



Welcome to Neese Personnel

We are glad to welcome you to Neese Personnel. Rest assured that we will do everything possible to present and prepare you for work assignments which utilize your skills and foster personal growth. This guide contains important information to help you take an active role in your employment.

Together We Make A Difference! Since 1975, NEESE PERSONNEL has supported local business by providing temporary employees, direct hire, and payroll services. We offer innovative and customized staffing solutions to meet the needs of our clients. Our award-winning company has been recognized for quality employees and our excellence in service. Our employees' outstanding work and commitment to the companies we serve has built this long-standing reputation.

This EMPLOYEE HANDBOOK is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook which provides answers to many common questions concerning your employment with NEESE PERSONNEL. However, should you have further questions, we are here to help. Please contact our Human Resources Department at HR@workwithneese.com or (405) 942-8551.

In order to retain flexibility in the administration of policies and procedures and to comply with new laws and regulations as they are introduced, we reserve the right to change, revise or eliminate any of the policies and/or benefits described in this handbook. Please note that the most current version of the EMPLOYEE HANDBOOK is available online at [www/workwithneese.com/Employee-Handbook.pdf](http://www.workwithneese.com/Employee-Handbook.pdf) . A paper copy may be requested by emailing us at HR@workwithneese.com .

Again, welcome! We are happy to have the opportunity to work with you and be part of your ongoing success.

Best Regards,

Kim Neese
President & Owner
Neese Personnel



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Code of Conduct

Employees of NEESE PERSONNEL should always strive to “Do the Right Thing” – follow the law, act honorably, and treat co-workers with courtesy and respect.

The NEESE PERSONNEL Code of Conduct (our Code) is one of the ways we put “Do the Right Thing” into practice. It's built based on the recognition that everything we do in connection with our work will be, and should be, measured against the highest possible standards of ethical business and professional conduct. We set the bar high for practical as well as inspirational reasons: Our commitment to the highest standards helps us hire great people, who then do a great job in serving our clients, which in turn attract great clients so we can hire more great people. Trust and mutual respect among employees, suppliers and clients are the foundation of our success, and is earned every day.

Please read our Code and follow it, always keeping in mind that each of us has a personal responsibility to incorporate, and to encourage others to incorporate the principles of our Code into their work every day. If you have a question or think one of your co-workers or that NEESE PERSONNEL may be falling short of our commitment, we want, and need to hear from you. Please reach out to Kim Neese, President & CEO, at kim@workwithneese.com.

All Employees are expected to know and follow our Code. Failure to do so may result in disciplinary action, including termination of employment.

Code of Conduct

- Be respectful and courteous
- Serve our clients with professionalism and integrity
- Be proactive and useful
- Respect everyone’s privacy and freedom of expression
- Be responsiveness
- Create a positive and encouraging environment
- Use of or being under the influence of illicit drugs or alcohol is never acceptable
- Always work to create a safe and healthy workplace
- Avoid conflicts of interest
- Preserve and protect confidentiality and confidential information
- Protect Client’s assets
- Respect intellectual property
- Treat company equipment with respect
- Use Client equipment, software and facilities for client business only



- Obey the Law

Privacy Policy

We respect the privacy rights of our clients, employees, applicants, associates, and everyone we conduct business with. Any information provided to NEESE PERSONNEL, or that is gathered by us, will be kept strictly confidential and will only be used or shared in ways for which you have specifically consented.

NEESE PERSONNEL will not sell, rent, loan, trade, or lease your personal information to any third party. We promise to use the utmost care in protecting your privacy and the security of your information. To view our full policy, please go to [NEESE PERSONNEL PRIVACY POLICY](#).

Equal Opportunity Employer

NEESE PERSONNEL strives to create a diverse and inclusive work environment. We do not discriminate based upon race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Anti-Harassment Policy

NEESE PERSONNEL values you as an employee. We are committed to providing a professional work environment which is free from discrimination and unlawful harassment. This means that NEESE PERSONNEL will not accept harassment directed at an employee, customer, or vendor, whether sexual harassment or harassment because of his/her gender, race, color, national origin, age, ancestry, disability, creed, use of statutory family/medical leave, or other legally protected characteristic.

