



CAREER CONCEPTS

OUR CONNECTIONS YOUR SUCCESS

EMPLOYEE HANDBOOK

Welcome

Welcome to Career Concepts MT, LLC (known as Career Concepts). Thank you for joining our team! Since 1980, Career Concepts has been an independent career placement and temporary staffing service. What makes us unique is our in-depth, personal assistance to your career goals.

Mission

Our Mission here at Career Concepts is to be the foremost provider of skilled, dedicated personnel and professional support services to the area's best employers, and the number one source of career employment to the area's finest workers.

Introduction

The Career Concepts MT, LLC Handbook provides employees with information about the policies and procedures regarding employment with Career Concepts MT, LLC. This Handbook is not intended to create any contractual rights of employment. Please review the following pages of this Handbook to ensure your success with Career Concepts. Should you have any questions after reading this handbook, please contact Career Concepts.

Job Assignment Information

We are your employer on every job assignment. Employees are considered for each job assignment according to their capabilities, skills, qualifications and work experience. You are under no obligation to accept any position or assignment. If you accept an assignment, we expect you to complete it to the best of your ability.

For each assignment, Career Concepts MT, LLC will inform you of the following:

- The Client Company name, location, & contact person
- Appropriate work attire
- Personal Protective Equipment that will be needed
- Work Schedule
- Duration of the assignment
- Job duties & Responsibilities
- Work site environment
- Hourly pay rate

If you have any questions regarding the job assignment, please contact Career Concepts MT, LLC for clarification.

Job Assignment Information

Assignment Standards:

- * Be at work on time – show up 5 minutes early for every assignment/day!
- * Dress appropriately for the job – Present a neat, clean and well-groomed appearance at all times.
- * Telephone calls – keep all calls limited to lunchtime or breaks. Keep your cell phone off during work.
- * Only smoke at designated break times and in approved smoking areas- Do not ask for, expect, or take additional breaks
- * Be career minded about your new position, even if it is temporary.
- * **COMMUNICATION IS A MUST!** Always notify Career Concepts immediately with any concern you may have. Call Career Concepts ahead of time if you will be late or absent from an assignment.

Please do not accept a job assignment that is beyond the normal limits of your physical ability.

If you walk off a job, Career Concepts will consider your actions a voluntary quit. If you do not show up for your assignment and do not call Career Concepts before your designated starting time, you will be discharged and ineligible for rehire.

Workplace Safety & Guidelines

It is the policy of Career Concepts MT, LLC to maintain a safe and healthy work force.

Work place safety is part of your job. This includes complying with all safety rules, and assisting in maintaining a hazard-free working environment at all times.

- Please report any unsafe equipment, unsafe working conditions, or hazards to your workplace Supervisor *and* to Career Concepts immediately.
- Report all “near misses” and accidents to your workplace Supervisor and to Career Concepts immediately.
- If you sustain any job-related injury, we require that you report this to our office immediately. *Do not continue working in an injured or disabled condition.* Please do not delay.
- If you believe the work place is operating unsafely or requires you to perform unsafe tasks, please STOP and report this to Career Concepts immediately.
- Always advise Career Concepts if your job duties have changed.
- After contacting us, you always have the right to leave a job that you believe is too hazardous.
- Every Employee is responsible for keeping their work area in a clean, uncluttered state.
- Report and take action to correct an unsafe condition.
- Obey all warning tags and signs; they are posted because a hazard exists. Be especially careful near any poisonous, flammable, explosive materials, only handle these if you have been authorized to and are properly trained.
- Do not enter hazardous areas unless authorized to do so.

- Do not operate any machinery or use any tools that you are not qualified to use.
- Use all personal protective equipment and devices required by the job.
- Always ask for instructions and training if you are unsure about the job procedures.
- Never take risks that can endanger yourself or co-workers.

Safety is a personal commitment and a very important part of any job. Always be **ALERT, SMART** and **AWARE**. Accept responsibility for your own safety and those around you. Your well- being depends on you.

On all job assignments, the State of Montana Workers' Compensation fully covers you. The State of Montana has a procedure that must be followed for Workers' Compensation Claims; we are more than happy to walk you thru the steps as well as recommend a physician whom has sufficient experience with Workers' Comp Claims. Career Concepts MT, LLC requires that you contact us about any and all incidents immediately.

