

## Handbook Acknowledgment of Policies and Procedures

I acknowledge that I have been given a copy of all policies and procedures outlined within the associate manual for The Greer Group, Inc./The Greer Group Staffing, Inc., and its clients. The information contained within this handbook is confidential to Greer Associates and corporate employees of The Greer Group, Inc./The Greer Group Staffing, Inc. I understand it is my responsibility to read it thoroughly, all of the statements in this manual and this acknowledgement of policies and procedures describing the purpose of this handbook. I agree that if there is any policy or provision in the handbook that I do not understand, I will see clarification from the Human Resources Department.

**THIS HANDBOOK IS NOT A CONTRACT GUARANTEEING EMPLOYMENT, EXPRESS OR IMPLIED, FOR ANY SPECIFIC PERIOD OF TIME. ALTHOUGH WE HOPE THAT YOUR EMPLOYMENT RELATIONSHIP WITH US WILL BE LONG-TERM, EITHER YOU OR THE COMPANY MAY TERMINATE THIS RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. PLEASE UNDERSTAND THAT NO SUPERVISOR, MANAGER OR REPRESENTATIVE OF THE GREER GROUP OR ITS CLIENTS, OTHER THAN THE PRESIDENT, IN WRITING, HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT WITH YOU FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OR TO MAKE ANY PROMISES OR COMMITMENTS CONTRARY TO THE FOREGOING. NO OFFICIAL OR REPRESENTATIVE OF THE GREER GROUP HAS ANY AUTHORITY TO MAKE ANY PROMISE CONCERNING EMPLOYMENT WHICH WOULD CHANGE THE NATURE OF THIS "AT WILL" RELATIONSHIP, AND NO SUCH PROMISES OR STATEMENTS SHOULD BE RELIED UPON BY ANY ASSOCIATE.**

In addition, I understand that this handbook states The Greer Group, Inc./The Greer Group Staffing, Inc.'s policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with The Greer Group, Inc./The Greer Group Staffing, Inc. for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

I confirm that I agree to abide by all applicable federal and state rules and regulations covering the work done at this facility. I also agree to abide by the policies and procedures outlined in any other client specific checklists as well, as they may be stricter than the guidelines set forth in this handbook.

By agreeing to work for The Greer Group, Inc./The Greer Group Staffing, Inc., I am agreeing to follow the rules and regulation in the employee handbook. I also understand that a copy of this handbook can be found on Greer's website ([www.thegreergroup.com](http://www.thegreergroup.com)) for my reference.

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Employee Name

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Employee Signature

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Date



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Employee Name

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Employee Signature

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Date





## HANDBOOK FOR GREER ASSOCIATES

### **INTRODUCTION**

Welcome to The Greer Group, Inc.(TGG)/The Greer Group Staffing, Inc(TGGS)! We hope that you will find your association with The Greer Group, Inc./The Greer Group Staffing, Inc. to be a rewarding experience. We have prepared this handbook to answer some of the questions you may have concerning the company and its policies. Please read it thoroughly and retain it for future reference. Also, please note this handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your Greer Client Services Manager. Our policies, practices, and benefits are continually reviewed and updated as is considered necessary. From time to time, you will receive updated information concerning changes in company policy.

### **Employment-at-Will Policy**

**This handbook is not a contract guaranteeing employment, express or implied, for any specific period of time. Although we hope that your employment relationship with us will be long-term, either you or the company may terminate this relationship at any time, for any reason, with or without cause or notice. Please understand that no supervisor, manager or representative of The Greer Group or its clients, other than the President, in writing, has the authority to enter into any agreement with you for employment for any specific period or to make any promises or commitments contrary to the foregoing. No official or representative of The Greer Group has any authority to make any promise concerning employment which would change the nature of this “at will” relationship, and no such promises or statements should be relied upon by any associate.**

### **Greer Office Hours**

Greer core corporate office hours are: 8:00 am – 5:00 pm, Monday through Friday. If you have a matter to discuss with your Greer Client Services Manager, please discuss with us during your scheduled breaks or your lunch break.

### **CALL-IN AVAILABILITY POLICY**

In order for Greer to offer you the best opportunities for work assignments with our clients, you need to communicate your availability to us. If your assignment ends for any reason and you wish to remain an active associate with The Greer Group, Inc./The Greer Group Staffing, Inc., you must follow-up with Greer to make us aware of your availability for future employment.

You have 2 ways to notify Greer of your availability:

- Email [Careers@thegreergroup.com](mailto:Careers@thegreergroup.com); include your name and current contact number in the body of your email as well as dates available.
- Call the Greer availability line at **919-747-2737**. Please leave your first and last name and a phone number where you can be reached. Please speak clearly and slowly.

Please note, you must call or email once a week to continue your availability with Greer. Both options of reporting availability offer 24/7 accessibility.

This information will be documented when you call in and will become part of your personnel file. Each time we contact you, and when employment is offered to you, the outcome is also noted in our system. Your status for receiving unemployment benefits could be jeopardized by failure to adhere to this policy.

### **PERSONNEL FILES**

The Greer Group, Inc./The Greer Group Staffing, Inc. maintains an up-to-date personnel file for each associate. It is important to update records promptly and accurately as this information is used for benefit administration, continued insurance notification under COBRA, notification in case of emergency, etc.

Contact your Greer Client Services Manager if there are any changes to the following information:

|                      |                         |
|----------------------|-------------------------|
| Address              | Beneficiaries           |
| Insurance coverage   | Legal name              |
| Marital status       | Military status         |
| Number of dependents | Scholastic achievements |
| Tax exemptions       | Telephone number        |
| Emergency contact    |                         |

### **Release of Information**

The release of information on past or present associates is strictly limited. The Greer Group, Inc./The Greer Group Staffing, Inc. will verbally verify employment, job title, and length of service, but no other information will be released without your written authorization.

### **ETHICAL STANDARDS/CONFLICT OF INTEREST**

The Greer Group, Inc./The Greer Group Staffing, Inc. has an excellent reputation for conducting its business activities with integrity, fairness, and the highest ethical standards. Our associates enjoy the benefits of that reputation and are obliged to uphold it in every business activity. If you are ever in doubt as to whether or not an activity meets our ethical standards or compromises this company's or a client's reputation, please discuss it with your Greer Client Services Manager.

### **CONFIDENTIALITY OF INFORMATION**

It is the policy of The Greer Group, Inc./The Greer Group Staffing, Inc. to demand that the operations, activities, and business affairs of the company and our clients be kept confidential to the greatest possible extent. If, during the course of employment you acquire confidential or proprietary information about The Greer Group, Inc./The Greer Group Staffing, Inc. or our clients, such information is to be handled in strict

confidence and not to be discussed with outsiders, this includes job site confidential information that is learned or obtained. Associates are also responsible for the internal security of such information.