Sexual harassment is defined as unwelcome sexual advances or other verbal or physical conduct of a sexual nature where submission to such contact is made, either explicitly or implicitly, a term or condition of employment or a basis for any employment decision, or such conduct creates an intimidating, hostile, or offensive work environment. The following are examples of unwelcome conduct which could violate this policy:

- Sexual advances or requests for sexual favors.
- Verbal conduct of a sexual nature (e.g. comments about an individual's body, physical attributes, sexual activities, etc.).



- Displays of a sexual nature (e.g. calendars, photographs, magazines, etc.).
- Offensive sexual jokes.

As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

If you are aware of, or are subjected to sexual or other unlawful harassment, promptly report this immediately to NEESE PERSONNEL. If your NEESE PERSONNEL contact is unavailable or you feel it would be inappropriate to contact that person, this matter should be brought to the attention of the NEESE PERSONNEL Human Resource Department or any member of the executive management team, who will handle the matter in a timely and confidential manner. Information you provide will only be shared with others on a need-to-know basis.

Complaints will be promptly and thoroughly investigated. Depending on the nature of the alleged harassment, interim measures may be taken. These measures might include temporary reassignments or separating the alleged harasser and complaining employee. Appropriate disciplinary action will be taken against any employee found to have violated this policy. Such discipline can range from warning, demotion, suspension, to termination of employment. In the case of customer or vendor harassment, NEESE PERSONNEL will act promptly to remedy the harassment and prevent further occurrences.

There will be no retaliation against anyone who in good faith makes a report of a violation of this policy or who assists in the investigation of such a complaint. Any NEESE PERSONNEL employee who retaliates against another for making a complaint under this policy will be subject to discipline.

Demonstrating Professionalism

As a NEESE PERSONNEL Ambassador, your professionalism must always be on display. Employees are evaluated not only on the quality and quantity of the work performed, but also on their ability to consistently conduct themselves professionally by:

- Maintaining a positive attitude and carrying themselves with integrity, respect and confidence.
- Arriving to work on time.
- Being responsive to the client's needs.
- Completing timecards accurately and consistently submitting them by noon on Mondays.
- Working scheduled hours as assigned.



- Wearing appropriate work attire.
- Limiting personal phone calls, text messages, and emails during work hours to emergencies only.
- Proactively contacting NEESE PERSONNEL during and after assignments.
- Maintaining accurate contact information with NEESE PERSONNEL'S HR Department.
- Adhering to NEESE PERSONNEL and client policies and procedures.

Office Attire

Professional Engagement, as described above, includes maintaining a professional and well-groomed appearance. NEESE PERSONNEL'S dress code is business professional unless otherwise directed by either your Staffing Manager or NEESE PERSONNEL's Client prior to the start of your assignment. In any case, the below is always unacceptable:

- Wrinkled, dirty, torn, or frayed clothing.
- Clothing considered too revealing or distracting for a professional work environment.
- Strong fragrances or odors.
- Clothing with profane images or words and anything else that might be perceived as offensive by the Client.

NEESE PERSONNEL reserves the right to request appropriate attire based upon the Client's expectations. Inappropriate attire may result in time off without pay.

Reliability & Attendance

Clients want to know that you reliably meet your commitments, including arriving to work and from breaks on time. Upon accepting a work assignment, NEESE PERSONNEL Employees are expected to work the hours scheduled without variation. Regular and punctual attendance is mandatory and a condition of continued employment.

Unexcused tardiness and absenteeism may affect your continued employment with NEESE PERSONNEL as well as eligibility for unemployment benefits.

Time-off due to illness: Employees are required to call NEESE PERSONNEL before the start of their scheduled workday to notify us of the Employee's need for time-off due to illness. Employees may call (405) 942-8551, 24/7 and either speak to their Staffing Manager or leave a message on the afterhours work hotline. NEESE PERSONNEL will contact the employer to make them aware of the absence.

Tardiness: Employees are required to call or text their client supervisor prior to



the start of the workday should they *anticipate* being tardy more than 5 minutes. We understand that unexpected delays happen occasionally, however, failure to communicate a tardy is unprofessional and may affect continued employment.

