



RECRUITING
STAFFING

SAFETY POLICY: OFFICE ENVIRONMENT

MOTUS Staffing believes that all employees have the right to work in the safest environment possible. Accordingly, we ask employees to follow our safety policy, to exercise caution and common sense in the workplace, and to alert their supervisors of any safety hazards. Safety is everyone's concern, and we need the cooperation of every employee to provide a safe workplace.

EMPLOYER'S RESPONSIBILITY

MOTUS Staffing clients are responsible for providing the safest work environment possible for its workers. We take all employee suggestions, complaints, and notifications of hazards seriously, and we will take the proper action immediately.

EMPLOYEE'S RESPONSIBILITY

MOTUS Staffing needs the cooperation of all employees to insure the safest workplace possible. Employees should report any accidents, injuries, and potential hazards to their supervisors immediately. Some hazards to look out for are:

- Blocked fire exits or extinguishers
- Blocked walkways
- Slippery floors or spills
- Frayed electrical wires
- Poorly-lit areas and burnt-out light bulbs
- In addition, we welcome any employee suggestions and comments on how to improve our workplace safety policy. All employees should use caution and common sense and follow our safety rules and regulations when working. Employees found deliberately putting themselves or others at risk with reckless behavior face disciplinary action. If at anytime you have concerns with any aspect of your assignment you should report this immediately to your MOTUS Staffing consultant who will work with you and our client for an acceptable resolution to all parties.

GENERAL SAFETY RULES

- Follow the safety procedures for your job.
- If you are not trained to do a procedure or to use certain equipment, do not attempt the task or use the equipment.
- Request an escort to your means of transportation prior or post assigned hours
- Report any operating failures of key card locks (if assigned) to both your MOTUS Staffing consultant and your direct supervisor at your assignment
- Do not block walkways, doorways, fire exits, fire extinguishers, or fire sprinklers.
- No horseplay allowed.
- Keep your workstation clean.
- Clean up any messes or spills immediately.
- Report any hazards to your supervisor immediately.
- Do not lift heavy loads.



INTERNET, E-MAIL AND TELEPHONE POLICY

PURPOSE OF ACCESS

A MOTUS Staffing client, of whom you are assigned, may provide employees with Internet, E-mail and/or Telephone access for company-related business purposes only. Employees may not use these tools during business hours on company equipment for non-business purposes. **OWNERSHIP:** All e-mail messages created, sent, received, or stored on company e-mail and the information contained therein are the sole property of your assigned MOTUS Staffing client. They are considered to be business records, and may be used in any judicial, administrative, or other proceeding.

PROHIBITED ACTIVITIES

Employees may not participate in the following Internet activities during work hours on company equipment:

- Play games, gamble, or send chain letters
- View, download, send, or receive pornographic materials
- Intentionally damage or interfere with others (hacking, distributing viruses, etc.)
- Distribute or post confidential company information
- Post any material that is discriminatory, offensive, libelous, illegal, harassing, or derogatory
- Engage in other personal activities.
- Use of alcoholic beverages or any illicit drugs or abuse of prescription medications is strictly prohibited.

SUBSTANCE ABUSE POLICY

Motus desires to provide a drug and alcohol free, as well as a healthy and safe work environment to all employees. To promote the goal, Motus reserves the right to administer an oral fluids drug test and/or a urine analysis drug test under the following conditions: 1) any employee, reasonable suspicion; 2) any management or corporate employee, random selection (except in California); and 3) pre-employment and/or pre-promotion for supervisors/management or executive-corporate positions only.

Motus employees are required to work in appropriate mental and physical condition to perform their job in a satisfactory and safe manner. Motus strictly prohibits the possession, transfer, sale, purchase, offering, consumption of or having in the employees system any narcotic, hallucinogen, stimulant, sedative, intoxicating substance, or illegal drug while on Motus's premises, regardless of whether on or off-duty. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job in an effectively and in a safe manner. If there are any potential side effects must be reported to your supervisor prior to use. Any Employee with a medical marijuana card and/or use of methadone **must disclose that use immediately after hire** or upon first use. Employees who fail to notify their supervisor and provide proof of the medical marijuana authorization and/or methadone treatment will be in violation of this policy.

If an investigation occurs as a result of a violation of the substance abuse policy you may be required to participate in a drug test. Any violations of this policy will lead to disciplinary action, up to and including termination, due to misconduct.



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HARASSMENT & DISCRIMINATION

Motus Recruiting expressly prohibits the following unprofessional conduct:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially when:
 - ◆ submission to such conduct is made, either explicitly or implicitly, a term or condition of employment;
 - ◆ submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
 - ◆ Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Offensive comments, jokes, innuendoes, and other sexually oriented statements, or the display of sexually suggestive objects or pictures.

Prohibited behavior that could be considered sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of sexual harassment conduct include:

- ◆ Threats or intimation of sexual relations or sexual contact which is not freely or mutually agreeable to both parties;
- ◆ Continual or repeated comments of a sexual nature including graphic commentaries on the person's body;
- ◆ Sexually suggestive objects or pictures placed in the work area that may embarrass or offend another person(s);
- ◆ Sexually degrading words to describe the person or propositions of a sexual nature;
- ◆ The display or transmission of sexually explicit images sent via e-mail or viewed over the Internet; or
- ◆ Threats or insinuations that a person's employment, wages, promotional opportunities, job or shift assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances.

