

FoodStaff®

EMPLOYMENT GUIDELINES

**** THIS IS NOT A CONTRACT ****

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**** DISCLAIMER NOTICE ****

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EMPLOYMENT GUIDELINES

Welcome to FOODSTAFF, the temporary personnel employer for the hospitality industry. FOODSTAFF allows you the flexibility to create your own work schedule, while providing you with experience.

Please read these Employment Guidelines carefully and keep it handy for future reference. It is your responsibility to be familiar with its contents. Please review it with your supervisor if you have any questions. Please be aware that these guidelines may contain unintentional errors or variations from actual practice. If you notice any such error or variation, please bring it to the attention of your supervisor or to FOODSTAFF corporate management.

THESE EMPLOYMENT GUIDELINES SUPERCEDE ALL PREVIOUS PERSONNEL POLICIES AND ALL MANAGEMENT MEMOS COVERING SUBJECT MATTERS ADDRESSED IN THESE GUIDELINES

CONTACT WITH FOODSTAFF

Each FOODSTAFF employee should have a working telephone number. You are expected to call in at least twice per week to check for available assignments. If FOODSTAFF does not receive a call from you, FOODSTAFF will assume you are unavailable for work. MONDAY and THURSDAY are good days to check in. Also, check on FRIDAY for last minute jobs. Assignments are made on a “first call, first booked” basis with the exception of specific client requests. As a FOODSTAFF employee, you are NOT REQUIRED to accept any assignment, however failure to call in or accept offered assignments may affect your unemployment benefits. When you accept an assignment, you are expected to honor your commitment to work, to be on time, and to complete the assignment to the best of your professional ability. Normal hours of work are usually determined by the client and will typically conform to the client’s normal working hours. Please be aware that our business is based on how busy our clients are, so it does fluctuate according to seasonal changes. Employees must call the FOODSTAFF office upon the completion of each assignment in order to receive their next assignment and failure to do so may affect eligibility for unemployment benefits.

COMPANY POLICIES AND PROCEDURES

The Customer is our client and should be treated with respect!

If difficulties are encountered while on an assignment, please complete the assignment, if possible, in a positive, professional manner without reacting negatively. However, please call our office following your assignment to report any problems that you may have encountered.

Equal Opportunity Employment

In accordance with applicable state and federal law, FOODSTAFF recruits, hires, trains and promotes persons in all job positions without regard to race, color, religion, sex, age, national origin, disability or veteran status. This policy extends to all compensation, terms, conditions and privileges of employment.

Harassment, Including Sexual Harassment

As employers interested in human dignity, we are particularly concerned about the possibility of employee harassment, whether based on sex (with or without sexual conduct), race, color, religion, national origin, age, disability or protected activity (i.e., opposition to prohibited discrimination or participation in the statutory complaint process), ethnic, religious, age or disability based or of any other type. Harassment in any form, verbal, physical or visual is strictly against FOODSTAFF’s policy.

Each supervisor and employee has a responsibility to maintain the work place free of any form of discrimination or harassment. FOODSTAFF expressly prohibits any form of unlawful employee harassment or conduct that has the purpose or effect of interfering with an individual’s work performance or creating an

intimidating hostile or offensive work environment based on race, color, religion, sex, gender, national origin, age or disability or status in any group protected by state or local law.

Harassing or offensive conduct in the work place, whether committed by supervisors, non-supervisory employees, or nonemployees, may include, but is not limited to:

1. Unwelcome sexual advances or requests for sexual favors or other favors based upon stereotypes of race, color, religion, sex, national origin, age or disability;
2. Unwanted physical contact, including touching, pinching or brushing the body;
3. Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats; epithets; slurs; negative stereotyping (including "jokes"); or threatening, intimidating or hostile acts which relate to race, color, religion, gender, national origin, age or disability;
4. Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age or disability and that is placed on walls, bulletin boards, or elsewhere on FOODSTAFF's premises, or that is circulated in the workplace via e-mail or otherwise; and
5. Acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex (*even if not sexual in nature*) or upon race, color, religion, gender, national origin, age or disability.

