

# **Employee Handbook**



## **A Guide For Our Employees**

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# 1. Introduction

Welcome to RSD Staffing! We are delighted to have you as part of our team. At RSD Staffing, we believe that our employees are our most valuable asset, and we are committed to providing a supportive and productive work environment. This handbook is designed to help you understand our policies, procedures, and the resources available to you. We look forward to a successful and fulfilling journey together.

## Purpose of the Handbook

The purpose of this handbook is to provide employees with a clear understanding of RSD Staffing's policies and procedures. It serves as a guide to help you navigate your employment with us, outlining your rights, responsibilities, and the expectations we have for our team members. This handbook aims to foster a consistent and positive work environment by ensuring that all employees are informed and aligned with our company standards.

## Company Overview and Mission Statement

RSD Staffing is dedicated to providing exceptional staffing solutions to a diverse range of clients. Our mission is to match talented individuals with rewarding career opportunities, ensuring the success and growth of both our employees and clients. We strive to be the preferred staffing partner by maintaining the highest standards of integrity, professionalism, and excellence in all our services.

**Mission Statement:** "To connect great people with great opportunities, fostering success and growth for our employees and clients through integrity, professionalism, and excellence."

## Equal Employment Opportunity Statement

RSD Staffing is an equal opportunity employer. We are committed to providing a work environment that is free from discrimination and harassment. We make all employment decisions without regard to race, color, religion, sex, national origin, age, disability, genetic information, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable federal, state, or local laws. This policy applies to all aspects of employment, including hiring, promotion, termination, compensation, benefits, and training.

## Our Commitment

- To ensure fair and equal treatment for all employees and applicants.
- To promote a diverse and inclusive workplace where all individuals feel valued and respected.
- To comply with all applicable laws and regulations regarding non-discrimination and equal opportunity.

If you have any questions or concerns regarding this policy, please contact the Human Resources department.

# 2. Employment Basics

## Employment Relationship

At RSD Staffing, the employment relationship is based on mutual consent. Both the employee and the company have the right to terminate the employment relationship at any time, with or without cause or notice, as allowed by law. This "at-will" employment policy is a fundamental principle of our working relationship.

This handbook and the policies contained within do not constitute a contract of employment, nor do they guarantee employment for any specific duration. While we hope that our relationship with you will be long-term, employment at RSD Staffing is on an at-will basis.

## Employment Classifications

To help you understand your employment status and benefit eligibility, we have established the following employment classifications:

- **Full-Time Employees:** Scheduled to work at least 40 hours per week and eligible for company benefits.
- **Part-Time Employees:** Scheduled to work fewer than 40 hours per week and may be eligible for some benefits.
- **Temporary Employees:** Hired for specific projects or finite periods, not typically eligible for benefits.
- **Seasonal Employees:** Hired for specific seasons or peak periods, may work full-time hours during their employment but are not eligible for benefits.

## Recruitment and Selection Process

RSD Staffing is committed to hiring the most qualified candidates. Our process includes:

- **Job Posting:** Positions are advertised through various channels.
- **Application Review:** Human Resources reviews applications and selects candidates for interviews.
- **Interviews:** Conducted to assess skills, experience, and fit.
- **Background Checks:** May be performed as permitted by law.
- **Job Offer:** Extended to the selected candidate, outlining employment terms.

By following these guidelines, we aim to ensure a fair, transparent, and effective hiring process that aligns with our commitment to equal employment opportunity.

## 3. Workplace Conduct

### Code of Conduct

At RSD Staffing, we expect all employees to conduct themselves professionally and ethically. Our Code of Conduct outlines the standards of behavior expected from all employees to ensure a respectful, safe, and productive work environment.

#### Key Principles:

- **Respect:** Treat all colleagues, clients, and partners with respect and dignity.
- **Integrity:** Be honest and transparent in all business dealings.
- **Compliance:** Follow all company policies, procedures, and applicable laws.
- **Responsibility:** Take accountability for your actions and decisions.

### Attendance and Punctuality

Regular attendance and punctuality are essential to maintaining a productive work environment. Employees are expected to arrive on time and be present for their scheduled shifts.