Sexual Harassment is illegal. If you feel like you are being sexually harassed on your job assignment (e.g., being subjected to an offensive work environment, unwelcome sexual advances or inappropriate touching, etc) we request that you notify Career Concepts immediately. We can only take the appropriate actions if you tell us about your concerns.

Possession of firearms at the worksite or in any company-owned vehicle is prohibited.

The use or possession of alcohol, drugs or other controlled substances on the job is prohibited.

Early Return to Work

Early Return to Work has long been known to reduce workers' compensation costs, however it has also recently been found to reduce pain and suffering by the employee, speed up healing times, and increase the level of healing a person experiences. Because of these benefits, Career Concepts, has chosen to implement this program within our organization.

If you are injured on the job, our first priority is to ensure you receive proper medical treatment. You must complete a First Report of Injury (FROI) form prior to seeking medical treatment unless you are physically unable to do so due to a serious injury (i.e. bleeding uncontrollably, extreme pain, dizziness, head injury, etc.) In the event of a serious injury, it is imperative that you complete the FROI form immediately after receiving medical treatment. This form is your application for benefits from our workers' compensation insurance carrier and is required by law in order to be eligible for benefits. The form is located at the main office.

All employees of Career Concept should report any workplace injury (no matter how minor-even if you do not seek medical attention) of any kind to a site supervisor or management, **AND TO CAREER CONCEPTS *immediately***.

- Notify your physician of our Return to Work program and light duty is available.
- After *each* doctor's visit bring a Work Capacity Form to Career Concepts. This form is given to by your doctor's office. It outlines your work restrictions and will be used as a guide for any light duty position offered as applicable.

- Check in with your supervisor and Career Concepts as soon as possible and maintain regular communication regarding your status and progress.
- Accept any temporary transitional duties approved by your physician and offered by Career Concepts, to facilitate your return to the workplace.

Questions regarding our Return to Work program and policies should be directed to the main office.

Accident/Injury Investigation

The prime objective of accident investigation is prevention. Finding the causes of an accident and taking steps to control or eliminate it can help prevent similar accidents from happening in the future. Accidents can rarely be attributed to a single cause. Work environment, job constraints, and supervisory or worker experience can all play a part. These factors must be examined to determine what role each had in causing the accident.

Once the causes are established, precautions must be identified and implemented to prevent a recurrence. Investigators must always keep in mind that effective accident investigation means fact-finding, not fault-finding. To explain why and how an accident happened, investigators must collect information on the events that took place before and during the event. Investigators can then determine accident conditions by examining physical evidence and interviewing witnesses. Both of these steps are of equal importance and should be done as soon as possible to ensure complete accident investigation. Equally important is the need to document the steps that were taken immediately after the accident to deal with the emergency and to begin the investigation. It also identifies the forms to be used and the procedures to be followed within specified time frames.

In order for an investigation to be a valuable tool in accident prevention, three things must take place:

1. the information gathered must be analyzed;
2. corrective action must be taken; and
3. the action must be monitored for effectiveness.

If you are involved in an accident or have an injury, you will be asked to part of the investigation process. The intent is not to find blame, but to help prevent this incident from happening in the future.

Career Concepts MT, LLC

WORKPLACE DRUG AND ALCOHOL POLICY

PURPOSE AND OBJECTIVE

Career Concepts MT, LLC has a strong commitment to provide a safe and productive workplace for its employees. In order to have a safe working environment that is drug and alcohol free, Career Concepts MT, LLC has established this Workplace Drug and Alcohol Policy (Policy), prohibiting the use, possession, sale, purchase, manufacturing or distribution of illegal drugs and alcohol in the workplace.

SCOPE

This Policy applies to Career Concepts MT, LLC employees involved in the performance, supervision, or management of work in a hazardous work environment and other positions as outlined in the Montana

Workforce Drug and Alcohol Testing Act. This also includes sensitive positions involving security, positions affecting public safety and fiduciary positions.

