



Employee Orientation Guide

Thank you for choosing Teleworld Staffing Inc. We look forward to working with you.

Visit our website at: www.teleworldstaffing.com

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**This Employee Handbook is for
informational purposes only.**

**The contents of this manual are not intended to
create a contract between Teleworld Staffing
Inc. and any or all of its employees. This
handbook is for providing information about
Teleworld Staffing Inc. and its policies.**

**Teleworld Staffing Inc. reserves the right to
modify, revoke, suspend, terminate, or change
any plans, policies, or procedures in whole or in
part, at any time with or without notice.**

**Nothing in this handbook is intended to create
any type of contract or guarantee of continued
employment. Your employment with Teleworld
Staffing Inc. is at will and may be discontinued
with or without reason, with or without
advanced notice.**

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Teleworld Staffing Inc.... The Right Choice

Teleworld Staffing Inc. makes a strong commitment to the people who work with us. We will get to know you on a personal and professional level.

Teleworld Staffing Inc. provides challenging assignments of varying skill levels. You can often select from a number of positions, which could be temporary, contract to hire or direct hire placement positions. We employ personnel to work long and short-term assignments for our clients. Our assignments may last a few days, a few weeks, months or even years. When an assignment is completed you can request another one immediately or take time off between job assignments. The flexibility to choose which assignments you accept is one of the benefits of being a Teleworld Staffing Inc.' employee. Whatever your career goals, you can count on Teleworld Staffing Inc. to help you achieve them. We want you to succeed.

We are constantly receiving new job assignments from our client companies. If your qualifications and skills match these positions, your Consultant will contact you regarding the specifics of the assignments. They will provide you with information about the company, location, directions, office hours, job descriptions and other factors relating to the job and the client. Your pay rate will depend on the requirements of the job assignment and the qualifications that are requested by the client company. You can then make the decision to accept or decline the position.

Benefits of Working with Teleworld Staffing Inc.

- Our service is free to you
- All charges are paid by our client
- Assignments available locally or nationally
- Competitive wage rates
- Holiday Pay
- Vacation Pay
- Referral Bonus
- Christmas Club
- Weekly Paychecks
- Direct Deposit

What Teleworld Staffing Inc. Expects from You in Order to be Successful on the Job...

Teleworld Staffing Inc. guarantees its clients the high quality of service they deserve. Our staff is dedicated to referring employees who are also committed to our high standards of professionalism and excellence.

When you are hired as one of our employees and sent on an assignment, it is because we feel you are the best person available for the job.

We believe your skills and capabilities will benefit our client. When you are working at one of our client companies, you are representing Teleworld Staffing Inc. and the client companies where you will be working.

By following the simple guidelines below, you will help us maintain and build our reputation in

the community and in turn, you will be remembered as the employee that our clients request for future assignments.

- ***Keep your commitment and be on time and dependable.***

Always show up for the assignment and observe our client's business hours, and be on time. If at any time you are unable to work, call your Teleworld Consultant at least one hour prior to the scheduled starting time of the assigned workday and explain your circumstances. If it is after hours, please call and leave a message on our voice mail:

Voice Mail – 713-206-0514

- ***Never walk off the job assignment without first contacting your Consultant.*** If there is a problem, your Consultant can normally respond to it over the phone.
- ***Notify us whenever your personal status changes,*** such as your name, address, telephone number, pager number, dependents status, work status or persons to notify in case of emergency.
- ***Never drive any vehicle while on an assignment.*** It is specifically prohibited without proof of insurance and permission from our company. If you are asked to drive any type of company vehicles or equipment while on the assignment, please contact your Consultant immediately.
- ***Please provide your Consultant with a doctor's excuse for absences due to illness after absences of three consecutive days or more.***
- ***Maintain confidentiality.*** Do not discuss confidential information about the company where you are assigned. Also, never discuss your pay with any other Teleworld Staffing employee or employee of our client.

