

# ORIENTATION

# RYAN

## Alternative Staffing, Inc.

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### CORPORATE HEADQUARTERS

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3219 Elm Rd. Unit 3 • Warren, OH 44483  
330.781.1172 • 330.372.7694 • 800.665.5627 (JOBS)  
Fax: 330.781.0297  
P.O. Box 1919 • Warren, OH 44482

**Mahoning Valley Regional Office**  
3219 Elm Rd. NE, Unit 3 • Warren, OH 44483  
330-781-1172 • 330-372-7694 • 800-644-7926 (RYAN) • 800.589.5627 (JOBS)  
Fax 330-781-0297  
Mahoningvalley@ryanstaffing.com

**Streetsboro Regional Office**  
9088 Superior Ave., Suite 204 • PO Box 2252 • Streetsboro, OH 44241  
330-626-1900 • 800-868-5627 (JOBS)  
Fax 330-626-9939  
Streetsboro@ryanstaffing.com

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### RECRUITING OFFICES

**Austintown** • 5015 Mahoning Ave. St 4 • Youngstown, OH 44515  
330.372.7694

**Youngstown** • 6936 Market St. • Boardman, OH 44512  
330.781.1171

**Liberty** • 3950 Belmont Ave. • Youngstown, OH 44505  
330.781.1171

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#### STATEMENT OF AT-WILL EMPLOYMENT

Employment at Ryan Alternative Staffing, Inc. is on an at-will basis. The employee may leave the job, and Ryan Alternative Staffing, Inc. may terminate the employee at any time, for non-discriminatory reason or for no reason. The provisions of the following policies are not intended to create a contract of employment, and no agreement or promise regarding an employee's terms or conditions of employment is binding on Ryan Alternative Staffing, Inc. The provisions of these policies supersede any conflicting statements made by supervisors, and Ryan Alternative Staffing, Inc. has the right to change the policies at any time without prior notice.

(10/2018)



## How to approach this orientation

- 1. Get in a quiet, comfortable place to read. This should only take a few minutes to read through.**
- 2. If something comes up that you don't understand, jot down a note to help you remember to ask.**
- 3. Use a highlighter. Although everything in this packet is important, something may jump off the page at you. Make a note of it so you will be better able to remember the information.**
- 4. If you don't understand something, do not hesitate to ask!**

This Orientation Packet will provide you with the ins and outs of our company. Inside you can find our policies, procedures and a list of all the benefits of being a Ryan Alternative Staffing employee.

Yes, we do require you to read through this packet before starting work with us, but don't think of this as a chore. It is beneficial for you to know this information in order to have the best experience with our company.

The booklet is divided into four main sections. The first section gives you some background information on us. The next section explains what it means to work for Ryan Alternative Staffing covering our policies and procedures. The third section covers safety in the workplace. Finally, the fourth section is copies of our employee authorizations that you signed in your Personnel Record.

Also, this is where we put information about your employee rights under the Family and Medical Leave Act and the Uniformed Services Employment and Reemployment Rights Act.

If anything in this packet makes you raise an eyebrow, do not hesitate to ask us either in person, over the phone or by e-mail. And remember we have 24 hour voicemail.

## Ryan Alternative Staffing Excellence in local business since 1991

Tim and Susan Ryan founded Ryan Alternative Staffing in 1991 to offer honest, ethical and personalized staffing services. We may look different from that first year, but we are still that local company looking to serve Northeast Ohio. Local ownership gives us an edge over regional and national operations because we better understand the way things operate. Rather than being impersonal and distant, we are an accessible voice. If you ever have any questions or concerns, we encourage you to call any of our locations, or e-mail any of our staff. Our door is open 24/7. Your priorities are Ryan's priorities.

We offer temporary placement services to companies across Northeast Ohio. Local companies use our service to hire temporary employees as part of their own hiring cycles. We make no guarantees of a permanent position.

After completing the application and the orientation, you become part of our active database. Next we look at this database when we have openings from our client companies. Then we try to place the best possible candidates into positions that best fit our clients' needs.

We pride ourselves on our usability. Our Web site is a great alternative if you cannot come into one of our locations to apply. You can create your own personal account today and apply from your personal computer. A user profile also allows you to update your information and view our job listings.

We utilize the Internet because it is our strategy to fully engage our employees and clients. Our Web site, e-mail newsletters and our company's blog give you three ways to learn about job opportunities, gain helpful information in obtaining employment and engage in a dialogue with us.

You can expect e-mails from us by providing us with your e-mail address. The newsletters fill you in on the latest job opportunities and Ryan Staffing promotions.

# Working for Ryan Alternative Staffing

**Working as a temporary will allow you the flexibility of choosing your assignments, so you can work when and where you want. Working with different people in different surroundings on each assignment will be both challenging and fun. You will also have the opportunity to enhance your skills and obtain experience in your chosen field. Your efforts will be rewarding, both financially and personally. We have long term, short term and temporary to permanent assignments for both labor and clerical positions. To the right is a copy of the company policy authorization you filled out on your Personnel Record. Make sure you are familiar with all 12 items, a through m.**

Note: RAS substitutes Ryan Alternative Staffing.