With respect to sexual harassment, FOODSTAFF prohibits unwelcome sexual advances or request for sexual favors, and all other verbal and physical conduct of a sexual or otherwise offensive nature, especially where:

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

No supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.

Any employee who believes that a supervisor's, another employee's or a non-employee's actions or words constitute discrimination of any nature or unwelcome harassment toward themselves or anyone else has a responsibility to report the situation immediately to his or her supervisor, to the CFO, Personnel Coordinator, or otherwise through the "Open Door" complaint handling process.

Upon receipt of a report, FOODSTAFF will promptly conduct a full investigation of any allegations of harassment based on sex (with or without sexual conduct), race, color, religion, national origin, age, disability or protected activity (i.e., opposition to prohibited discrimination or participation in the statutory complaint process), ethnic, religious, age or disability based or of any other type. Employees are expected to cooperate in any investigation and information provided will be kept as confidential as possible in keeping with a thorough investigation. The resolution of each complaint will be communicated to the parties involved. Any employee, supervisor, or manager who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

As set forth in the "Open Door" complaint handling process, FOODSTAFF asks that you bring any difficulties in using the procedure to its attention.

Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. FOODSTAFF will not tolerate adverse treatment of employees because they report harassment or provide information related to such complaints.

If you believe you have been the victim of harassment or know of one who has, report it immediately through the "Open Door" complaint handling process.

Open Door Process

FOODSTAFF has established a channel of communication called the Open Door Process. It is a means by which employees may communicate with management as well as effectively and expeditiously bring to the attention of management any conditions of employment which are perceived to be of concern. FOODSTAFF encourages all employees to use it. In most situations, if the employee has a job-related problem, question or complaint, he or she should discuss it with his or her supervisor. The simplest, quickest and most satisfactory solution will also be reached at this level. However, this channel of communication allows you to discuss your concerns at a higher level of management if resolution by your supervisor is unsatisfactory or is not feasible.

When the issue personally involves a supervisor or manager with whom you would ordinarily discuss a problem, you may bypass that individual and proceed to another person with greater authority without fear of retaliation. You also may seek advice and guidance of management in the FOODSTAFF corporate office, including but not limited to the President of FOODSTAFF.

The Employee may use this Open Door Process at any time without fear of retaliation or reprisal. Any difficulties in using this process should be brought to the attention of the President, CFO or Personnel Coordinator. The address for FOODSTAFF's corporate office is P.O. Box 12850 Charleston, South Carolina 29422; the telephone number for the corporate office is (843) 406-0112 and the office can be contacted by fax at (843) 406-0114.

Non-Discrimination Against And Accommodation of Individuals With Disabilities

FOODSTAFF strives to comply with the Americans With Disabilities Act and applicable state and local laws providing for non-discrimination in employment against qualified individuals with disabilities. In accordance with these laws, upon appropriate request, FOODSTAFF also provides reasonable accommodation for such individuals.

Procedures For Requesting An Accommodation

Qualified individuals with disabilities are invited to make requests for reasonable accommodation to their supervisor. On receipt of an accommodation request, their supervisor will meet with the requesting individual to discuss and identify the precise limitations of their ability to perform the essential functions of their job resulting from the disability and the potential accommodation that FOODSTAFF might make to help overcome those limitations. FOODSTAFF may also request input from one or more doctors, or the input of other professionals with any pertinent medical records necessary to make decisions regarding the qualification of the condition or the disability under the ADA, specific job restrictions, the ability to continue or return to work with or without reasonable accommodation and any other issues or recommendations relevant to the request for accommodation. The information will be used only in accordance with applicable law.

Appropriate management representatives identified as having a need to know will determine the feasibility of the request for accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the facilities overall financial resources and organization and the accommodation's impact on the operation of the facility including its impact on the ability of other employees to perform their duties and on the company's ability to conduct business.