Contact your Teleworld Consultant if any of the following situations occur:

- ***If you are asked to work overtime.*** It is the only way to make sure you receive the overtime rate for those hours worked.
- ***If you are unable to go to work because of an illness or emergency.***
- ***If you have any questions regarding your timecard or paycheck.***
- ***If you have improved or gained new skills.*** We want to make sure we update your employee file and add your new skills.
- ***If you are offered a direct hire job while on assignment.***
- ***If you are doing work that is different from the job description your Consultant gave you,*** or the working environment is unsafe.
- ***If you find out that your job assignment is coming to an end.*** We want to make sure we find another job for you.
- ***If you have friends, relatives, or know anyone else who would like to work for Teleworld Staffing Inc..*** We are always looking for qualified people like you and you will receive a referral bonus after they have worked 40 hours on an assignment.

- *If you are injured on the job.*
- *If you are unable to go to work.*

We make it easy for you to get in touch with us

Availability Line

You can contact us to report your availability 24 hours a day, 7 days a week. ***Please call in your availability once a week and if you are currently on an assignment you must call in available as soon as you complete an assignment and every week thereafter. Failure to call in available will affect your unemployment.*** When calling in your availability, please leave your name, skills, telephone or pager number and when you are available to work. Please spell your name so we can write it down correctly. All offices have a voice mail system so you can always contact them before or after normal business hours and leave your availability information.

Tips for a Successful Career with Teleworld Staffing Inc....

Your success as a Teleworld Staffing Inc.' employee depends on your performance on each assignment. We have compiled some suggestions for making each assignment a success:

- ***Arrive at your assignment on time,*** or a few minutes early. In case of emergency, contact your Consultant immediately.
- ***Wear proper attire.*** Your Consultant will inform you of each client's dress code and will be happy to provide suggestions on dress code if you would like.
- ***Introduce yourself to the person to whom you are reporting.*** Employers remember the employees that are star performers and will request you back when they have other assignments.
- ***Be adaptable and flexible.*** Do your best to adjust to the routines of each client company and establish good relationships with everyone at our client company.
- ***Ask questions concerning the work you are to do.*** Ask how to properly answer the telephone, important names to remember, when and where you are to eat lunch, take breaks, etc.
- ***Exercise good judgment when using all office equipment.*** Don't leave equipment running unless appropriate. If you don't know how to operate a piece of equipment, ask for help before attempting to use it.
- ***Show initiative.*** When you complete your work, notify your supervisor and ask if there is anything else that you can do.
- ***Don't read newspapers or magazines,*** make personal phone calls, search the Internet for personal reasons, or take other employees away from their work.
- ***Avoid making personal phone calls and receiving e-mail messages and pages while on assignment.*** Turn your cell phone off while on assignment. Leave our office phone number as your emergency number, should someone need to contact you.

- **Cell phones with cameras** – It is our policy to ban the use of all picture taking and video taping without management’s prior approval and consent. This includes, but is not limited to the use of camera phones, digital cameras and video cameras. At no time should a cell phone be taken into areas where employees have an expectation of privacy such as restrooms. Employees who violate the policy will be subject to immediate disciplinary action and/or termination of employment.
- **Instant Messaging** – Instant messaging should not be used unless the client has provided Teleworld Staffing Inc. with written permission for it to be used.
- **Be discreet and keep confidential information to yourself.**
- **Have a good attitude.** Be enthusiastic and smile. Remember outlook determines outcome, and attitude determines action.
- **Leave a good impression.** Make sure your work area is neat and organized before you leave the assignment. Leave a thank you note to ensure you will be requested back for further assignments.

Our Client's Cost

Our clients are charged an hourly rate that is more than your hourly pay rate. The amount we bill our clients includes the additional costs of recruiting and selecting employees, employer contributions for Social Security, unemployment taxes and Worker's Compensation, insurance, and profit.

Your Success

We hope that doing a good job is important to you. Because you are an employee of Teleworld Staffing Inc., you are important to us and we want to make sure you receive feedback on each assignment. We ask our clients to evaluate your performance on a regular basis.

Your feedback after an assignment is very important to us too. We hope that you will share information with our Consultants so that we can continue to provide superior service to our clients and employees.

Dress Code

Your appearance should be neat and professional. Dress appropriately for the position to which you are assigned. If you have questions regarding the proper dress, please discuss with your Consultant. They will communicate the proper attire for every job assignment.

No shorts, tank tops, or open toe shoes are allowed. Nothing obscene or even questionable should be printed on shirts that you wear on the job assignment. Your Consultant will also inform you as to the proper safety equipment needed for each job assignment.

