

BP STAFFING INC.  
TRADING AS  
BERNARD  
PERSONNEL

EMPLOYEE  
HANDBOOK

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## **WELCOME**

Thank you for joining Bernard Personnel. We are proud to make you a member. Established in 1964 by Al Bernard, we have grown over the years into a well-respected staffing company. It is people like you who have kept us growing. As a Bernard Temporary employee, you will find a variety of exciting new challenges from the many assignments you will be given.

THIS IS NOT AN EMPLOYMENT CONTRACT. This Handbook is issued for the guidance and benefit of employees and may be changed from time to time as the company deems necessary. If you have any questions about company policies, please let us know since many of the policies in this Handbook have been suggested by your co-workers.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Our company is committed to the principles of equal employment opportunity. All employment decisions are based on individual qualifications and circumstances and are made without regard to race, color, creed, sex, marital status, national origin, age, handicap or religious belief.

## **HEALTH AND SAFETY**

Safety on the job is everyone's responsibility. When you are assigned to a customer's worksite, you are required to find out what the safety and operational rules are, and to follow them exactly as instructed by the client's safety department.

You will be informed beforehand if an assignment requires personal safety equipment (such as steel-toed shoes, safety glasses, etc.). Do not report for an assignment without the required equipment. All safety equipment provided by the customer must be returned when the assignment is over.

Any safety equipment that must be replaced due to employee loss or negligence will be their responsibility. i.e. They will be responsible for the replacement cost.

## ATTENDANCE

Employees are expected to avoid unnecessary absences from work and to arrive at work on time. If you have to be absent due to sickness or for some other important reason, you must notify your supervisor and your counselor at Bernard Personnel as early as possible as – **never** later than the start of your work shift. If it is impossible for you to call personally, have a relative, friend or other individual call for you. Frequent absences, which work a hardship on fellow employees, will lead to discipline. Likewise, habitual lateness will result in disciplinary action. Please call 302-999-7213 if you will be late to work or are calling off work.

## **DRUG AND ALCOHOL ABUSE CONTROL POLICY**

The use of illegal drugs is not only a crime it affects an individual's health and diminishes job performance. For the welfare of all employees and to ensure the highest level of safety a strong policy has been established.

Unauthorized use, possession, sale or distribution of drugs or alcohol or related paraphernalia on customer property, or being at work in an unfit condition will result in immediate suspension pending consideration or further disciplinary action, including discharge.

"Drugs" are defined as illegal drugs, controlled substances, cannabinoids, narcotics, depressants, deleriants, stimulants, designed drugs, synthetics, look-alikes, and other controlled substances or

medications other than those sold on a non-prescription basis or those prescribed to the employee by a duly licensed physician.

“Related paraphernalia” includes objects used to manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce a drug to the human body.

“Alcohol” means any kind of beverage containing alcohol, including beer, wine or spirits.

Any person accepting employment at Bernard Personnel Consultants will be subject to drug testing before employment begins.

Any employee already employed who is reasonably suspected of being at a customer location in an unfit condition may be asked to take a drug or alcohol test. If the drug or alcohol test indicates that the employee has used drugs or alcohol, or if the employee refuses to fully cooperate with testing, his or her employment may be terminated.

When you accept or continue your employment with Bernard Personnel Consultants, you will be presumed to consent to reasonable searches of your clothing and personal effects when that is required by a customer.



## **SEXUAL HARASSMENT**

Sexual harassment is defined as conduct of a sexual nature, verbal or physical, when such conduct (1) is made a condition of employment, (2) is used as the basis of employment decisions such as hiring, salary increases, promotions, or termination, or (3) interferes unreasonably with an individual's work performance or creates a hostile, intimidating or offensive work environment.

Any employee found guilty of sexual harassment as defined will be dismissed from their job.

Employees who witness or experience sexual harassment should contact the customer's representative or their Bernard Personnel Counselor to have this problem resolved quickly.

### **SOLICITATION OF OTHER EMPLOYEES AND DISTRIBUTION OF LITERATURE**

Solicitation is the request by one employee that another employee purchase products (Tupperware, Girl Scout Cookies, etc.) join organizations (churches, clubs, other organizations) or financially support various causes. Distribution of literature is the handing out or leaving in common areas of pamphlets, tracts, brochures, flyers, etc.

Solicitation and distribution of literature by non-employees on company or the customer's property is strictly prohibited.

Solicitation by employees on company or the customer's property is prohibited when the person soliciting or the person being solicited is on working time; in other words the time employees are expected to be working. This does not include rest, meal or other authorized breaks.

Distribution of literature by employees on the company's or the customer's property in non-working areas during working time as defined above is prohibited. Distribution of literature by employees on company property in working areas is prohibited.

### **USE OF PERSONAL ELECTRONIC DEVICES ON THE JOB**

Use of personal communication devices; such as cell phones, smart phones and tablets, while on assignment at a customer site can be grounds for termination due to safety reasons. The exception to this is if you are on break time or lunch time.

**CERTIFYING ELIGIBILITY UNDER THE IMMIGRATION REFORM AND**  
**CONTROL ACT OF 1986 AND THE ILLEGAL IMMIGRATION REFORM AND**  
**IMMIGRANT RESPONSIBILITY ACT OF 1996**

The Immigration Reform and Control Act of 1986 and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 require that all employers obtain documentation of an individual's eligibility for employment in the United States. Documentation acceptable by the Immigration and Naturalization Service (FORM I9) are listed on the attached I-9 form. To insure compliance with the Acts, please provide us with original copies of your documentation.

**INCLEMENT WEATHER (SNOW, ETC.)**

You are responsible to find out whether or not the worksite to which you are assigned is working or not when bad weather happens or is threatened. A number of local radio stations in the

Wilmington broadcast this information. You must plan ahead for additional travel time to make your assignment on time if there is work available but the weather is not good.

### **WORK-RELATED INJURIES**

Employees must report all work-related injuries no matter how small within 24 hours of their occurrence to the customer representative and to their Bernard Personnel Counselor. This is required because small injuries can become big problems, and it is important that employees receive prompt and effective medical attention for anything that may happen on the job.

**FEDERAL, STATE AND LOCAL INCOME TAXES**

When you sign up for work with Bernard Personnel Consultants, Incorporated, you will be required to fill out a withholding form for various income tax purposes. All employees are required to fill this out before they can be assigned to any customer location. You are responsible to keep you Bernard Personnel Counselor informed of any and all changes in your withholding or other personal status.

## **RULES OF CONDUCT**



Commission of any of the following offenses will result in discipline up to and including discharge. The following list is included for illustration only and is not intended to be an exclusive statement of grounds for discipline or discharge. Any customer rules apply to your conduct while you are at their worksite.

1. Possession of firearms or other weapons on Company or Customer's premises.
2. Use of any other employee's time card or allowing another employee to use the employee's time card.
3. Failure to comply with the safety regulations.
4. Fighting or other disorderly conduct on Company or the Customer's premises.
5. Stealing of or unauthorized use of the Customer's tools, equipment or property.
6. Insubordination, including failure to comply with a supervisor's instructions and work assignments.
7. Dishonesty, including falsification of employment application or other Company or the Customer's documents.
8. Loafing or sleeping on the job.
9. Gambling on Company or the Customer's premises.
10. Excessive absences or tardiness.
11. Commission of a crime or other conduct which damages the image or reputation of the Company or the Customer.
12. Possession of drugs or alcohol.

### **Communication Responsibilities**

Please contact us at 302-999-7213 if your phone number or email has changed. If your assignment ends it is your responsibility to call us on a weekly basis to check in for other assignments that are available.