



SWIFT STAFFING INC EMPLOYEE
HANDBOOK

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Welcome to Swift Staffing Inc.!

Welcome to Swift Staffing Inc.! We are excited to have you on board. This handbook is your go-to resource for understanding our company's values, policies, and the tools available to support your success.

At Swift Staffing Inc., we foster a culture of collaboration and growth. Your contributions are essential to our collective achievements. Please take the time to review this handbook thoroughly and feel free to reach out to your colleagues or HR (Human Resources) with any questions.

Thank you for joining us on this journey. Together, we will create a workplace where every individual can thrive.

This EMPLOYEE HANDBOOK provides a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with its contents, which answers many frequent questions about employment at Swift Staffing Inc. However, the Handbook cannot anticipate every situation or question.

This Handbook is not an employment contract and does not create any contractual obligations. Swift Staffing Inc. reserves the right to amend, interpret, modify, or withdraw any provisions of the Handbook at its sole discretion, with or without notice.

At-Will Employment Relationship

Employment with the Company is at will unless specified in a written agreement. This means it can be terminated by you or the Company at any time, with or without cause or notice. The Company reserves the right to modify your position, including demotion, promotion, transfer, reclassification, or reassignment, as necessary for business reasons and in compliance with applicable laws. Additionally, the Company may impose appropriate disciplinary actions based on its policies and procedures. Only the Vice President can enter into an agreement contrary to this statement, which must be specific, in writing, and signed by both the Vice President and you.

Swift Staffing Inc. employees are those hired to provide temporary services to the Company's clients on an as needed and temporary basis. This Swift Staffing Inc. Employee Handbook applies to all Swift Staffing Inc. employees. Swift Staffing Inc. employees are not eligible for any benefits provided to client company employees.

Equal Opportunity Employment

Swift Staffing Inc. complies with all state and federal laws regarding equal employment opportunities and affirmative action. We are an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, disability, genetic information, family medical leave, sexual orientation, gender identity, protected veteran status, or any other characteristic protected by law.

Swift Staffing Inc. prohibits retaliation against individuals who file complaints or assist in investigations related to discrimination. Reasonable accommodation will be provided for qualified individuals with disabilities or due to religious beliefs unless it imposes undue hardship.

This policy covers all aspects of employment, including selection, job assignment, compensation, discipline, termination, benefits, and training access.

Policy Against Harassment, Discrimination, and Retaliation

Swift Staffing Inc. is committed to a workplace free from unlawful harassment, discrimination, and retaliation. We adhere to all local, state, and federal laws protecting individuals based on age, race, color, religion (including religious dress and grooming practices), sex/gender (including pregnancy, childbirth, or related medical conditions), gender identity, national origin, ancestry, disability, military or veteran status, marital status, sexual orientation, genetic information, or any other characteristic protected by law.

Definitions

- Harassment: Unwelcome conduct based on a protected characteristic that creates an intimidating, offensive, or hostile environment.
- Discrimination: Different treatment based on a protected characteristic.

- Sexual Harassment: Unwelcome sexual advances, requests for favors, or other verbal/physical conduct of a sexual nature.

Scope

- This policy applies to all Swift Staffing Inc. employees, supervisors, co-workers, vendors, clients, and contractors.

Prohibited Conduct

- Swift Staffing Inc. prohibits all forms of harassment, including sexual harassment, and discrimination based on protected characteristics.

Reporting

- Employees should report any harassment, discrimination, or retaliation promptly to their supervisor, HR, or designated channels. Investigations will be conducted promptly and impartially.

Non-Retaliation

- Swift Staffing Inc. prohibits retaliation against individuals who report incidents or participate in investigations.

Compliance

- This policy is reviewed regularly to ensure compliance with laws and maintain a respectful work environment.

Standards of Conduct

We have established workplace standards of performance and conduct to maintain a productive and cohesive environment at Swift Staffing Inc. Employees are expected to demonstrate common sense and professionalism in all actions, essential for fostering a positive workplace.

Conduct that is dangerous, dishonest, unethical, illegal, and/or abusive will not be tolerated. Violations of Swift Staffing Inc.'s Standards of Conduct may result in disciplinary action, up to and including termination of employment.