Safety Equipment: Some of our jobs may require you to wear personal protective equipment. This usually includes steel toe boots, hard hats, back belts and safety glasses. If the job requires steel toe boots, you will be expected to wear these on the job site. If you are in need of a hard hat or safety glasses, we will be happy to rent this equipment to you for a small fee. Please contact a Consultant for more information.

Client Confidentiality

Employee shall safeguard all classified or proprietary information entrusted to his/her care and adhere to all of Client's standard security practices, observe established hours, properly record time worked and recognize and comply with assigned supervision.

Client's Property

Employee shall remove no property not belonging to the Employee from the Client's premises except with the specific written authority of the Client. In the event such property is removed, it shall be returned in a timely manner, and, at the end of Employee's assignment, he/she shall promptly return all documents, books and records, keys or any other personal property belonging to the Client in Employee's possession or subject to Employee's control and Employee shall keep no copies thereof without the specific written approval of the Client.

Trade Secret/Confidential Information/Patent Agreement

The employee recognizes and agrees that from time to time certain confidential information will be made available to the employee by the company or by the company's clients to assist the employee in his job. Employee recognizes and agrees that such confidential information which has been compiled, created, and maintained by special effort and expense of the company or by the company's clients and which is not generally available to the trade or public at large is a trade secret and agrees that such information disclosed to the employee remains at all time the property of the company and/or the company's clients and further, the employee agrees that such information shall not be divulged by the employee wither during his employment or after the termination thereof and in the event that the employee's employment is terminated for any reason whatsoever. The employee shall upon termination deliver immediately to the company's representative, all company information including advertising materials, marketing plans and information ledgers, and copies and memoranda thereof, supplies, equipment, checks, petty cash, credit cards, etc., and all other materials and records of any kind that may be in the employees hands as it pertains to the company and/or the company's clients. The employee shall promptly disclose to the company any inventions or improvements that are applicable to the technical information or data provided by the company's clients provided such inventions or improvements are based upon concepts that occur during the period of the contract assignment or while preparing for the assignment and ending on the first anniversary thereof. All inventions or improvements will be given to the company.

Commitment To Complete Your Job Assignment

If you accept a job assignment, you are expected to make the commitment to work on that assignment until our client has indicated the assignment has been completed. You are expected to report to work on time and be punctual and dependable every day.

Please do not allow anything to interfere with the work schedule that you have agreed to prior to accepting the job assignment.

Please contact your Consultant if you have doctor appointments, dentist appointments, court dates, death in the family, vacations, etc. If you have knowledge of these appointments prior to accepting the job assignment please let us know.

It is important that you know that conflicts are grounds for termination of employment unless:

- They are made known to Teleworld Staffing at the time you accept the assignment.
- You provide at least 48 hours notice so arrangements can be made with the customer.
- The conflict is totally beyond your control such as a catastrophic event or some unexpected emergency.

A very valuable and important contribution by all Teleworld Staffing employees is sharing in our commitment to provide excellent service to all our client companies.

If you are currently working on a job assignment and you cannot complete the assignment, you must provide us with two-week notice (10 working days) of this fact.

Pre-placement Screening

At times you may be requested to submit to pre-placement testing or training for an assignment at a particular job site where it is required by our client's company policy. This would include but not be limited to drug and/or alcohol test, respirator fit test, specific safety training, etc...**In the event that you fail to complete your assignment after you have committed to the job that you have accepted, the applicable fees for any pre-screening testing or training that you took for the job assignment will be deducted from your final paycheck.**

Termination of Employment

Grounds for termination include, but are not limited to:

- Walking off an assignment without notification to our office.
- When you have been removed from the job assignment, **do not report back to the client company.**
- Verifiable and sustained poor performance evaluations from our client company.
- No show/no call on a job assignment or job interview. If you cannot show up for a job assignment, please call us to let your Consultant know your situation. Do not contact the office and leave a voice mail message if it is after hours.
- Removal of a client employee's, Teleworld Staffing or Teleworld Staffing employee's property without authorization.
- Excessive personal telephone calls or charges to our client's telephone.

- Tardiness or absenteeism.
- Failure to contact Teleworld Staffing Inc. with availability (this is considered voluntary termination). Failure to call in available and to remain in contact with Teleworld Staffing Inc. may result in the Texas Workforce Commission denying your unemployment benefits.
- Failure to follow Teleworld Staffing Inc. general policies and procedures as outlined in this orientation guide and discussed during the application and interview process.