## Guidelines:

- **Reporting Absences:** Notify your supervisor as soon as possible if you are unable to attend work or will be late.
- **Documentation:** Provide necessary documentation (e.g., medical notes) if requested for extended absences.
- **Dependability:** Regular, dependable attendance is a key performance criterion.

## Dress Code

The dress code at RSD Staffing ensures that employees present a professional image appropriate to their work environment and duties.

### Standards:

- **Professional Attire:** Dress in a manner that is suitable for your role and work setting. Specific dress codes may vary based on client sites.
- **Safety Gear:** Wear required safety gear or personal protective equipment (PPE) as mandated by the client or job requirements.
- **Grooming:** Maintain a neat and clean appearance.

## Use of Company Property

Employees are responsible for the proper use and care of company property and resources.

### Policies:

- **Equipment Use:** Use company property, including computers, phones, and tools, for work-related purposes only.
- **Care and Maintenance:** Take reasonable care to avoid damage and report any malfunctions or issues immediately.
- **Return of Property:** Return all company property upon termination of employment.

## Confidentiality and Data Protection

Maintaining the confidentiality of sensitive information and ensuring data protection are critical to our business integrity and compliance with legal requirements.

### Confidentiality:

- **Non-Disclosure:** Do not disclose confidential information to unauthorized persons within or outside the company.
- **Information Security:** Follow company protocols for securing and handling sensitive information.

### Data Protection:

- **Compliance:** Adhere to all data protection laws and company policies.
- **Training:** Participate in required data protection and confidentiality training sessions.

By adhering to these workplace conduct guidelines, employees contribute to a professional and efficient working environment that upholds the values and integrity of RSD Staffing.

## 4. General Safety Policies and Procedures

**Introduction to Safety:** At RSD Staffing, the safety of our employees is our top priority. We are committed to providing a safe and healthy working environment for all staff. This section outlines our general safety policies and procedures. For detailed safety guidelines specific to your industry and role, please refer to the specific safety handbooks provided on our website.

### General Safety Policies:

- **Safety Policy Statement:** Our goal is to provide a safe work environment for all employees. Safety is a shared responsibility, and we expect all employees to adhere to the safety guidelines and report any unsafe conditions or practices immediately.
- **Reporting Unsafe Conditions:** Employees must report any unsafe conditions or incidents to their supervisor immediately. Prompt reporting ensures timely corrective actions and helps prevent future incidents.
- **Emergency Procedures:** In the event of an emergency (fire, severe weather, medical emergency), follow the emergency action plan outlined in this handbook. Detailed emergency procedures are posted in all work areas.
- **Personal Protective Equipment (PPE):** Employees must use the required PPE for their specific tasks. PPE guidelines are provided in the industry-specific safety handbooks.
- **Incident Reporting and Investigation:** All work-related incidents, no matter how minor, must be reported and documented. This helps in investigating the causes and implementing measures to prevent recurrence.

### Industry-Specific Safety Handbooks:

Employees are required to review the safety handbook relevant to their assigned industry. These handbooks provide detailed safety guidelines and procedures specific to the hazards and risks associated with each industry.

- **Accessing Industry-Specific Safety Handbooks:**
  - Visit our website at [Company Website URL].
  - Navigate to the Safety Resources section.
  - Select the safety handbook for your specific industry from the list provided.
- **List of Available Safety Handbooks:**
  - Construction Safety Handbook
  - Lawn Maintenance and Landscaping Safety Manual
  - Warehouse and Logistics Safety Guide
  - Healthcare Safety Manual
  - Office and Administrative Safety Procedures
  - And more...
- **Review and Compliance:** Employees must read and understand the safety handbook relevant to their industry before starting their assigned tasks. Compliance with these safety guidelines is mandatory.

## Training and Resources:

- **Safety Training:** All employees will undergo general safety training as part of their onboarding process. Additional training specific to their industry will also be provided.
- **Safety Meetings:** Regular safety meetings will be conducted to review safety practices, discuss recent incidents, and provide updates on safety procedures.
- **Safety Resources:** Additional safety resources and updates will be available on our website. Employees are encouraged to regularly check for new information and updates.

