



# Hourly Employee Handbook

**This Employee Handbook supersedes and replaces any and all Personnel or Employee Policies, Manuals or Handbooks previously distributed to, made available to, or made applicable to employees. All such previous policies, manuals or handbooks are expressly revoked. If you have any questions about the applications of any of these policies in the state in which you work, please ask a member of the Human Resources Department.**

## **DISCLAIMER**

This Employee Handbook is designed to inform employees and to provide a summary of certain employment policies about ACCESS SERVICES, INC., It is not intended to be comprehensive or to address all of the possible applications of, or exceptions to, the general policies described. These policies have been written for employees for the purpose of explaining their rights, responsibilities, and the terms and conditions of employment. Violation of the policies in this handbook may result in disciplinary action up to and including termination, even for a first offense. The policies in this handbook have been drafted to comply with applicable state and federal laws. In the case of any inconsistencies between these policies and state or federal law, the state or federal law applies. This employee handbook is not intended to be all inclusive and does not reference each and every state supported employment policy.

ACCESS SERVICES, INC., reserves the exclusive right to interpret, modify, or discontinue any of its policies or procedures at any time, whether or not they are contained in this handbook, with or without prior notice. This employee handbook is not an employment contract and is not intended to create contractual obligations. All employees of ACCESS SERVICES, INC., are employed "at-will".

**Please read the handbook carefully and familiarize yourself with its contents, it will answer many questions about employment with ACCESS SERVICES, INC., All employees will be required to sign a signature page at the end of the manual, which acknowledges their receipt, and understanding of the policies in the Employee Handbook.**

## NOTICES AND STATEMENTS

### **Contingent Workforce Notice**

ACCESS SERVICES, INC., provides contingent workers to various industries on an as-needed basis. Your employment with ACCESS SERVICES, INC., is as a Contingent Employee. As a result, employees are never guaranteed a position, schedule or continued work.

### **At-Will Employment Notice**

Your employment with ACCESS SERVICES, INC., is "at-will" and is entered into voluntarily. You are free to resign at any time, for any reason, with or without notice. Similarly, ACCESS SERVICES, INC., is free to terminate your employment at any time.

### **Equal Employment Statement**

ACCESS SERVICES, INC., is committed to providing equal employment opportunity to all applicants and employees according to all applicable equal opportunity and affirmative action laws, directives and regulations of federal, state, and local governing bodies and agencies. In keeping with this commitment, it is the policy of ACCESS SERVICES, INC., to base all employment decisions only on valid job requirements without regard to race, color, creed, religion, sex, national origin, marital status, public assistance, local human rights commission activity, disability, age, sexual orientation, or status as a qualified protected veteran, or any other protected class status. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay, or other forms of compensation, and selection for training at all levels of employment.

### **Americans with Disabilities Act (ADA) & Americans with Disabilities Amendments Act (ADAAA)**

It is the policy of ACCESS SERVICES, INC., to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

If an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

## Immigration Reform and Control Act/E-Verify Statement

In compliance with the Immigration Reform and Control Act of 1986, every new employee, as a condition of employment, must provide information to complete the Employment Eligibility Verification Form I-9. Every new employee must also within three (3) days of the date of hire, present documentation establishing identity and employment eligibility from the I-9 list of acceptable documents. Former employees who are rehired also must provide I-9 information and must also complete the form if they have not completed an I-9 with the Company within the past three (3) years, or if their previous I-9 is no longer retained or valid. Photocopies of documents are not accepted; however, the Company may copy and retain copies of documents provided by employees.

In order to determine whether Form I-9 documentation is valid, ACCESS SERVICES, INC., uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph. Employees who receive notices from the Social Security Administration (SSA) or Department of Homeland Security (DHS) indicating that the combination of name and social security number do not match their records are responsible for resolving these issues directly with the SSA or DHS immediately following notification.