Contract to Hire

Many of our client companies will hire an individual on a contract to hire basis. These positions could lead to regular employment. Your job assignment actually becomes a working interview. You are eligible for regular or full-time employment with the client you are presently on assignment with, once you have completed 1040 hours on that assignment. You have the opportunity to interview our client company during the work period as well as our client company reviewing your performance, attitude and qualifications. So put your best foot forward!

Equal Employment Opportunity

It is the policy of Teleworld Staffing Inc. to be fair and impartial in all its relations with employees and applicants without regard to race, color, religion, sex, age, marital status, veteran status, national origin or national ancestry. Teleworld Staffing Inc. also conforms to all applicable federal regulations and guidelines guaranteeing equal employment opportunity for qualified handicapped individuals, be based solely on qualifications to further the principle of Equal Employment Opportunity. Employment decisions, subject to the legitimate business requirements of Teleworld Staffing Inc. and our client companies, are based solely on the individual's qualifications, merit and performance.

YOUR EMPLOYMENT WITH TELEWORLD STAFFING SERVICES:

Teleworld Staffing Services only employs candidates that can show proof of eligibility to work in the United States. Teleworld Staffing utilizes the E-Verify Program and the Social Security Number Verification Service to insure the candidates we hire are authorized to work in the USA.

Teleworld Staffing requests all employees contact their staffing consultant in the event they believe the employer we have assigned you to is utilizing employees that are not authorized to work in the United States. Employees of Teleworld can also call the US Immigration and Customs Enforcement Division to report suspicious hiring of employees in the USA. **The US Immigration and Customs Enforcement Tips line is: (1-866-DHS-2-ICE). 1-800-347-2423**

Weapons Policy

All applicants, prospective employees, and/or employees of Teleworld Staffing Inc. are prohibited from using or possessing weapons of any kind, concealed or otherwise, at any time while on the premises of Teleworld Staffing Inc. and/or while engaged in conducting business on behalf of Teleworld Staffing Inc. while on a job assignment. This would include firearms, explosives and any other weapons, regardless of your authority to carry a concealed weapon.

This policy also applies at all times when employees are engaged in conducting business on behalf of Teleworld Staffing Inc. whether such employees are on or off the premises of Teleworld Staffing Inc. or that of a client/customer. The company reserves the right to conduct searches to verify you are in compliance with this policy.

Harassment Policy

Teleworld Staffing Inc. is committed to providing a work environment that promotes mutual employee respect. All employees are expected to insure a work environment free of intimidation and harassment.

Abuse of the dignity of anyone through ethnic, racist, or sexist slurs or through other derogatory or objectionable conduct is considered offensive employee behavior. Our company specifically prohibits any form of harassment by or towards employees, contractors, suppliers, customers and/or client representatives.

Any employee who violates this policy will be subject to disciplinary action up to and including termination. Any allegation of harassment is to be brought to the immediate attention of your Consultant.

Substance Abuse Policy

Teleworld Staffing Inc. supports a drug free workplace. Being under the influence of a drug or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. The use of drugs has been proven to be a significant cause of on-the-job injuries and production loss.

Teleworld Staffing Inc. has adopted the following position as the basis of our substance abuse policy. The sale, abuse or presence in the body or reporting to work under the influence, distribution, transportation, promotion or sale of illegal or unauthorized drugs, controlled substances or alcohol is strictly prohibited from all company and client company premises or while on company business and/or during work hours.

During your employment at Teleworld Staffing Inc. you may be subject to a drug and/or alcohol test at any time. We conduct pre-placement drug and alcohol tests for our client companies where it is a pre-requisite for a job assignment and we test employees involved in an on-the-job accident or "near miss" incident. Employees may also be subjected to random, reasonable cause, specific or periodic drug and/or alcohol test. A positive test or failure to submit to testing is grounds for termination from Teleworld Staffing Inc. and your unemployment claim will be denied.

A complete and detailed copy of Teleworld Staffing Inc.' substance abuse policy is made available to all employees at the time of application. If you have any questions or need a copy of the policy please contact your Consultant.