When an employee fails to meet these standards, their manager may utilize progressive discipline to assist in improving performance or conduct. Swift Staffing Inc. employees are employed at will, meaning employment can be terminated by either party at any time, with or without cause and with or without notice.

Zero Tolerance- Illegal Drug & Alcohol Policy

Swift Staffing Inc. maintains a zero-tolerance policy regarding illegal drug and alcohol use. No employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on Swift Staffing Inc. property or on the property of a Swift Staffing Inc. client.

Prescription Drug Use

- The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform their job effectively and safely, without endangering others in the workplace.

Testing and Enforcement

- Swift Staffing Inc. reserves the right to conduct testing if there is reasonable suspicion of alcohol or drug use or influence on the job or following a work-related injury.

Compliance

- Employees are expected to comply with this policy to maintain a safe and productive work environment.

Cell Phone Communication Policy

Swift Staffing Inc. employees must obtain written consent from Swift Staffing Inc. or advance approval from the client before using cell phones. In case of a family emergency, employees must seek approval from Swift Staffing Inc. or from the client.

Text messaging is not allowed. Messages may be checked only during approved times such as breaks or lunch.

Job Assignment Procedures

Swift Staffing Inc. assigns jobs based on availability, experience, and skills. Some assignments start immediately. When accepting an assignment, record all essential information to prepare for a successful start.

You may accept or decline assignments you are selected for. Once accepted, completion is expected. If unable to work for any reason (illness, emergency, etc.), notify us immediately for a replacement, not the client.

After an assignment ends, contact us within 24 hours. Ending an assignment does not terminate your employment; you remain eligible for placement with another client. Failure to contact us may be considered voluntary resignation, impacting unemployment benefits.

Assignment Policy

When accepting a temporary assignment with Swift Staffing Inc., you affirm that you can complete the assignment. If you are unable to do so for any reason, you must promptly notify your recruiter at Swift Staffing Inc.

Failure to notify Swift Staffing Inc. or show up for work for two consecutive days may be considered job abandonment. Job abandonment may lead to termination of your assignment and could impact your employment status. It is important to note that such actions may also affect your eligibility for unemployment benefits in accordance with applicable laws.

It is crucial to communicate effectively and adhere to these guidelines to ensure clarity and compliance with both company policy and legal requirements.

Pay Rates and Pay Periods

You are compensated for the hours worked on assignments at a rate determined before starting each assignment, which may vary. Overtime pay for nonexempt employees complies with state and federal laws.

Only actual hours worked count for overtime calculations; paid time off does not. Overtime requires advance authorization.

We regularly review performance and pay status, deduct required taxes, provide unemployment insurance, match social security contributions, and offer Workers' Compensation insurance.

Payment Options Policy

1. Direct Deposit:

Employees have the option to receive their paycheck through a direct deposit to a bank account of their choice. To set up direct deposit, employees must provide a completed direct deposit authorization form. It is the employee's responsibility to ensure that the account information provided is accurate and up to date.

2. Paycard:

As an alternative to direct deposit, employees may choose to receive their paycheck via a paycard. The paycard is issued by Swift Staffing and is linked to a new bank account in the employee's name. This account is the property of the employee, and Swift Staffing will have no access to the employee's account information. Employees are responsible for the security of their paycard and the funds within the associated account. Swift Staffing is not liable for any loss or inconvenience resulting from stolen money or other issues related to the use of the paycard.

Important Notes:

- Employees must choose their preferred payment method upon hiring and may switch between payment methods by notifying their representative at least two weeks in advance of the next payday.
- In the case of any discrepancies or issues with payment, employees should report them to their representative immediately for resolution.

Benefits

Swift Staffing Inc. employees become eligible to enroll in our comprehensive benefits package, including Dental and Vision, Health, Disability, Life, and Accident insurance, after 90 days (about 3 months) of employment. In addition, Swift Staffing Inc. Inc. follows applicable state sick leave laws to ensure employees receive the necessary time off for personal illness or care for family members.

Please consult with your Swift Staffing Inc. representative for eligibility requirements and enrollment details. We encourage employees to review information about their specific state sick leave laws provided by their Swift Representative.