Workplace Violence

FOODSTAFF is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States and is taking steps to help prevent incidents of violence from occurring at FOODSTAFF. In this regard, it is the policy of FOODSTAFF to expressly prohibit any acts or threats of violence by any FOODSTAFF employees or former employees against any other employee in or about FOODSTAFF's facilities or elsewhere at any time. FOODSTAFF will not condone any acts or threats of

violence against FOODSTAFF's employees or customers or visitors on FOODSTAFF's premises, at any time, or while they are engaged in business with or on behalf of FOODSTAFF, on or off FOODSTAFF's premises. In furtherance of this policy, employees are expected to warn or advise their supervisor or FOODSTAFF corporate management of any suspicious or problematic work place situations or incidents they observe or are aware of that involve other employees and/or former employees. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, and threatening or offensive remarks. FOODSTAFF will not condone any form of retaliation against any employee for making a report under this policy.

Dress Code

As FOODSTAFF strives to project a professional image, it is very important that employees adhere to a strict dress code. Employees must arrive and leave their assignments in uniform, and bring the appropriate tools. Unless otherwise directed, attire for banquet service is black tuxedo pants, long sleeved white tuxedo shirt, black bow tie, black cummerbund, and clean, skid resistant black shoes.

Cook and chef attire consists of the standard white chef coat (NO emblem allowed), white or checkered pants, skid resistant work shoes, white apron, white hat and culinary tools. All clothing must be clean, pressed and professional. NOTE: Women may wear suitable black skirts, although some of our clients require that you wear pants.

FOODSTAFF employees are expected to follow industry accepted sanitation and safety standards while on assignment. FOODSTAFF employees must be particularly aware of possible cross-contamination situations when working with meat, fish, and poultry; safe knife handling practices; and obstructions or hazards in the work environment.

FOODSTAFF employees may not smoke, eat, drink, or chew gum while on assignment except on an approved break and in an approved location. Under no circumstances may you eat without being offered. FOODSTAFF employees should not take cellular phones, or other electronic equipment to an assignment without permission from the FOODSTAFF office. If an employee takes a handbag or backpack on an assignment, it is at his or her own risk. Neither FOODSTAFF nor the client is responsible for personal property.

Except for an emergency, you MUST stay until you are dismissed from a function. DO NOT ACCEPT any assignments if you cannot stay for the duration of the assignment.

Drugs and Alcohol

FOODSTAFF has a strong commitment to work with its employees toward a safe workplace and high standards of employee health. Consistent with this commitment, our goal is to maintain a drug and alcohol free work environment, free from work related risks and effects of alcohol and drug abuse. Employees may NOT drink alcoholic beverages, use or be under the influence of illegal drugs at any time immediately before, or while on assignments and/or on the client's premises, the parking lots and other public or semi-public spaces near FOODSTAFF and/or client facilities; and all places where the employee's presence or performance is necessary to perform the work required by FOODSTAFF.

FOODSTAFF reserves the right to require employees to undergo appropriate tests designed to detect the presence of illegal drugs or alcohol upon reasonable suspicion of abuse of this policy as determined solely by management. Refusal to consent to such test may result in disciplinary action up to and including dismissal.

Workplace Searches

FOODSTAFF may conduct unannounced searches of FOODSTAFF facilities at any time and at its discretion for purposes such as inventory control, to locate lost or missing property belonging to FOODSTAFF, its client or an employee, or for weapons, alcohol, illegal drugs or other controlled substances. The search may include any property which belongs to FOODSTAFF even though it may be loaned to the employee (i.e.: desks, lockers, vehicles, etc.). It should be noted that all desks, equipment and storage areas are the property of FOODSTAFF and are for the use of employees only during their employment with FOODSTAFF. Employees are expected to cooperate in the conducting of such

searches. Searches of FOODSTAFF's facilities and property can be conducted at any time and do not have to be based upon reasonable suspicion.