## I understand and agree

- a. That any misrepresentation (including omission of information) by me in this application will be sufficient cause for cancellation of the application and/or separation from RAS if I have been employed.
- b. I understand that this application will be given every consideration, but it is not a promise of employment. I understand that, if hired, my employment will not be for a definite period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at any time with or without notice, and RAS has the same right. No one other than the President of RAS has authority to modify this relationship or to make any agreement to the contrary.
- c. That I will not disclose, publish, or utilize any confidential information of RAS or RAS's clients where I am sent to work.
- d. I understand and agree that I must contact/inquire with Ryan Alternative Staffing, Inc. for available work upon the conclusion of a work assignment as a condition of my employment. If suitable work assignments are available with Ryan Alternative Staffing, Inc. upon the conclusion of a work assignment and I fail to inquire about another work assignment within 24 hours. I am not eligible for work because I have quit.
- e. I'm required to call in on a weekly basis when I'm available for work. I'm required to update my application every 12 months of my initial application date. I'm required to notify Ryan Staffing of any address or telephone number changes within three business days so that I can be contacted for work assignments. I understand that if I fail to meet any of these requirements I will be considered to have quit my employment with Ryan Alternative Staffing, Inc.
- f. That I am not required to answer any questions in this application that I believe would deny me equal employment opportunity.
- g. I understand that RAS reserves the right to require me to submit to a medical examination (including a drug or alcohol screen), to the extent permitted by law, prior to employment and any time during my employment, if I am hired, I understand that RAS may investigate my criminal record and make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends and others with whom I am acquainted. I understand I have the right to make a written request for more detailed information concerning the nature and scope of any investigation consumer report.
- h. I understand that RAS may contact my previous employers and I authorize those employers to disclose to RAS all records pertaining to my employment with them and release and hold harmless RAS, my former employers, and others who may give RAS references or background information.
- i. I agree not to accept any full time offer of employment from a Ryan client without first obtaining written permission or to be transferred to the payroll of a different staffing service or employee leasing company and continue working at any of the customers locations or facilities.
- j. I agree to reimburse RAS for any overpayment made for any reason due to hours being processed incorrectly.
- k. I understand that forgery and fraud are criminal offenses and that RAS will prosecute these.
- l. I'm required to call in on a weekly basis when I'm available for work. If we don't hear from you, your employment will be considered severed.
- m. I understand that if I do not call or show up on my assigned job, Ryan Alternative Staffing, Inc. will have considered that I have quit and am no longer available for future assignments
- n. I understand that Ryan Staffing utilizes text messaging to communicate employment opportunities as a fast and efficient means of job placement. I also understand that if I do not want to receive employment opportunities or related information using text message, I can text STOP and I will have successfully opted out of such communication.

# Dress Code

When you are sent on an assignment, you become a direct representative of Ryan Alternative Staffing. We have a reasonable expectation that you will present yourself in a clean and neat manner for any assignment.

The company we place you at may have a specific dress requirement. It is our responsibility to notify you prior to starting the assignment of that company's specific dress code.

Generally, a professional appearance is required for all office/ clerical positions. Some companies may accept casual attire, but you should dress professionally unless we instruct you otherwise.

For industrial assignments, closed-toed comfortable shoes are required. Some clients may require steel-toed boots. Jeans or work slacks are usually the norm for pants.

## Absence and Tardiness Policy

It is important that you be responsible for working your scheduled shift. You are expected to report to work every day on time as scheduled. In the event an emergency should occur, you must notify the client company and Ryan Staffing as far in advance as possible so the appropriate measures can be taken to assure proper staffing.

Ryan Alternative Staffing will consider one attendance occurrence\* during your first week of the assignment to be considered excessive absenteeism and your employment with RAS will be ended.

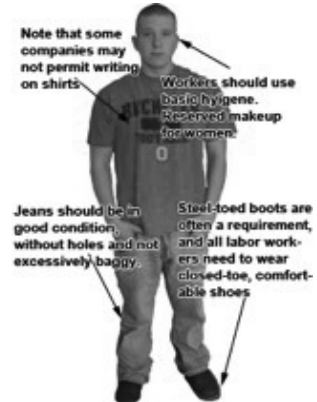
Exceeding four attendance occurrences\* within a 90 day period will be considered excessive absenteeism and your employment with Ryan Alternative Staffing will be ended.

You are required to call off everyday that you are to be absent. If we do not hear from you, we will consider that you quit. Ryan Alternative Staffing has 24 hour voicemail.

Client attendance policies will supersede this attendance policy when applicable. A copy of those policies will be given to you before starting such an assignment. This absence and tardiness policy is a no fault policy.

*\* An attendance occurrence is considered any time missed during your scheduled shift*

### Labor Positions



### Clerical Positions



# Global Cash Card Paycard Advantages

## Key Points

- **First transaction per pay period is no fee for Ryan Staffing employees.**
- **Know your balance, avoid declines:**
  - *Account Alerts:* Be notified via e-mail or text for loads or low balances on your card. Log on to [www.globalcashcard.com](http://www.globalcashcard.com) to set up today.
  - *Two-way Texting:* Check card balance and view recent activity – at no fee! Log on to [www.globalcashcard.com](http://www.globalcashcard.com) to set up today.
  - *Mobile Web:* Access account information on any smart phone or tablet at: [www.globalcashcard.com](http://www.globalcashcard.com).
- **Using paycard for merchant transactions:**
  - *Signature Purchases:* Use your paycard as a credit (signature) transaction wherever Visa or MasterCard are accepted without any fees!
  - *Debit Transaction:* Requires your PIN number, and best used when you want cash back as an alternative to an ATM.
- **Family Cards**
  - Request up to 5 additional cards for family members at no charge. Card-to-card transfers are available for no fee. The family card only has access to funds transferred to it. Excellent for college students, out-of-state family and out-of-country family.
- **Bill Pay**
  - Pay bills online, direct to merchant or use the online bill pay system at [www.globalcashcard.com](http://www.globalcashcard.com).
- **Rewards program**
  - Receive discounts at restaurants, retail stores, movies, and much more! Enroll in auto, home, and health insurance at group rates.

