



Your Opportunity Engine.

NEW ASSOCIATE WELCOME GUIDE

Vol. 3

CONTENTS

- 1** INTRODUCTION
- 2** GET STARTED
- 3** PAYROLL
- 3** ASSOCIATE BENEFITS
- 6** HEALTHCARE REFORM ACT FAQs
- 7** PROGRAMS + POLICIES
- 7** HARASSMENT
- 8** SEXUAL AND/OR RACIAL HARASSMENT
- 9** AMERICANS WITH DISABILITIES ACT (ADA) AND ADA AAA
- 9** SAFETY TIPS

OUR MISSION

We generate opportunities for people to exceed their own expectations, and advance careers, companies and communities.

OUR VISION

Our clients succeed when our associates succeed.®

INTRODUCTION

We're glad to have you on board.

At Integrity Staffing Solutions, we offer much more than a new job experience and a paycheck; we provide an opportunity for you to learn new skills, advance your career, and discover possibilities you never knew existed.

Everything we do is intended to help you succeed. We expect great things from you; you should expect a great experience with us. If we help you make a difference in your future, we've done our job.

Sincerely,



Todd Baval
President and CEO

OUR CORE VALUES

Our 10 Core Values guide our culture, our brand and they are how we generate success for both our associates and clients.



ADVOCATE FOR OUR ASSOCIATES' SUCCESS

So often, the **GREATEST IMPACT** on our associates comes from getting the little things—the unexpected things—**CONSISTENTLY RIGHT**. So let's focus on the details from their perspective, and make our associates' time with us the **MOST REWARDING** it can be.



THE GREATEST INCENTIVE IS OPPORTUNITY

We **GIVE OUR ALL** when we can see the next peak to **CONQUER**.



DON'T BE AFRAID, YOU CAN DO IT

We ask a lot of each other, because our clients ask a lot of us. Sometimes it seems the task at hand is impossible, until we **EMBRACE THE CHALLENGE**, push back our fear, and discover our **TRUE ABILITIES**.



LEARN IT HERE, USE IT THERE

The **SKILL SETS** we learn in one context may lead to **SUCCESS** in the next. More important, what may seem a failure today can lead to tomorrow's **BREAKTHROUGH**.



MAKE IT GREAT AND MAKE IT LAST

Strive for the **HIGHEST QUALITY** in all pursuits. **ASK FOR HELP** from others who know their business better than you do. Let's do **GREAT THINGS** that **ENDURE** the whims of time.



BIGGER BOOTS

It's in our nature to take on roles that force us to increase our personal and professional **CAPACITY**. It's our **OBSESSION** to fill bigger boots with **EVERY STEP** we take.



DANCE ALONG THE EDGE

TAKE RISKS when they are worthy, and know when and where to pull back. When appropriate, why not **GO OUT ON A LIMB**, if indeed that's where the fruit is?



TO INNOVATE IS TO SIMPLIFY

It's not a big idea if it doesn't **MAKE THINGS EASIER**.



WE RUN WITH THOROUGHBREDS

Yes, we're high strung. We're **PROFESSIONALS AT THE TOP OF OUR GAME**. We don't settle for second place from ourselves or from our clients.



LET YOUR CONSCIENCE BE YOUR GUIDE

If **INSTINCTS** tell us it's not the right thing to do, it probably isn't. **INTEGRITY** is the roadmap of our actions, even when no one is looking.

GETTING STARTED

AM I GUARANTEED WORK?

While we can't guarantee work, we will try our best to find an opportunity that matches your skill sets.

WHEN DO I BECOME AN INTEGRITY EMPLOYEE?

You are officially an employee and essential member of the Integrity Staffing Solutions team on the first day of your assignment.

ACCEPTING ASSIGNMENTS

You are not obligated to accept the assignments we offer to you. If you do accept a job and later realize you're no longer available, please let us know as far in advance as possible so we can refill your position. In addition, please give us at least one week's notice if you are no longer able to continue your assignment.