## 5. Anti-Discrimination and Harassment Policies

### Anti-Discrimination Policy

RSD Staffing is committed to providing a work environment free of discrimination. We prohibit any form of discrimination based on race, color, religion, sex, national origin, age, disability, genetic information, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable federal, state, or local laws.

#### Key Points:

- All employment decisions, including hiring, promotion, termination, compensation, and training, are made without regard to these protected characteristics.
- Any employee found to be engaging in discriminatory behavior will be subject to disciplinary action, up to and including termination.

### Anti-Harassment Policy

Harassment of any kind is not tolerated at RSD Staffing. Harassment includes any unwelcome conduct based on race, color, religion, sex, national origin, age, disability, genetic information, marital status, sexual orientation, gender identity, or any other characteristic protected by law.

#### Examples of Harassment:

- Offensive jokes, slurs, epithets, or name-calling.
- Physical assaults or threats.
- Intimidation, ridicule, or mockery.
- Insults or put-downs.
- Offensive objects or pictures.

#### Policy Enforcement:

- Employees who believe they have been subjected to harassment should report the incident promptly.
- All reports will be taken seriously and investigated promptly and thoroughly.

### Sexual Harassment Policy

Sexual harassment is a specific form of harassment that is strictly prohibited. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made a condition of employment.
2. Submission to or rejection of such conduct is used as a basis for employment decisions.
3. Such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work environment.

**Examples of Sexual Harassment:**

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening retaliatory action after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, or jokes.

## Reporting and Investigation Procedures

RSD Staffing is committed to ensuring that all reports of discrimination or harassment are investigated and resolved promptly and fairly.

**Reporting Procedures:**

- Employees should report any incidents of discrimination or harassment to their supervisor or the Human Resources department.
- Reports can be made verbally or in writing.

**Investigation Procedures:**

- Upon receiving a report, the company will conduct a thorough and impartial investigation.
- The investigation may include interviews with the complainant, the alleged harasser, and any witnesses.
- Confidentiality will be maintained to the extent possible consistent with the need to conduct a thorough investigation.

**Resolution:**

- If the investigation finds that discrimination or harassment has occurred, appropriate corrective action will be taken.
- Actions may include disciplinary measures against the harasser, up to and including termination, as well as measures to prevent future occurrences.

**Non-Retaliation:**

- RSD Staffing prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation.
- Retaliation is a serious violation of company policy and will be treated as such.

By adhering to these policies, RSD Staffing aims to create a workplace that is safe, respectful, and inclusive for all employees.

## 6. Compensation and Benefits

# Compensation Policy

RSD Staffing is committed to providing fair and competitive compensation to all employees. Our compensation policy is designed to attract, retain, and motivate talented individuals by offering salaries that are commensurate with experience, skills, job responsibilities, and market conditions.

## Key Points:

- Salaries are reviewed periodically to ensure competitiveness within the industry and to recognize individual performance.
- Employees may be eligible for merit increases based on their performance evaluations and company policies.

## Pay Periods and Payroll Procedures

Employees are paid on a bi-weekly basis. The standard pay period begins on Monday and ends on the second Sunday. Paychecks are distributed the following Friday.

## Payroll Procedures:

- **Direct Deposit:** Employees are encouraged to use direct deposit for their paychecks. Forms for direct deposit setup are available from the Human Resources department.
- **Pay Stubs:** Employees can access their pay stubs electronically through the company's payroll system.
- **Deductions:** Required deductions such as federal and state taxes, Social Security, and Medicare will be automatically withheld from each paycheck. Voluntary deductions, such as health insurance premiums, will also be processed as authorized by the employee.

## Overtime Policy

RSD Staffing complies with all applicable federal and state laws regarding overtime pay. Non-exempt employees are eligible for overtime pay at a rate of one and one-half times their regular rate of pay for all hours worked over 40 in a workweek.

## Guidelines:

- **Authorization:** Overtime work must be approved in advance by the employee's supervisor.
- **Recordkeeping:** Employees are responsible for accurately recording their hours worked. Falsifying time records is a serious offense and may result in disciplinary action, up to and including termination.

