



Talent Handbook

For Contract & Temporary Employees



*Welcome to the
Hire Dynamics team.*

www.hiredynamics.com

Welcome to the Hire Dynamics Team – Let's work together!

Welcome to Hire Dynamics! We are delighted to have you on our team!

At Hire Dynamics, you're more than just a résumé or skill set – you're an individual. We get to know you as a person – your unique needs, interests and aspirations – and match you with the ideal opportunity. Throughout our time together, we will assist you on a one-on-one basis and look forward to building a strong working partnership. Our commitment is to continually offer you job assignments that provide you with the experience and growth to achieve your personal and professional goals.

We expect our talent to represent Hire Dynamics positively and ask for your commitment to do your very best work on every job assignment. As part of that promise, please review this handbook which provides you with the guidelines and expectations that are essential in becoming a successful Hire Dynamics employee.

We're an award-winning staffing firm for one simple reason – ***we make it a point to understand you and your career goals as your career advocate.*** We look forward to working with you – please let us know if there is anything we can do to help you succeed!

Sincerely,

The Hire Dynamics Team!

Equal Opportunity Employer

Hire Dynamics is an equal opportunity employer and shall consider qualified applicants for all positions without regard to race, color, sex, religion, national origin, age, disability, veteran status, or any other status protected by federal, state or local law.

Your provision of information pursuant to Hire Dynamics' application, screening and pre-employment process does not guarantee that you will be hired or placed in an employment position by Hire Dynamics or that Hire Dynamics has determined whether you are qualified for any position with Hire Dynamics.

Hire Dynamics at a Glance

Hire Dynamics is an industry-leading, award-winning staffing and professional recruitment organization. Since 2001, we've built our company around the concept of loyalty – to our clients, our internal staff, and the talent we place. By doing things the right way and never compromising on our values, we've become a leader in providing great jobs to great people while helping them achieve their career objectives. We continually recruit talented, hardworking professionals in the following areas:

*Contact/Call Center • Administrative • Manufacturing • Warehouse/Logistics • Social Marketing
• Human Resources • Low-level Accounting*

At Hire Dynamics, we're a different kind of company and it shows in everything we do.

- ✓ “#1 Best Staffing Firms to Work For in the U.S.” out of 10,000 (*Staffing Industry Review*)
- ✓ “Best Places to Work” three-years running (*Atlanta Business Chronicle*)
- ✓ “2011 Best of Staffing” voted on by our talent for our impeccable service (*Inavero Research*)
- ✓ “Top 300 Small Businesses of the South” 6th in Atlanta & 29th in the South (*Business to Business*)



APPLICATION DISCLOSURE STATEMENT

I hereby declare that all statements contained in this application are true and correct and understand that false or inaccurate information in the application will be basis declining to offer employment. I hereby authorize Hire Dynamics, LLC to investigate my background inclusive of criminal records and verify this information. I understand that if employed, my employment is at-will, will not be for a fixed period of time and may be terminated by myself or the company at any time. I understand that any change to the at-will nature of my employment must be made in writing, signed by the president or CFO of Hire Dynamics, LLC. I authorize the use and release of the information contained herein and its findings, criminal background and work history of my employment to other firms or persons upon request. I also understand and agree that I may be expected to work on a wide variety of job assignments in the Greater Metropolitan Area and agree to accept assignments for which I am qualified as they become available. I also understand my failure to report to Hire Dynamics, LLC for work will indicate I have quit. I also agree to submit to a drug screen upon request or as specified in Hire Dynamics' substance abuse policy.

DRUG SCREEN AUTHORIZATION AND CONSENT

I hereby authorize and give full permission to Hire Dynamics and/or their medical preferred physician to conduct a drug screen. This screen may include transferring a specimen of my urine and/or blood to a laboratory for screening test for the presence of illegal drugs, alcohol, or prescription medication taken without a prescription.

I understand that the results of any drug screen, or my refusal to fully cooperate and participate in a drug screen, may result in adverse consequences to my employment eligibility.

I understand that Hire Dynamics, LLC reserves the right to conduct random drug screens and any drug screen based upon reasonable suspicion. I also understand that Hire Dynamics will conduct drug screens whenever an on-the-job accident or injury is reported. If I refuse to submit to such drug screens, I understand that I will be subject to discipline, up to and including immediate termination.