These examples illustrate inappropriate conduct. The list is not exhaustive and does not limit the conduct Motus Recruiting may prohibit in light of this policy. We extend these same principals to our candidates and clients in their use of our service.



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DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

All employees are responsible for respecting the rights of their co-workers and each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise.

If an employee experiences any job-related harassment based on sex, race, or another status protected by federal, state, or local law, or if an employee believes he or she has been treated in an unlawful, discriminatory manner, he or she should promptly report the incident to his or her immediate supervisor or any member of management with whom you feel comfortable. Employee complaints will be kept confidential as far as reasonably possible, consistent with Motus Recruiting responsibility to investigate the complaint and to take appropriate corrective action. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report the incident immediately to his or her immediate supervisor or any member or management. If Motus Recruiting determines that an employee has violated this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination. In addition, Motus Recruiting prohibits any form of retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation.

Complaint and Appeals Procedure/Open Door Policy

Should you have questions or complaints about your working conditions, company policies and procedures, or your pay or benefits, you are encouraged to follow the chain of command and talk with your direct supervisor/manager.

EMPLOYMENT AGREEMENT

In the event that you, your associates or affiliates are engaged or engage the services of a MOTUS Recruiting and Staffing, LLC employer or former employer (either as a salaried employee or independent contractor) or engage the employer through an employee leasing company or other temporary help agency, MOTUS Recruiting and Staffing, LLC requires a waiting period of one (1) year prior to returning to that client. However, you may return to any employer engaged by MOTUS Recruiting and Staffing, LLC through the services of MOTUS Recruiting and Staffing, LLC only during this one year waiting period. You are therefore restricted from being hired by an employer referred to you by MOTUS Recruiting and Staffing, LLC during a temporary assignment for the period of one (1) year after the last day of any assignment when that employer has been introduced either directly or indirectly as a result of his/her temporary assignment.

DISCIPLINARY ACTION

Employees found violating these policies are subject to disciplinary action, including but not limited to: verbal warning, transfer, suspension, and termination.

We set these policies forth to ensure the highest professional standards. Thank you for the opportunity to work with you; please do not hesitate at anytime if we can be of assistance.



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ATTENDANCE POLICY

- When sick or injured, call or report to both your MOTUS Staffing consultant and your direct supervisor at your assignment.
- Consistent, punctual attendance during your assignment is required.
- When leaving any assignment before the assignment end date, a two weeks notice is required.
- Unexcused absences or failure to report to work will be viewed as a resignation

VACATION POLICY

You will receive the amount of \$200.00 after completing 1500 hours of continuous employment through Motus Recruiting and Staffing, LLC, you can use this amount to take time off if your direct supervisor permits it or to supplement your pay.

HOLIDAY POLICY

You will be paid one days pay on the following holidays after 1200 hours worked:

- Christmas
- New Year's Day
- Thanksgiving
- 4th of July
- Labor Day

RULES OF POLICY:

- Your anniversary date is the date of hire.
- You will receive one week's grace before re-starting your hours worked for Motus Staffing
- You will receive a completion bonus on assignments longer than 6 months in duration



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EMPLOYEE HANDBOOK ACKNOWLEDGMENT

This employee handbook is intended as a general guide to the rules, policies, and procedures of MOTUS Staffing. Please read the handbook, as it will acquaint you with MOTUS Staffing and answer many of your questions. This handbook does not contain all the information you will need as an employee. We will provide any additional information orally and/or in writing. We reserve the right to make changes to the employee handbook without prior notice. This handbook is not a contract of employment. Unless you have a written employment contract with MOTUS Staffing signed by the president of MOTUS Staffing, LLC that states otherwise, you are legally an at-will employee. This means that both you and the Company may terminate our employment relationship at any time, with or without cause or advance notice. Your at-will status can be changed only through a written contract signed by both you and the president of MOTUS Staffing. Any oral statements, promises, or other contracts are hereby deemed invalid.

HAVE YOU EVER BEEN CONVICTED OF A FELONY WITHIN THE LAST 10 YEARS? YES NO
If yes, explain. (Will not necessarily exclude you from consideration)

EMERGENCY CONTACT INFORMATION: In the event of an emergency, I, the undersigned employee, authorize MOTUS Staffing to contact the following person(s):

Name:	Phone (H):
Relationship to Employee:	Phone (W):
Address:	Cell:
	Pager:
Name:	Phone (H):
Relationship to Employee:	Phone (W):
Address:	Cell:
	Pager:

EMPLOYEE STATEMENT: "I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal."

I acknowledge receipt of the Company's employee handout. I understand that it is up to me to read the handout and to familiarize myself with its contents. I have read and understood all of the above information, and I acknowledge my at-will employment status.

_____ Signature _____ Date

Print Name