



Welcome to Advance (Advance Temporary Services, Inc., dba Advance Service Company and Advance Staffing Solutions). We are proud to have you join our company. This company desires that its employees shall, at all times, work under the most advantageous circumstances possible, and is untiring in its efforts to maintain safe and productive work environments for all Advance employees.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Advance's policy is to select, place, train and promote the best-qualified employees and applicants. These decisions are based upon the following relevant factors: work quality, experience, education, training and attitude. This is done in order to provide equal opportunity for all applicants and employees in compliance with applicable local, state and federal laws and without regard to non-work related factors such as race, gender, religion, national origin, citizenship, or physical or mental disability or perception thereof, marital status or status as a veteran.

AMERICAN WITH DISABILITIES ACT (ADA) POLICY

The ADA prohibits employers from discriminating against any qualified individual with a disability with regard to application, hiring, training, promotion, termination, compensation, and all other terms, conditions, or privileges of employment. It is the policy of Advance to comply with the ADA in its entirety.

FAMILY AND MEDICAL LEAVE ACT POLICY

In accordance with the Family and Medical Leave Act of 1993, Advance has established a policy that will allow up to twelve (12) weeks of unpaid leave in a 12-month period, rolling from the date the leave starts. It is the policy of Advance to adhere to the FMLA in its entirety. Please call our office if you believe an issue under this policy may arise.

RULES AGAINST HARASSMENT

All employees have the right to work in an environment free from any form of discrimination or harassment, including sexual discrimination or harassment. Sexual harassment is a form of employee misconduct, which undermines the integrity of the employment relationship. Therefore, Advance strictly prohibits any offensive conduct of a sexual nature.

ADVANCE TEMPORARY SERVICES, INC.
ALCOHOL & DRUG POLICY

Employees are expected and required to report to work on time and alcohol and drug-free. It is our intent and obligation to provide a healthy, safe and drug-free work environment.

Advance prohibits the workplace sale or purchase, or attempted sale or purchase of narcotics, drugs, and alcohol or any illegal or controlled substances and their possession and/or use.

Advance prohibits the consumption of any drug or alcoholic substance on any of its premises or at any of its facilities. Advance also prohibits any employee from presenting him/herself for work at any time with the presence of any drug or alcoholic substance in the employee's system. Advance has a **ZERO TOLERANCE POLICY** for drugs and/or alcohol. Any employee who tests positive for drugs or alcohol will be immediately terminated.

PERSONAL INFORMATION

Changes may occur with your address, telephone number, marital status, number of dependents, names of emergency contacts, etc. These changes may have bearing on your benefit programs, social security, state and federal taxes and your employment records. Therefore, it is important to keep this information accurate and current with your Advance branch.

GENERAL SAFETY RULES

Every year there are approximately 2 million lost time injuries in America. We consider safety as our most important job requirement and the responsibility of every employee no matter what their position or duties.

As an employee of ADVANCE, you are bound by both the work and safety rules of the employer on whose job site you are working, and ADVANCE.

PAYMENT OF WAGES

Wages are paid weekly; all pay is received on Friday. Your deductions will be itemized on your payroll stub.

Advance offers either direct deposit or pay cards as payment for employee wages. Please see an Advance Coordinator to enroll or for additional information.

WORK RULES

In order to provide the best possible service to our clients, the enforcement of some basic work rules is necessary.

Make yourself aware of work rules and company policies pertaining to your job assignment.

ADVANCE RESERVES THE RIGHT TO:

- ✦ SKIP STEPS OF THE WARNING PROCEDURE IF THE VIOLATION OF ANY RULE OR REGULATION IS DEEMED SEVERE;
- ✦ ALTER THE PROGRESSIVE DISCIPLINARY PROCEDURE DEPENDING ON CIRCUMSTANCES.

PROGRESSIVE DISCIPLINARY PROCEDURE:

First Notice:	Written Warning
Second Notice:	Final Written Warning
Third Notice:	Termination

EMPLOYEE OBLIGATIONS

Once your application is processed, we will call you as jobs come in for which you are qualified. You will be given a job description, length of assignment, rate of pay, and as much information as is available.

Please remember, while you are working for ADVANCE, we are your LEGAL EMPLOYER.