ACKNOWLEDGEMENT OF PANEL OF PHYSICIANS

I, _____ (name of employee), understand that if I am injured at work, I am required to report the accident to my supervisor and Hire Dynamics as soon as possible. ____ (initial)

I understand that if I am injured at work, I will need to seek medical care from a physician name on my employer's Panel of Physicians. Seeking treatment at a non-panel physician may make me responsible for the cost of the medical visit.

I know this panel is located in the applicant room of the Hire Dynamics branch offices, and its purpose has been explained to me.

SAFETY POLICY STATEMENT - GENERAL SAFETY RULES WORKERS' COMPENSATION FRAUD

I understand that Hire Dynamics, LLC is committed to safety and that as an employee I will abide by these safety rules.

I understand that I am covered for work-related injuries or illnesses by Workers' Compensation. I will report any injury to Hire Dynamics and my immediate supervisor as soon as an incident occurs; I will obtain a medical treatment authorization slip or verbal authorization from Hire Dynamics before reporting to the doctor or clinic for medical attention. I agree to obtain first aid for every injury, no matter how slight.

I understand that if I am injured at work and wish to seek medical treatment that I must choose a physician on my employer's Panel of Physicians. Seeking treatment at a non-panel physician may make me responsible for the cost of the medical visit.

I understand that the Panel of Physician's is located in the applicant room of the Hire Dynamics branch offices, and its purpose has been explained to me.

I understand that there is a return-to-work program, which will attempt to provide light duty work as soon as medically possible. Under the program, I will return to work, observing the limitations as specified by the doctor, and usually receive full pay. I understand that if I refuse a light duty assignment, I may be denied temporary disability payments.

I understand that I am entitled to Workers' Compensation if I am legitimately injured on the job. I also understand that anyone who knowingly makes a false statement to obtain or support a claim for Workers' Compensation benefits is guilty of criminal fraud.

I understand that Hire Dynamics, LLC is not responsible for injuries sustained during lunches or breaks as a result of horseplay, etc.

General Safety Rules:

Hire Dynamics, LLC has developed these additional safety rules patterned after the Federal OSHA requirements. Read and become familiar with these rules, and other safety rules that apply to your job.

- Report any observed unsafe conditions to your employer and supervisor
- Horseplay is prohibited at all times
- The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work, and may face termination.
- If you do not have current first aid training, do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
- Appropriate clothing and footwear must be worn on the job at all times.
- You should not perform any tasks unless you are trained to do so and are aware of the hazards associated with the task.
- You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, maintained in good condition, and worn when required.
- Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.
- Never remove or by-pass safety devices.
- Do not approach operating machinery from the blind side; let the operator see you.
- Learn where fire extinguishers and first aid kits are located.
- Maintain a general condition of good housekeeping in all work areas at all times.
- It is not common practice for Hire Dynamics' employees to operate motor vehicles. Only employees with prior written approval will be able to operate vehicles.
- Be alert to hazards that could affect you and your co-employees
- Obey Safety signs and identification tags
- Always perform your assigned task in a safe and proper manner; do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is the leading cause of employee injury.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

Hire Dynamics supports and is committed to the principle of equal employment opportunity. It is our policy to recruit, hire, train, promote, and compensate individuals, and to administer any and all personnel actions, in accordance with applicable laws, without regard to race, color, religion, age, sex, national origin, status as a current or former member of the uniformed services, status as a qualified individual with a disability, and any other category protected by law. Hire Dynamics will not tolerate any unlawful discrimination, and any such conduct is prohibited. Hire Dynamics will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to VIR or present other significant operational problems.

Hire Dynamics also prohibits any harassment based on the legally protected categories set forth above. Harassment is verbal or physical conduct that degrades or shows hostility or aversion towards an individual because of these protected attributes, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment as defined by law or (2) has the purpose or effect of unreasonably interfering with an individual's work performance or (3) otherwise adversely affects an individual's employment opportunities. All employees, regardless of position or title, will be subject to discipline, up to and including immediate termination, should Hire Dynamics determine that an employee has engaged in unlawful discrimination or harassment.

It is each employee's responsibility to make Hire Dynamics aware of any discriminatory or harassing conduct he or she experiences or witnesses. Every employee shall report each and every incident of sexual or other unlawful harassment or discrimination promptly and, where practical, **in writing** to one of the persons designated on the Contact List below. Hire Dynamics is committed to providing a work environment in which employees may make such reports and complaints about alleged discrimination or other problems, including harassment, without fear of retaliation. Hire Dynamics strictly prohibits adverse action against any employee because he or she has opposed, reported, or complained about any unlawful employment practices, provided such opposition, report or complaint is made in good faith. All employees, regardless of position or title, will be subject to discipline, up to and including immediate termination, should Hire Dynamics determine that an employee has engaged in unlawful retaliation.