Violations to this attendance policy may result in disciplinary actions, which may include verbal or written warnings and/or immediate termination depending upon the severity of the offense. Violations may also jeopardize unemployment benefit eligibility.

Working with Neese

NEESE PERSONNEL is a staffing service company. We place Employees on temporary and direct hire basis, as well as offer clients payrolling services. As such, we are unable to *guarantee* any Employee ongoing and continuous work. However, it is our *goal* to keep you engaged and on assignment(s) as long as you take a proactive role in your employment (maintain communication with us and are available for interviews and new assignments) and appropriate assignments are available.

Communication. During, as well as after an assignment ends, it is important to maintain regular and ongoing communication with NEESE PERSONNEL so that we can help you get the most out of your current assignment and/or help you find your next assignment.

Resignation. Should you need to resign from your current assignment, NEESE PERSONNEL requires a minimum 1-week (and prefers a 2-week) notice in order to help the client transition work requirements. If you are unable to provide a 1-week notice or fail to show up for an assignment, you will be in-eligible for re-hire with NEESE PERSONNEL.

Assignment ending. Should your assignment end, it is your responsibility to contact NEESE PERSONNEL within 24 hours to notify us of the assignment ending. Once notified, your Staffing Manager will work with you to identify new job opportunities and offers. Many of our clients need to fill positions quickly.

Please be sure that NEESE PERSONNEL always has your most up-to-date contact information. It is critical we stay in regular contact in order to successfully place you in a new assignment. Further, post assignment end, please note that Employees are prohibited from contacting anyone at the client company directly. All communication is required to be passed through your Staffing Manager at NEESE PERSONNEL.

Weekly call-in. To coordinate availability for work after an assignment ends, all



Employees are required to call in by 8:30am on the first workday of each week until a new suitable work assignment is offered. A suitable assignment offer is one that meets the conditions stated in the employee's application at the time of hire as acceptable and willing to work, to include type of work, rate of pay, days and hours available, distance willing to travel, and available modes of transportation. Any updates to the original application will be mutually agreed upon.

Termination of employment/Voluntary resignation. In the unlikely event that you fail to contact us within the first 24 hours after an assignment has ended, or refuse without good cause a suitable assignment, NEESE PERSONNEL will conclude that you are no longer interested in working with us and have voluntarily resigned. Please note that this may impact your eligibility for unemployment benefits.

Further:

Failure to call us weekly to notify us of your availability for new work, will also be deemed a voluntary resignation and we will consider the Employee to no longer be available for new assignments.

If we are unable to contact you with a new offer of work due to an incorrect email address, telephone number, or other contact information, we also consider your lack of communication as a voluntary resignation of employment and you will be listed as no longer available for new work assignments.

Please note, if at any time you notify us that you do not wish to receive a suitable offer of employment for any period of time, you will be considered to have voluntarily resigned. As a result, you may become ineligible for unemployment benefits.

Non-Solicitation

Offer of Employment from, or Referral to, NEESE PERSONNEL Client

Employee agrees not to contact and/or accept a position with any client company of NEESE PERSONNEL to whom they worked for or were referred to by NEESE PERSONNEL within twelve (12) months after the completion of the last assignment or referral date unless approved in writing by Kim Neese, President, NEESE PERSONNEL. Violation of this policy may result in termination from NEESE PERSONNEL and/or effect an employee's eligibility for re-hire, as well as eligibility for unemployment compensation.



Job Offers

In alignment with the above “Non-Solicitation” policy, if during the course of your assignment a Client company decides to offer you a direct-hire position or you become interested in a posted work opportunity within the company, please notify us immediately. We will contact the client company to advocate on your behalf as well as review the assignment status and Client Agreement. We will notify you if the job offer is approved.

Timesheet Reporting

Go to <http://www.workwithneese/Time-Sheet.pdf> to download a time-sheet template and find instructions on how to complete the form accurately.

NEESE PERSONNEL Employees are paid on Thursday, the week following the week worked. Please note that if a Thursday falls on a national holiday, payroll may be delayed by a day. **Timesheets are due by Noon each Monday, including holidays.** Processing deadlines ensure employees receive their earnings as expected. Timesheets received late will be paid with the following week’s payroll. Please note that in order for a timesheet to be considered valid, it must be signed by BOTH the employee and the client.