In addition, associates are prohibited from engaging in securities transactions on the basis of information not available to the general public and which, if known to outsiders, might affect their investment decisions. The dissemination of such information to others who might make use of that knowledge to trade in securities is also prohibited.

You may be asked to sign a statement of confidentiality at the time of hire, and periodically throughout your terms of employment to acknowledge their awareness of and reaffirm your commitment to this policy.

Associates found to be violating this policy are subject to disciplinary action, up to and including termination, and may be subject to civil and/or criminal penalties for violations of, among other things, applicable securities laws.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Greer Group, Inc./The Greer Group Staffing, Inc. is an equal opportunity employer. No associate or applicant for employment will be discriminated against because of race, color, religion, national origin, sex, age, handicap or disability, status as a Vietnam-era or special disabled veteran or any other protected characteristic as established by law. This policy of EEO applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. TGG/TGGS has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to TGG/TGGS. Appropriate disciplinary action may be taken against any employee willfully violating this policy.

### **NON DISCRIMINATION & ANTI HARASSMENT POLICY**

The Greer Group, Inc./The Greer Group Staffing, Inc. is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, The Greer Group, Inc./The Greer Group Staffing, Inc., Inc. expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

The Greer Group, Inc./The Greer Group Staffing, Inc. expressly prohibits any form of unlawful associate harassment based on race, color, religion, national origin, sex(with or without sexual conduct), age, handicap or disability, status as a Vietnam-era or special disabled veteran or any other status protected by law. We will prohibit and will not tolerate any such discrimination or harassment.

### **Definitions of Harassment**

a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; continuing to ask out on dates; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail/texting/cell phones); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation] or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail/texting/cell phones).

### **Individuals and Conduct Covered**

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to The Greer Group, Inc./The Greer Group Staffing, Inc. (e.g., an outside vendor, consultant or client customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### **Retaliation Is Prohibited**

The Greer Group, Inc./The Greer Group Staffing, Inc. prohibits any form of retaliation against any associate for filing a bona fide complaint under this policy or for assisting in a complaint investigation. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

### **Complaint Procedure: Reporting an Incident of Harassment, Discrimination or Retaliation**

The Greer Group, Inc./The Greer Group Staffing, Inc. strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to The Greer Group, Inc./The Greer Group Staffing, Inc.'s policy or who have concerns about such matters should file their complaints with their Greer Client Service Manager before the conduct becomes severe or pervasive. If you believe it would be



inappropriate to discuss the matter with your Client Services Manager, you may bypass your manager and report it directly to TGG/TGGS, who will undertake an investigation. Your complaint will be kept confidential to the maximum extent possible. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other The Greer Group, Inc./The Greer Group Staffing, Inc.'s designated representatives identified above.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, The Greer Group, Inc./The Greer Group Staffing, Inc. strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The Greer Group, Inc./The Greer Group Staffing, Inc. will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

### **The Investigation**

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

If the company determines that an associate is guilty of harassing another associate, appropriate disciplinary action will be taken against the offending associate, up to and including termination of employment.

### **Responsive Action**

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as The Greer Group, Inc./The Greer Group Staffing, Inc. believes appropriate under the circumstances.

If an employee making a complaint does not agree with its resolution, the employee may appeal to The Greer Group, Inc./The Greer Group Staffing, Inc.'s President and Owner, Debbie Greer.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of The Greer Group, Inc./The Greer Group Staffing, Inc. prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

## **AMERICAN WITH DISABILITIES POLICES STATEMENT**

The Greer Group, Inc./The Greer Group Staffing, Inc. is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is The Greer Group, Inc./The Greer Group Staffing, Inc.'s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, TGG/TGGS will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the TGG/TGGS aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the TGG/TGGS.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the HR Department. TGG/TGGS encourages individuals with disabilities to come forward and request reasonable accommodation.

### **Procedure for Requesting an Accommodation**

On receipt of an accommodation request, a member of TGG/TGGS and your client supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that The Greer Group, Inc./The Greer Group Staffing, Inc. might make to help overcome those limitations with our client.

TGG/TGGS and its clients will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, TGG/TGGS and its clients overall financial resources and organization, and the accommodation's impact on the operation of the Company, including its impact on the ability of other employees to perform their duties and on TGG/TGGS and its clients ability to conduct business.

TGG/TGGS will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require TGG/TGGS and its clients to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the TGG/TGGS. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

## **ASSIGNMENT EMPLOYMENT POLICIES AND PROCEDURES**

We take our commitment to our clients *very* seriously. As a Greer Associate, we expect you to do the same. When you accept an assignment, it is to be fulfilled in its entirety and to the best of your ability. It is the policy of The Greer Group, Inc./The Greer Group Staffing, Inc. that absences are kept at an absolute minimum to maintain a high level of client satisfaction. **IF YOU ARE ILL OR FACE AN UNEXPECTED EMERGENCY, CALL YOUR ASSIGNMENT SUPERVISOR AT THE WORK SITE IMMEDIATELY AND FOLLOW UP WITH YOUR GREER SUPERVISOR IMMEDIATELY BY CALLING THE MAIN NUMBER 919-571-0051.** You may leave a message 24 hours a day. **If you call during business hours speak with the Greer representative who assigned you. We will contact the client for you as well.** Please include your full name and a number where you can be reached

as well as the department to which you are assigned if you are calling because you are unable to report to work. Failure to notify your Greer Client Services Manager of your absence or tardiness will result in termination. We ask that you strictly follow the policy above or disciplinary action up to and/or leading to termination. No show/no calls for work are immediate terminations.

### Acceptance of Assignments

Please consider the following factors before you accept a temporary position with one of our clients and become a Greer associate:

|                             |                |
|-----------------------------|----------------|
| Length of assignment        | Rate of pay    |
| Location/Commute distance   | Hours required |
| Position/skill requirements |                |

We ask you to fulfill your assignment in its entirety and to the best of your ability. We make every effort to fully explain the requirements of an assignment; however, if a client asks you to do something that was not initially covered, please perform those duties with the same level of enthusiasm and excellence that you perform others. If you are uncertain about any aspect of any task, ask questions to make sure you understand what is expected. You are encouraged to call your Greer manager if you ever have any questions, duties have been added that increase your responsibility and or concerns pertaining to any assignment.

You are required to report to work promptly and to work the hours normally scheduled for your position. Excessive absences and tardiness cause hardship on The Greer Group, Inc./The Greer Group Staffing, Inc. and our Clients and also cause customer dissatisfaction. While an absence may be unavoidable, including time off to secure necessary treatment of a disability, it must always be reported in advance to your Greer manager.