### INTRODUCTION

Welcome to ACCESS SERVICES, INC.! This employee handbook was specifically designed to prepare you for your assignments, provide benefits information and communicate general policies. No employee handbook can anticipate every situation or answer every question about employment; questions should be directed to the Human Resources Department by e-mail at [staffing@access-services.biz](mailto:staffing@access-services.biz) or by phone at (704) 644-5529.

#### Who We Are

ACCESS SERVICES, INC., is a multi-faceted organization that prides itself in bringing value to our clients by hiring skilled contingent workers who are also willing to learn new skills. Originally founded in 1994 in Charlotte, NC as an industrial staffing agency, the core of our business now is value-added outsourcing that delivers quality in the areas of assembly, sub assembly, inspection & containment, material handling, transportation & warehousing, and worldwide sourcing. Our attention to flexibility and customer service allows us to reduce vendor counts and improve quality, while delivering cost savings to our customers.

#### Our Cultural Principles

At ACCESS SERVICES, INC., we have eight key cultural principles that are used as a foundation for our interactions and relationships with our customers, communities, and one another:

- **HONESTY**...always!
- **INTEGRITY**..."doing what we say we will do"
- **CONTINUOUS IMPROVEMENT**
- **Passionately pursue EXCELLENCE!**
- **RESPECT** ...treat others the way we want to be treated
- **CUSTOMER FIRST**
- **TEAMWORK**...empower, include, support each other
- **APPRECIATION** for God's blessings

## Our Mission

Our mission is to strive for excellence in all we do. We aim to provide the highest level of service using our outstanding dedication and industry knowledge to ensure that our customers receive the highest level of quality.

## ACCESS SERVICES, INC., is Your Employer

When you are on assignment with one of our customers you are still an ACCESS SERVICES, INC., employee. Call your ACCESS SERVICES, INC., Supervisor or the local ACCESS SERVICES, INC., office to inform us if:

- You are going to be late or are unable to report for work. ***Not showing up for an assignment without first calling us could result in termination.***
- The work you're asked to do is substantially different than the work described to you when you accepted the assignment or the work environment appears unsafe.
- Your address or phone number changes
- You become sick at work or feel that you cannot complete the job during the course of the day.
- If you are injured at work; immediately notify your worksite Supervisor, then contact us as soon as possible the same day. We will provide you with our Worker's Compensation information to ensure that you receive proper medical treatment.

## Assignments

When you accept an assignment from ACCESS SERVICES, INC., you will be provided with the following:

- Customer name, location and directions to the worksite
- Start date, time, and if known, the projected length of assignment
- Supervisor's name and/or check-in procedures
- Description of what you'll be expected to do on the job
- Dress code, including required safety equipment
- Pay rate

While on assignment you will be expected to:

- Follow and comply with the rules, policies, procedures and working conditions established by the customer your assignment is with, as well as ACCESS SERVICES, INC., policies and Code of Conduct.
- Arrive promptly to your assignment ready to work, dressed appropriately (including required safety equipment), with proper identification. ACCESS SERVICES, INC., suggests, but does not require you, arrive 15 minutes prior to your schedule start.
- Behave in a professional manner. Personal conduct, including conversations while on assignment must not violate ACCESS SERVICES, INC., policies. Harassment, threatening actions, poor conduct, or vulgar language of any kind will not be tolerated.
- Refrain from making personal cell phone calls during customer work and/or production time. Personal calls can be made during your lunch or break time only.
- Bring any and all complaints or disputes about your pay, working assignment, or working conditions to your ACCESS SERVICES, INC., supervisor immediately.
- Refrain from asking the customer about full-time employment.

If you have any questions or uncertainty about the position, let us know immediately. When you accept an assignment both ACCESS SERVICES, INC., and our customer is counting on you to successfully complete it.