To ensure timely delivery of timesheets, please use one of the following delivery methods:

Photo or Scan timesheets. Timesheets may be photo’d or scanned and emailed to payroll@workwithneese.com .

Fax. Fax timesheets to 405-942-2840. Please be sure that the timesheet was successfully transmitted. We suggest saving the original timesheet and confirmation for your records.

Receiving Pay

Upon timesheet submission, Employees are paid weekly for hours worked. As your employer, NEESE PERSONNEL will deduct all applicable taxes and other authorized items from pay. Paychecks may be received by:

Direct Deposit: Your net pay will be deposited directly into either your checking or savings account (your designation) at the financial institution of your choice. Your pay statement will be emailed to the email address you have provided. The



direct deposit is initiated every Tuesday and may take 24-48 hours to post to your account. Direct deposit authorization forms can be found at: www.workwithneese.com/Direct-Deposit-Agreement.pdf .

Pay Card: If you choose not to use Direct Deposit as your payment method, a pay card will be issued to you automatically at no cost. Each pay period, your payroll will be deposited to that account for your convenience.

Please note, pay dates may change due to national banking holidays. If you have any questions about your pay schedule, please do not hesitate to call or email Payroll@workwithneese.com .

Pay for Time-off

NEESE PERSONNEL is a staffing service company. We place Employees on a temporary and direct hire basis as well as offer clients payrolling services. As such, we do not offer holiday pay for days a Client office is closed (including before or after the actual holiday) unless payment and billing is approved in advance by the Client.

Paid Time-Off (PTO): To qualify for PTO, a temporary employee must work a consecutive 2,080 hours. PTO will be equal to 16 regular hours of pay, calculated by the average pay range over the past 2,080 consecutive hours. PTO must be taken in 8-hour increments. Please note, payrolled employees do not qualify for Paid Time Off.

Healthcare Benefits

A voluntary benefit package is available through **Essential Staffcare**, offering flexible options for health insurance. All employees with an active work status are eligible to participate. Please contact Human Resources for the most current information.

Avoiding on-the-job Injuries

Our Employee's health and safety is important to us. To help avoid potentially dangerous injuries, please keep these safety tips in mind:

Avoiding Injuries: Avoid lifting heavy objects of 20 lbs or more. If you must lift or move objects, ask for assistance. If you must lift heavy objects alone, here are tips to help you do so safely:



- Get a firm footing.
- Keep your feet apart to create a stable base and point your toes outward.
- Bend your knees to a comfortable degree.
- Tighten your abdominal muscles.
- Bring the load as close to your body as possible.
- Lift the load straight up in a slow continuous motion and avoid any jerky movements.
- Lift with the power of your legs rather than your back.
- To set the load down, bend your knees and set it down slowly in a straight motion.
- Never lift or carry a load above your head or on the side of your body.

Avoiding Slips and Falls: Thinking ahead will help avoid dangerous slips and falls. Familiarize yourself with your environment including:

- Be aware of uneven walking surfaces.
- Make sure you can see where you are going.
- Be cautious on surfaces that may become slippery due to weather conditions (parking lots, sidewalks, and crosswalks).
- Be alert and slowdown in hallways, bathrooms, and offices.
- Keep your hands free for balance.
- Wear proper shoes.

Reporting on-the-job Injuries

If you sustain an on-the-job injury, please call us immediately. We want to be sure that, even for minor injuries, you receive appropriate care. When you call us we will:

- Complete an incident report.
- Arrange for medical evaluation and treatment as necessary.

Keeping open communication helps everyone:

- If you receive medical treatment, contact Human Resources with your diagnosis or work limitations.
- Keep us informed of your progress regularly. Should the injury cause you to take time-off from work we will need to coordinate expectations with our Client as to when you are available to return to work.



Confidentiality & Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of every company. If an employer requires NEESE PERSONNEL Employees to sign a non-disclosure agreement as a condition of the assignment, your Staffing Manager will make you aware of this requirement in advance. Please be aware that Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary, and potentially legal, action up to and including termination of employment, even if they do not actually benefit from the disclosed information.