### Tardiness and Early Quit

To maintain good customer service, smooth operation and in consideration of co-workers, it is essential to be at work on time and to finish your assigned hour.

- If you are **one minute** after you are scheduled to start, you are considered tardy.
- Leaving the work area prior to the designated quitting time with or without notifying the supervisor will be considered an early quit.
- Late arrivals/early quits with permission will be evaluated on a case-by-case basis. The Greer Client Services Manager may choose to honor requests for late arrivals/early quits if it meets the needs of business without considering the event an occurrence. These should be done in advance written or verbal notice to your Client Service Manager

### Absences

Each absence places a burden on co-workers, reduces efficiency and affects the ability to service the customer or department.

- An associate who fails to show for a work is considered to be absent.
- At a minimum, notify The Greer Group, Inc./The Greer Group Staffing, Inc., Inc. of absence or lateness **one hour** before your start time. Failure to call one hour prior to the beginning of the shift could result in acceleration of the disciplinary process.

- Greer will require a physician's statement/medical documentation for more than 2 (two) days of missed work due to illness.
- Documentation will also be required to verify and excuse lost work time due to military duty, jury duty, court appearances and bereavement.

### **Interpretation**

An absence due to hospitalization, military duty, jury duty, personal or medical leave of absence, family leave, bereavement leave, workers compensation, illness or injury, with proper documentation provided, will not be counted as an occurrence under this policy. Occasionally, there will be extenuating circumstances or events that prevent strict adherence to this policy. The Greer Client Services Manager will review particular situations to determine the most appropriate action. That action may either be a reduction or acceleration in corrective action process.

### **Corrective Action**

All acts of absence, tardiness, unapproved early quits and approved early quits will be documented by the Greer Client Services Manager. The Client Services Manager will conduct disciplinary actions via written warnings for all unapproved absences, tardiness and early quits.

Patterns of absenteeism such as day before or day after scheduled days off, day after pay day, holidays or specific days during the week on a consistent basis, and your general job performance, will warrant acceleration of the disciplinary process.

TGG/TGGS will determine, at its discretion and under all the circumstances, when absences or tardiness is excessive. Poor attendance and excessive tardiness are disruptive. Either judged to be excessive or resulting in an inconvenience to the client will result in disciplinary action, up to and including termination of employment.

### **CLASSIFICATION OF EMPLOYMENT**

Since all associates are hired for an unspecified duration, these categories do not guarantee employment for any specific length of time. Employment is at the mutual consent of the associate and The Greer Group, Inc./The Greer Group Staffing, Inc. Accordingly, either the associate or the company can terminate the employment relationship at will.

### **Temporary Associate**

An associate hired for a specified period of time to fulfill temporary staffing requirements is considered temporary. The temporary associate is paid a fixed hourly rate. You will be advised at the time of client hire or job change of your classification.

\* Associates are also classified as exempt or non-exempt salaried associates. The provisions of the Federal Fair Labor Standards Act or any applicable state law determine these classifications. Non-exempt associates are entitled to overtime pay for work in excess of 40 hours in a designated workweek.

### **COMPENSATION POLICIES**

#### **Hours of Work**

The basic workday for associates varies based on Client location. Your hours will be determined by assignment to each client company and you will typically conform to the Client's normal working hours.

Last Revised Date: February 21, 2014

Various factors, such as workloads, operational efficiency, staffing needs and client work schedules may require variations in your starting and ending times. Punctuality and consistent attendance are important conditions of employment.

### **Pay Rate and Salary**

Each Employee is guaranteed a minimum of the current federal minimum wage per hour. Some assignments will pay higher rates and for each assignment you accept your rate will be explained to you. Please do not discuss your pay rate or salary requirements with any client or other Greer Associate. We will negotiate the best compensation for you based on your requirements, experience and skills. It is unprofessional to discuss your pay rate with anyone other than your Greer representative and may result in your termination. If you discover a career opportunity with our client call your Greer representative for details. If you are assigned or referred to a client any time within a 12 month period, you may not accept an assignment or position with that client without notifying Greer during that 12 month period.

### **Overtime Pay**

Overtime work is only performed when necessary and approved in advance by your supervisor. You are expected to work necessary overtime when requested to do so, and non-exempt associates will receive time and one-half pay for time worked exceeding 40 hours in any given work week. Exempt associates are not entitled to overtime pay. TGG/TGGS will give you as much time as possible when overtime hours are requested.

### **Performance Appraisals**

Appraisals will be conducted periodically as requested by the supervisor or client. Performance reviews are designed to give some feedback on how your work is perceived and possible areas of improvement.

Criteria considered in the appraisal include, but are not limited to, such matters as job performance, reliability, initiative, and career development. A copy of the appraisal will be included in your personnel file. Wage adjustments may or may not be associated with appraisals.

## **PAYROLL AND PROCESSING GUIDELINES**

### **Badge or Timesheets**

If you are given a badge, you are expected to wear the badge at all times. There may be a fee for lost or broken badges. Accurately recording of time worked is the responsibility of every nonexempt employee. Federal and state laws require The Greer Group, Inc./The Greer Group Staffing, Inc., Inc. to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately track the time they begin and end their work whether they punch in/punch out on a clock, record time on a paper timesheet or enter time into an online system. It is the responsibility of each employee to track time whether it is on an automated time and attendance workstation or a timesheets and whenever they enter or leave the premises for any reason. Overtime work must always be approved by the employee's supervisor before it is performed. You also understand that any errors not immediately brought to Your Greer Client Services Manager's attention regarding your time will not be corrected until the following pay period.

Also, I understand that swiping another associate's name badge or punching in or out, turning in their timesheet with or without that associate's permission, is grounds for immediate dismissal.

If I am assigned receipt of The Greer Group, Inc./The Greer Group Staffing, Inc. name badge and understand that I will not be allowed to enter the premises of the Client Site, or report to work without my assigned name badge. I authorize The Greer Group, Inc./The Greer Group Staffing, Inc. to deduct \$10.00 from my paycheck for each replacement name badge, regardless of the circumstances under which said badge was lost or stolen.

### **E-Portal**

Associates working for The Greer Group, Inc./The Greer Group Staffing, Inc. are able to view their checks and payment stubs on-line via <https://greerpartners.securedportals.com/portal> Please contact your Account Manager to be set up to view this information with your own secure Log-in and password.