PROHIBITIONS

Illegal Drugs

Any of the following actions constitutes a violation of the Policy and may subject an employee to disciplinary action including immediate termination:

- Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in a company sponsored activity, on premises, in owned, leased or rented vehicles, or on business.
- Working or reporting to work, conducting company business on or off premises, or being in a company-owned, leased or rented vehicle while under the influence of an illegal drug, alcohol, or in an impaired condition.
- Switching, adulterating or attempting to tamper with any sample submitted for medical testing, or otherwise interfering or attempting to interfere with the testing process.

The illegal drugs Career Concepts MT, LLC will test for include, but are not limited to the following listed below. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being “under the influence.”

Illegal Drugs

The controlled substances Career Concepts MT, LLC will test for include, but are not limited to the following listed below as well as certain prescription and non-prescription medications.

- Marijuana - THC
- Cocaine - COC
- Amphetamines and Methamphetamines - AMP
- Opiates - MOR
- Phencyclidine - PCP

Alcohol

Being in possession, under the influence, or the consumption of alcohol while in a work status at Career Concepts MT, LLC, is prohibited by this Policy. An employee will be deemed under the influence of alcohol when he/she has an alcohol concentration of equal to or greater than 0.04. CDL drivers, whose alcohol concentration is 0.02 or greater, will be deemed under the influence of alcohol, in accordance with DOT Regulations.

Prescription and Nonprescription Medication

The use of prescription medication or nonprescription medication while at work, in a work status, or on the work premises that is likely to impair an employee’s work performance, create a safety risk or other

unsafe work condition, is prohibited by this Policy. The sale, purchase, or distribution of prescription medication while at work, in a work status, or on the work premises, is also prohibited.

TESTING

Drug and Alcohol testing procedures shall conform to scientifically accepted, analytical methods and procedures and shall include confirmation of any positive test results by gas chromatography, mass spectroscopy, or other comparably reliable analytical methods in accordance with 49 CFR, Part 40 and Montana State Law. Career Concepts MT, LLC will work with collection and testing service providers and laboratories, for the collection and testing of oral or urine specimens or breath analysis tests. Such collection and testing may be performed on site as deemed appropriate by Career Concepts MT, LLC in its sole discretion.

All test results will be communicated to Career Concepts MT, LLC or his/her designated agent, who will evaluate the results and confer as is appropriate before determining the company's course of action. All test results and related records will be treated in the most confidential manner. Test results shall be stored in a secure file separate from the employee's personnel files at Career Concepts MT, LLC. Information obtained through testing that is unrelated to the use of a controlled substance or alcohol will be held in confidence by the Medical Review Officer (MRO) and will not be released to Career Concepts MT, LLC. Under no circumstances should the results of a drug and/or alcohol screen be discussed with individuals that do not have a work-related need to know.

Career Concepts MT, LLC's Workplace Drug and Alcohol Program involves several components to support its efforts to remain a drug and alcohol free workplace, including:

Pre-Employment Testing

Pre-employment drug testing can be administered to all applicants selected for employment with Career Concepts MT, LLC. Test results must be received prior to employment. Refusal by an applicant to sign a waiver and consent form authorizing a drug test, refusal to submit to a drug test, or a verified positive pre-employment drug test will disqualify an applicant from employment at Career Concepts MT, LLC.

Reasonable Suspicion Testing

In accordance with Montana law, an employee will be required to submit to a drug and/or alcohol test in the event Career Concepts MT, LLC has reason to suspect that an employee has used an illegal drug, is under the influence of alcohol and/or illegal drugs, or is using an unreported prescription medication or nonprescription medication which is likely to impair the employee's work performance, create a safety risk or other unsafe work condition.

A reasonable belief may be based upon actual observation of use or consumption of illegal drugs and/or alcohol, specific observations, including, but not limited to, slurred, rapid or excessively loud or soft speech, erratic behavior, unexplainable outbursts of temper, inability to perform required duties, inability to coordinate one's movements, and the smell of alcohol or other illegal substance. This is not an all-inclusive list of reasonable suspicion observant behaviors. Moreover, suspicion may be validated based on observations by fellow employees or supervisors which indicate behaviors or actions that deviate from an employee's normal or usual behavior. Career Concepts MT, LLC has the sole discretion to determine whether reasonable suspicion circumstances exist.