Accident/Injury Reporting

Your health and safety is very important to us. Any work related incident involving injury or illness and/or property damage must be reported to your Consultant immediately regardless of how minor you think the injury is. This includes incidents referred to as "near misses" where an injury or property damage did not occur. Failure to report an on-the-job injury in

a timely manner could result in the incident being rejected as a claim by our insurance company. Any employee involved in an on-the-job accident, whether or not it resulted in injury, must submit to a post accident drug test within 24 hours of the incident being reported. Failure to submit to a drug test within the 24 hour time frame is grounds for termination.

“Employment At Will”

An “employment at will” relationship exists between our company and its employees, with both parties having the right to terminate the employment relationship at any time, for any reason with or without notice. No supervisor, manager or officer has the authority to enter into any agreement whether verbal or written with an employee for employment for any specified period.

Questions?

If you have questions, which aren’t answered by this orientation guide, please feel free to call us anytime. We are proud of our organization and look forward to building our reputation with you as one of our company’s representatives and ambassadors. We hope that working with us will be a rewarding experience.

Your Paycheck

Employee’s rate of pay shall be agreed upon prior to the assignment and shall not be changed except by the agreement of Teleworld Staffing Inc. and Employee. Unless previously approved by Teleworld Staffing, employee shall not be entitled to pay for time not worked.

Timecards are **YOUR** responsibility.... Failure to complete your timecard with the following information may result in your paycheck being delayed. Should you have any questions please contact your Consultant.

- Check assignment status and "new address" if you have moved.
- Your name and signature
- Social Security number
- Week ending date (Sunday of the week you worked)
- Record time in, time out, and total hours (less lunch) each day
- Total straight time hours
- Total overtime hours (initialed by a supervisor)
- Supervisor's signature
- Company name/division
- Work order number (this number will be given to you by the Consultant for each job assignment). If you don’t have a work order number call your Consultant to receive one.

If you fax your timecard, it is your responsibility to call and confirm that our accounting department has received your faxed timecard. You can verify your faxed timecard by calling our accounting department at (713) 986-0508.

If our client faxes your timecard, please contact our accounting department on Monday to verify that the timecard or group timesheet has been received.

Failure to complete your timecard will create a delay in you receiving your paycheck. Anyone falsifying hours on timecards will be prosecuted.

Timecards must be received in Teleworld Staffing Inc. office by Monday at 5:00 p.m. If you fax your timecard, please fax it to (713) 943-1624 or (713) 943-3064.

Direct Deposit

Teleworld Staffing Inc. encourages all contractors to use direct deposit. Most of our assignments are 90 days or more and direct deposit eliminates the need to pick up your paycheck. It takes 2 weeks after the start of your assignment for direct deposit to begin. Your weekly paycheck will be deposited each Friday.

For those who can not set up direct deposit, paychecks may be picked up at our office on Thursday until 5:00 pm.

If you do not pick up your paycheck by 5:00 pm, it will be mailed on Thursday morning.

If you would like your check to be held, please contact your Consultant. If you tell us to add your name to our "permanent hold list", we will not mail your check. It will be held until you pick it up.

If you wish to authorize someone other than yourself to pick your paycheck up, it is your responsibility to provide us with a written consent authorizing Teleworld Staffing Inc. to release your paycheck to that individual. You can pick up a form at our office to complete and we will retain in our files. The individual picking up your paycheck must have proper identification.

Once your paycheck has been mailed it is out of our control as to when you receive it. This is the primary reason we request you utilize our Direct Deposit Program.

If you do not receive your paycheck in the mail, you must wait 10 days and we will be glad to issue a stop payment on your paycheck with a \$30.00 cost to you, the employee. Stop payments must be made 24 hours before a replacement check is cut. The \$30.00 will be deducted out of your replacement check.

APPENDIX

Benefits

Teleworld Staffing Inc. is pleased to announce a new holiday/vacation program for contract employees working through our agency.

Under this program contract employees will have up to 6 days of flexible time off every 12 months. Contractor will be asked to decide how they want to be paid for the 6 available days.

Option 1:

You can choose to take each of the 6 days as holiday pay.

1. New Years Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

Holiday pay if selected will be paid at a straight time rate for an 8 hour period.