## Employee Benefits Overview

RSD Staffing provides the employee benefits required by applicable law. Except as described below or as required by law, the company does not offer additional benefit programs.

## Health Insurance:

- Where required by the Affordable Care Act (ACA), eligible employees may enroll in the company's health plan during their initial eligibility period or during open enrollment. Coverage is employee-paid; RSD Staffing does not cover or match insurance premiums.

**Time Off:**

- Employees are paid for time worked. Paid leave is provided only where required by applicable state or local law — see Chapter 7, Time Off and Leave Policies.

**Eligibility:**

- Eligibility for the health plan is determined by the plan documents and applicable law (including the ACA).
- Part-time, temporary, and seasonal employees are not eligible for company-paid benefits, except as required by law.

RSD Staffing provides fair, competitive pay and complies with all employee-benefit requirements under applicable law.

## 7. Leave Policies

**Time Off**

Field employees are paid for time worked and are not eligible for paid vacation, paid holidays, or other paid time off (PTO), except where paid sick leave or other paid leave is required by applicable state or local law.

**Where a State or Local Paid-Leave Law Applies:**

- Where the jurisdiction in which you work requires paid sick leave or other paid leave, RSD Staffing will provide the required leave in accordance with that law.
- Details will be provided in a state or local supplement or notice for your assignment.

**Requesting Time Off:**

- Request time off from RSD Staffing as far in advance as practicable so the company and the client can plan coverage.
- Unpaid time off is granted at the company's discretion in coordination with the client, except where leave is protected by law.

# Family and Medical Leave Act (FMLA)

RSD Staffing complies with the Family and Medical Leave Act (FMLA), which provides eligible employees with up to 12 weeks of unpaid, job-protected leave per year for certain family and medical reasons.

## Eligibility:

- Employees must have worked for the company for at least 12 months and have at least 1,250 hours of service in the past 12 months.

## Qualifying Reasons for FMLA Leave:

- Birth and care of a newborn child.
- Placement with the employee of a child for adoption or foster care.
- Care for an immediate family member (spouse, child, or parent) with a serious health condition.
- Employee's own serious health condition that makes them unable to perform their job.
- Any qualifying exigency arising from a family member's active military duty.

## Notice and Certification:

- Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable.
- Medical certification may be required to support the leave request.

# Bereavement Leave

RSD Staffing offers bereavement leave to employees who need to take time off due to the death of an immediate family member.

## Policy Details:

- Employees may take up to 3 days of unpaid bereavement leave.
- Immediate family members include spouse, domestic partner, parent, child, sibling, grandparent, and grandchild.
- Additional unpaid leave may be granted upon request, subject to supervisor approval.

# Jury Duty Leave

Employees summoned for jury duty will be granted leave to fulfill their civic responsibilities.

## Policy Details:

- Employees must notify their supervisor and provide a copy of the jury summons as soon as possible.
- Jury duty leave is unpaid, except where applicable state law requires jury duty pay.
- Part-time, temporary, and seasonal employees may take unpaid leave for jury duty.

# Military Leave

RSD Staffing supports employees who serve in the military by providing leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

**Policy Details:**

- Employees must notify their supervisor and Human Resources as soon as they are aware of the need for military leave.
- Military leave is unpaid.
- Employees are entitled to reinstatement to their previous position or a comparable position upon returning from military leave, provided they meet the eligibility requirements under USERRA.

By offering these leave policies, RSD Staffing aims to support the diverse needs of our employees, ensuring they have the time needed for personal, family, and civic responsibilities.

## 8. Health and Safety Policies

### Workplace Safety and Health

RSD Staffing is committed to providing a safe and healthy work environment for all employees. We adhere to all applicable federal, state, and local safety regulations and strive to minimize the risk of workplace injuries and illnesses.

**Key Principles:**

- **Training:** Employees receive safety training relevant to their job functions.
- **Hazard Identification:** Regular inspections are conducted to identify and mitigate potential hazards.
- **Equipment Safety:** All equipment must be used according to manufacturer guidelines and maintained in safe working condition.