ATTENDANCE & ASSIGNMENT GUIDELINES

Arriving on time and ready for work are the first steps to being successful at your new position. However, we understand that sometimes emergencies arise. If you ever experience an emergency that will prevent or delay your arrival to work, please let us know ASAP. Otherwise, we will assume you've voluntarily ended your assignment.

If you need to request a day off, give your Integrity Staffing Solutions Representative a call. You can go to your Integrity Staffing Solutions Representative any time you have a question about your assignment. If your assignment is ending soon, let us know in advance, so we can find other work for you. Also, remember to give us a call once your assignment has ended to let us know you're available for a new assignment. If you forget, you'll end up classified as a 'voluntary resignation', which can make you ineligible for unemployment benefits.

HIRING RELATIONSHIP

This New Associate Welcome Guide doesn't guarantee a specific term of employment, a minimum number of

temporary work assignments, or a certain number of working hours. Both you and Integrity Staffing Solutions have the right to terminate the relationship at any time. Employment with Integrity Staffing Solutions is "At Will" and considered temporary. You have the right to resign or refuse any work assignment whenever you like - with or without reason. Integrity Staffing Solutions also has the right to terminate the employment relationship and reserves the right to decline assigning you to a work assignment at any time, with or without reason or advance notice.

EMPLOYMENT OPPORTUNITY POLICY

We offer Equal Employment Opportunities (EEO) to all our employees and applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran. In compliance with applicable federal, state, and local laws, our EEO and anti-harassment policies pertain to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation or training. If a team member, supervisor, or vendor employee has subjected you to unlawful discrimination, please tell your Immediate Supervisor or Human Resources Representative right away. You may also escalate your issue to Integrity Staffing's Corporate Employee Relations department by phone: **302-504-9886** or email: **ER@IntegrityStaffing.com**.

If you'd like to report your concern anonymously, please contact the Integrity Ethics Hotline by phone: **833-520-0055**. You can also visit us online at www.IEH.integritystaffing.com.

WHAT IS THE INTEGRITY ETHICS HOTLINE (IEH)?

The IEH is a COMPLETELY CONFIDENTIAL 24/7 channel for reporting serious concerns and complaints, non-emergency safety and health concerns, and for bringing the company's attention to activity that you think violates Integrity's code of conduct or the law. ALL current AND former Integrity employees may use the IEH - temporary and regular associates, and temporary and regular staff, at all locations. Former employees who may have issues with how or why their employment ended may also use the IEH. The IEH is an escalation tool - BEFORE you use the

IEH you should try to get your problem resolved by:

1. Reaching out to your HR, Safety, or OPS team at the location where you work.
2. Contact the Integrity Corporate Employee Relations Team for assistance by telephone: **302-504-9886** or by email: **ER@integritystaffing.com**.
3. If either of these outlets do not get the results needed, OR you want to report something ANONYMOUSLY, then file a report using the IEH.
 - To file a report online, please visit: **IEH.IntegrityStaffing.com**
 - To file a report by telephone call: **833-520-0055**

PAYROLL

You can choose to receive your pay via:

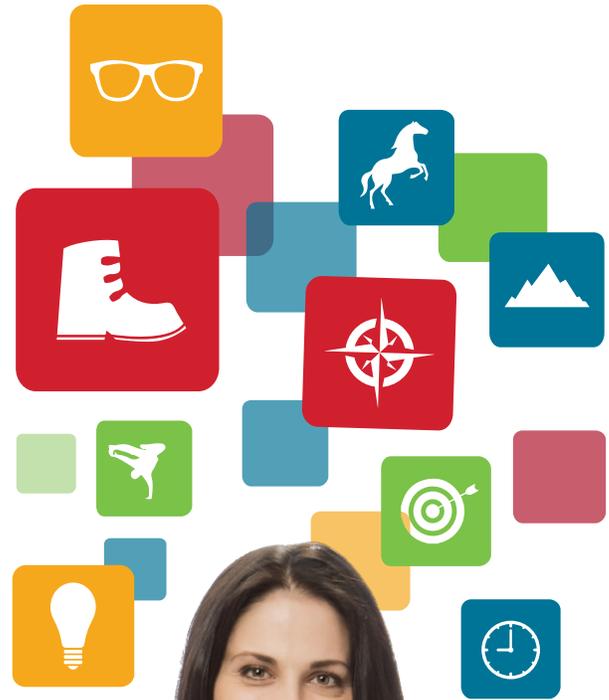
1. Wisely Pay Solution - Weekly pay is deposited onto a payroll card that you can use at over 70,000 ATMs nationwide and anywhere that Visa or Mastercard is accepted.
2. Wisely Check - Gives you the ability to issue yourself a payroll check
3. Direct Deposit - We deposit your pay directly into your bank account