## Paycard Advantages:

- Access your fund at millions of retailers and ATMs worldwide
- Over 60,000 surcharge-free network ATMs available
- No monthly, annual or activation fees
- No fee for mobile access
- Cards for family members at no fee
- No fee for card-to-card transfers
- No fee for online bill pay
- Funds are secure and F.D.I.C. insured provided the card is registered to the name of the primary cardholder

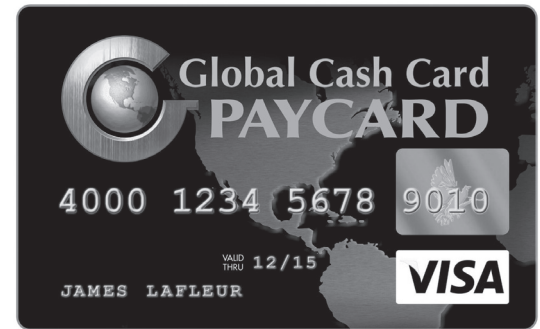
## What to Expect on Payday

Ryan Staffing is pleased to have partnered with Global Cash Card. When starting a job assignment, you will be issued a Global Cash Card. This card is good for all assignments you start during your employment with Ryan Staffing.

The Global Cash Card offers you fast, flexible and affordable access to your money. Once you activate your card, you'll enjoy the benefits. Please see the terms and conditions for the use of your Global Cash Cards found in your Instant Issue Pack.

## When to Contact Ryan Staffing

- If your assignment is complete you must notify Ryan Alternative Staffing under any/all of these circumstances. If you do not contact us, we will assume you have quit RAS and are no longer available for assignments. If you are ending your own assignment, please call us and provide us with enough notice so we can replace you at the company.
- If you receive a full-time position and you are no longer available for temporary placement.
- If you are unsure of any policy or procedure.
- You can make address and telephone changes, obtain W2 and pay check information on our website after creating a user name and password or by calling the corporate office at 800.665.5627.



## Using an ATM\*

1. Insert paycard into ATM
2. Select English or Spanish
3. Enter your PIN number
4. Select "withdraw from checking"
5. Enter amount of cash to withdraw

\*Use the Surcharge-Free Allpoint ATM Network!

## Activating your card

- Activate online at [www.globalcashcard.com/activate](http://www.globalcashcard.com/activate) or call 866-929-8096
- After your first payroll deposit, a new personalized card will be sent to your home address
- Keep your instant issue card in case you lose your new card

## Lost or Stolen Card?

- Call Global Cash Card immediately at: 949-751-0360
- Your new paycard will arrive in 7 to 10 business days
- Funds can be transferred to your original instant issue card, or you can go to your closest company location and obtain a new instant issue card

Global Cash Card Visa Payroll Card is issued by BofI Federal Bank or MetaBank pursuant to a license from Visa U.S.A Inc., respectively. Global Cash Card MasterCard Prepaid Card is issued by BofI Federal Bank or MetaBank pursuant to license from MasterCard International Incorporated. MasterCard and the MasterCard brand mark are registered trademarks of MasterCard international incorporated. BofI Federal Bank and MetaBank, Members FDIC. Global Cash Card is an Independent Sales Organization ("ISO") pursuant to an agreement with BofI Federal Bank and MetaBank.

# The Benefits We Offer You

There are additional advantages of working for Ryan Alternative Staffing that can earn you extra money, get you insurance assistance and help you with your personal finances. Here is what we have to offer:

## The Progressive Referral Bonus Program

You can earn money by referring someone to Ryan Staffing.

Fill out the coupon below and send it to

Ryan Alternative Staffing  
P.O. Box 1919  
Warren, OH 44482

And receive:

- \$25 for one referral.
- \$60 for two referrals. You get the \$25 from that first referral plus an additional \$35 for the second referral.
- \$105 for three referrals. You get the \$60 from the first two referrals plus an additional \$45 for the third referral.
- \$160 for four referrals. You get the \$105 from the first three referrals plus an additional \$55 for the fourth referral.

## Seven Seventeen Credit Union

Effective August 2000, Ryan Alternative Staffing employees may choose to belong to the Seven Seventeen Credit Union (SSCU). SSCU is a full service cooperative financial institution offering a wide variety of personal financial services. You will need to show a Ryan Alternative Staffing pay stub at the time of opening your account.

SSCU has locations in:

- Austintown (330) 793-2495
- Boardman (330) 726-0344
- Canton (330) 492-1106
- Howland (330) 609-5300
- Hubbard (330) 534-9002
- Kent (330) 677-0001
- Vienna (330) 539-6627

## Our Insurance Program

As a Ryan Alternative Staffing employee, Affordable Health and Life Agency will assist you with your insurance needs, such as Cobra Conversions, Short Term Plans, Individual Plans, Medical Supplements, Dental, Auto, Home, Life, and even Financial Planning. Affordable Health and Life Agency will design a plan with you that works for you no matter what your insurance needs. Give Mark Klotz and his staff a call at (330) 219-3851 and or e-mail him at mark\_klotz@att.net. They look forward to serving you.

## W2 Form

☐ Yes, I would like to retrieve my W2 form online in lieu of receiving a hard copy in the mail.



# RYAN

Alternative Staffing, Inc.

I understand that to be paid the referral bonus, I must be working on assignment when my referral accepts an assignment and reaches 300 continuous hours. I have read and agree to the conditions listed in the Orientation Packet.

Person Who Referred You

Date

Your Social Security Number

Date You Applied

Your Name

Your Hire Date

Signature

Hours Worked

Date of Signature

Date Bonus Paid

# Safety is Our No.1 Priority

## Working Safely Is a Condition of Employment

We believe that all occupational illnesses and injuries can be prevented and experience shows that this is true. In fact, every time an injury or accident occurs, we find that it could have been prevented.