### Emergency Procedures and Evacuation Plans

In the event of an emergency, employees must follow the established procedures to ensure their safety and the safety of others.

**Emergency Procedures:**

- **Urgent Emergencies:** Call 9-1-1 immediately.
- **Non-Urgent Emergencies:** Contact the main office at (863) 216-8960 to report the incident and receive further instructions.

**Evacuation Plans:**

- Follow posted evacuation routes and proceed to designated assembly areas.
- Assist others in evacuating if it is safe to do so.
- Do not re-enter the building until it has been declared safe by emergency personnel.

### Reporting Work-Related Injuries and Illnesses

Employees are required to report any work-related injuries or illnesses to their supervisor immediately, regardless of the severity.

## Reporting Procedures:

- **Immediate Notification:** Inform your supervisor as soon as the injury or illness occurs.
- **Incident Report:** Complete an incident report form, available from Human Resources, detailing the circumstances of the injury or illness.
- **Medical Attention:** Seek medical attention if necessary. Directions to the nearest urgent care facility will be provided by the main office.

## Drug-Free Workplace Policy

RSD Staffing maintains a drug-free workplace to ensure a safe, healthy, and productive work environment.

### Policy Details:

- **Prohibited Substances:** The use, possession, distribution, or sale of illegal drugs or alcohol on company premises or while performing company business is strictly prohibited.
- **Testing:** Employees may be subject to drug and alcohol testing in accordance with company policy and applicable laws.
- **Support:** Employees with substance abuse issues are encouraged to seek appropriate professional assistance.

## Smoke-Free Workplace Policy

To promote a healthy work environment, RSD Staffing has implemented a smoke-free workplace policy.

### Policy Details:

- **Prohibited Areas:** Smoking is prohibited within all company buildings and vehicles.
- **Designated Areas:** Smoking is permitted only in designated outdoor smoking areas.
- **Compliance:** Employees are expected to adhere to this policy and may face disciplinary action for violations.

By adhering to these health and safety policies, RSD Staffing aims to create a safe, healthy, and productive work environment for all employees.

## 9. Technology and Privacy

### Internet and Email Usage

RSD Staffing provides internet and email access to employees for business purposes. Employees are expected to use these resources responsibly and in a manner that reflects the company's values and complies with all applicable laws and policies.

### Guidelines:

- **Business Use:** Internet and email usage should be primarily for business-related activities.
- **Prohibited Activities:** Do not use the company's internet or email for personal gain, illegal activities, or to access inappropriate content.

- **Email Etiquette:** Maintain professionalism in all email communications. Avoid sending confidential information via email unless it is secure.

## Social Media Policy

The use of social media by employees should not interfere with their job responsibilities. Employees must also ensure that their online conduct reflects well on the company.

### Guidelines:

- **Personal Use:** Personal use of social media should be limited to non-working hours and should not interfere with job duties.
- **Professional Conduct:** Employees should avoid posting content that could harm the company's reputation or disclose confidential information.
- **Representation:** Employees must not represent themselves as spokespeople for the company unless authorized.

## Mobile Device Policy

Employees who use mobile devices for work purposes must follow company policies to ensure the security and confidentiality of company information.

### Guidelines:

- **Approval:** Employees must obtain approval from their supervisor before using personal mobile devices for work.
- **Security:** Mobile devices must have appropriate security measures, such as passwords and encryption, to protect company data.
- **Usage:** Use mobile devices responsibly and avoid accessing or storing confidential company information on unsecured devices.

## Privacy Policy and Employee Monitoring

RSD Staffing respects the privacy of its employees but reserves the right to monitor company resources to ensure compliance with company policies and applicable laws.

### Guidelines:

- **Monitoring:** The company may monitor internet usage, email communications, and other electronic activities to ensure compliance with policies and laws.
- **Privacy Expectations:** Employees should have no expectation of privacy when using company-provided equipment or networks.
- **Data Protection:** The company is committed to protecting employee data and will handle personal information in accordance with data protection laws.

By adhering to these technology and privacy policies, RSD Staffing ensures a secure, respectful, and productive work environment.