ASSOCIATE BENEFITS

INSURANCE PLANS

Integrity Staffing Solutions provides associates the ability to participate in a health insurance plan that is in compliance with the Affordable Care Act. Once you have completed 8 hours on an assignment with Integrity you are eligible to enroll in our available medical, dental, vision and other benefit plans. If you do not Opt Out (waive) the benefits during your initial new hire application process with Integrity, and do not complete a benefit application after your first shift, you will automatically be enrolled in single coverage for the Minimum Essential Coverage Plus Plan (at a weekly premium cost of \$19.75).

This Minimal Essential Care Plus, or "MEC+" plan, covers the employee and any enrolled dependents with 100% of Preventative and Wellness care as well as reimbursements for Limited Medical Services. Benefits are effective the Sunday following your second paycheck. Brochures with the details about the 3 different MEC Plans, Limited Benefits Medical, Dental, Vision, Life and Short Term Disability plans will be sent to the email address provided by the associate following your first completed shift - The email also serves as confirmation that you are active in the benefit application portal and able to enroll (either through the call center or the online portal). For more information on enrolling or the benefit plans, please call the Call Center at 866-410-7248 (Mon-Fri, 8am-8pm EST).





New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 5-31-2020)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name		4. Employer Identification Number (EIN)	
5. Employer address		6. Employer phone number	
7. City	8. State	9. ZIP code	
10. Who can we contact about employee health coverage at this job?			
11. Phone number (if different from above)		12. Email address	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

All employees. Eligible employees are:

Some employees. Eligible employees are:

- With respect to dependents:

We do offer coverage. Eligible dependents are:

We do not offer coverage.

- If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.

HEALTHCARE REFORM ACT FAQs

WHY AM I GETTING THIS NOTICE?

The purpose of this notice is to educate employees on the Insurance Marketplaces and their opportunities to purchase insurance from the Marketplace or through Integrity Staffing Solutions.

WHAT IS THE ACA HEALTHCARE REFORM ACT?

The Health Care Reform Act is also referred to as ACA or Affordable Care Act. This is a federal act that was put in place to provide more people with access to affordable health insurance coverage as well as encourage people to use preventative and wellness services available to them at a low cost through their employer.

WHAT DOES THE HEALTHCARE REFORM ACT MEAN TO ME?

Under the new federal reform, most citizens are required to have health care coverage that provides one with minimum essential coverage. Although the Individual Tax Mandate will no longer be in effect after for the 2019 plan year, some states have their own individual health insurance mandate, requiring you to have qualifying health coverage or pay a fee with your state taxes for the 2019 plan year. Check with your state or tax preparer to find out if there is a fee for not having health coverage for your specific state.

I'M A TEMPORARY ASSOCIATE, WHAT TYPE OF INSURANCE IS AVAILABLE TO ME THROUGH INTEGRITY STAFFING SOLUTIONS?

All employees will automatically be enrolled in single coverage for the Minimum Essential Coverage Plus (MEC+) medical plan. You will have the opportunity to Waive the MEC+ coverage during the Application process, or once you begin your assignment. You will also have the option of upgrading your medical coverage, adding a Limited Medical plan, as well as adding Dental, Vision, Life and Short Term Disability Coverage for yourself and your family members after completing your first 8 hours of employment. At that time, you will receive an email notification with the instructions for completing your benefit application through the call center or the online enrollment portal, as well as receive a copy of the benefit brochure.