You will endanger yourself and other employees when you do not follow safety rules and procedures. Not following the safety rules and procedures will result in disciplinary action. If you intentionally violate a safety rule of Ryan Alternative Staffing and/or our client company, you will be terminated from your assignment employment with RAS. We will not tolerate employees that cannot and will not maintain a safe work environment.

## Our Philosophy

All injuries and occupational illnesses can be prevented. Safety is everybody's responsibility. All operating exposures can be safeguarded. Management has a responsibility to train all employees to work safely. Working safely is a condition of employment.



## Health Care Facilities

If you are injured on the job, we request that you use the following health care facilities to treat your injury or illness:

County	Facility
Columbiana .....	Salem Community Hospital
Cuyahoga .....	Southwest Urgent Care; Southwest General Hospital
Geauga .....	Geauga County Regional Hospital
Mahoning .....	Western Reserve Care System; St. Elizabeth's Medical Center; WorkMed
Medina.....	Summa Barberton Hospital; Medina General Hospital, University Hospital-Medina Healthcare
Mercer (PA) .....	Sharon Regional Health System
Portage.....	University Hospitals Portage Medical Center; University Hospital Streetsboro Health Center
Stark .....	Alliance Community Hospital; Mercy Medical; Work Health & Safety
Summit.....	Stow Urgent Care; Summa Akron City Hospital; Summa Barberton Hospital
Trumbull .....	St. Joseph's Hospital; Corporate Care
Tuscarawas.....	Mercy Health Center of Tuscarawas County; Union Hospital

Utilizing these facilities will help expedite processing of your Workers' Compensation Claim. Please utilize the facility closest to you.

Upon arrival, you should immediately tell the receptionist that you are an employee of Ryan Alternative Staffing and that you have sustained an injury while at work. This is extremely important and will alert the health care facility that Ryan Alternative Staffing is an Occupational Health Care client and you will receive priority regarding treatment.

# Communication is the key to effective claims management

It is extremely important that you notify our office immediately when you are injured. One of our staff members will assist you in completing the appropriate paperwork to file your claim. We will also have close communication with the medical provider so that we can get you back to work as soon as possible.

## Accident/Injury Reporting and Investigation

Prompt reporting of your accident/injury is extremely important. You must notify your supervisor and Ryan Alternative Staffing immediately when an injury or accident occurs. This is to allow Ryan Alternative Staffing the opportunity to begin investigating the incident.

Additionally, while many of the accidents and injuries are legitimate, between 5%-20% of the injuries reported to the BWC are fraudulent. The Bureau of Workers' Compensation is serious about detecting, investigating and deterring fraud. The BWC has a Fraud Department that is fully able to take action, investigate and prosecute those who alter documents. Workers' Compensation Fraud is a felony and the Workers' Compensation Fraud Section within the Attorney General's office will enable the BWC to refer cases to the Attorney General for prosecution.

## First Aid/Injury Reporting

Effective October 1, 2004, Ryan Alternative Staffing has voluntarily withdrawn from its qualified health plan certification (QHP).

As of that date, Ryan Alternative Staffing will no longer be certified to participate in the QHP and shall revert to a self-administered program conducted pursuant to Chapter 4123-7 of the Ohio Administrative Code.

As a result of this change, all injured workers have the freedom of choice of health care providers including non-BWC certified providers. If the injured worker is not satisfied with the services provided by the provider, the injured worker may request and shall be granted a change of physician. The injured worker may request a change of physician in writing identifying the specific claim/injury. Ryan Alternative Staffing will approve the request within seven days of receipt.

Any questions concerning the free choice of physician policy can be directed to Tim Ryan at 330-781-1172.

1. All minor accidents and first aid cases that do not require medical treatment need to be documented by completing a First Aid/Injury form. All First Aid cases (i.e., bruising, swelling, sprains, strains, lacerations, etc.) need to be documented.
2. An injury means that some kind of damage has been done to the body. That includes: bleeding, swelling, bruising, itching and pain injuries.

3. Each employee is responsible for reporting his/her own injury by completing the appropriate section(s) on the accident form. If the employee is unable to complete the form, either the department supervisor or a Ryan Alternative Staffing representative may do so.
4. Report all injuries immediately to your supervisor and Ryan Alternative Staffing, no matter how slight.
5. Ryan Alternative Staffing has selected Spooner to medically manage on-the-job injuries sustained during your employment with RAS. The contact information is:

Spooner Medical Administrators  
28301 Ranney Parkway  
Westlake, OH 44145  
440-899-2400 ext. 306

6. For any new injury, you must receive initial treatment from a Ryan Staffing/Spooner facility (see the list from previous page).
7. You must call your local Ryan Alternative Staffing office or Spooner 440-899-2400 ext. 306 to obtain information on choosing a provider.
8. Present your identification card or identify Ryan Alternative Staffing as your employer to the medical provider/facility you select.
9. You must contact Spooner before or immediately after your first visit to ensure payment of your bills.
10. Spooner will monitor your progress, provide telephonic approval to your provider for testing and therapy, and assist you in returning to work.
11. If your injury necessitates emergency medical treatment, go to your nearest available emergency center — IMMEDIATELY! You must phone Spooner or Ryan Alternative Staffing within 24 hours of your emergency treatment.

## Illness Reporting

1. If you become ill while at work, report immediately to your supervisor.
2. Never attempt to run any machinery while feeling ill.
3. If you or any member of your household has a contagious disease, please report such cases to your supervisor in order that we might notify coworkers to watch for similar symptoms.
4. Never operate a machine while on medication that might slow down reaction time.



# General Safety Information

The following is a collection of general safety policies and recommendations. This safety manual cannot anticipate every safety policy or circumstance involving safety. Specific client safety requirements will be discussed with you prior to an assignment. You may also receive an orientation manual for the company where you are assigned for work. If you have any questions regarding this, please contact a Ryan Alternative Staffing office.