Searches of employees and their personal property (that which is not titled to FOODSTAFF) may be conducted when FOODSTAFF, in its discretion, has reasonable suspicion to believe that the employee or employees may have possession of a weapon, or have had access to lost or missing property belonging to FOODSTAFF, its clients or another employee, or upon reasonable suspicion that the employee or employees are in violation of FOODSTAFF's Drugs and Alcohol Policy. Searches may include, but are not limited to, such property of the employees as desks, vehicles, clothing, toolboxes, lunch boxes, handbags, etc., or any other possessions or articles carried to and from FOODSTAFF's property or that of its clients. Employees are expected to cooperate in the conducting of such searches. Refusal to consent to or cooperate in the search may result in discipline up to and including termination.

Emergency Procedure

If your arrival on site will be delayed due to an emergency, you are expected to telephone the person in charge of the function.

You are expected to notify BOTH THE CLIENT AND FOODSTAFF at least 8 hours in advance of a function if you cannot make an assignment due to an excusable illness or an emergency.

Please recognize that these FOODSTAFF policies and those of our various clients are established to promote professionalism in the workplace, which in turn increases business for our clients and the placements for our employees. Failure to comply with company policy may prevent FOODSTAFF from placing you on future assignments and may result in a pay rate equal to minimum wage.

Electronic and Telephonic Communications

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of FOODSTAFF and as such are to be used solely for job-related purposes. The use of any software and business equipment, including, but not limited to, facsimiles, telecopiers, computers, FOODSTAFF's e-mail system, the Internet, and copy machines for private purposes is strictly prohibited.

Employees using this equipment for personal purposes do so at their own risk. Further, employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized FOODSTAFF representative. All pass codes are the property of FOODSTAFF. No employee may use a pass code or voice-mail access code that has not been issued to that employee or that is unknown to FOODSTAFF. Moreover, improper use of the E-mail system (e.g., spreading offensive jokes or remarks), including the Internet, will not be tolerated.) (Employees who violate this policy are subject to disciplinary action, up to and including discharge.)

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with FOODSTAFF's legitimate business interests, authorized representatives of FOODSTAFF may monitor the use of such equipment from time to time. This includes monitoring Internet usage of any kind. This may also include listening to stored voice-mail messages.

FOODSTAFF provides access to the Internet. The Internet represents a useful tool for FOODSTAFF in conducting its business, but like any other tool, it must be used properly. For purposes of this policy, Internet includes any public electronic data communications network.

Internet E-mail offers broadly similar capabilities to other FOODSTAFF e-mail systems, except that correspondents are external to FOODSTAFF. External e-mail messages may carry one or more attachments. An attachment may be any kind of computer file, such as a word processing document, spreadsheet, software program, or graphic image.

Just as FOODSTAFF has an official Internet Web site, so do other organizations. Most public Web sites are "read only", meaning that they permit a person who visits the site to read material posted on the Web site but not to leave a message. Other Web sites permit visitors to establish continuing contact by leaving a message

(the electronic equivalent of leaving your business card or a telephone message). The owner or operator of a Web site may record the information that a connection was made from FOODSTAFF.

As a general rule, employees may not forward, distribute, or incorporate into another work, material retrieved from a Web site or other external system. Very limited or “fair use” may be permitted in certain circumstances. Any employee desiring to reproduce or store the contents of a screen or Web site should contact the CFO to ascertain whether the intended use is permissible.

Use of World Wide Web includes all restrictions which apply generally to the use of FOODSTAFF’s E-mail and other electronic and telephonic equipment, as noted above

Social Media Policy

Social media includes blogs, wikis, message boards, chat rooms, online forums, social networking sites and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of FOODSTAFF as well as personal use of social media when referencing FOODSTAFF.

1. Employees need to know and adhere to FOODSTAFF’s employment guidelines when using social media in reference to company.
2. Employees should be aware of the effect their actions may have on their image as well as FOODSTAFF’s image. The information that employees post or publish may be public information for a long time.
3. Employees should be aware that FOODSTAFF may observe content and information made available by employees through social media. Employees should use their best judgement in posting material that is neither inappropriate nor harmful to FOODSTAFF, it’s employees or customers.
4. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content or images that are defamatory, pornographic, proprietary, harassing, libelous or that can create a hostile work environment.
5. Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should contact their supervisor or corporate office.
6. Employees should get appropriate permission before you refer to or post images of current or former employees, customers or work sites.
7. Social media use shouldn’t interfere with employee’s responsibilities at FOODSTAFF. The computer systems are to be used for business purposes only. When using company computer systems, use of social media for business purposes is allowed, but personal use of social media networks or personal blogging of online content is not allowed and could result in disciplinary action.
8. Subject to applicable law, after hours online activity that violates FOODSTAFF’s employment guidelines or any other company policy may subject an employee to disciplinary action or termination.

