

EDI Staffing encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including termination.

## 2-5. Network and Electronic Resources Policy

Network and Electronic Resources, such as computers, other hardware, software, e-mail, landline and cellular telephones, fax machines and internet access, are tools that EDI Specialists Inc. provides its employees to assist them in their work. These Network and Electronic Resources and related access systems are proprietary company property and subject to review or access by the company at any time.

All EDI Staffing employees who use the Company's Network and Electronic Resources must follow the guidelines below:

1. Use Network and Electronic Resources for business purposes only.
2. Messages and communications sent via the company's Network and Electronic Resources are subject to subpoena and access by persons outside the company and may be used in legal proceedings. Please consider this before sending any confidential messages or material via the Network and Electronic Resources.
3. E-mail is not a substitute for face-to-face communication. If you have a conflict with someone or need to discuss an important issue, it should be handled in person or over the telephone if a meeting is not possible.
4. Remember that all of the company's policies, including but not limited to policies on Equal Employment Opportunity, Discrimination and Harassment, Confidentiality, Personal and Business Conduct, apply to the use of the company's Network and Electronic Resources. Employees must not review or forward sexually explicit, profane or otherwise unprofessional or unlawful material through the company's Network and Electronic Resources.
5. Passwords protecting the use of the company's Network and Electronic Resources are the company's property and will be assigned to employees as needed. Employees should be careful to safeguard their passwords, log off their terminals when not in use and not permit others to access company systems.
6. Do not install any software or program on any company computer or other hardware without the express consent from your supervisor or the IT department.
7. The company expressly prohibits the unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material.
8. Employees must not attempt to override or evade any program or measure installed by the company to protect the security of limit the use of its Network and Electronic Resources.

EDI Staffing retains the right to review all communications conducted and data saved, reviewed or accessed via the company's Network and Electronic Resources, including company computers, e-mail and internet access. The company does not permit its non- management employees to access or use any company password, e-mail or internet access other than their own. Inappropriate use of Network and Electronic Resources may result in discipline, up to and including termination.

## 2-6. Camera Phones/Recording Devices

Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, no employee may use a camera phone function on any phone on company or customer property or while performing work for the Company.

The use of tape recorders, dictaphones or other types of voice recording devices anywhere on Company property, including to record conversations or activities of other employees or management, or while performing work for the Company, is also strictly prohibited, unless the device was provided to you by the Company and is used solely for legitimate business purposes.

## 2-7. Inspections

EDI Staffing reserves the right to require employees while on Company property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Company or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Company or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

## 2-8. Smoking

Smoking is prohibited on Company premises and in all Company vehicles; however, there is a single designated location near the picnic table. Non-adherence to this policy could be reason for disciplinary action. We ask that employees be respectful to fellow colleagues and follow customer prohibitions.

## 2-9. Cell Phone Usage

### Cell Phones or Similar Devices at Work

EDI Staffing is aware that employees utilize their personal or company-supplied cellular phones for business purposes. At the same time, cell phones are a distraction in the workplace. To ensure the effectiveness of meetings, employees are asked to leave cell phones at their desk. Or, on the unusual occasion of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried to the meeting on vibrate mode.

*The use of a company owned cell phone or device for personal business is discouraged.*

## Cell Phones or Similar Devices While Driving

To ensure the safety of all employees, any employee who uses a company supplied or personal cell phone or device is prohibited from using it while driving, whether the business conducted is personal or company related. This prohibition include receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; customers; vendors; or any other company or personally related activities not named here while driving.

## 2-10. Business and Travel Expenses

Employees are eligible for reimbursement for approved business related travel. Expenses will be reimbursed upon submission of an expense report accompanied by copies of all applicable receipts or bills.

EDI Staffing does not have an identified travel agency or contact, employees may make hotel and airline reservations on their own through the use of the internet. Employees are asked to review multiple airline and hotel options to obtain the best fare possible to accommodate their travel needs. Incurred expenses will either be applied to a company issued or personal credit card. In the event of a cash purchase, a manager must approve their team member's purchase. Payroll advances for the use of business travel and expense will be approved on a case by case basis.

Following is a list of reimbursable business travel expenses:

- Transportation (mileage, airfare, train)
- Lodging
- Ground Transportation (mid-size car rental, taxicab, airport shuttle, tolls)
- Parking (airport, hotel or other business venue)
- Meals
- Entertainment

Employees are eligible for reimbursement of eligible pre-approved business entertainment expenses. Expenses will be reimbursed upon submission of an expense report accompanied by copies of all applicable receipts or bills.