## Equipment Safety

### **DAMAGING/DISABLING COMPANY EQUIPMENT/ PROPERTY**

Employees who willfully remove, disable or damage company equipment/property including safety devices installed on equipment as required by law subject themselves to disciplinary action up to and including termination.

## Machinery, Presses and Guarding

Because of the variation in design, purpose and operation of the various machines and presses in use at our client companies, it is not practical to thoroughly cover all safety factors of each piece of equipment in this section.

The following guidelines should govern the use and operation of all machinery regardless of type or function, and the guidelines and/or safety devices will meet government standards.

## Personal Protective Equipment (PPE) and Clothing

There are situations and conditions whereby personal safety can be enhanced with the use of PPE such as gloves, sleeves, hard hats, safety glasses, safety shoes, hearing protection and respiratory protection.

Here are some additional dress restrictions because of safety:

- No dangling jewelry is to be worn while working in the manufacturing areas due to the possibility of it getting caught in machinery, tools or equipment.
- No loose or torn clothing will be acceptable. Rips, tears and holes need to be repaired promptly.
- Employees with hair longer than shoulder length must tie hair back or use a hair net or cap in order to avoid the risk of hair getting caught in moving machinery.



# Machinery, Presses and Guarding

Because of the variation in design, purpose and operation of the various machines and presses in use at our client companies, it is not practical to thoroughly cover all safety factors of each piece of equipment in this section.



The following guidelines should govern the use and operation of all machinery regardless of type or function, and the guidelines and/or safety devices will meet government standards.

- No employee should be required/allowed to operate equipment on which they have not been trained to operate safely and properly.
- If an employee detects a malfunction in a machine or its safety system which they believe may result in injury, the employee should immediately shut down the machine and notify their supervisor or his/her designate.
- Once a machine has been shut down because of a safety concern that machine may not be used (except for inspection or repair) until the supervisor or their authorized designate has reviewed the concern/corrective action and approved the use of that machine.
- Safety devices such as: barrier guards, light curtains, palm buttons, etc. shall not be removed or modified in such a way that the protection they were intended to provide is eliminated or reduced.
- Before using machinery equipped with electrical, mechanical, etc. guarding devices, the operator should confirm that these devices are functioning and set properly.
- Any machine on which these devices are not working properly shall not be used until the safety devices are functioning properly.
- In determining whether or not a machine or press requires guarding or other means of operator protection, the existence of an opening of one quarter inch or more, in which a body part could be pinched, shall constitute the need for guarding/protective devices. Contact the safety department for specific data.

Machinery with rotating heads or tools such as: drill presses, vertical and horizontal mills, lathes, deburring machines, etc. pose risks which can be minimized by the following specific rules. These are:

- Operators must contain their hair by wearing a hat, cap, hood, or hair net or other similar apparel when operating drill presses.
- When operating any of the machinery with rotating heads or tools, the operator must not wear long sleeves below the elbow, rings, watches, bracelets, gauntlets, loose fitting clothing (including ties), necklaces or gloves.
- When drilling or milling, the part should be contained in a fixture or vise which is either secured or blocked so as to prevent the part and/or fixture from spinning in the event the drill/mill "seizes" the part.
- The drive system of the machinery, whether it be belts, chains, gears, pulleys, etc., must be enclosed to prevent the operator or others from becoming caught in the equipment. This encompasses all rotating parts.
- When drilling or milling, the tool should be kept sharp and the operation performed such that long shavings will not occur which could cut or capture the operator.
- It is important when drilling or milling to operate this machinery at the proper RPMs.



## Electrical Lock Out and Danger Tag Procedures

1. Lock-outs are required anytime employees may be exposed due to danger if the equipment they are working on is started by mistake or if the operation of a particular piece of equipment will cause damage to the equipment.
2. Before starting work on a piece of equipment requiring lock-out, the employee involved must first obtain permission from the supervisor responsible for the equipment.
3. Equipment requiring lock-outs will be locked out locally at the piece of equipment where facilities are provided.
4. All start-stop switches which operate this equipment must be tested and tagged (i.e., "Danger – Do Not Start", or "Danger – Do Not Close Switch").
5. If localized lock-out facilities are not available, the lock-out will be made at the motor control center.
6. Opening the circuit and removing the fuse does not provide adequate protection. There is no guarantee the circuit is dead and no way to prevent someone from replacing the fuse.
7. Safety padlocks and keys (one key for each lock) should be provided for the use of authorized repair personnel such as maintenance, lead set-up and electricians. There is not to be a master key for any lock out locks. One lock – one key!
8. Each person will attach and remove their own lock.
9. Before any work is begun by anyone working with equipment that require lock-out, they shall put their own lock on the lock out and shall place a "Danger" tag on the start switches.
10. Test the lock-out method by trying to close the circuit breaker with the lock in place.
11. Test the circuit to ensure it is deenergized by closing the local switch to see whether the equipment starts, then return the switch to the off position. If this is not possible, use the proper equipment to test the circuit.
12. Insert a fly wheel or main locking device.
13. When each person finishes their job, they will remove their own lock and tags.
14. If work extends into the following or subsequent shifts, the person attaching lock on the first shift must remove them after the person involved on the second shift attaches their locks.
15. When maintenance jobs are incomplete and work is discontinued for the day, overnight lockout equipment must be coordinated with the concerned supervisor and locks may be left in place to protect employees or equipment until work is again continued.
16. All maintenance employees are prohibited from loaning out any safety lock keys to anyone else.
17. Follow corporate lockout manual.