### **Contingencies of Pay**

The following items are necessary to receive your paycheck on time:

1. Federal and State tax forms.
2. Completed I-9 Form with approved forms of identification is legally required within three (3) days of starting work as a Greer associate. Greer also participates in the pilot E-verify program as well. Greer Associates will be paid weekly on Fridays unless a holiday prevents us from keeping this schedule. If we are unable to keep this schedule, you will be notified by email, text message, phone call or an in person meeting with your Greer Client Service Manager. You will receive your first debit/credit card or direct deposit the following Friday after your first week's assignment is completed. The exact time the funds reach your account will depend on many factors, but you will receive payment on Friday unless there is a holiday. If you need a new timesheet, please visit our website [www.thegreergroup.com](http://www.thegreergroup.com) (Go to the associates areas, click "timesheet" link on the left sidebar) and print to track your hours worked. All payments will be in your account on Fridays unless a holiday prevents us from keeping this schedule. We will keep this card until you are able to come and pick it up at our office or at the client site. They will not be mailed and you must show photo ID. If you need to pick up your debit card on Friday please come during normal business hours.

In case of a discrepancy in your paycheck, contact your Greer Client Services Manager immediately to review the possible error. Except in emergencies, adjustments will appear on the next issued paycheck.

Signed timesheets or Web Portal hours are due in our office each Monday by 9:00 am. Please email your time to [timesheets@thegreergroup.com](mailto:timesheets@thegreergroup.com). If necessary, you may fax it to 919-571-7450. If you are unable to fax your timesheet it is your responsibility to telephone your Greer representative with your hours; however, you still must turn in a signed timesheet before you can receive a paycheck.

### **Payroll Deductions**

Your earnings and payroll deductions are shown on a voucher included with your check. *Greer charges an administrative fee for all wage garnishments.* Deductions required or requested are as follows:

#### **Required by Federal and State:**

- Federal Income Tax (employee elected)
- State Income Tax (employee elected)
- Social Security Tax
- State Disability Insurance
- Garnishments/Wage Attachments

#### **Authorized by Associate:**

- Medical Insurance
- Dental Insurance
- Life Insurance
- Disability Insurance
- Services Requested by Associate

## **Wage Garnishment**

Garnishment of wages results after an unpaid creditor has taken the matter to court and obtained a judgment against you. A garnishment is a court order for creditors to collect part of an associate's pay directly from the employer. Although the company would prefer not to become involved in the garnishment of an associate's wages, we are compelled by law to administer all court orders. The Greer Group, Inc./The Greer Group Staffing, Inc. is legally obligated to follow all laws and regulations regarding garnishments and we need written notice from the creditor to change any garnishments.

## **Unemployment Compensation**

Although the states administer the program, TGG/TGGS pays all of the cost for your protection. Applications for these benefits are made at your local Employment Security Commission (ESC) office should you become unemployed.

## **TIME OFF FROM WORK**

Company benefits plans are defined in legal documents such as insurance contracts, official plan texts, and trust agreements. This means that if there is a question concerning the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents governs; rather than the informal wording of this handbook. Plan documents are available for your inspection.

## **Annual Vacation Pay**

At this time, no vacation pay is administered.

## **Holiday Pay**

At this time, holiday pay has been suspended.

## **Excused Time Off**

Pre-approved vacation or holidays are not considered occurrences. For other personal time off, please submit for approval in writing 5 (five) days to your Greer Client Service Manager.

## **Bereavement Leave**

In the event of the death or serious illness of a member of an associate's immediate family, we will grant up to three unpaid days away from duty if approved by the client. Immediate family is defined as: mother, father, sister, brother, husband, wife, son, daughter, mother-in-law, father-in-law, daughter-in-law, and son-in-law. Depending upon the family situation, in-laws, uncles, aunts, grandparents or grandchildren may also qualify. The Greer Client Services Manager will make that determination. In the event of long distance travel, arrangements for extended absence must be made with and approved by the immediate supervisor.

## **Jury Duty**

We support those called to fulfill their civic responsibility to serve jury duty. You must provide your Greer Client Services Manager with a copy of your jury summons as soon as possible upon receiving the summons. Should extraordinary circumstances exist, at the time of your call to jury duty, which would make your absence severely detrimental to the operation of our company, we reserve the right to contact the court to request that your service be postponed. If you are released from jury duty with at least four hours remaining in your workday, you should return to work for the remainder of the day.

When you return to work, you should provide the Greer Client Services Manager with verification from the court of the number of days you served on the jury. Your time away will be unpaid leave.

## **Military Leaves of Absence**

Leaves of absence without pay for military or Reserve duty will be granted to full-time regular associates. If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should submit copies of your military orders to your Client Services Manager as soon as possible. You will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If you are a Reservist or a member of the National Guard, you will be granted time off without pay for required military training. Your eligibility for reinstatement after your military duty or training is completed will be determined in accordance with applicable federal and state laws.

## **Time Off to Vote**

On days when elections for public office ("elections for public office" includes elections for sheriff, school board, district attorney, and all primary and general elections) are scheduled throughout the state, county, city or town in which the employee works, schedules will be changed as needed to ensure that work either starts at least three hours after the polls open or ends at least three before polls close.

Employees living in other localities or states will need to inform their supervisor in advance if they expect any conflict between their work schedule and the exercise of voting rights in any election for any public office. Supervisors will find out when the polls are open and adjust employee's schedules as needed to ensure that they will have the opportunity to vote.

No employee will be penalized or retaliated against for requesting time off to vote.

## **FAMILY AND MEDICAL LEAVE ACT**

Where applicable, the company will comply with the Family and Medical Leave Act (FMLA) implementing Regulations as revised effective October 28, 2009. This is a federal law that generally provides for unpaid leaves of absence for up to twelve (12) weeks for eligible associates. Eligible associates have performed at least 1250 hours of service in the prior 12 month period.

The following provisions apply with regard to family/medical leave policy for our employees: (1) birth of a child of the employee in order to care for the child (2) placement of a child in connection with adoption or foster care in order to care for the child (3) care of a spouse, child or parent with a serious health condition, or (4) for a serious health condition that renders you incapable of performing your job. Serious health condition will be determined on a case by case basis.

This policy applies to all family and medical leaves of absence except to the extent that such leaves are covered under other paid employment benefit plans for any part of the twelve (12) weeks of leave to which a you may be entitled under this policy. In other words, if you are entitled to paid vacation and/or sick leave, you must take this paid leave prior to claiming family leave.

## **Eligibility**

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating



the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

2. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
3. The employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.
4. The company will require medical certification to support a claim for leave for your own serious health condition or to care for a seriously ill child, spouse, or parent. With this certification, please provide beginning and expected end dates, and the estimated time required. For your own medical leave, the certification must include a statement that you are unable to perform the essential functions of your position. For leave to care for a seriously ill child, spouse, or parent, the certification must include an estimate of the amount of time the associate is needed to provide care.

Spouses who are both employed by The Greer Group, Inc./The Greer Group Staffing, Inc. are entitled to a total of twelve (12) weeks of leave (rather than twelve weeks each) for the birth or adoption of a child or for the care of a sick parent.