Post-Accident Testing

In accordance with Montana law, Career Concepts MT, LLC will require an employee to be tested for illegal drugs or alcohol if Career Concepts MT, LLC has reason to believe that the employee's act or failure to act is a direct or proximate cause of a work-related accident that has caused death or personal injury or property damage in excess of \$1,500.

Employees will provide an oral or urine specimen, and/or breathe sample as soon as possible after an accident/incident. Where the law allows, an employee who cannot provide a specimen sample at the time of injury, or within four hours of the accident/incident because of serious injury or other reasons, will provide the necessary authorization for obtaining hospital reports and other documents arising from or relating to the accident/incident that would indicate whether there were any illegal drugs or alcohol in his or her system.

Follow-Up Testing

Career Concepts MT, LLC may also at any time, without prior notice, require an employee who has returned to work pursuant to a Last Chance Agreement, to submit to at least one follow-up test within the twelve (12) months following their re-hire/return to work. It will be at Career Concepts MT, LLC's sole discretion as to the number, timing, and period of such follow-up tests. Reasonable suspicion will not be required as a justification to perform a follow-up test.

Retesting

Any employee who receives a verified positive test result has the right to request a retest of the **same sample** conducted by a certified laboratory of their selection. The request must be in writing and hand-delivered to **Career Concepts MT** within 72 hours of the date he/she was informed of the results of the original test. If the retest is positive, the individual will pay for it. If the retest is negative, the individual will reimburse the Career Concepts MT, LLC for the retest. The employee will not be permitted to submit a new oral or urine sample for retesting.

Career Concepts MT, LLC may request a second urine or oral sample be given by an employee when the test results are deemed negative but questionable by the collection site personnel, testing laboratory, or MRO. Career Concepts MT, LLC will pay for such a second test. If the MRO concludes that there is evidence of tampering with, or intentional dilution of the urine or oral sample, the employee will be subject to discipline action, including immediate termination.

Transportation

For reasonable suspicion and post-accident testing, Career Concepts MT, LLC will arrange for transportation to the sample collection facility.

Employee's Status During and After Testing

Employees will be paid at the employee's regular hourly rate for time attributable to the testing. However, employees tested under reasonable suspicion and post-accident testing may be placed on suspension without pay pending the outcome of the test. If the drug test results are negative, the employee shall be reinstated to his/her former position and compensated for lost time wages. If the drug test result is positive, the employee will be subject to disciplinary action, including immediate termination.

Employees with a verified positive test will have the opportunity to discuss the results with the MRO and present information that could explain a non-negative test result. Upon receipt of an acceptable medical explanation, the test results will be removed from the employee's record.

Disciplinary

Career Concepts MT, LLC employees who receive a verified positive test for alcohol or illegal drugs as a result of a drug and/or alcohol test will be subject to disciplinary action including termination. Refusal to sign a consent form, refusal to submit to a test, and/or refusal to cooperate with the procedures established under this Policy will be grounds for immediate termination.

Employees are subject to applicable legal sanctions under federal, state, and local laws for the unlawful use, possession, sale, purchase, manufacture or distribution of a controlled substance.

EMPLOYEE RESPONSIBILITIES

It is the responsibility of each employee to abide by all provisions of this Policy. It is also the employee's responsibility to report to their immediate supervisor and/or manager any suspected use, possession, sale, purchase, manufacturing or distribution of illegal drugs or anyone that they suspect is under the influence of drugs or alcohol in the workplace. For your own safety and the safety of all others who work for Career Concepts MT, LLC, please report any suspected use of illegal drugs and/or alcohol on the job.

Reporting Use of Prescription and Nonprescription Medications

Employees using a prescription medication and/or nonprescription medication that could impair their work performance create a safety risk or an unsafe work condition, **must** inform their supervisor. Employees will not be asked to reveal the medical condition requiring use of medication, but rather, only the possible side-effects of the medication. An employee may be required to provide confirmation from his/her physician, that prescribed use of the medication will not impair their work performance, create a safety risk, or other unsafe work conditions. The supervisor will determine whether to continue the employee's present work assignment for that day and/or for the period of time the employee is taking the prescription medication.