## Material Handling

### Proper Lifting Procedures

One of the most frequent and often debilitating injuries we incur is the soft tissue injury (back, shoulder, arm muscles). The most common cause of these injuries is the use of an improper lifting technique. All Ryan Alternative Staffing employees are to follow the lifting procedures outlined below:

1. Carry the load close to the body.
2. Keep the back straight as possible.
3. Lift with leg and arm muscles rather than back muscles.
4. Have a clear line of sight over the load.
5. If the load interferes with the ability to walk normally, get help.
6. If there is any doubt concerning the weight of an object, do not attempt to lift it alone – get help!
7. Use material handling equipment wherever possible.
8. Before lifting and moving an object, clear the path of all obstructions.
9. When two people are lifting an object, plan where the object is to be placed and how it is to be lifted, then coordinate the actions during the lift.





## Hazardous Materials Training and Handling

Many manufacturing organizations store and use some material which may, if not handled properly, cause illness or injury to employees. The purpose of this section is to detail the procedures which must be followed to prevent injury to personnel as well as to ensure compliance with O.S.H.A.'s Hazard Communications Standard (HCS).

## Material Safety Data Sheets (MSDS)

A MSDS is a description on paper of a single substance or a mixture of substances. It must be printed in English. A MSDS of a mixture tested as a whole must also include the chemical and common name(s) of ingredients amounting to 1 percent or more of a hazardous chemical or 0.1 percent or more of a carcinogen is considered hazardous. A mixture is also considered hazardous if any component could release a concentration exceeding the O.S.H.A. Permissible Exposure Limits or current Threshold Limit Values into the air.

Employers must place a copy of each MSDS in a central file and another one in the area of use where employees have ready access to it at all times. The MSDS binders are located in each Supervisor's office and the original is located in the Human Resource office. Review the data sheets to determine whether the substances qualify as physical hazards or health hazards.

## Labeling

In addition to the MSDS identifying hazardous substances, the Hazard Communication Standards (HCS) requires contents of containers to be identified and printed in English. The contents may be identified by labels on the containers or other means such as signs, placards, process sheets and batch tickets, as long as employees have ready access to them.

## Bloodborne Pathogens

Exposure to blood borne pathogens may occur in many ways in the workplace, and this is not just a concern for health care workers. Universal precautions must be observed in all situations. This method of infection control requires the employer and the employee to assume that all blood and human bodily fluids are infectious.

## Housekeeping and Work Habits

Housekeeping standards must be established and maintained at all times rather than depending upon cleaning to eliminate hazards. Machines, tools, work areas and miscellaneous equipment must be inspected on a periodic basis to insure that it is in compliance with standards. Any deficiencies, when observed, must be reported immediately and action taken to correct the defect. In addition, the following guidelines should be observed at all times.

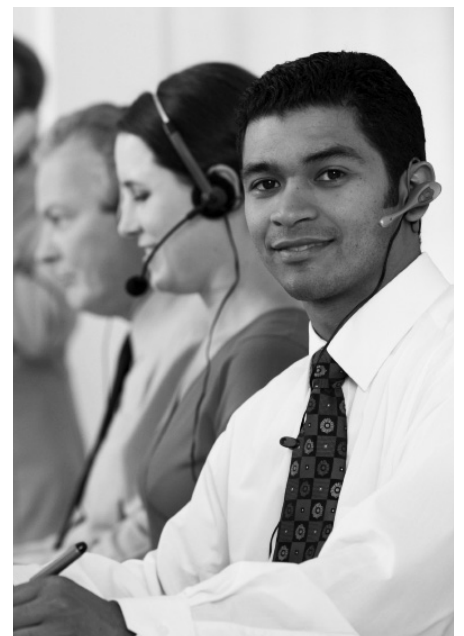
1. Each employee is responsible for the cleanliness and neatness of their work area or machine. Please keep your area free of accumulation of trash, scrap and unnecessary materials.
2. Look ahead and pay attention above as well as around walking areas.
3. Employees are prohibited from altering, defacing or changing the design of company property in any manner without proper authority.
4. Please observe the use of special safety equipment in designated areas such as: face shields, mesh gloves, leather sleeves, etc.
5. All safety rules should be followed by office employees whether in the plant or the office area.

## Quality of Worklife Policy

It is the policy of Ryan Alternative Staffing to provide all employees with a work environment which encourages a high degree of satisfaction and the opportunity for both personal and professional growth and development. Ryan Alternative Staffing is committed to maintaining a workplace free of distractions involving matters that do not relate to the company's business.

Specifically, a distracting or even hostile atmosphere can be created by remarks or animosity regarding employee race, color, religion, sex, age, national origin, mental or physical handicaps, unwelcome sexual advances, request for sexual favors or other conduct of a sexual nature. It is a firm policy of Ryan Alternative Staffing not to permit or condone such remarks or activity. Ethnic, religious, age, handicap or sexual considerations likewise will not be used as a basis for personnel decisions.

If any such written, verbal or physical conduct or harassment is experienced by any employee, the offended individual is requested to immediately notify Tim Ryan at (330) 781-1172 or (800) 665-5627. The problem will be addressed in a confidential manner and appropriate action, including discipline and/or discharge when warranted, will be taken.





# EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

## Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

## Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

## Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

## Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

**\*Special hours of service eligibility requirements apply to airline flight crew employees.**

## Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

## Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

## Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

## Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.**



For additional information:  
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 - Revised February 2013



# YOUR RIGHTS UNDER USERRA

## THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

### REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

### RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

### HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

### ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its **website at <http://www.dol.gov/vets>**. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



**U.S. Department of Labor**  
**1-866-487-2365**



**U.S. Department of Justice**



**Office of Special Counsel**



**1-800-336-4590**

# Starting Wage, Unemployment Benefits and Termination Policies

## Starting Wage Policy:

Ryan Alternative Staffing, Inc. services a diverse client base. These clients provide a variety of positions that require different levels of skill and have different physical restrictions. As a result, Ryan Alternative Staffing, Inc. offers positions that have different starting hourly rates of pay.