## 10. Performance Management

# Performance Evaluations

RSD Staffing believes in fostering a culture of continuous improvement and development. Regular performance evaluations help ensure that employees receive constructive feedback and guidance to enhance their performance and achieve their professional goals.

## Process:

- **Frequency:** Performance evaluations are conducted annually for all employees.
- **Criteria:** Evaluations are based on job performance, achievement of goals, adherence to company values, and demonstration of competencies.
- **Feedback:** Employees receive both positive feedback and areas for improvement, along with actionable goals for the upcoming review period.
- **Development Plans:** Based on the evaluation, employees may receive development plans to support their growth and address any performance gaps.

# Disciplinary Procedures

To maintain a productive and respectful work environment, RSD Staffing has established a disciplinary procedure for addressing employee misconduct or performance issues.

## Steps:

1. **Verbal Warning:** For minor infractions, a verbal warning may be issued to the employee, outlining the issue and expected improvement.
2. **Written Warning:** If the behavior or performance does not improve, a formal written warning is issued, detailing the issue, previous warnings, and the required corrective action.
3. **Final Warning:** For repeated or severe infractions, a final written warning may be given, specifying that further issues may result in termination.
4. **Termination:** If the employee fails to meet the expectations outlined in the final warning, employment may be terminated.

**Documentation:** All disciplinary actions are documented and maintained in the employee's personnel file.

# Grievance Procedures

RSD Staffing is committed to providing a fair and transparent process for employees to raise concerns or grievances regarding their work environment, colleagues, or company policies.

## Process:

- **Step 1: Informal Resolution:** Employees are encouraged to first address their concerns directly with the person involved, if appropriate.
- **Step 2: Supervisor Involvement:** If the issue is not resolved informally, the employee should bring the concern to their immediate supervisor.
- **Step 3: Formal Complaint:** If the issue remains unresolved, the employee may file a formal written complaint with the Human Resources department.
- **Step 4: Investigation:** HR will conduct a thorough and impartial investigation of the complaint, which may include interviews with the parties involved and witnesses.

- **Step 5: Resolution:** Based on the findings of the investigation, HR will determine the appropriate action and communicate the resolution to the employee.

**Confidentiality:** All grievances are handled confidentially, and employees are protected from retaliation for filing a complaint.

By adhering to these performance management policies, RSD Staffing aims to support employee growth, maintain high standards of conduct, and ensure a fair and respectful work environment.

## 11. Training and Development

### Training Programs

RSD Staffing is dedicated to ensuring that all employees have the skills and knowledge necessary to perform their duties effectively. We offer a variety of training programs to help employees develop and enhance their professional capabilities.

#### Key Programs:

- **Onboarding Training:** New hires receive comprehensive onboarding training to familiarize them with company policies, job responsibilities, and workplace safety protocols.
- **Job-Specific Training:** Employees receive training tailored to their specific roles, which may include technical skills, customer service, and operational procedures.
- **Safety Training:** Regular safety training sessions are conducted to ensure employees understand and adhere to safety regulations and best practices in their work environment.

### Professional Development Opportunities

RSD Staffing supports continuous learning and professional growth. We provide opportunities for employees to develop their skills and advance their careers within the company.

#### Opportunities Include:

- **Workshops and Seminars:** Employees are encouraged to attend workshops and seminars relevant to their field to stay updated on industry trends and best practices.
- **Internal Promotions:** We prioritize internal promotions and career advancements, encouraging employees to apply for higher positions within the company.

### Mandatory Training

Certain training programs are mandatory for all employees to ensure compliance with legal requirements and company policies.

### **Mandatory Trainings Include:**

- **Compliance Training:** Employees must complete training on compliance topics such as anti-discrimination laws, harassment prevention, and ethical conduct.
- **Health and Safety Training:** Regular training sessions on workplace health and safety, including emergency procedures, proper use of equipment, and hazard recognition.
- **Data Protection and Privacy Training:** Employees are required to complete training on data protection and privacy laws to ensure the security of company and client information.