Employees who fail to report the use of prescription medications and nonprescription medications that may affect or impair their ability to perform their job and/or create a safety risk to others, may be asked to undergo a drug test under the terms of this policy and may be subject to disciplinary action.

Self-Recognized Substance Abuse

Employees with a substance abuse problem must immediately notify their supervisor of their condition. Career Concepts MT, LLC will require an employee evaluated by a qualified drug/alcohol counselor to determine the extent of his/her chemical dependency. If, in the opinion of the counselor, the employee requires rehabilitation services, the employee will have the option to enroll in a rehabilitation program as a condition of continued employment with Career Concepts MT, LLC. Cost of the rehabilitation program will be the responsibility of the employee. **Once testing or a request for testing occurs, Career Concepts MT, LLC will not accept the employee's request for treatment as recourse to prevent testing or discipline.**

The employee will be placed in a non-paid leave of absence for a period not to exceed ninety (90) days and enrolled in a certified alcohol and/or drug rehabilitation program. The employee will be required to submit semi-weekly written progress reports from his/her counselor during the entire treatment program. After successful completion of the program, which includes the attending counselor formally releasing the employee to return to work, the employee will be reinstated to his/her employment status or an equivalent job with Career Concepts MT, LLC. In addition, the employee shall agree to submit to follow-up substance abuse testing for the presence of alcohol, drugs, and/or controlled substances at any time, with or without cause for the following year. Career Concepts MT, LLC reserves the right of concurrence on the selection of the rehabilitation counselor, facility and program content.

The Employee Assistance Program (EAP) is a confidential resource designed to assist employees with challenges and problems; such as substance abuse. Employees are encouraged to contact their health care provider for information on assistance with substance abuse. Additionally, there are a number of organizations that can provide information and assist individuals with such problems. Some of these are: Alcohol Anonymous, Narcotics Anonymous and Al-Anon.

RESERVATION OF RIGHTS

Career Concepts MT, LLC reserves the right to interpret, amend, and modify any terms or provisions of this Policy with or without notice. This Policy is not intended nor should it be construed, to create terms of an expressed or implied contract of employment.

Time Sheets

Career Concepts pays Employees bi-weekly, every other Friday. Time sheets are due by 12:00pm (noon) on the Monday of that payroll week. Time sheets must be completed and returned to our office bi-weekly. Remember to double-check the hours and dates to confirm it is correct. Career Concepts will hold the checks in our office on payday Friday until 4:45pm, for those who wish to pick them up. We then mail the paychecks that have not been picked up. For any given work period to be included in your paycheck, you must deliver your time card to our office by Monday of that pay week, or if you are mailing the time sheet, you must have it postmarked by Monday of pay week. Sorry, there can be NO exceptions to this, and we do NOT give advances.

*Time sheets, instructions and pay calendar are attached in your handbook.

* You can mail, email, fax, or hand carry your time sheet to our office.

- * You are responsible for completing and submitting your time sheet to Career Concepts every other week.
- * Your time sheet must be signed by you and your Supervisor of the Company each week.
- * Time sheets received after the Monday, 12pm (noon) deadline will be processed the following pay period.
- * It is always a good idea to call to confirm that we received your time sheet.

Grounds for Termination

Career Concepts reserves the right to remove you from an assignment at any time without notice. Automatic grounds for removal would include:

- * Showing up late to work, coming back late after lunch, or other forms of tardiness.
- * Unexcused / un-notified absence from a work assignment.
- * Falsifying the hours on your time card or other flagrant acts of dishonesty.
- * Insubordination toward your workplace supervisor.
- * Unsafe, unreliable or otherwise poor work habits and attitudes.
- * A clear inability to perform the requirements of the job.

Career Concepts expects that everyone will act responsibly to establish a pleasant and friendly work environment. If you have any questions or complaints regarding job assignment, wages, work or safety concerns, please contact Career Concepts anytime. We will make every effort to address your concern and to secure a prompt resolution to any problems or disputes that arise.

Thank you for choosing Career Concepts, we look forward to working with you to establish your short-term and long-term goals for a fulfilling career!

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