Entertainment must be for a pre-approved legitimate business purpose, such as developing future sales, fostering a working relationship with prospective candidates and clients. Eligible entertainment expenses include the cost of meals; tickets to sporting events, plays and concerts; and sporting activities such as golf.

## 2-11. Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on working time. "Working time" is the time an employee is engaged, or should be engaged; in performing his/her work tasks for EDI Staffing. Solicitation of any kind by non-employees on Company premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of Company or customer is prohibited at all times. Distribution of literature by non-employees on Company premises is prohibited at all times.

## 2-12. Confidential Company Information

During the course of work, an employee may become aware of confidential information about EDI Staffing's business, including but not limited to information regarding Company finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers, customers and potential customers, and knowledge, skills and abilities of personnel. An employee also may become aware of similar confidential information belonging to the Company's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

## 2-13. Conflict of Interest and Business Ethics

It is EDI Staffing's policy that all employees avoid any conflict between their personal interests and those of the Company. The purpose of this policy is to ensure that the Company's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Company, by any employee who is in a position to directly or indirectly influence either the Company's decision to do business, or the terms upon which business would be done with such organization.
2. Holding any interest in an organization that competes with the Company.
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Company or which competes with the Company.
4. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Company.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Company.

## 2-14. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Company is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

## 2-15. Health and Safety

The health and safety of employees and others on Company or customer property are of critical concern to EDI Specialists. The Company intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately.

**Periodically**, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.

## **Workplace Safety**

EDI Specialists is committed to providing a safe and healthy work environment for their employees. The responsibility for the success in the safety and health program is shared by management and all employees. The following procedures and guidelines have been established to provide safe and healthy working conditions. Every employee is expected to follow these procedures and guidelines, to act safely, and to report any unsafe conditions to your supervisor in a timely manner.

### **Reporting an Injury or Illness**

Any employee who suffers a work-related injury or illness is required to report the incident immediately to a supervisor. A First Notice of Injury Report must be filed out no later than 72 hours after the injury occurs. If an employee is in need of medical attention beyond first aid they should proceed immediately to the nearest emergency medical facility for treatment.

Any unsafe working condition or hazard should be reported to a supervisor immediately. All employees are expected to obey the following safety rules. Any employee who violates any safety rule and/or fails to report an injury or illness may be subject to disciplinary action up to and including separation of employment.

### **Safety Rules:**

- Employees shall report when they are uncomfortable with performing any duty or responsibility due to safety concerns.
- Any unsafe or hazardous working conditions should be reported immediately.
- Any employee who suffers a work-related injury or illness should report the incident immediately to a supervisor.
- All employees should be properly trained in handling materials and equipment.
- Any employee under the influence of alcohol, drugs or an intoxicating substance that impairs the employee's ability to safely perform their duties and responsibilities will be required to leave work and be subject to corrective action up to and including termination of employment. Proper arrangements will be made to transport the employee to his/her residence.
- Horseplay, scuffling and other unsafe activities are prohibited.
- Employees should report any unsafe walkways, handrails and/or guardrails.
- Help keep walkways clear of debris.

## 2-16. Dress Code & Appearance

To present a business-like, professional image to our customers and the public, all employees are required to wear appropriate clothing in the office or at a client site or engagement. EDI Specialists Inc. allows for business casual dress which includes but is not limited to, slacks, khakis, collared shirts, sweaters and skirts or dresses. Clothing must be neat and clean.

## 2-17. Publicity/Statements to the Media

All media inquiries regarding the position of the Company as to any issues must be referred to the President. Only the President is authorized to make or approve public statements on behalf of the Company. No employees, unless specifically designated by the President, are authorized to make those statements on behalf of Company. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from the President.

## 2-18. References

EDI Specialists will respond to reference requests through the Human Resources Department. The Company will provide general information concerning the employee such as date of hire, date of termination, re-hire eligibility, and positions held. Requests for reference information must be in writing, and responses will be in writing or over the phone. Please refer all requests for references to the Human Resources Dept.

Only the Human Resources Department may provide references.

## 2-19. If You Must Leave Us

Should you decide to leave the Company, we ask that you provide your Supervisor with at least two (2) weeks advance notice of your departure. Your thoughtfulness will be appreciated.