Standards of Conduct and Corrective Action

Groups of people working together for any purpose require certain guidelines pertaining to their conduct and relationships. Accordingly, our employees must be aware of their responsibilities to FOODSTAFF and their coworkers.

FOODSTAFF strives to take a constructive approach to disciplinary matters to ensure that actions that would interfere with operations are not continued. If an employee’s performance, work habits, attitude or demeanor becomes unsatisfactory, counseling and discipline may be engaged to attempt to correct the situation. The discipline process is designed to accommodate FOODSTAFF’s considerations in dealing with employees whose performance or conduct is detrimental to effective and efficient operations. HOWEVER, AS YOU ARE EMPLOYED AT-WILL, FOODSTAFF RESERVES THE RIGHT TO TERMINATE WITH OR WITHOUT NOTICE, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT THE USE OF PROGRESSIVE DISCIPLINE.

Types of disciplinary action may include, but will not necessarily be limited to, a written warning, and/or termination. Written documentation of an oral warning may or may not be issued. Unpaid suspension, transfer or demotion may also be used as disciplinary actions in certain situations.

FOODSTAFF reserves the rights to implement disciplinary action as it deems appropriate under the

circumstances. This means that the first disciplinary action taken, whether termination or lesser action, depends on management's judgement considering such matters as the seriousness or severity of the infraction, the past record of the employee, or the circumstances surrounding the matter.

Listed below are types of behavior that FOODSTAFF considers to be highly inappropriate and/or intolerable and which may result in disciplinary action including immediate termination of employment. Of course it is impossible to provide an exhaustive list of such misconduct: this should not be viewed as exclusive.

- Falsifying employment application, timesheet or time recording or personnel or other FOODSTAFF documents or records. Misrepresentation of other material information.
- Unauthorized possession of FOODSTAFF or employee property, gambling or carrying unauthorized weapons or explosives.
- Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any employee on FOODSTAFF premises or which is detrimental to discipline, good order, proper job performance or organizational welfare.
- Consumption, sale, unauthorized possession and/or being under the influence of intoxicants of nonprescribed drugs while on the job or otherwise violating the established FOODSTAFF drugs and alcohol policy.
- Engaging in acts of dishonesty, fraud, theft or sabotage, willful misuse or embezzlement of FOODSTAFF funds. Converting FOODSTAFF, client or employee property or materials involved in daily business transactions.
- Violations of applicable ethical code or contract provisions of a client.
- Violation of EEO and/or Harassment policies, or other overt acts or omissions prohibited by established policies of FOODSTAFF.
- Insubordination, refusal to comply with instructions or disregard of, resistance to or failure to perform reasonable assigned duties
- Continued carelessness or lack of attention in following supervisory instructions or written procedures, which results in operating inefficiency.
- Unauthorized use of FOODSTAFF material, time, equipment or property, including conduct of personal activities or inefficient use of time during the work period.
- Boisterousness, intoxication, or inappropriate behavior resulting in complaints by property managers, airlines, police arrest or citations.
- Conducting self in a manner that may discredit FOODSTAFF and its employees.
- Damaging, abusing or destroying FOODSTAFF or client property due to carelessness or willful acts; other action while on duty which is likely to result or does result in property damage and/or personal injury.
- Breach of confidentiality, unauthorized/improper use or disclosure of personnel files/medical files proprietary information or other FOODSTAFF or client documents.
- Conduct which may reflect or impact adversely on FOODSTAFF, which may include, but are not limited to, involvement in inappropriate or illegal acts, failure to exercise good judgement and/or conflicts of interest.
- Negligence, carelessness or willful failure to observe safety procedures or endangering the well being of self, fellow employees or clients. Failure to use required safety equipment. Failure to report an accident or on the job injury.
- Misrepresented or excessive absenteeism and/or tardiness, or failure to report an absence. Any single day of unexcused absence, job abandonment, leaving the property while on duty without management notification or approval.
- Threatening or intimidating employees or others while on duty or on FOODSTAFF property; failure to maintain harmonious working relationships, inconsiderate or disrespectful attitude or actions in dealings with others.
- Use of abusive language in dealing with fellow employees or with the public on FOODSTAFF business, including, but not limited to, derogatory statements regarding another race and comments which create a situation of harassment, sexual or otherwise of a discriminatory nature.
- Abuse of authority or status as an employee or official of FOODSTAFF for personal gain or to harm or intimidate others.
- Actively pursuing a position with another company while using FOODSTAFF equipment, computers or resources while still employed by FOODSTAFF without notification to direct management.
- Tampering with computers or other equipment without authorization.
- Engaging in such other practices as FOODSTAFF determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of FOODSTAFF and/or its clients.