Zero Tolerance

Illegal Drug & Alcohol Policy

NEESE PERSONNEL enforces a zero-tolerance policy against illegal drug and alcohol use. No employee shall be on NEESE PERSONNEL property or on the property of NEESE PERSONNEL clients while using, possessing, distributing, selling or under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair the employee's ability to perform the essential functions of the job effectively and in a manner that does not endanger other individuals in the workplace. NEESE PERSONNEL has the right to require testing upon suspicion of alcohol or drug use/influence while on the job. Employees are additionally subject to NEESE PERSONNEL'S Client Drug & Alcohol Policies and while at the Client worksite, must comply with the most restrictive of the two policies.

Abuse of Technology

As a NEESE PERSONNEL employee, you may have access to NEESE PERSONNEL'S and/or NEESE PERSONNEL'S Client Company's technology and communication systems, which includes, but is not limited to, phone systems, computer, voice mail, copiers, conferencing systems, facsimile machines, e-mail, internet, and software.

Use of these technology platforms, tools, and software are explicitly for business or job-related use only. Improper usage may be subject to disciplinary action, up to and including termination of employment. NEESE PERSONNEL employees are specifically prohibited from using these technologies in an offensive, harassing, illegal, or defamatory manner or encrypting files for personal use, or from using destructive programs, (i.e., viruses, and/or self-replicating code). Further, these technologies may not be used to solicit for commercial activities, religious or political causes, outside organizations, or other non-NEESE PERSONNEL or non-NEESE PERSONNEL Client Company's business-related matters.



NEESE PERSONNEL employees are also prohibited from loading or downloading any personal or unauthorized software into a NEESE PERSONNEL or NEESE PERSONNEL Client Company's computer or network system, and from using business internet services to connect to, or access personal e-mail systems, instant messaging services, streaming services or other personal systems, and applications.

NEESE PERSONNEL and/or the Client Company may intercept, monitor, copy, review and download any communications or files you create or maintain on their systems, which are considered property of the Client and NEESE PERSONNEL. This Policy applies to all Employees whether working within a physical NEESE PERSONNEL or NEESE PERSONNEL Client Company's location.

Personal Cell Phone Usage

Please keep in mind that Clients have you on assignment because there is a need for *their* work to be accomplished. All cell phones should be silenced during the working hours.

As a standard policy, NEESE PERSONNEL employees are prohibited from using personal cell phones, during working hours, without the advance approval from the client. However, we understand family emergency situations occur from time to time that may create a temporary need for personal cell phone use during working hours. In the event of a family emergency, or should you anticipate the need for personal emergency calls, please be proactive and make both NEESE PERSONNEL and the Client aware of your situation in advance.

This policy extends to text messaging and emailing. Unless there is an emergency in which both the Client and NEESE PERSONNEL has been made aware, messages may be checked ONLY at approved times during the workday, such as on breaks or at lunch.

Convictions

Employees must notify NEESE PERSONNEL of any felony, misdemeanor, or other convictions which occur while employed by NEESE PERSONNEL. Communication of this information will not automatically disqualify an Employee from employment. Notification is required to ensure that the offense doesn't substantially relate to the work assignment. Falsification or misrepresentation of information on applications will result in immediate termination.



Causes for Immediate Dismissal

Examples of actions that may be considered cause for immediate dismissal:

- Refusal to comply with a supervisor's instructions (insubordination).
- Refusal to accept a job assignment.
- No show-no call for an assignment.
- Walking-off the job.
- Giving false information on an employment application.
- Falsifying records, including employee's own timesheet or a co-worker's timecard.
- Fighting or horseplay.
- Malicious damage to or gross negligence of company property.
- Theft from NEESE PERSONNEL, its employees, a client of NEESE PERSONNEL, or anyone doing business with NEESE PERSONNEL.
- Intoxication or being under the influence of alcohol or illegal drugs.
- Unauthorized use of confidential information.
- Any behavior during work hours or on company premises that violates the law or infringes on another's legal rights.
- Sexual and other unlawful harassment.