### **Availability**

ACCESS SERVICES, INC., maintains an up-to date database of all available employees to fill new assignments as they become available. Any employee who declines an assignment offer two (2) consecutive times will be removed from “available” status in our database and will no longer be contacted for new assignments. In order to be returned to “available” status you will need to contact the local ACCESS SERVICES, INC., office.

### **Acceptable Dress**

While ACCESS SERVICES, INC., uniforms are generally based on customer requirements, we have put together the following guidelines to be followed for all assignments:

- Standard ACCESS SERVICES, INC., business casual unless otherwise advised by our client.
- Maintain acceptable personal hygiene
- Ensure jewelry, make-up, perfume, and cologne are not excessive

Employees must adhere to any additional dress policies that are required by the customer.

### **Attendance**

ACCESS SERVICES, INC., expects all employees to report for their assignments on time and stay for the duration of their scheduled shift. Late arrival, early departure, or other absences are disruptive and must be avoided. If you are ill, *you are required to call your ACCESS SERVICES, INC., Supervisor at least two (2) hours prior to your scheduled reporting time.* If the Supervisor is not available when you call, *leave a voicemail message with the reason for the absence, when you expect to return to work and a phone number where you can be reached.* If it is necessary for you to leave your work assignment for personal reasons, you must clock out. If you walk off the assignment, you will not be offered assignments again.

Documentation for absences will need to be provided upon request. If your absence is due to a medical emergency, you will be required to provide a return-to-work statement from a physician’s office. Absences due to injury or illness, even when following appropriate guidelines, may still be deemed excessive and result in disciplinary action up to and including termination.

Not reporting to work and not calling to report the absence is a no call/no show and may result in termination. The first instance of a no call/no show will result in an immediate termination.

## **PAY AND BENEFITS**

ACCESS SERVICES, INC., payroll week runs Monday through Sunday. Employees are paid every Friday for time submitted for work completed through the proceeding Sunday. Checks are made available every Friday: 2pm – 5pm. If you need someone else to pick up your check; they must be accompanied with a signed letter from you and a picture id.

**Timesheets** – Employees are required to turn in their time sheet every Monday by 1pm via **fax** (800) 649.5496, **email:** [accounting@access-services.biz](mailto:accounting@access-services.biz), or the local office immediately. If your timesheet is received after this time all discrepancies will be adjusted on the next pay period.

**Errors** - Report any errors regarding timesheets, including missing hours or incorrect totals, to your ACCESS SERVICES, INC., Supervisor or the local office immediately.

**Employee Responsibility for Accurate Compensation** – ACCESS SERVICES, INC., policy maintains compliance with all applicable state and federal laws; however, all employees must review their time worked on each pay stub to ensure accurate compensation has been provided. It is the employees' responsibility to report any errors that have been identified in a timely manner.

**Hourly Wage** - Your hourly wage may vary from job to job and will be determined by your skill level and our customer's requirements. You will be told the hourly pay rate for an assignment before you accept the assignment.

**Work Hours** - Work hours will vary by customer needs and/or requirement. Employees that voluntarily come in before their regularly scheduled starting time or remain after their ending time are not permitted to engage in work unless otherwise instructed by their supervisor.

**Overtime** - ACCESS SERVICES, INC., pays overtime to non-exempt hourly employees in accordance with the Fair Labor Standards Act at the rate of one and one-half times the non-exempt employee's rate for all hours worked over 40 hours in any work week. All overtime work must be specifically authorized by your ACCESS SERVICES, INC., Supervisor. Working in excess of 40 hours in any work week without prior ACCESS SERVICES, INC., approval will result in disciplinary action, up to and including termination.

**Meals and Breaks** - ACCESS SERVICES, INC., will comply with all state and federal laws regarding meals and breaks. Meal breaks are not counted toward worked hours and as such are unpaid. You will be expected to follow the customer's break schedule.

**Deductions** - ACCESS SERVICES, INC., will deduct the mandatory FICA, Federal, State and Local taxes from your check. Only legally required, court-ordered, and other deductions authorized by you in writing will withheld from your pay.