Often times our clients hire Ryan Staffing employees to fill their full-time positions. We encourage all applicants to be as flexible as possible pertaining to an acceptable starting wage. In short, the more restrictions you place on our ability to find you a position for which you are qualified, the harder it will be to get you started working.

I understand this policy and I am willing to accept positions that I am qualified for that have a starting hourly pay rate of

\$\_\_\_\_\_ / hour or higher.

## Unemployment Benefits Policy:

I understand and agree that I must contact/inquire with Ryan Alternative Staffing, Inc. for available work upon the conclusion of a work assignment as a condition of my employment. If suitable work assignments are available with Ryan Alternative Staffing, Inc. upon the conclusion of a work assignment and I fail to inquire about another work assignment within 24 hours, I am not eligible for work because I have quit.

## Termination from Employment with Ryan Alternative Staffing, Inc.

The following list represents offenses that will result in the immediate termination of your employment with Ryan Alternative Staffing, Inc.:

1. Misrepresentation or omission of information on your application for employment and other related documents.
2. Refusal to submit to drug testing under the company's policy; or having a positive result from a mandated drug test required by the company under its drug testing policy.
3. Failure to comply with the safety rules of Ryan Alternative Staffing, Inc. or its clients.
4. Fighting while on the premises of Ryan Staffing or its client locations.
5. Theft of any sort from Ryan Staffing, its clients or other coworkers.
6. Insubordinate behavior directed towards the staff of Ryan Staffing or its clients including but not limited to the use of profanity or abusive language, a refusal to perform a job duty, or failure to cooperate in the investigation of any matter pertaining to Ryan Staffing or its client's businesses.
7. Providing forged or fraudulent information on timecards, time sheets, etc. that results in the overpayment of wages.
8. Consuming, being under the influence, or being in the possession of alcohol, or illegal non-prescribed narcotics on the premises of Ryan Staffing or its clients.

I understand that violation of the above listed work rules is grounds for immediate termination from Ryan Alternative Staffing Inc. and that Ryan Staffing reserves the right to modify or change this list without notice.

You are required to call in on a weekly basis when you are available for work. You are required to update your application every 12 months of your initial application date. You are required to notify Ryan Staffing of any address or telephone number changes within three business days so that you can be contacted for work assignments.

I understand that if I fail to meet any of these requirements I will be considered to have quit my employment with Ryan Alternative Staffing, Inc.

I understand and agree that if suitable work is available, I am required to accept such jobs as a condition of my employment. In its determination of suitable work, Ryan Staffing will rely on information provided at the time of application and your past work history. I understand that my refusal to accept two bonafide job offers within a six month time period will cause my employment with Ryan Alternative Staffing, Inc. to be terminated effective immediately.

I understand and agree to abide by the Separation, Placement, and Termination Policies of Ryan Alternative Staffing, Inc. I understand that acceptance of these policies does not constitute a promise of employment. I acknowledge that I have received a copy of these policies prior to starting work with Ryan Alternative Staffing, Inc.

# Ryan Alternative Staffing, Inc. Employee/Applicant Drug Testing Authorization and Release

I understand that Ryan Alternative Staffing, Inc. is in the business of placing qualified employees on temporary assignments with its Clients. I further understand that some Clients have adopted policies requiring drug testing. If I desire to be considered for assignment with any such Client, I consent to undergoing drug screening tests as required under the Client's policy. It is my understanding that the drug screening tests which may be implemented are for the purpose of providing me with a safer work environment. Drug users not only endanger themselves, but also place their fellow co-workers at risk. I understand that if I am taking prescription medication(s) that may affect my job performance I must notify RAS, immediately prior to starting any assignment. Failure to report such information in a timely manner, for any reason, will result in disciplinary action up to and including discharge.

I understand that if I am involved in a reportable on-the-job accident, I will be sent for a drug test as soon as possible after the reported accident and after any appropriate medical attention has been received. In addition, I understand that if Ryan Alternative Staffing or its Client has reason to believe that a drug and/or alcohol problem exists, I consent to undergoing for-cause testing. Failure to submit to a timely post accident drug test for any reason will result in disciplinary action up to and including discharge.

In consideration for my employment, I hereby release Ryan Alternative Staffing, Inc., its Client, their respective parent, subsidiary and affiliate companies, and their employees, agents, and representatives from any and all liability arising with respect to such drug and/or alcohol tests. Furthermore, I release Ryan Alternative Staffing, Inc., its Client, their respective parent subsidiary and affiliate companies, and their employees, agents and representatives from any and all liability arising with respect to Ryan Alternative Staffing, Inc. its Client's use of the results of the drug and/or alcohol tests in making employment-related decisions. I agree to sign additional consent and/or release forms required by Ryan Alternative Staffing, Inc., its Client(s), or testing laboratory.

I understand that if I refuse to submit to any pre-assignment drug and/or alcohol tests, I will not be considered for placement on assignment with any such Client requiring pre-assignment testing. I also understand that if any such tests indicate the presence of any illicit drugs or controlled substances or such other substances prohibited by Ryan Alternative Staffing, Inc., or its Client, I will immediately be released from my assignment with such Client and termination from my employment with Ryan Alternative Staffing, Inc.

I understand and acknowledge that my continued employment with either Ryan Alternative Staffing, Inc. and/or its Clients is specifically conditioned upon a negative drug test result.

I understand that failure to pass any drug screening test required by Ryan Alternative Staffing, Inc., and/or its Clients is just cause for termination of my employment with Ryan Alternative Staffing, Inc. and/or its Clients.