All Company property including, but not limited to, keys, security cards, laptop computers, etc. must be returned at separation. Employees also must return all of the Company's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Company (through payroll deduction, if lawful) for any lost or damaged Company property.

It is the employee's responsibility to submit all receipts and expenses by the final day of employment for payment processing. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

## 2-20. A Few Closing Words

This handbook is intended to give you a broad summary of things you should know about EDI Specialists. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, EDI Specialists, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Please do not hesitate to speak to management if you have any questions about the Company or its personnel policies and practices.



## General Handbook Acknowledgment

This Employee Handbook is an important document intended to help you become acquainted with EDI Specialists. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received and read a copy of EDI Specialist's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Company at any time.

I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" status except IN AN INDIVIDUAL CASE OR GENERALLY in a writing signed by the president or CFO of the company.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's W2 Contract Employee Code of Conduct Handbook.

Employee's Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

**Receipt of Sexual Harassment Policy** It is EDI Specialist's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. For your information, "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the HR Director. If the person toward whom the complaint is directed is one of the individuals indicated above, you should contact any higher-level manager in your reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.



*While employees are encouraged to report claims internally, if an employee believes that he or she has been subjected to sexual harassment, he or she may file a formal complaint with the government agency or agencies set forth below.*

*Using the Company's complaint process does not prohibit an employee from filing a complaint with these agencies.*

**The United States Equal Employment Opportunity Commission ("EEOC")  
JFK Federal Building, Room 475 Boston, Massachusetts 02203 (617) 565-3200**

**The Massachusetts Commission against Discrimination ("MCAD")  
Boston Office:  
One Ashburton Place, Room 601 Boston, Massachusetts 02108 (617) 727-3990**

**Springfield Office:  
436 Dwight Street, Room 220 Springfield, Massachusetts 01103 (413) 739-2145**

I have read and I understand EDI Specialist's Sexual Harassment Policy.

Employee's Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*The signed original copy of this receipt should be given to management - it will be filed in your personnel file.





## Receipt of Non-Harassment Policy

It is EDI Specialist's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the HR Director. If the person toward whom the complaint is directed is one of the individuals indicated above, you should contact any higher-level manager in your reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Employee's Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*The signed original copy of this receipt should be given to management - it will be filed in your personnel file.





## EDI STAFFING

### EMPLOYEE SCREENING POLICY

#### Overview

To ensure that individuals who join this firm are well qualified and have strong potential to be productive and successful, and to further ensure that this firm maintains a safe and productive work environment free of any form of violence, harassment or misconduct, it is the policy of EDI Specialists, Inc. dba EDI Staffing (“The Company”) to perform pre-employment screening and credentials verification on all applicants who are offered and accept an offer of employment. All candidates will be required to sign appropriate authorizations and consents prior to the performing of any pre-employment background checks, and any offer for employment will be made contingent upon the satisfactory completion of the background screening process.

A pre-employment background check is a sound business practice that benefits everyone. The purpose of this Employee Background Screening Policy (“Policy”) is to determine and/or confirm, in accordance with all laws and within appropriate professional limits, the qualifications and suitability of a job candidate for the particular position for which the candidate is being considered. The Company relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment, including any oral interviews. Any misrepresentations, falsifications, or material omissions in any of the information or data, no matter when discovered, may result in The Company’s exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

#### Parameters & Procedural Guidelines

As part of the process of reviewing an applicant’s qualifications and determining his or her suitability for an available position, The Company requires that all candidates selected for employment undergo background checks. The Company may also require that current employees undergo background checks. This Policy applies to all final external candidates for open positions and to current employees of The Company who apply for internal positions, and establishes the minimum screening requirements for prospective employees and current employees.

The Policy and background screening process will be administered and managed by the appropriate Executive and Administrative personnel. To support the objective of this Policy of ensuring





that The Company's assets, including property, employees and information, are protected and that a safe working environment is maintained, The Company will strive to make employment decisions based upon a thorough evaluation of the totality of each applicant's merits and background, and in accordance with a consistently applied procedure as set forth below.