This list is intended to be representative of misconduct. THIS LIST IS NOT INTENDED TO BE COMPREHENSIVE AND DOES NOT ALTER THE EMPLOYMENT AT-WILL RELATIONSHIP BETWEEN THE EMPLOYEE AND FOODSTAFF. Additional information related to standards of conduct is described in various sections of these guidelines.

WAGES, BENEFITS AND PRIVILEGES

Payroll

Our pay period runs SUNDAY – SATURDAY. Timesheets MUST be turned in to your supervisor by 12:00 NOON on MONDAY following the workweek. FOODSTAFF will make payroll deductions for the following:

- Federal and State Income taxes
- Social Security taxes
- Garnishments (including child support) or other court ordered wage deductions
- Employee's portion of group insurance premiums, if applicable
- Uniforms and tools
- Loss, damage or destruction of Company property pursuant to any restitution agreement

Additionally, FOODSTAFF reserves the right to reduce the employee's pay rate to an amount equal to minimum wage if the employee fails to comply with company policy.

All deductions will be itemized on the employee's paycheck stub. Any questions regarding payroll deductions should be directed to your immediate supervisor.

If your timesheet is not turned into your supervisor by MONDAY, your paycheck will be delayed one week. NO paycheck will be issued without a completed timesheet!

Each employee is guaranteed a minimum of \$2.13 per hour (tipped) and will be higher in most hourly positions. For each assignment you accept, your rate of pay will be explained and overtime (over 40 hours in one week) will be paid at time and one-half.

Assignments are recorded and paid in 15-minute increments.

Break/meal times are to be recorded on your timesheet and subtracted from your total daily hours. REMEMBER: Only one client per timesheet and only one employee per timesheet. All timesheets must have both the client and employee's signature. On Group timesheets, employees must sign in and out in order to receive pay.

Paychecks will be distributed by electronic payment on Friday to either a personal bank account provided by employee or to a paycard. Paper checks will only be issued during periods when bank required pre-notices are being sent to confirm validity of bank account.

Workers Compensation

Under state law, FOODSTAFF carries this protection which pays for loss of life, loss of wages, and medical expenses due to a job related injury or illness.

Under qualifying circumstances, workers' compensation insurance will provide for payment of your medical expenses and partial salary continuation in the event of any work-related accident or illness. When you recover by workers' compensation insurance under South Carolina law, the benefits payable and the duration of payment in part depend on the nature and circumstances of your injury or illness.

If you become injured or ill on the job, you must report the injury or job-related illness to your supervisor or to FOODSTAFF corporate management in order for FOODSTAFF to assist you in obtaining appropriate medical treatment. The report should be made immediately, and in any event no later than within 24 hours of the on-the-job accident.

FOODSTAFF expects your full cooperation in providing accurate and timely information in the case of a work-related injury or illness. Failure to follow procedures may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize the right to benefits in connection with the injury or illness. Questions regarding workers' compensation insurance should be directed to your supervisor or FOODSTAFF corporate management.