**Check Pick-up** - You may pick up your paycheck during the posted office hours or it may be mailed to your home the Thursday prior to payday. In the event that a holiday falls on pay day, employees will be notified of the alternate pay day. For your protection, checks must be signed for by you, the employee. If you are unable to pick up your check, payroll will release your check to another person, only if we receive signed authorization from you.

**Replacement Check** - A lost or destroyed check should be reported immediately so that payment can be stopped at the bank and another check can be issued. You will be responsible for any related fees associated with stopping the original check, as well as the cost of expedited mailing expenses for the replacement check.

**Direct Deposit** – ACCESS SERVICES, INC., provides an automated direct deposit service for employees, which automatically deposits a pay advice/stub in an employee's bank or credit union account(s). To use this service, simply complete a direct deposit authorization form and provide a blank check from an existing personal bank account. You may request a form from your local office, supervisor, payroll, or HR.

### **Time Off**

All requests to be considered for both paid or unpaid time-off, including Personal Days, Holidays and Vacations, must be submitted and scheduled with your ACCESS SERVICES, INC., Supervisor in advance by completing the Time-Off Request Form. Submitting the request does not guarantee approval. All requests will be granted on a business-needs basis. **All time-off is unpaid unless explained otherwise by management.**

## **Military Leave**

If you enlist or receive notice for active duty in the United States Armed Forces, you will be granted an unpaid Military Leave of Absence. Several options exist regarding the status of your benefits while on Military Leave.

Upon successful completion of your service, you will be reinstated as required by federal law. Any questions or concerns regarding Military Leave options and requirements for reinstatement should be discussed directly with HR.

## **Family & Medical Leave Act**

ACCESS SERVICES, INC., FMLA policy complies with the mandates of the Federal FMLA and applicable state laws. To be eligible for FMLA benefits, you must have worked for ACCESS SERVICES, INC., for at least 12 months with a minimum of 1,250 hours during the 12 month period immediately prior to the beginning of leave.

When possible, you must give ACCESS SERVICES, INC., notice of a request for FMLA leave by completing and submitting a "Family and Medical Leave Request" form to Human Resources. This form must be submitted no less than 30 days before leave is to begin if the leave is foreseeable and as soon as practicable if the leave is not foreseeable. Human Resources must approve all FMLA leaves.

A medical certification completed by a health care provider, describing the serious health condition and its expected duration, will be required when requesting intermittent FMLA or FMLA over one week in duration to care for a spouse, child or parent or due to the employee's own serious health condition. The medical certification form may be obtained from Human Resources and must be returned to Human Resources within 15 days of your receipt of the form.

FMLA eligibility is based on a rolling 12-month period measured backward from the date you used any FMLA.

## **Military Family Leave Provisions of the Family & Medical Leave Act**

As part of the Federal FMLA benefits, eligible employees of a military member may take up to 12 weeks of FMLA leave during any 12-month period for qualified exigency leave and 26 weeks of FMLA leave during a single 12-month period for military caregiver leave. You may contact the Human Resources department for additional information concerning this benefit.

## **Insurance**

ACCESS SERVICES, INC., provides access to voluntary basic insurance coverage. The following types of insurance coverage are available:

- Medical
- Dental
- Disability (Employee only) and Term Life Package

New employees are eligible to enroll during their first 30 days of employment. After 30 days of employment, the next opportunity for enrollment will be during the open enrollment period, in November of each year.

The premiums are paid entirely by you, the employee, through payroll deduction. Once you have been enrolled, payroll deductions will be automatically withdrawn from your paycheck and will continue as long as the deductions from your paycheck continue. ***Note: It is your responsibility to check your pay stubs to ensure the deduction was taken. If you miss a paycheck, to avoid a break in coverage, you may send payment directly to insurance provider.***

## POLICIES

### Quality

ACCESS SERVICES, INC., is dedicated to our customers' needs through the continual improvement of the Quality Management System.