**A. Application for Employment:**

Information requested from all Applicants may include, at a minimum, and at the appropriate time, the following:

1. Current name, any previous names or aliases, address, and contact information
2. Residence address history over the last seven (7) years
3. Social Security Number ("SSN")
4. Date of Birth
5. Driver's License Number and State
6. Employment history over the last seven (7) years including name, address, and phone number of employer, position, department and job responsibilities, salary, supervisor's name and title, start and end dates, reason for leaving, and permission to contact the employer
7. Education history including name, address, and phone numbers of the educational institutions, start and end dates, major or course of study, and completion status
8. Prior criminal history (subject to federal and state equal employment opportunity laws)

Note: Some state & local laws prohibit employers from asking applicants about criminal histories until after a conditional offer for employment has been made.

Applicants are expected to provide accurate and complete information and must not omit material information needed to make a decision. If an Applicant provides misleading, erroneous, or willfully deceptive information on an application, he/she risks being eliminated from further consideration. If misleading, erroneous, or willfully deceptive information is discovered after the Applicant has been hired, the Applicant's employment with The Company may be terminated.





**B. FCRA Disclosure & Written Authorization:**

At the time an Applicant completes and submits an application for employment, but separate from the employment application form, Applicants will be: (1) given notice that The Company may procure a consumer background check report and may obtain an investigative consumer report; (2) provided with a summary of their rights under the federal Fair Credit Reporting Act (“FCRA”) and similar state laws; and (3) asked to sign a consent form authorizing The Company to procure the aforementioned reports (see EXHIBIT A: RELEASE AUTHORIZATION AND FAIR CREDIT REPORTING ACT DISCLOSURE).

**C. Applicant Assessment & Review:**

Following the Applicant’s submission of a complete employment application, The Company will conduct a review of the information submitted to evaluate the Applicant’s overall qualification and to determine whether the Applicant meets the minimum requirements of the position. In order to evaluate the Applicant’s fit for a particular job or position, the Applicant may be required to complete employment screening assessments and skills tests related to the demands of the particular position, and may also be asked to participate in an interview to further assess the Applicant’s skills, qualifications, and credentials. To ensure the fair treatment of all Applicants, The Company will use consistent selection criteria and evaluation methods for all Applicants for similar positions, except when Client-driven criteria differ.

**D. Pre-Employment Background Screening Process:**

Applicants who are extended a conditional offer for employment and who accept the offer (“Candidates”) will then be subject to a background screening process with the offer for employment at The Company contingent upon the satisfactory completion of the background checks. The results of a pre-employment background check will be shared with members of The Company on a “need to know” basis. The required checks for each position shall be determined by appropriate Executives at The Company or by lawful Client-driven requirements. The type and extent of background checks required for a particular position will be based upon the following factors: (1) the nature of the position for which the applicant is being considered and its associated risk factors; (2) the location of the work; (3) any applicable industry regulations or legal requirements; and (4) Client-driven requirements.





## **1. Minimum Background Checks for All Applicants**

At a minimum, all Candidates will be required to undergo the following background checks before they may begin employment:

- a. Social Security Number Verification;
- b. Employment History to include last five to seven (5-7) years or three (3) employers;
- c. Education Verification to include the highest degree obtained and any current enrollments;
- d. Reference Checks with former Manager/Supervisors and/or Colleagues
- e. E-Verify Check

## **2. Supplemental Background Checks**

In addition to the checks listed above, Candidates may be required to undergo supplemental background checks, depending upon whether a supplemental check is necessary for the position (as determined by The Company or Client based on the factors outlined above). Supplemental background check requirements should be applied uniformly to all prospective Candidates for a particular position, based on any applicable industry regulations or legal requirements, and/or Client-driven requirements.

Supplemental background checks include, but are not limited to, the following:

- a. Verification of Professional Licenses, Certifications, and Registrations
- b. Drug and/or Alcohol Testing
- c. Motor Vehicle Record Check
- d. A multi-county criminal background check based on candidate addresses within the last seven (7) years as identified by the candidate or the social security trace
- e. A nationwide criminal background check to identify any potential counties that may have criminal records beyond the multi-county criminal check (any findings on the nationwide criminal check require a county criminal check for the county where activity is detected);
- f. Credit History Check
- g. Sexual Offender Registry Check





Additional checks such as a driving record or a credit report may be conducted on Candidates for particular job categories if appropriate and job related. The Company's use of credit reports will generally be limited to positions with fiduciary responsibilities, including: (1) employees who deal with accounts payable or accounts receivable; (2) employees who handle cash or cash equivalents; and (3) senior management positions. Having negative credit information does not automatically exclude an applicant. Every applicant will be individually considered.