DOES INTEGRITY OFFER COVERAGE FOR MY SPOUSE, MY CHILDREN, OR MY FAMILY?

Yes, we offer coverage for spouses, children, and families through our MEC and limited medical program.

WHAT IF I AM CURRENTLY ENROLLED IN THE MEDICAL BENEFITS THROUGH ISS AND WOULD LIKE TO MAKE CHANGES?

If you are currently enrolled in benefits and would like to make changes, you may do so during the annual Open Enrollment Period in March (with all changes going into effect on April 1st). During this period you may make changes to your current plans, including cancellation. You may also make changes if you have a Qualifying Event-this includes marriage, divorce, birth of a child, adoption or termination of other coverage. We do require supporting documentation to confirm the Qualifying Event.

WHEN IS INTEGRITY'S OPEN ENROLLMENT PERIOD?

All new associates have 30 days to enroll in benefits. Each year, we hold our Open Enrollment period in March, with insurance going into effect in April. If you need assistance outside of these time-frames, please email: benefits@integritystaffing.com.

WHAT IF I CANNOT AFFORD TO PURCHASE HEALTHCARE COVERAGE?

There are programs available to assist in providing medical benefits to individuals or families who cannot afford the benefit programs available to them. These programs include Medicare, Medicaid, and subsidies provided through your local Exchange. Your eligibility to participate in these programs depends on certain factors including your annual income as well as the size of your family.



I'M NOT CURRENTLY ENROLLED IN ANY HEALTHCARE INSURANCE PROGRAM. SHOULD I CONSIDER GOING TO THE MARKETPLACE?

Effective 1/1/2014, the healthcare law requires all people who can afford it to take responsibility for their own insurance by getting coverage or paying a penalty (depending on the state where you reside). Individuals can meet this requirement either by participating in a plan sponsored through the company (the MEC Plan), purchasing an independent plan or participating in a plan purchased through the Marketplace.

WHAT IS THE BENEFIT OF BUYING INSURANCE THROUGH THE MARKETPLACE?

Certain individuals who opt to purchase insurance through the Exchange will be eligible for subsidies that will be dependent on income levels and various federal/state provisions.

IF I AM ENROLLED IN HEALTHCARE INSURANCE THROUGH THE MARKETPLACE, CAN I DROP IT TO PARTICIPATE IN INTEGRITY'S BENEFITS?

This will depend on the policy you enroll in through the Marketplace. You will need to review the policies specific to the insurance plans offered through the Marketplace.

WHERE CAN I GO TO FIND OUT MORE INFORMATION ON THE HEALTHCARE MARKETPLACES?

For more information regarding the programs offered through Integrity you can call the Call Center: 866-410-7248 (Mon-Fri, 8am-8pm EST) or email us at benefits@integritystaffing.com.

WHERE CAN I GO TO FIND OUT MORE INFORMATION ON THE MEC AND BENEFITS PROGRAMS OFFERED THROUGH ISS?

For more information regarding the programs offered through Integrity you can visit the following website: <http://www.mybenefitscount.com> or email benefits@integritystaffing.com for more information or an electronic copy of the MEC Brochure.

I LOST MY MARKETPLACE NOTIFICATION, WHERE CAN I GET ANOTHER ONE?

You can print a copy of the Marketplace Notice from the Integrity Answers website or from your Workforce Employee Portal. You can also pick up a copy from your local Opportunity Center.

PROGRAMS + POLICIES

INTEGRITY STAFFING SOLUTIONS' ALTERNATIVE DISPUTE RESOLUTION PROGRAM (ISSADR):

MEDIATION AND MANDATORY ARBITRATION

When you applied for employment with Integrity Staffing Solutions, you signed an Agreement to mediate and/or arbitrate legal claims. Although it is optional to use the Open Door, Corporate Review or Integrity Ethics Hotline, you are legally required to use the arbitration process or you can elect to use mediation to address all disputes involving certain statutory and legally protected rights. If you want more information about ISSADR, feel free to contact your local HR representative.