Contractors will not be eligible to draw any paid holidays until they have been on assignment 520 hours (90 days). If the normal work schedule requires the contractor to be at work on any of these national holidays you will earn your normal straight time pay plus the holiday incentive for a double time rate on the actual holiday up to 8 hours.

Option 2:

Choose to take the 6 days and use them for a full week of vacation time or pay. Contractors looking to take the time off as a vacation period must work 1400 hours (7 months) on assignment before scheduling their week of vacation. All requests for time off must be scheduled 14 days in advance by contacting your Teleworld representative and by notifying the client manager 14 days in advance to insure there will not be any scheduling issues with the vacation period. If the client company indicates the time cannot be taken off due to work requirements, Teleworld will not agree to the requested time off either. If actual time off cannot be arranged contractors may request to be paid for the time in the form of an additional pay check at your normal straight time pay rate for the days in question.

Option 3

Combination of Holiday and or Vacation time.

Contractors may also choose to take a split time program where some of the time is used as holiday pay and some of the time is vacation pay. i.e. 3 days holiday 3 days of vacation.

You will be asked to consider and choose the option you want carefully. Once you have submitted your benefit plan it will be frozen. You will not be able to make adjustments to your

selection for a 12 month period. Eligibility requirements still apply: Holiday pay cannot be drawn until 520 hours on assignment. Vacation time cannot be drawn until 1400 hours on assignment.

Program Restrictions:

1. You must be working and on the assignment to draw any benefits. If you are between assignments or have not been scheduled to work you will not be paid for holiday or vacation pay.
2. If your assignment ends early through no fault of the contractor and you have been holding your personal time for vacation and you have worked the 1400 hours we will pay you for your vacation with your last pay check. If you have not reached 1400 hours no vacation benefits will be paid.
3. If your assignment ends early or you are terminated for cause all holiday benefits end on your last day of the assignment. Holiday benefits do not accrue and no payment will be made for any holidays left in the year. This program offers no provision for the day before or day after the national holiday. Contractors must be at work on their normal schedule to be paid. If the client's facility is closed and no work will be performed on the day before or the day after the holiday there is no provision for the contract employee to be paid. No work/ No Pay.
4. Any break in service more than 30 days will result in the eligibility requirements starting over.
5. You are not able to change the plan if the assignment ends. If you selected a combination holiday and vacation plan you would only be eligible for vacation days you have earned. Unpaid Holidays cannot be switched to vacation days upon the assignment ending.
6. Contractors who have been terminated from the job are not eligible for any benefit payments.

Teleworld Contractor Benefit Request Form

Contractor Name: _____

Address: _____

City, State, Zip: _____ Date: _____

Acknowledgement Statement:

I acknowledge that I have reviewed the Teleworld Staffing Benefit program and have carefully selected how I want to take the benefits I will earn during my employment with the company. I understand that I cannot change this plan for 12 months from my selection date.

Signed: _____ Date: _____

Option 1:

National Holidays - I select all 6 days for holiday pay.

Holiday Benefits cannot be requested until you been on assignment 520 hours.

	New Years Day		Labor Day
	Memorial Day		Thanksgiving Day
	Independence Day		Christmas Day

Option 2:

Vacation Days

_____ I choose to use all of my benefits for vacation. 6 days max in a 12 month period.
 Vacation cannot be requested until you have been on assignment for 1400 hours.

Combination Plan:

_____ I choose the following _____ holidays for my plan: _____

_____ I choose the remaining _____ days for vacation

(Example: I choose 2 holidays: Thanksgiving and Christmas and the remaining 4 days for vacation).

I understand I must meet the eligibility requirements outlined in the benefit plan before any benefits can be requested.

Signed: _____ Date: _____

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I acknowledge and will abide by the restrictions of the benefit plan:

Program Restrictions:

- You must be working and on the assignment to draw any benefits. If you are between assignments or have not been scheduled to work you will not be paid for holiday or vacation pay.
- If your assignment ends early through no fault of the contractor and you have been holding your personal time for vacation and you have worked the 1400 hours we will pay you for your vacation with your last pay check. If you have not reached 1400 hours no vacation benefits will be paid.
- If your assignment ends early or you are terminated for cause all holiday benefits end on your last day of the assignment. Holiday benefits do not accrue and no payment will be made for any holidays left in the year. This program offers no provision for the day before or day after the national holiday. Contractors must be at work on their normal schedule to be paid. If the client's facility is closed and no work will be performed on the day before or the day after the holiday there is not provision for the contract employee to be paid for the day before or the day after the holiday. No work/ No Pay, sorry.
- Any break in service more than 30 days will result in the eligibility requirements starting over.
- You are not able to change the plan if the assignment ends. If you selected a combination holiday and vacation plan you would only be eligible for vacation days you have earned. Unpaid Holidays cannot be switched to vacation days upon the assignment ending.
- Contractors who have been terminated from the job are not eligible for any benefit payments.