**E. Processing Results of Background Investigation:**

Once the background check is completed, Executive Management and the Hiring Manager will be notified. If the investigation report contains adverse information or documented discrepancies that arose during the screening process, Executive Management and the Hiring Manager will review the information, including possibly requiring further information or explanation from the individual, and decide whether to proceed to hire the individual, or whether to rescind the offer of employment based in whole or in part on the results of the background check. An adverse finding will not automatically preclude a Candidate's eligibility for employment. However, if the Hiring Manager and Executive Management conclude that the Candidate provided misleading, erroneous, or willfully deceptive information on an application, the Candidate risks having the offer rescinded and the Candidate could be eliminated from further consideration.

If the position requires a supplemental criminal record check and a conviction is discovered, The Company will closely scrutinize the conviction in view of our policy of a safe and profitable workplace. A criminal conviction is not necessarily an automatic bar from employment. Before an employment decision is made, The Company will determine whether the conviction is related to the position the Candidate is being considered for and whether the conviction would present safety or security risks, taking into account the nature of the position sought, the nature and gravity of the offense or offenses (including the facts surrounding the matter), and the age of the conviction (the Candidate's age at the time of the conviction in relation to the present may also be relevant).

*Notice of Pre-Adverse Action:* If a decision is made to rescind the offer, Executive Management and the Hiring Manager must:





1. Inform the applicant that adverse action is contemplated;
2. Present the Candidate with a pre-adverse action notice including a copy of the background report and a statement of the Candidate's rights under the FCRA and other applicable state and local laws (see EXHIBIT B)
3. Give the Candidate three (3) full business days to dispute the accuracy of the report

*Notice of Adverse Action:* If the Candidate does not dispute the accuracy of the report or fails to respond within three (3) full business days, then the offer of employment shall automatically be rescinded. The Hiring Manager shall then ensure that the individual is given the following information and notices:

1. Oral, written or electronic notice of the adverse action;
2. Name, address and telephone number of the consumer reporting agency that furnished the report;
3. If appropriate, a statement that the consumer reporting agency did not make a decision to take adverse employment action and is unable to explain the specific reasons behind the decision; and
4. A copy of the Federal Trade Commission's summary of Consumer Rights under the FCRA (see EXHIBIT B)

**F. Checks for All New Hires:**

Once an employee has been hired, The Company will ensure that the employee has completed a Bureau of Citizenship and Immigration Services (BCIS) (formerly the U.S. Department of Justice, Immigration and Naturalization Service) Employment Eligibility Verification (Form I-9), and that the information is consistent with the information provided on the employment application. The Company will process all I-9s through E-Verify.





### **Managerial Responsibilities**

1. It is the responsibility of The Company's Executives and Administrators to administer the processes outlined herein.
2. It is expected that this background screening Policy will be administered in a consistent and impartial manner.
3. The Company reserves the right to have background checks conducted by a third party vendor of its choice, or to utilize internal resources. The Company will decide whether to use internal or external resources.
4. Where the option to use a third party vendor is selected, The Company has chosen a preferred vendor whom The Company may retain to conduct employment background checks.
5. The Company shall pay the costs associated with background checks, except where prohibited by law.





### **Legal Compliance**

The Company's background check process will comply with all applicable requirements of the FCRA and any analogous state and local laws that may apply. As state and local laws may differ with respect to performing background checks, it is the responsibility of The Company's Executives and Administrators to be knowledgeable about state and local restrictions on background checks, whether such screening is done internally or through a pre-approved third party vendor.

### **Equal Employment Opportunity Policy**

The Company is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Company will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let the HR Director know.

The Company will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Company's operations. If you wish to request such an accommodation, please speak to the HR Director.

*Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR Director. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.*





**EXHIBIT A:**

**RELEASE AUTHORIZATION AND FAIR CREDIT REPORTING ACT DISCLOSURE [FOR EMPLOYMENT PURPOSES]**

The applicant for employment acknowledges that this company may now, or at any time while employed, verify information within the application, resume or contract for employment. In the event that information from the report is utilized in whole or in part in making an *adverse decision*, before making the adverse decision, we will provide to you a copy of the consumer report and a description in writing of your rights under the Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

Please be advised that we may also obtain an *investigative consumer report* including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your present and previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the investigation requested.