HARASSMENT

ZERO TOLERANCE POLICY

Integrity Staffing Solutions (ISS) is committed to providing a safe and healthy work environment where all employees treat each other with respect and dignity. Conflicts can arise between individuals at work; we ask that you inform ISS immediately so that we can assist you with resolving issues in an appropriate manner. Remember, disagreements may occur, but how you conduct yourself can affect others and can affect whether you will continue in your employment with ISS. If you are involved in a conflict with another individual which you feel requires assistance to control, you must notify a member of the ISS team and/or your Shift Manager immediately so that we can control and address the situation. ISS has a zero-tolerance policy regarding threats of violence and/or violent behavior. The safety of everyone in the workplace is our most important concern.

Threatening/intimidating/aggressive behavior does not have a place here. As an ISS associate, you must be aware of what types of behavior are considered to be workplace violence. Please review the information below which outlines several behaviors that are considered inappropriate and will lead to discipline and/or termination. Please note this list is not all inclusive. If you have any questions about this information please contact your ISS Shift Manager.

Any of the following behaviors will lead to discipline and/or termination: swearing or cursing at or about another associate; raising your voice at another associate. Situations involving a threat and/or violent behavior, physical contact or public displays of affection will likely lead to termination of your assignment and your employment through ISS: threatening another associate with harm, even in jest; threatening another associate with harm, even if the threat is not made directly to the associate; offering to fight another associate, even after work and/or off-premises; intimidating, menacing, hostile, physically aggressive, or violent behavior; physical contact and/or public displays of affection; stalking or surveillance of associates, either at work or outside of work; excessive arguing or swearing, threats, or sabotage of company property; defacing or causing physical damage to ISS company property, or to the property of ISS clients; any intentional or reckless act that harms persons or property, or that could potentially result in violation of any criminal laws prohibiting violence or threats of violence. It is important that you remain calm and exercise good judgment while at work. If you believe you have been subjected to the above behavior, you may contact your onsite Integrity Representative or contact the ER Department by calling 302-504-9986 or emailing ER@integritystaffing.com. You may also contact the Integrity Ethics Hotline by calling (888)520-0055 or through the web at www.ieh.integritystaffing.com

SEXUAL AND/OR RACIAL HARASSMENT

Everyone has the right to work in an environment that promotes equal employment opportunities and prohibits discriminatory practices including harassment. Therefore, ISS expects that all relationships among persons in the workplace will be professional and free of bias, prejudice, and harassment. It is the policy of ISS to ensure equal employment opportunity without

discrimination or harassment based on race, color, religion, sex, age, national origin, veteran status, disability, or other status protected by federal and/or state law. ISS prohibits and will not tolerate any such discrimination or harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which interferes with an associate's work performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment may involve individuals of the same or different gender. Examples of sexual harassment include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes; sexually degrading words used to describe an individual; display or circulation of sexually suggestive material via email, social media, or otherwise; comments about an individual's body; and other physical, verbal, or visual conduct of a sexual nature. Harassment based on any other protected characteristic is also strictly prohibited.

Harassment is verbal or physical conduct that shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, gender expression, age, national origin, veteran status, disability or any other characteristic protected by law. Harassing conduct includes, but is not limited to: slurs or negative stereotyping; threatening, intimidating, or hostile acts; display or circulation of material that shows hostility or aversion toward an individual or group via electronic mail or otherwise.

If an associate believes that he/she is being subjected to harassment of any kind he/she should immediately notify a member of the ISS team and/or their Shift Manager. It is also appropriate to contact our corporate office and request to of the Employee Relations team by calling (302)504-9886 or by email at ER@integritystaffing.com. An investigation will be conducted and appropriate sanctions and corrective measures will be instituted if the investigation shows that the allegations are true and constitute a violation of policy. Persons who commit acts of intimidation and harassment will be required to discontinue such conduct and will be disciplined according to the severity of the case. Appropriate disciplinary actions may include, but are not limited to: verbal or written reprimands, suspension, demotion, and termination of employment. No associate will be penalized or retaliated against in any way for making a harassment complaint. ISS is dedicated to removing all forms of sexual or other harassment from the workplace

and will promptly and impartially investigate and resolve any complaints.