When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, you must provide reasonable prior notice, and make efforts to schedule leave so as not to disrupt company operations. In cases of illness, you will be required to report periodically on your leave status and intention to return to work.

In the event that you elect not to return to work upon completion of an approved unpaid leave of absence, you will be responsible for the cost of any payments made to maintain your coverage, unless the failure to return to work was for reasons beyond your control. Benefit entitlements based upon the length of service will be calculated as of the last paid workday prior to the start of the unpaid leave of absence.

Other company policies, or other aspects of FMLA that may apply, will be discussed with the associate when the leave is taken, or as is appropriate during the leave.

#### **Intermittent and Reduced Schedule Leave**

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period). The company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned

medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the company and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child. If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the company before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

If leave is unpaid, Greer will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, Greer may temporarily transfer you to an available alternative position which better accommodates your recurring leave and which has equivalent pay and benefits. The employee should make a reasonable effort to schedule such leave so as not to disrupt the company's business operations.

Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved medical leave period.

### **SERVICEMEMBER FAMILY AND MEDICAL LEAVE**

The Federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for a covered family member's service in the Armed Forces ("Servicemember FMLA"). This policy supplements our FMLA policy and provides general notice of employee rights to such leave. Except as mentioned below, an employee's rights and obligations to Servicemember FMLA Leave are governed by our existing FMLA policy.

### **Employee Entitlement to Servicemember FMLA**

#### ***Leave Entitlement***

Servicemember FMLA provides eligible employees unpaid leave for any one, or for a combination, of the following reasons:

- A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or
- To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

#### ***Duration of Servicemember FMLA***

- **When Leave Is Due To a "Qualifying Exigency":** An eligible employee may take up to 12 workweeks of leave during any 12-month period.
- **When Leave Is To Care for an Injured or Ill Service Member:** An eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.
- Servicemember FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

## **ASSOCIATE BENEFIT OPTIONS**

As Greer Associates become eligible for benefits, information will be provided regarding benefit coverage and cost upon assignment acceptance. Company benefits plans are defined in legal documents such as insurance contracts, and official plan texts. This means that if there is a question concerning the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents governs; rather than the informal wording of this handbook. Plan documents are available for your inspection.

In order to qualify, associates must average a minimum of 18 hours per week over the preliminary 30-day period. **It is a group S-125 plan that is pre-tax approved. The new benefits will be administered by Essential StaffCARE and underwritten by Blue Cross Blue Shield. Please see specific plan for details.**

**401 K:** The Greer Group, Inc./The Greer Group Staffing, Inc. offers a 401K plan with American Funds for eligible participants. This is based on the requirement that they have worked for 12 months and have a minimum of 1000 hours. The entry dates are January 1st and July 1st each year after completion of service requirements. If you are interested in learning more about any of these plans, please speak with your Client Service Manager or our Benefits & Payroll Administrator. **\*All benefits subject to review on an annual basis**

**\*\*\*Associates who are in our managed payroll programs are eligible to participate. Payrolled associates may or may not be eligible for paid time off (sick, holiday, etc). For your specific benefits, please check with your Client Service Manager\*\*\***

### **Continuation of Insurance (COBRA)**

Upon termination from the company for any reason other than gross misconduct, you may elect to continue group medical coverage for a limited time at group rates. You will be required to pay the premium. It is also possible to convert other group plans to individual plans. Details on the conversion of any benefits will be discussed with you at the time of your termination by the Greer Client Services Manager. You may, of course, request information on this subject at any time prior to actual termination.

### **Worker's Compensation Benefits**

TGG/TGGS/GMG is covered under statutory state Workers' Compensation Laws. **Should you sustain any work related injury, you must immediately notify your department supervisor AND The Greer Group, Inc./The Greer Group Staffing, Inc.** Should your injury require the attention of a doctor, please contact your Greer Client Service Manager to obtain the closest Urgent Care. All injuries will require a post accident drug screen. Please note: many of our client also have a list of acceptable places of treatment. In the case of an emergency, you should go to the nearest hospital emergency room for treatment and utilize urgent cares or approved physicians for further treatment.

## **DRUG AND ALCOHOL FREE WORKPLACE**

The Greer Group, Inc./The Greer Group Staffing, Inc. takes the problem of drug and alcohol abuse very seriously and is committed to provide a substance abuse free work place for its associates. This policy applies to all associates of the company, without exception, including part-time and temporary associates.

No associate is allowed to consume, possess, sell or purchase any drugs or alcoholic beverage on any workplace, property owned by or leased on behalf of the company, or in any vehicle owned or leased on behalf of the company. This is also true for any associate engaged in company business while off premises.

Associates are prohibited from the use, sale, dispensing, distribution, possession, and manufacture of illegal drugs and narcotics or alcoholic beverages on any Greer client work site. Such conduct is also prohibited

during non-working time to the extent that, in the opinion of The Greer Group, Inc./The Greer Group Staffing, Inc., it impairs an associate's ability to perform on the job or threatens the reputation or integrity of the company.

The company will not tolerate associates who report for duty while impaired by use of alcoholic beverages or drugs. Associates who are believe to be under the influence of drugs, narcotics or alcohol at work will be required to leave the premises and are subject to disciplinary action up to and including termination.

Associates convicted of any criminal drug violation must report such conviction to the Greer Client Service Team within five days of the conviction.

Associates should report evidence of alcohol or drug abuse to the Greer Client Services Manager immediately and the Client Supervisor as well. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an associate must report the violation. Failure to do so could result in disciplinary action for the non-reporting associate. Associates who violate the Substance Abuse Policy will be subject to disciplinary action, including termination.

The use of any legally obtained drug to the point where such use could adversely affect performance or safety is prohibited. Arriving at any company property or any job site when using a prescription or other legally obtained medication or drug that could adversely affect the safety of the employee, fellow employee, customer, or the general public is prohibited.

If you use over the counter or prescription drugs and have any reason to expect such use may affect your ability to perform your work, or could pose a threat to yourself or other associates, you must report this fact to your Client Supervisor AND The Greer Group, Inc./The Greer Group Staffing, Inc., Inc. Client Services Team. Associates who violate this policy will be subject to disciplinary action, up to and including termination. Where the use of legally obtained drugs may affect safety or job performance, it is in the best interest of all that a determination of what action is appropriate in each case rests solely with The Greer Group, Inc./The Greer Group Staffing, Inc., Inc. while working in conjunction with our client companies. This determination will be made to ensure whether you should be able to perform the essential functions of the job safely and properly.

### **Testing**

As a condition of employment, all associates are required to consent to testing for the use of drugs and/or alcohol in accordance with this policy, including amendments or additions as they may be adopted by The Greer Group, Inc./The Greer Group Staffing, Inc., Inc.