The actions listed above are only examples and do not represent all actions that may result in discipline or dismissal and effect eligibility of unemployment benefits.

At Will Employment

Oklahoma is an "employment-at-will" state. This means that, in general, either the employer or the employee may end the employment relationship at any time and for any reason. Nothing in this Employee Handbook should be considered a contract for employment.

Use of Personal Items on Assignment

NEESE PERSONNEL strongly recommends Employees refrain from bringing personal items to a Client worksite while on assignment. Personal items will not be covered if damaged, lost, or stolen. However, if you have personal items at the client location, and the assignment ends, NEESE PERSONNEL will retrieve these items from the client worksite and let you know when they are available to be picked up from the NEESE PERSONNEL office. Items that are not picked up within 30 days will be donated to a local charity.



Neese Personnel Contact Information

Mailing Address: 2709 West I-44 Service Road, Oklahoma City, OK 73112
Website: www.workwithneese.com
Phone: 405-942-8551
Fax: 405-942-2840
Email: HR@workwithneese.com



Acknowledgement of Receipt

I acknowledge that I have fully read and completely understand the policies and guidelines that are set forth in this handbook. I received a copy of this handbook at the time of my initial application with NEESE PERSONNEL. I further acknowledge that questions I may have had regarding any of these policies and procedures were asked and answered during my initial application interview with the NEESE PERSONNEL Representative.

I acknowledge and agree that any offer of employment is at-will, and there is no contract of employment that exists between NEESE PERSONNEL and myself. I understand and agree that no NEESE PERSONNEL Representative is authorized to enter into any agreement for employment with me that alters my status as an at-will employee of NEESE PERSONNEL.

I have been informed and agree that upon completion of an assignment, I must contact NEESE PERSONNEL WITHIN 24 HOURS to be considered available for another assignment. I understand failure to report my availability will be viewed as a voluntary resignation and may affect my ability to receive unemployment compensation.

I attest and accept that I have read the Safety Rules & Work-Related Injury sections within this handbook and fully understand its meaning and intent. I assure my co-workers, supervisors, and employer that I accept and will apply these rules to my work.

I agree that if at any time during my employment with NEESE PERSONNEL, I am subjected to any type of discrimination based on age, race, color, religion, national origin, sex, disability, veteran status, or any other protected status according to applicable, federal, state and local laws, or if I am subjected to any type of harassment, including sexual harassment, I will immediately contact a NEESE PERSONNEL Representative in order to obtain assistance in the resolution of such matters.

I understand and agree that I am an employee of NEESE PERSONNEL and not of the Client Customer with whom I may be assigned, nor am I eligible for any of the Client Customer's Benefits, regardless of the length of my assignment.

I understand and agree that NEESE PERSONNEL reserves the right to administer a drug and alcohol test to any employee seeking treatment for a work related injury when the company suspects an employee is working under the influence of drugs or alcohol when a drug or alcohol test is a condition of employment, or when the employee is



selected during a random drug-testing procedure. I understand and agree refusal to submit to a drug and alcohol test will be grounds for immediate dismissal.

I understand that non-job-related use of client electronic equipment is strictly prohibited and may constitute grounds for termination.

NEESE PERSONNEL has provided me a copy of the following policies and procedures within this Employee Handbook, and I understand and agree that my employment with NEESE PERSONNEL is conditioned upon compliance with this Policy. I understand and agree these policies and procedures are not a contract and are not a guarantee of any rights, privileges, or conditions of employment, and its contents are subject to change at any time by NEESE PERSONNEL without written notice:

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By signing below, I acknowledge that I have received a copy of the NEESE PERSONNEL Employee Handbook. I realize that nothing in the handbook should be regarded as a guarantee or contract of employment. None of the benefits or policies provided by NEESE PERSONNEL described herein, are intended by reason of this publication, to confer any rights or privileges upon you, or to entitle you to be or remain an employee of NEESE PERSONNEL. I agree as a condition of employment, that NEESE PERSONNEL, has my permission to perform a background investigation, a drug screen or credit check.

Employee’s Signature: _____ Date: _____

Neese Personnel
Representative’s Signature: _____ Date: _____