Any employee witnessing or experiencing an incident of discrimination, harassment or retaliation shall promptly report the matter to one of the persons listed on the Contact List below. Employees can raise concerns and make reports without fear of reprisal or retribution. All reports of retaliation will be maintained in confidence to the extent practicable. Hire Dynamics will promptly conduct a thorough and unbiased investigation of all reports.

CONTACT LIST

CONTACT	TITLE	TELEPHONE NUMBER	E-MAIL
Andi Haynes	Risk Manager	(678) 482-8041	ahaynes@hiredynamics.com
Monica Murphy	Field Operations Manager	(678) 482-8041	mmurphy@hiredynamics.com

HIRE DYNAMICS WORK ASSOCIATE AGREEMENT

If I successfully complete Hire Dynamics' assessment program and am accepted for employment, every effort will be made by Hire Dynamics to make such employment a pleasant and profitable experience. Because I take pride in my work and performance, I may be chosen to represent Hire Dynamics on various staffing assignments. In return, I agree to the following employment conditions:

Interviews/Orientation

- You may be asked on a voluntary basis to interview on an unpaid basis with one or more of our clients for prospective assignments.
- Job assignments may be varying in timing and length of assignment which may lead to gaps in assignments.
- You will only earn wages when you perform actual work on assignments.

Payroll Procedures

- For hours worked each week, time must be approved by an associate's immediate supervisor and forwarded to the Hire Dynamics Branch Office where the associate registered by **Monday, 12:00 noon** of the following week.
- Payroll checks (for the previous weeks' time) will be made available every **Friday**.

Background Check

- I understand that I voluntarily agree that Hire Dynamics may deduct \$35 annually to obtain my background check.
- I understand that I am required to self-disclose post employment criminal convictions within three business days of the conviction to Hire Dynamics. Failure to do so may result in loss of work and effect unemployment benefits.

Call In Procedures

- If an associate's assignment ends, the associate must contact the Branch Office where he/she registered for additional work on a weekly basis. If the associate fails to contact Hire Dynamics or refuses an assignment, the associate will be considered to have left work voluntarily without cause and unemployment benefits may be denied.

Injury/Incident

- If an associate is injured on the job, his/her supervisor at the work site must be notified immediately.
- The Hire Dynamics Branch Office where the associate registered must also be contacted.
- A Hire Dynamics representative will review Incident/Injury Report and Witness Statement which must be completed by the injured associate, the associate's supervisor and a related witness.
- The injured associate must visit a medical clinic approved by Hire Dynamics' workers' compensation insurance carrier (which are posted in the Branch Office). A Hire Dynamics representative will contact such clinic to notify the physician of the associate's arrival.
- A post-injury drug test will be performed at the medical clinic even if no medical attention is required. Failing to pass the drug test will result termination from Hire Dynamics and more than likely result in denial of a workers' compensation claim.
- Documentation of the injured associate's clinic visit must be forwarded to the Branch Office where he/she is registered.
- If the injured associate is assigned to modified/light duty and there is none available at a client work site, the associate must report to the Branch Office where he/she registered for modified duty in order to receive pay.

Vacation Pay

- An associate is entitled to 40 hours of vacation pay for every 1,900 regular hours worked during a one-year period from the date of his/her first paycheck. The 1,900-hour requirement starts over from zero hours at each anniversary date.

Tardiness/Absenteeism

- Punctuality at an associate's worksite is expected. If an associate believes he or she will be late or absent, the associate must contact the Hire Dynamics Branch Office where he/she registered and his/her work site supervisor prior to scheduled start time. Failure to do so may result in loss of work and effect unemployment benefits.

For any associate who does not show up for work without notifying Hire Dynamics branch office or walks off the job prior to the end of the shift, **minimum wage of government, federal, or state, whichever is higher, per hour will apply for all time due.**

_____ (initial) _____ (date) Initial and date to signify that you have read and understand the previous paragraph.

I have carefully read and agreed to all of the above conditions of employment. Further, I have received a copy of this agreement and understand that the Talent handbook is available on-line at <http://www.hiredynamics.com/resource-center/document-center.php>.

Employee Signature/Date

Witness Signature/Date