Beginning with the effective date of this policy, all applicants for employment are subject to pre-employment drug testing.

All drug tests will be certified by the U.S. Department of Health and Human Resources ("HHS") or the College of American Pathology ("CAP"). As used in this policy, "drugs" and "illegal drugs" mean any controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) which has not been legally prescribed by a properly licensed physician. "Alcohol test" means a breath test for the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols. Alcohol tests will be positive at .04 BAC.

## **Kinds of Testing**

*Random:* Upon implementation of this policy, all associates whose jobs require them to operate, or work in close proximity to, safety sensitive machinery will be tested for drugs and alcohol on a randomly selected date (these associates are hereafter referred to as “safety sensitive associates”). Thereafter, TGG/TGGS and its clients reserve the right to conduct random drug and alcohol tests on a percentage of associates. Associates will be selected for testing on a random basis. Testing can occur several times a year, and each associate has an equal chance of being selected for testing on each date. Associates whose names are selected for testing must immediately follow directions from their Greer Client Services Member on the drug testing process.

*Reasonable Cause Testing:* If TGG/TGGS or its clients have reasonable cause to believe or suspect that your actions, appearance or conduct indicate the use of illegal drugs or alcohol in violation of this policy, you will be required to immediately submit to testing. Reasonable suspicion will be based on specific objective fact(s) and the rational or logical inferences drawn from those facts.

Circumstances that constitute reasonable grounds for suspecting that an associate has violated this policy include, but are not limited to:

- Observable occurrences, such as direct observation of drug use and/or the physical symptoms of being under the influence of a drug (i.e., slurred speech, glassy eyes, odor of alcohol, coordination difficulties);
- A pattern of excessive absenteeism, tardiness or deterioration in work performance and abnormal conduct or erratic behavior while at work;
- A report of associate drug or alcohol use at work, provided by a reliable and credible source;
- Any unexplained accident and/or information that an associate has caused, or contributed to, an accident at work while under the influence of alcohol or drugs; and/or
- Evidence that an associate is involved in the unauthorized, possession, sale, solicitation or transfer of alcohol or drugs.

## **Right to Re-Test**

If the results of any drug test are positive, you may, at your own expense, have a second test performed on a portion of the same sample that yielded the positive result. The second test must be conducted at a lab that is certified by HHS or CAP. The Company reserves complete discretion to decide whether the results of the second test should be relied upon rather than the first in determining appropriate disciplinary action, including whether employment will be terminated. Associates requesting a re-test must notify the laboratory and TGG/TGGS in writing.

## **Testing Consequences**

A positive drug or alcohol test creates an automatic and un rebuttable presumption that the associate was impaired by drugs or alcohol during work hours, in violation of this policy, and will result in termination of employment. Refusing to take a drug or alcohol test or interfering or tampering with the test is grounds for immediate termination.

## **ASSOCIATE CONDUCT**

As an integral member of The Greer Group, Inc./The Greer Group Staffing, Inc. team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. Whether you are on duty or off, your conduct reflects on TGG\TGGs. You are consequently encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that TGG/TGGs considers inappropriate include, but are not limited to, the following:

1. Falsification of employment or other employment records, to include timesheets.
2. Violation of TGG/TGGs non-discriminatory and/or sexual harassment policies.
3. Solicitation or acceptance of gratuities from customers or clients.
4. Excessive absenteeism or tardiness.
5. Excessive, unnecessary, or unauthorized use of company supplies, particularly for personal reasons.
6. Illegal manufacture, possession, use, sale, distribution, or transportation of drugs.
7. Possession or use of alcoholic beverages on TGG/TGGs and client property or use of alcoholic beverages while engaged in company business of TGG/TGGs and client premises, except where authorized.
8. Physical violence or use of obscene, abusive, or threatening language (profanity) or gestures.
9. Theft of property from co-workers, customers, or TGG/TGGs.
10. Unauthorized possession of firearms on TGG/TGGs or Client premises.
11. Disregard for safety or security regulations.
12. Insubordination.
13. Failure to maintain the confidentiality of company, customer, or client information.
14. Sleeping on company property.

Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of TGG/TGGs., based on violations of any other Greer policies, rules, or regulations, you will be subject to disciplinary action, up to and including dismissal.

**Of course, no statement of expected conduct can list, in exhaustive or all-inclusive fashion, every reason for disciplinary action. And, because all employment is at will, any listing of inappropriate conduct is not meant to be a limitation on the right to terminate the employment relationship.**

## **ADDITIONAL GREER POLICIES**

### **Appearance**

We will inform you about the dress code for your assignment. At all times, you are to adhere to the dress code of the assignment you are on. You are absolutely not to wear unprofessional attire (short skirts/shorts, low cut tops, or anything with offensive language). If you have any questions about your dress code, please contact your client services manager for the particular assignment you are on.

### **Security and Theft**

The unauthorized removal of Client's products, material or equipment from the building is strictly prohibited and is grounds for immediate associate termination. Associates working at Client sites are subject to random bag, coat and pocket checks conducted by Greer or Client supervisors.

### **Motorized Vehicles**

All Greer Associates are prohibited from operating any motor vehicle without Greer's prior consent from Greer. All associates must be tested and/or approved and must get approval from a Greer manager before doing so.

### **Phone, Texting, Email, and Social Media**

Associates are requested to discourage any personal calls, texts, emails, social media—incoming and outgoing—with the exception of emergencies that are approved by your manager. Personal long distance calls made on company phones are prohibited. Cell phones should not be seen during production time and are not allowed on the floor. PLEASE NOTE: Some client policies may vary slightly or be stricter than Greer's. At all times you are to adhere to the stricter of the policies.

### **General Computer Usage Policy**

The Greer Group, Inc./The Greer Group Staffing, Inc. requires a General Computer Usage Policy to accomplish its business objectives, as well as our clients, in a secure and timely manner. Instituting such a policy demonstrates the commitment The Greer Group, Inc./The Greer Group Staffing, Inc. has to safeguard our client information assets. That commitment must extend from every individual involved in business operations.

- All data on information systems at The Greer Group, Inc./The Greer Group Staffing, Inc. and or its Clients is classified as Company proprietary information.
- Any attempt to circumvent The Greer Group, Inc./The Greer Group Staffing, Inc. and or its Client's security procedures is strictly prohibited.
- Unauthorized use, destruction, modification, and/or distribution of information of The Greer Group, Inc./The Greer Group Staffing, Inc. and or its Client's or information systems is strictly prohibited.
- All information systems will be subject to monitoring and auditing at all times. Users acknowledge that they have no expectation of privacy with regard to their activity on The Greer Group, Inc./The Greer Group Staffing, Inc. and or its Client's information systems.
- Use of any The Greer Group, Inc./The Greer Group Staffing, Inc. and or its Client's information systems or dissemination of information in a manner bringing disrepute, damage, or ill- will against The Greer Group, Inc./The Greer Group Staffing, Inc. or it's Client's is not authorized.
- Individual passwords will be kept strictly confidential. In no situation should a username and password be given to another individual.