I also understand that successfully completing a drug and/or alcohol test does not automatically guarantee employment as an assignment employee with Ryan Alternative Staffing, Inc. and does not guarantee placement on assignment with a particular Client.

The results of the employee's refusal to submit to the testing under this procedure may affect the employee's eligibility for compensation and benefits pursuant to 4123 of the Revised Code and the Ohio Workers' Compensation Programs.

By signing this form, I hereby authorize and consent to drug and/or alcohol testing. I also authorize and consent to the release of the results of such drug and/or alcohol test to appropriate employees of both Ryan Alternative Staffing, Inc., and its Client. In addition, I herein authorize Ryan Alternative Staffing to release this information to the Ohio Bureau of Employment Services, the Ohio Bureau of Workers Compensation, the State of Pennsylvania and its agencies including but not limited to the Mercer County Job Center and office of Employment Security or in evidence in any claim for benefits I may file with those agencies.

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## Authorization for Drug Test Charge

I hereby agree to pay Ryan Alternative Staffing, Inc., for drug test charges under the following conditions:

- Voluntary quit on an assignment working less than 160 cumulative hours,
- No show on a scheduled assignment,
- Terminated from an assignment because of attendance, safety violations, attitude, and/or work performance,
- Positive drug screen,
- Walk off a scheduled assignment

I understand that the drug test charge will be a total of \$35.00/negative test result and an additional \$50.00/positive test result (totaling \$85.00). A copy of this release will serve as an original that will be kept on file in your personnel record.



## EMPLOYMENTINQUIRYRELEASE

Ryan Alternative Staffing, Inc. (hereafter referred to as "Employer") may obtain information in conjunction with my application for my placement for temporary work assignments with certain of the Employer's client companies. I understand that the employer intends to obtain Consumer Reports and/or Investigative Consumer Reports about me as defined in the federal Fair Credit Reporting Act (FRCA) by authorized agents. These reports may include information concerning my academic background, character, reasons for work termination, work experience, work habits and/or work performance. The employer may also seek information concerning my civil litigation history, criminal record, educational background, employment history, motor vehicle record.

I understand that you may rely on the information contained in these reports in determining whether to extend an offer of employment to me. If you contemplate making an adverse employment related decision that will affect me based, in whole or in part, upon a report obtained from an authorized agent, I will receive a written summary of my Consumer Rights under the FRCA with specifics to request a copy of the report.

I have read the above disclosure and I hereby authorize Ryan Staffing to obtain the referenced information about me by an authorized agent. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. This authorization shall remain on file and be valid for one (1) year from the date affixed below and auto renew and shall serve as an ongoing authorization for you to obtain reports about me from an authorized agent. A photocopy or facsimile of this authorization shall be as valid as the original.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### THE FOLLOWING INFORMATION IS REQUIRED TO CONDUCT THE BACKGROUND CHECK

PLEASE FILL IN EACH BLANK SPACE			
NAME		PHONE	
FORMER NAME		SOCIAL SECURITY #	
CURRENT ADDRESS		PREVIOUS ADDRESS	
CITY		CITY	
STATE	ZIP	STATE	ZIP
COUNTY		COUNTY	
LENGTH OF RESIDENCE	YEARS:	MONTHS:	LENGTH OF RESIDENCE YEARS: MONTHS:
DRIVER'S LICENSE STATE:		LIST STATES AND COUNTIES OF RESIDENCE, OTHER THAN ABOVE, FOR THE PAST 7 YEARS:	
DL NUMBER:		COUNTY _____ STATE; _____	
DATE OF BIRTH		COUNTY _____ STATE; _____	
(For Identification purposes only)		COUNTY _____ STATE; _____	
MAY WE CONTACT YOUR CURRENT EMPLOYER?		EMAIL ADDRESS:	
<input type="checkbox"/> YES <input type="checkbox"/> NO			

Ryan Alternative Staffing is an equal opportunity employer and does not discriminate against applicants or employees on the basis of sex, race, color, religion, national origin, ancestry or age (40 years and over). In addition, Ryan Alternative Staffing, Inc. does not discriminate against qualified individuals with disabilities.

**My prospective employer understands that age is a protected characteristic and that any age related information requested will not be used as the basis for any employment decision.**



# Orientation Checklist

This is a checklist of all the information in the Orientation Packet that you have received. Reading this packet online, in print or by watching the video has made you familiar with each item in the following list. This signoff sheet must be returned to us after you have completed the orientation. This page will be kept in your personnel file.

- ☐ **Working for Ryan Alternative Staffing Policies**
- ☐ **Dress Code**
- ☐ **Absence and Tardiness policy**
- ☐ **When to Call Ryan Alternative Staffing**
- ☐ **What to Expect on Payday**
- ☐ **Benefits of working at Ryan Alternative Staffing**
- ☐ **Safety**
- ☐ **RAS Safety Policies and RAS Safety Philosophy**
- ☐ **Accident, Injury, First Aid and Illness documenting**
- ☐ **General safety information and PPE**
- ☐ **Machine and Material Handling**
- ☐ **Quality of Work Life Policy**
- ☐ **FMLA Rights**
- ☐ **Rights under USERRA**
- ☐ **Separation, Placement and Termination of Employment Policies of Ryan Staffing**
- ☐ **Drug Test, Release of Records Authorizations and Authorization for Background Check**



**RYAN**  
Alternative Staffing, Inc.

I have reviewed the above and I have been made familiar with the policies and procedures discussed above. I have also been given a hard copy of the Orientation which further discusses this information.

I know if I have any questions, it is my responsibility to contact Ryan Alternative Staffing. I acknowledge and understand the statements listed on this page.

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Employee Signature

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Date

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Ryan Staffing Representative Signature

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Date