### Safety

ACCESS SERVICES, INC., works to maintain an environment that is healthy and safe for all our employees and customers. Employees are expected to adhere to all health and safety policies, including, but not limited to:

- Established Safety Procedures
- Best Safe Practices
- Personnel Protection Equipment
- Warning Labels
- Caution Signs
- Operating and Storage Procedures

All job-related injuries or illnesses are to be reported to your ACCESS SERVICES, INC., Supervisor immediately, regardless of the severity. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject ACCESS SERVICES, INC., to fines and penalties.

Every injured employee must complete an accident investigation report right away, except in the case of an emergency when it may be filled out after medical attention has been received.

Failure to observe health and safety rules may result in discipline including, but not limited to, immediate termination.

### Driving

Employees whose work requires travel and operation of a motor vehicle for company business must present and maintain a valid driver's license and a driving record acceptable to our insurer. Employees whose positions require regular motor vehicle use may be asked to submit a copy of their driving record to ACCESS SERVICES, INC., from time to time.

Company Business is defined as driving at the direction, or for the benefit of the employer. It does not include normal commuting to and from work.

Company vehicles are to be driven by authorized employees only and it is the driver's responsibility to operate the vehicle in a safe and courteous manner.

### Smoking

While working at a customer's facility, employees must adhere to the customer's smoke policy, which includes, but is not limited to their designated smoke areas.

### Non-Compete Period

ACCESS SERVICES, INC., requires all employees to agree that for a period of ninety (90) days following the termination of their employment with ACCESS SERVICES, INC., whether voluntary or involuntary, or for such time permitted by law,



they will not accept employment, whether as full or part-time, temporary hire, or as an independent contractor from any supplier or vendor doing work at the facility they are assigned to without the express written permission of ACCESS SERVICES, INC.

### **Confidentiality**

It is the policy of ACCESS SERVICES, INC., to ensure that the operations, activities, and business affairs of ACCESS SERVICES, INC., and our customers are kept confidential. ACCESS SERVICES, INC., requires all employees to agree that you will not use or disclose any confidential information of ACCESS SERVICES, INC., or its customers. Failure to follow this policy may be grounds for immediate termination. The term "Confidential Information" means any information not generally known about the business, procedures and processes, and services. This information includes but is not limited to the following:

- Customers, clients and suppliers
- Ongoing or proposed projects
- Financial or Marketing information
- Processes and procedures of ACCESS SERVICES, INC.

Specific assignments and/or positions may require a more detailed and specific confidentiality agreement to be signed.

### **Contractual Relationship**

There are no contractual relationships between the Company and an employee. Letters, emails, verbal statements, benefit or policy statements, performance appraisals, employee handbooks, employee manuals, or other employee communications should not be interpreted as such.

### **Disciplinary Action**

ACCESS SERVICES, INC., may take disciplinary action when it believes that an employee has not adhered to its standards or their work performance is unsatisfactory. ACCESS SERVICES, INC., retains the sole discretion to apply the discipline it considers appropriate under all of the facts and circumstances in each case, up to and including, immediate termination without prior corrective action or notice.

### **Code of Conduct**

ACCESS SERVICES, INC., Code of Conduct applies to all business practices and employee conduct. ACCESS SERVICES, INC., expects you to learn and comply with all laws and customer policies applicable to their assignment and to adhere to the guiding principles outlined in this policy. You are accountable and responsible for your own conduct.