- Misuse, as defined in this policy, will be handled directly with the offender and could include disciplinary action up to and including discharge.

### **Internet Usage**

Internet usage is provided to The Greer Group, Inc./The Greer Group Staffing, Inc. employees or by its Clients is to conduct work-related business. Incidental and occasional personal use is permitted when allowed by a manager. This privilege should not be abused and must not affect a user's performance of employment related activities. Non-business Internet activity will be restricted to non-business hours.

### **E-mail Usage**

E-mail accounts are provided to The Greer Group, Inc./The Greer Group Staffing, Inc. employees to conduct work-related business for our Clients.

- All e-mail on The Greer Group, Inc./The Greer Group Staffing, Inc. information systems or our Clients', including any personal e-mail, is the property of The Greer Group, Inc./The Greer Group Staffing, Inc. or our clients. As such, all e-mail can and may be periodically monitored.
- Outgoing and incoming e-mail of an offensive, pornographic, or otherwise inappropriate nature is prohibited. Violations of this may result in disciplinary action, up to and including termination of employment.

### **Social Media**

Refrain from using social media while on work time or on equipment we or the client provides, unless it is work-related as authorized by your manager. Social Media includes, but is not limited to Facebook, Twitter, LinkedIn, Instagram, GlassDoor, etc. Do not use THE GREER GROUP, INC./THE GREER GROUP STAFFING, INC. or Client email addresses to register on social networks, blogs or other online tools utilized for personal use. Only authorized personnel will be allowed to do this for work related purposes. You are not authorized unless we or the client tells you this in writing.

### **Desktop Services**

The Greer Group, Inc./The Greer Group Staffing, Inc. and its Clients discourages/prohibits the downloading of software from the Internet because of significant risk of infecting the Company systems with a virus and the unreliability of such downloaded software. All information systems will be subject to periodic inventory and inspection for compliance.

### **Interviews/Appointments**

If you schedule interviews or appointments on your own outside of your assignment, please inform us in advance so that we can make scheduling arrangements with our client. If you receive an offer for another position, please contact us immediately. If you need to make any appointment (personal, medical) etc, please schedule around work as much as possible. We will arrange a notice with our client so that you can complete your assignment. Also, all associates away from work will only be paid for the hours worked.

### **Inclement Weather Policy**

It is our intention to be open for business regardless of weather conditions. If you have any doubt as to our schedule, call the main number for more information 919-571-0051.

If there is no change in our work schedule, you should report at the normal times, or as soon thereafter as possible. If you are unable to report to work on such days, you will be taking unpaid leave. If you cannot report to work due to inclement weather, notify Greer and leave a voicemail message **for your Greer**



**representative** before you are expected to report for work. The message should indicate whether you have already called the client company.

Safety of our employees is always our number one concern. Again if you feel uncomfortable, **do not drive** and contact your Greer and Client supervisor directly. The communication **cannot** be made through a co-worker or a friend; it must be made directly to your Greer/Client supervisor. Failure to do so could result in disciplinary action.

### **Smoking**

The smoking policy applies to all associates and visitors to Client facilities. Where state and/or local laws contain mandatory requirements that differ from the provisions of this section, such legal requirements will prevail from associates working in affected locations.

TGG/TGGS and its Clients request that you follow all smoking policies that are set in place by the client. If smoking is permitted outside, please do so in the assigned areas and follow all the regulations you have been provided.

TGG/TGGS and it's Clients do, however, prohibit smoking in the workplace. Associates and visitors at all locations must comply with this policy and applicable laws governing smoking in the workplace.

### **Solicitations and Distribution of Literature**

Solicitation of working associates is disruptive and many associates find it offensive. For this reason, it is our policy that, with the exception of those programs formally approved by your Greer Client Services Manager in the interest of associate/company community involvement, there shall be no solicitation or distribution of any kind in work areas during your work time or the work time of other associates. The term "work time" refers only to the period of time that is spent in the performance of actual job duties and does not include meal periods or break time.

### **Collateral Agreements**

Associates may be required, as a condition of working on-site, agree to and execute additional agreements (such as drug testing policies, inventions waivers, liability waivers, etc.). Failure or refusal to sign such agreements may result in termination of employment.

### **Break and Lunch Policy**

Your supervisor is responsible for scheduling any breaks. Whenever necessary, your supervisor may change the frequency and time of rest breaks. Your supervisor will coordinate with you on all breaks and lunch and you are to adhere to their requests. If you have any questions or concerns, please call the office.

Time spent on your breaks will be compensated as working time. However, you are expected to be punctual in starting and ending your breaks as well as your lunch time and may be disciplined for tardiness. If you choose to remain at work during your break, you are not entitled to arrive later than the scheduled starting time or leave before the normal quitting time and will not receive extra pay for the time worked.

### **Disciplinary Action and Procedures**

Associates not meeting conduct, behavior, performance requirements, or client expectations are subject to disciplinary actions, up to and including discharge from employment with TGG/TGGS.

Due to the flexible nature of employment with TGG/TGGS and our emphasis on client satisfaction, warnings (either written or verbal) may or may not precede termination. The degree of discipline will be determined according to how the company perceives the seriousness of the conduct, the overall work record, and the surrounding circumstances.

### **Workplace Violence**

It is our policy to expressly prohibit any acts or threats of violence by any associate or former associate against any other associate in or about the facility or elsewhere at any time. The company will not condone any acts or threats of violence against any associate, customer, or visitor on the premises at any time or while they are engaged in business with or on behalf of the company, on or off the premises.

The company will take immediate action up to and including termination against any associate who engages in such behavior. Such action will include notifying the police or other law enforcement personnel and prosecuting violators of this policy.

In addition, associates have a “duty to warn” their supervisors, security personnel, or any member of management of any suspicious workplace activity, situation or incident that they observe or that they are aware of that involves other associates, former associates, customers, visitors and that appear problematic.

### **SAFETY AND HEALTH**

The Greer Group, Inc./The Greer Group Staffing, Inc. and our clients make every effort to maintain a work environment that is safe and free of hazards. It is the policy of the company to provide safe working conditions for all associates and to establish the safety regulations necessary to ensure that safe working conditions are maintained. It is also our policy to comply with all federal, state and local safety, health and environmental regulations. This includes, but is not limited to, full compliance with the Occupational Safety Health Act (OSHA). The company goal is to ensure that our operation does not adversely impact the community and the environment.