Additional information concerning the Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*, is available at the Federal Trade Commission's web site (<http://www.ftc.gov>). For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

**By signing below, I hereby authorize all entities having information about me, including present and former employers, personal references, criminal justice agencies, departments of motor vehicles, schools, licensing agencies, and credit reporting agencies, to release such information to the company or any of its affiliates or carriers. I acknowledge and agree that this Release and Authorization shall remain valid and in effect during the term of my contract.**





**For Maine Applicants Only**

Upon request, you will be informed whether or not an investigative consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from us, within 5 business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any reports

**For New York Applicants Only**

You have the right, upon written request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report.

**For Washington Applicants Only**

If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time, to receive from us a complete and accurate disclosure of the nature and scope of the investigation. You have the right to request from the consumer reporting agency a summary of your rights and remedies under state law.

**For California\*, Minnesota, and Oklahoma Applicants Only:** A consumer credit report will be obtained through [Consumer Reporting Agency, P.O. Box XXX, Town, State, Zip Code Telephone (800) XXX-XXXX. website].

If a **consumer credit report** is obtained, I understand that I am entitled to receive a copy. I have indicated below whether I would like a copy.

Yes \_\_\_\_\_ No \_\_\_\_\_  
Initials Initials

If an **investigative consumer report** and/or consumer report is processed, I understand that I am entitled to receive a copy. I have indicated below whether I would like a copy.

Yes \_\_\_\_\_ No \_\_\_\_\_  
Initials Initials





**\*California Applicants:** If you chose to receive a copy of the consumer report, it will be sent within three (3) days of the employer receiving a copy of the consumer report and you will receive a copy of the investigative consumer report within seven (7) days of the employer's receipt of the report (unless you elected not to get a copy of the report). **[Consumer Reporting Agency]'s privacy practices with respect to the preparation and processing of investigative consumer reports may be found at [website URL] (link at bottom of page entitled, "Legal/Privacy").**

**\*\*California Applicants who will require credit report review:** Please be advised that your credit will be reviewed for as part of this application process. Specifically, the basis for review pursuant to California law (Section 1024.5(a) of the Labor Code) is: **[attach applicable CA labor code provisions]** .

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_





## EXHIBIT B:

*Para informacion en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

### **A Summary of Your Rights under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.





- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A Consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to an employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you chose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or in some cases a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights contact:**





TYPE OF BUSINESS:	CONTACT
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center-FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street</p>





TYPE OF BUSINESS:	CONTACT
	Alexandria, VA 22314
3. Air Carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 <sup>th</sup> Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580  (877) 382-4357





## Payroll Information

[Weekly Progress Reports](#) must be approved and submitted no later than 9AM EST Mondays. Although these must be turned in each week you will be paid every (2) weeks for hours worked.

[Bi-Weekly Invoices](#) are to be submitted every other week with the total hours you have worked during the two week period. On this Bi-Weekly invoice, please provide the hours worked, along with your hourly rate for the two weeks.

All signed and approved Progress Reports and Bi-Weekly Invoices can be either faxed or emailed to the payroll/accounting office at 508-819-3016 or [billing@edistaffing.com](mailto:billing@edistaffing.com) (we will accept email approvals from the client).

– [Progress Report](#)

– [Bi-Weekly Invoice](#)

– [Direct Deposit Form](#) is available to Employees when starting a project that is 8 weeks or longer. We can only accept this form via SECURE email or direct postal mail:

P.O. BOX 116  
31 Bellows Road  
Raynham, MA  
02767





## Assignment Details

*While on assignment, your EDI Recruiter will continue to be your point of contact for any employment related questions or concerns. There will be a client supervisor that will give you day-to-day direction regarding your job duties as well as be the approver of your weekly time card. Your recruiter will check in with you periodically but we ask that you also keep us apprised to any changes with your job duties, projects, assignment end date, supervisor etc.*





## Referral Program

EDI offers referral bonuses for both sales leads and qualified candidates who are placed on assignment with us.

For more information, please visit:

[To refer exceptional talent, click here](#)

[To refer an open position, click here](#)





## Checklist

To ensure you have filled out the correct forms to submit back to your recruiter in a secure email, please use the following checklist:

1. 1-9 Form
2. 1-9 Notary Authorization Form
3. W-4
4. Emergency Contact Form (Pages 2 & 3)
5. General Handbook Acknowledgement (Page 26)
6. Harassment Policy Acknowledgment (Page 28)
7. Non-Harassment Policy (Page 29)