By investing in training and development, RSD Staffing aims to empower employees with the skills and knowledge needed to succeed in their roles and advance their careers, while ensuring a safe and compliant workplace.

## **12. Workplace Security**

### **Access Control and Security Measures**

RSD Staffing prioritizes the security of our workplace and the protection of our employees, property, and information. We have implemented various access control and security measures to ensure a safe and secure environment.

#### **Key Measures:**

- **Identification Badges:** Employees are issued identification badges that must be worn at all times while on company premises. These badges are used to access authorized areas.
- **Access Control Systems:** Restricted areas are secured with access control systems that require keycards or codes. Only authorized personnel are granted access to these areas.
- **Surveillance:** The workplace is monitored by security cameras to deter unauthorized access and ensure the safety of employees and property.
- **Security Personnel:** Security personnel are on-site during operating hours to monitor and manage security incidents.

### **Handling Confidential Information**

Protecting confidential information is crucial to the integrity and success of RSD Staffing. All employees are responsible for safeguarding confidential information and ensuring it is handled appropriately.

#### **Guidelines:**

- **Definition:** Confidential information includes, but is not limited to, employee records, client information, financial data, and proprietary company information.
- **Access:** Only employees who require access to confidential information for their job duties are granted access. Unauthorized access or sharing of confidential information is strictly prohibited.
- **Storage:** Confidential information must be stored securely, whether in physical or electronic form. Physical documents should be kept in locked cabinets, and electronic files should be protected by passwords and encryption.
- **Transmission:** When transmitting confidential information, use secure methods such as encrypted emails or secure file transfer protocols. Avoid sending confidential information via unsecured channels.

- **Disposal:** Properly dispose of confidential information that is no longer needed by shredding physical documents and securely deleting electronic files.

By adhering to these workplace security policies, RSD Staffing ensures a safe and secure environment that protects our employees, visitors, and sensitive information.

## 13. Termination of Employment

### Voluntary Termination

Voluntary termination occurs when an employee decides to resign from their position at RSD Staffing. Employees are encouraged to provide a minimum of two weeks' notice to allow for a smooth transition and to maintain a positive relationship with the company.

#### Process:

- **Notice Period:** Employees should submit a written resignation letter to their supervisor and Human Resources at least two weeks before their intended last working day.
- **Final Paycheck:** The final paycheck, including any unpaid wages, will be processed according to state laws and company policies.
- **Exit Interview:** An exit interview may be conducted to gather feedback on the employee's experience and to identify any areas for improvement.

### Involuntary Termination

Involuntary termination is initiated by RSD Staffing and can occur for various reasons, including but not limited to performance issues, misconduct, or organizational changes.

#### Process:

- **Documentation:** All incidents leading to involuntary termination should be documented, including performance reviews, warnings, and any relevant communications.
- **Notification:** The employee will be notified of the termination decision in a private meeting with their supervisor and a Human Resources representative.
- **Severance Pay:** If applicable, severance pay details will be discussed during the termination meeting and provided according to company policy and employment agreements.

### Exit Interviews

Exit interviews are conducted to understand the reasons behind an employee's departure and to gather constructive feedback that can help improve the work environment and retention strategies.

#### Key Points:

- **Participation:** While participation in an exit interview is voluntary, employees are encouraged to share their honest feedback.
- **Confidentiality:** Information gathered during the exit interview is kept confidential and used to make improvements within the company.

- **Feedback Topics:** The interview may cover topics such as job satisfaction, working conditions, relationships with supervisors and colleagues, and suggestions for company improvement.

## Return of Company Property

Employees are required to return all company property upon termination of employment to ensure that company assets are protected and accounted for.

### Procedure:

- **Property List:** Employees must return items such as identification badges, keys, company credit cards, electronic devices, tools, and any other company-owned equipment or materials.
- **Condition:** All returned property should be in good working condition. Employees may be held financially responsible for any lost or damaged items.
- **Final Clearance:** The return of company property is part of the final clearance process, which must be completed before the issuance of the final paycheck.

By following these termination procedures, RSD Staffing aims to ensure a fair, respectful, and organized process for both voluntary and involuntary terminations, while maintaining security and continuity within the company.