Listing all forms of behavior that are considered unacceptable in the workplace is not possible. The following are examples of infractions of rules or conduct that may result in disciplinary action, up to and including termination of employment. This list is not intended to be exhaustive:

- Theft or inappropriate removal or possession of customer, co-worker or ACCESS SERVICES, INC., property
- Falsifying records or information
- Discourteous treatment of customers
- Working under the influence of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Sexual or other unlawful or unwelcome harassment

- Absence without notification for two or more days, without notification - Considered voluntary resignation
- Smoking in unauthorized areas or at unauthorized times
- Excessive absenteeism or tardiness
- Possession of dangerous or unauthorized materials in customer's workplace or on ACCESS SERVICES, INC., premises
- Unauthorized use of telephones, email, computer, software, Internet or other ACCESS SERVICES, INC.,-owned equipment
- Failure to return to work from leave of absence - Considered voluntary resignation
- Unauthorized disclosure of trade secrets, proprietary or confidential information

### **Harassment and Discrimination**

ACCESS SERVICES, INC., is committed to providing a work environment that is free from disrespectful and offensive behavior, discrimination, and harassment. ACCESS SERVICES, INC., prohibits harassment and discrimination on the basis of sex, race, color, national origin, ancestry, religion, marital status, disability, age, sexual orientation or other status protected by applicable law.

It is a violation of this policy for any ACCESS SERVICES, INC., employee, customer or other individual to harass or discriminate against any other ACCESS SERVICES, INC., employee, customer or other individual. Any individual determined to have violated this policy will be subject to appropriate disciplinary action, or other action, up to and including termination.

**Complaint Procedure** - ACCESS SERVICES, INC., is striving to make our work environment free from any harassment or discrimination and we can only accomplish this goal with your cooperation and assistance. If you believe you or someone else has been subject to harassment or discrimination, you should immediately notify your ACCESS SERVICES, INC., Supervisor (unless this individual is engaged in the unwanted conduct), or ACCESS SERVICES, INC., Human Resources Department at (704) 644-5529.

**Sexual Harassment Defined** - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment and are prohibited.

Examples of conduct that may be considered sexual harassment are set forth below. These examples are provided to illustrate the kind of conduct prohibited by this policy. These examples are not exhaustive.

- Sexual or suggestive comments or jokes, written or verbal
- Sexual propositions and unwanted sexual leering
- Sexist remarks
- Patting, pinching or other inappropriate touching
- Unwanted sexual advances
- Employment benefits or opportunities given for an individual's submission to sexual advances or sexual favors
- Harassment not of a sexual nature directed toward an individual due to his or her gender

**Investigation and Action** - Upon receipt of a report, ACCESS SERVICES, INC., will investigate the complaint. The investigation will be conducted as confidentially as is reasonable under the circumstances. In situations where it determines that this policy has been violated, ACCESS SERVICES, INC., will take action up to and including termination of employment, in the case of an employee, or other action designed to end the harassment, in the case of a non-employee.

**Retaliation** – Employees reporting harassment complaints to ACCESS SERVICES, INC., are protected from interference, intimidation, or reprisal in any form. Retaliation against any person who has made a complaint is prohibited.

**Drug, Contraband and Alcohol Free Workplace** – ACCESS SERVICES, INC., is committed to protecting the safety, health and well-being of all employees, customers and other individuals in the workplace. The possession, use, transfer, purchase or sale, of illegal drugs while on duty/assignment, while operating vehicles or equipment that are owned, leased or used by ACCESS SERVICES, INC., or its customers, or while on ACCESS SERVICES, INC., or its customers property are prohibited. This also includes prescription or over-the-counter drugs that may adversely influence performance or behavior when taken. In addition, no employees may report for an assignment, go on or remain on duty while under the influence of or impaired by any illegal drug, or where there is a detectable amount of any illegal drugs and/or alcohol in the employee's system.