AMERICANS WITH DISABILITIES ACT (ADA) AND ADA AAA

DISABILITY ACCOMMODATION

Integrity Staffing Solutions complies with the Americans with Disabilities Act, the ADA AAA and applicable state and local laws prohibiting discrimination in employment based on a person's physical, mental or sensory disability.

If you have a personal condition, non-work injury, illness or disability that affects your ability to perform your job, you may request a reasonable accommodation. Please advise the Integrity Team Member of this need for an accommodation during your interview at the Opportunity Center.

After you begin your work assignment, you should direct your request for an accommodation and provide information to the Integrity Accommodation Central Team (ACT) by sending an email to **ACT@integritystaffing.com**. You may also call the ACT at **302-455-8900**. Integrity Staffing Solutions has an interactive process in which we work with you to determine if a reasonable accommodation is necessary and what would be an appropriate accommodation.

LEAVE OF ABSENCE POLICY

Integrity Staffing Solutions complies with all federal, state and local laws that provide our employees with time away from work to address critical personal needs. The state in which you work will determine the type of leaves of absence that are available to you. Situations that may allow for associates to apply these leaves include, but are not limited to:

- Victim of domestic violence
- Victims of a crime
- Voting time
- Jury Duty or subpoenaed for a court appearance
- Volunteer Emergency Responder

- Military Leave
- Pregnancy, child adoption or disability due to a personal medical condition
- Organs, bone marrow or blood donation

In most instances time away from work will be covered by Approved Time Off (ATO). However, if you are unsure and have a situation that requires you to take time away from work, please contact your local Integrity Human Resources representative for guidance, or contact our Corporate HR Team by emailing **HR@integritystaffing.com**.

SMOKE FREE ENVIRONMENT/TOBACCO USE IN THE WORK PLACE

Integrity is committed to providing a safe, clean, and comfortable workplace for all associates, candidates, guests, and staff members. In compliance with all state and local laws Integrity prohibits the use of tobacco at all locations; this includes the use of chewing tobacco, snuff, vaporizers, and electronic cigarettes. Our clients may provide designated "smoking" areas outside of their locations. For information about your specific location, please speak with your manager.

DRUG AND ALCOHOL POLICY

Integrity has a strong commitment to its associates to provide a safe work environment and to promote high standards of associate health and wellness. Consistent with the spirit and intent of this commitment, Integrity has established a comprehensive policy regarding drugs and alcohol in the workplace. In doing so, Integrity will comply with all federal and state drug-free workplace requirements. Integrity will require all employees and job applicants to participate in, consent to, and comply with this policy as a condition of employment and continued employment. The policy includes, but is not limited to, pre-employment testing, random testing, reasonable suspicion testing and post-accident testing.

SAFETY TIPS

At Integrity, our commitment is to partner with our clients to ensure the workplace is safe and hazard-free. In 2017, we earned the "Safety Standards of Excellence" mark from the American Staffing Association and

the National Safety Council as an example of that commitment.

While on assignment it is important to remember:

- Follow all safety guidelines and techniques. Always work SAFE!
- All workers have the right to a safe workplace. Report all injuries and unsafe conditions immediately—if it doesn't feel safe, IT PROBABLY ISN'T!
- Follow ALL PPE (personal protective equipment) guidelines and expectations if it's required for your job.
- Lift with your legs and not your back—avoid twisting.
- Load too heavy? Ask for help!
- Eat well prior to your shift and stay hydrated ALL THE TIME.
- Hydrate every 15 min. If you're thirsty— you're too late!
- Always follow posted safety signs and directions on the job-site.