Signed: _____ Date: _____

Please Email or fax this agreement to Teleworld Staffing. Fax: 713-474-8201

Please note: If you e-mail the form it must have your real signature not a typed in name.

SAFETY POLICIES

The importance of safeguarding the health and welfare of our employees cannot be stressed too strongly. Our policy is to provide safe places of employment, and to establish sound operating practices which will result in safe working conditions and efficiency of our clients' operations. The elimination of accidents involving employees is an important responsibility of management. We also realize that the success of our accident prevention efforts depends primarily on the cooperation of all employees. Each employee is expected to abide by the safety rules and to follow safe work practices to insure his/her safety as well as that of fellow employees.

Teleworld Staffing Inc. has an on site Risk Manager to ensure everyone's safety.

- Report unsafe working conditions or equipment to your immediate supervisor and Consultant immediately.
- Report all injuries, no matter how small, to your immediate supervisor and to your Consultant at Teleworld Staffing Inc..
- Utilize all safety equipment and protective clothing required for the job you are performing. At no time are you to work without proper safety equipment.
- Dress properly. Wear clothing appropriate for the job you are performing, or the equipment you are using. Do not wear loose clothing or hanging jewelry when working around machinery.
- Use all safety devices and guards. Follow instructions on any equipment used.
- Never operate any equipment or use any chemical with which you are unfamiliar until you have been checked out to your supervisor's satisfaction and received his/her authorization.
- Properly care for and be responsible for any protective equipment you have been issued and use.
- Keep all equipment in safe working condition. Never use defective equipment. Report all defective equipment to your immediate supervisor.
- If you use chemical products, read and follow label directions and the safety data sheet. Only labeled items should be used. Follow your supervisor's instructions.
- Practice good housekeeping always. Never block aisles, walkways, stairways, or other points of egress.
- The use of, or being under the influence of intoxicating beverages or illegal drugs on the job is prohibited.
- Horseplay causes accidents and will not be tolerated.
- All posted safety rules must be obeyed and must not be removed. All other known Federal, State and Local regulations must be obeyed.
- Always use proper lifting techniques.
- Do not twist your back when lifting.
- Don't take shortcuts! If you don't know, ASK!

Safety is our number one concern for all of our employees, any violation of any of these rules is cause for immediate disciplinary action and/or termination of employment.

<p style="text-align: center;">Important Information for Employees Regarding Medical Treatment for a Work-Related Injury or Illness</p>
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**First Health/Travelers
Health Care Network for Workers' Compensation**

Texas Law requires your employer to provide, and pay for, medical treatment related to a work-related illness or injury.

Your employer has chosen to provide this medical care using a certified workers' compensation program called the First Health/Travelers Health Care Network (HCN). This program has been certified by the Texas Department of Insurance.

This notice describes the program and your rights in choosing medical care for work-related injuries and illnesses.

If you want information about the HCN you can contact our HCN Coordinator by:

Writing:	First Health/Travelers HCN P. O. Box 660456 Dallas, TX 75266-0456 Attn: HCN Coordinator
Calling toll-free:	1-866-245-6472 Available 24 hours a day
E-Mailing:	TXHCN@travelers.com

The HCN Coordinator will:

- Answer your questions about the HCN;
- Help you find the names of HCN providers within your area;
- Help you get an appointment with a HCN provider if you are having trouble.

What is a Health Care Network (HCN)?

A Health Care Network (HCN) is a program that helps manage medical care for work-related illnesses and injuries. The HCN requires you to use network hospitals and doctors if you incur a work-related illness or injury.

Each HCN is required to have enough participating hospitals and doctors in the area where you live. These hospitals and doctors specialize in work-related injuries. HCN providers must meet quality standards and provide care according to standard treatment guidelines.