**Drug Testing** – ACCESS SERVICES, INC., may require employees to submit to drug or alcohol testing under certain conditions. A drug or alcohol-screening test may be required under the following circumstances:

- Job Applicants
- Current employees being offered an assignment with a customer that requires a drug test (see Background Check Release section)
- Employees whose actions and/or behavior lead ACCESS SERVICES, INC., or its customers to have a reasonable suspicion that the employee is under the influence of illegal drugs or alcohol.
- Post-Accident
- Random Testing

If you receive notification that your test results are confirmed positive, you will be given the opportunity to provide medical information to explain the positive result to the laboratory personnel. You may be retested at your expense from a laboratory of your choice, as long as the laboratory is licensed by the state and retest occurs within five days of the positive result. All individuals are subject to this policy while they are in facilities or on property owned, controlled, or operated by ACCESS SERVICES, INC., or a customer of ACCESS SERVICES, INC.,. Employees violating or failing to adhere to this policy will be subject to disciplinary action up to and including termination.

### **Background Check**

ACCESS SERVICES, INC., follows all applicable Fair Credit and Reporting Act (FCRA) requirements throughout the background check process. Some of ACCESS SERVICES, INC., customers require a background check, including criminal history and drug test results, for all ACCESS SERVICES, INC., employees placed on assignment with them. Each customer sets the requirements of the results for their individual assignments. Upon request of the customer, copies of your background check, including criminal history and drug test results, will be supplied to the customer, with your social security number and date of birth blacked out. Any questions regarding FCRA must be directed to the Human Resources department.

### **Anti-Nepotism**

ACCESS SERVICES, INC., understands the significance of how the business activities of an employee's spouse, significant other or relative may give rise to decisions. Although ACCESS SERVICES, INC., considers hiring all qualified spouses, significant others and relatives of existing employees, immediate family members may be hired only if they will not be working directly for or supervising a relative. Additionally, the employee may not occupy a position in the same line of authority where he or she can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include but are not limited to hiring, retention, transfer, promotion, wages, and leave requests.

If one of the conditions outlined should occur, attempts will be made to find a suitable position within ACCESS SERVICES, INC., to which one of the employees will transfer.

**PERSONAL PROPERTY**

ACCESS SERVICES, INC., assumes no liability whatsoever for the damage, loss or theft caused by third parties to the personal property of our employees.



## **Employee Handbook Acknowledgement Form**

**Purpose of the Handbook:** I have received a copy of ACCESS SERVICES, INC., Employee Handbook dated February 2012. I understand that it is my responsibility to read and become familiar with the policies contained in this Employee Handbook and any revisions made to it. I understand that the Employee Handbook is intended to provide general employment guidelines and does not necessarily represent all employment guidelines and practices of ACCESS SERVICES, INC. I further understand that I should contact my ACCESS SERVICES, INC., Supervisor or Human Resources if I have questions that are not answered by the Employee Handbook.

**Changes to the Employee Handbook:** I understand that the information, policies, and benefits described in the Employee Handbook are subject to change at any time, except ACCESS SERVICES, INC., policy of at-will employment. I understand any revisions will be effective immediately upon adoption, regardless of whether I have notice of these changes. I acknowledge that only Human Resources can adopt revisions to the policies in this Employee Handbook. I further acknowledge that this manual supersedes any and all statements on similar subjects, and that ACCESS SERVICES, INC., may deviate from the policies in individual circumstances in its discretion or as indicated by applicable law.

**At-Will Employment/Not a Contract:** I acknowledge that I have entered into my employment relationship with ACCESS SERVICES, INC., voluntarily and that my employment with ACCESS SERVICES, INC., is "at-will". I acknowledge that either ACCESS SERVICES, INC., or I may terminate the employment relationship at any time and for any reason, with or without cause or notice. I acknowledge that this Employee Handbook is not intended to be a contract of employment, nor is any part of it intended to be a promise or representation of any specific term or condition of employment, and that no agent of ACCESS SERVICES, INC., has made any offer of representation to me in connection with my employment that is contrary to the terms of this Acknowledgment and this Employee Handbook.

---

Employee Name (Print)

---

Employee Signature

---

Date

---

ACCESS SERVICES, INC., Representative Signature

Date