You are expected to observe and obey safety rules and exercise caution in all you work activities. If you jeopardize your own safety or that of other associates by failing to follow the rules will be subject to disciplinary action. Report immediately any health or safety hazards to your manager. Any accident or injury, no matter how slight, must also be reported immediately. All associates of the company are expected to correct or report unsafe conditions promptly.

A few of the fundamental responsibilities of all associates of The Greer Group, Inc./The Greer Group Staffing, Inc. in this regard include:

1. Exercising maximum care and good judgment at all times to prevent accidents and injuries;
2. Seeking first aid for all injuries, and immediately reporting all injuries to supervisors, regardless of how minor;
3. Reporting unsafe conditions, equipment, or practices to supervisory personnel;
4. Using safety equipment provided by the company at all times;
5. Conscientiously observing all safety rules and regulations at all times;

6. Notifying supervisors before the beginning of the workday of any medication being taken that may cause drowsiness or other side effects that could lead to personal injury or injury to co-workers.

All associates are required to comply with site-specific safety/health rules and regulations. Right-to-Know information is available from on-site client representatives. If additional information is needed, please contact your Greer Client Services Manager.

### **INCIDENT REPORTING PROCEDURES**

The Greer Group, Inc./The Greer Group Staffing, Inc. and our clients make every effort to maintain a work environment that is safe and free of hazards. It is the policy of the company to provide safe working conditions for all associates and to establish the safety regulations necessary to ensure that safe working conditions are maintained. It is also our policy to comply with all federal, state and local safety, health and environmental regulations. This includes, but is not limited to, full compliance with the Occupational Safety Health Act (OSHA). The company goal is to ensure that our operation does not adversely impact the community and the environment. You are expected to observe and obey safety rules and exercise caution in all you work activities. If you jeopardize your own safety or that of other associates by failing to follow the rules will be subject to disciplinary action.

Report immediately any health or safety hazards to your manager. If you are involved in a job related accident or injury, no matter how slight, please let your Supervisor at the company where you are working know immediately and contact your Greer Client Services Manager (if it is during standard business hours). Your Supervisor on the job will contact the Medcor Injury Assessment Line. Greer has provided this medical triage service number to our clients. From this call, the nurse will determine the next steps that need to be taken. If the injury is deemed life threatening, seek emergency treatment immediately. All associates of the company are expected to correct or report unsafe conditions promptly. PLEASE CALL THE GREER GROUP, INC./THE GREER GROUP STAFFING, INC. AT 919-571-0051.

The Greer Group, Inc./The Greer Group Staffing, Inc. encourages all associates to join in a personal commitment to safety and health as a way of life; on and off the job. Our goal is to return you to work as soon as possible. Please make sure you respond to all call and letters you receive. Also, make sure you make all physician appointments that have been set up for you. If you are unable to make them you must tell Greer and the WC adjuster.

**Synergy Coverage Solutions, LLC, our worker's compensation administrator, requires a post-accident drug testing. Therefore, a drug test will be administered following any and all work-related injuries.**

- Associates using forklifts, scissor lifts, or pallet jacks must be trained and competent in the use of this equipment. All equipment brought on site to be used by associates shall be in good working condition. All safety procedures shall be obeyed.
- Associates bringing any hazardous substances (paint, cleaners, glues, etc.) into the facility must have appropriate Material Safety Data Sheets available. If the associate will be exposed to any such substance while working at Greer's clients, there will be a Material Safety Data Sheet available to him/her.
- Protective Equipment: Associates will be issued protective equipment appropriate for their specific job task.
- Noise hazards: Signs should be posted in those areas to warn others of the high noise levels if the level exceeds the OSHA Hearing Protection Standard. Associates shall be provided hearing protection should it be required.

- **Electrical Work:** If electrical work is being done and requires that equipment be locked out to prevent any electrical current from injuring an associate, a Lockout/Tagout program shall be used.
- **Accidents:** Report all accidents, accident conditions, and “near misses” to their Greer Client Services Manager.
- **First Aid:** Associates of The Greer Group, Inc./The Greer Group Staffing, Inc. are to be provided First Aid from Client Safety First Aid cabinets. A First Aider shall be notified to provide this service. Notification will be placed on the form attached to the First Aid cabinet.
- **Safety Signs/Barricades:** Any signs (forklift area, appropriate PPE required, hardhat area, etc.) or barricades required to be posted to keep out of an area shall be obvious to associates. All associates are to stay out of any barricaded area at all times.
- **Environmental Guidelines:** Associates shall observe all company environmental procedures such as waste issues and recycling. All waste shall be disposed of according to all Federal and State regulatory requirements. All recyclable items - cans, glass, plastic, paper, cardboard - shall be placed in the appropriate recycling container.
- **Spills:** All spills shall be reported immediately to supervisor. Client supervisor will instruct associates on the procedure to clean up the spill and dispatch the Spill Team.

**Open Door Policy**

If you have any suggestions or ideas, please tell us about them. We welcome suggestions for improving methods, procedures, and working conditions that may benefit our clients, our associates and our company.

Please send suggestions to: Deborah G. Greer, CPC  
 President  
 The Greer Group, Inc./The Greer Group Staffing, Inc., Inc.  
 3109 Charles B. Root Wynd  
 Raleigh, NC 27612

The Greer Group, Inc./The Greer Group Staffing, Inc. makes every effort to see that its associates are treated with consideration and fairness. Should a conflict arise, it must be brought to the attention of your Greer Client Services Manager to be resolved in a timely manner. If the problem is not resolved or the concern is not addressed, the next step is to communicate with Debbie Greer, President. All concerns and complaints will be fully investigated to ensure that an effective working relationship is maintained.

**TERMINATION OF EMPLOYMENT**

If you are terminated from an assignment of a Greer client you are not to go back on the client’s site or any other client site you may have previously worked for any reason. Greer will obtain any property you may have left at the site.

If you desire to terminate your employment relationship with The Greer Group, Inc./The Greer Group Staffing, Inc. we request that you notify the company at least three (3) days in advance of their intended termination. Such notice should preferably be given in writing to your Greer Client Services Manager. Proper notice generally allows The Greer Group, Inc./The Greer Group Staffing, Inc. sufficient time to calculate all accrued overtime (if applicable) as well as other moneys to which you may be entitled and to include such moneys in your final paycheck. Without proper notice, however, you may have to wait until after the end of the next normal pay period to receive such payments.

As mentioned elsewhere in this handbook, all employment relationships with The Greer Group, Inc./The Greer Group Staffing, Inc. are on an at-will basis. Although The Greer Group, Inc./The Greer Group Staffing, Inc. hopes that our relationships with associates are long-term and mutually rewarding, the company reserves the right to terminate the employment relationship at any time.