Family and Medical Leave

Swift Staffing Inc. provides Family and Medical Leave in accordance with the Federal Medical Leave Act (FMLA) and applicable local and state laws. Eligible employees may take up to 12 workweeks of unpaid leave within a 12-month period for the following reasons:

- Birth of the employee's child, adoption, or foster care placement.
- Care for the employee's spouse, child, or parent with a serious health condition.
- Employee's own serious health condition prevents work.
- Qualifying exigencies arising from a family member's military service.
- Care for a covered service member recovering from a serious illness or injury.

Employees may also take up to 26 workweeks of unpaid leave for Military Caregiver Leave in a single 12-month period per covered service member.

Leave for pregnancy-related disabilities is included within the FMLA entitlement. Leave may be taken consecutively or intermittently if medically necessary. Swift Staffing Inc. may assign employees to alternative positions during intermittent leave. Pay and benefits are maintained during this period.

Employees may use accrued sick leave and vacation benefits during FMLA leave. Under certain circumstances, employees may qualify for workers' compensation insurance.

Please refer to your Swift Staffing Inc. representative for eligibility requirements and additional details.

Work-Related Injury

In case of work-related injuries, employees are entitled to receive leave and benefits in accordance with applicable law. An employee who suffers an injury while on the job must promptly report it to their immediate supervisor and the Human Resources Department to ensure proper documentation and medical attention as needed.

Employees are encouraged to report injuries immediately to facilitate timely medical care and ensure compliance with legal requirements. Delays in reporting should be minimized to avoid complications in treatment and claims processing.

If an employee's injury requires them to be absent from work for more than one day, they must provide a medical certification confirming their inability to work and an estimated return-to-work date. Employees on leave for a work-related injury are required to provide updates on their medical status and intentions to return to work to the Company at reasonable intervals.

Swift Staffing Inc. ensures that all benefits provided during work-related injury leave comply with applicable federal and state laws, including workers' compensation and disability accommodations.

Adherence to Safety, GMP, Dress Code, and Client Policies

All Swift Staffing Inc. employees must adhere to safety rules, Good Manufacturing Practices (GMP), dress code policies, and any other specific policies enforced by the client they are assigned to. These policies are crucial for maintaining a safe, efficient, and professional work environment aligned with client requirements.

1. Safety Rules:

Employees must follow all safety protocols and guidelines established by Swift Staffing Inc. and the client. This includes procedures for handling equipment, chemicals, and emergencies to ensure workplace safety for themselves and others.

2. Good Manufacturing Practices (GMP):

For employees working in manufacturing or related industries, adherence to GMP rules is essential. This involves maintaining hygiene standards, following production protocols, and ensuring product quality and safety.

3. Dress Code Policies:

Employees must comply with dress code policies set forth by both Swift Staffing Inc. and the client. This may include attire appropriate for the job environment, such as uniforms, safety gear, or business attire.

4. Client-Specific Policies:

Each client may have unique policies and procedures that employees must follow while on their premises. Swift Staffing Inc. employees are responsible for familiarizing themselves with and adhering to these policies to maintain a positive working relationship with the client.

Non-compliance with any of these policies may result in disciplinary action, up to and including termination of employment. Employees are encouraged to seek clarification from their supervisors or Swift Staffing Inc. representatives if they have questions or concerns regarding any policy.

By adhering to these policies, Swift Staffing Inc. employees contribute to a productive and harmonious workplace environment, ensuring operational efficiency and meeting client expectations effectively.



Acknowledgment of Receipt of Swift Staffing Inc Handbook.

I acknowledge that I have received a copy of the Swift Staffing Employee Handbook. I understand that it contains important information about the company's policies, procedures, and benefits. I agree to read and abide by the guidelines and policies outlined in the handbook.

I understand that the contents of this handbook are subject to change at the discretion of Swift Staffing. I also understand that the handbook does not constitute a contract of employment and that my employment with Swift Staffing is at-will, meaning that either the company or I may terminate the employment relationship at any time, with or without cause or notice.

By signing below, I acknowledge that I have read and understand the above statements and that I have received a copy of the Swift Staffing Employee Handbook.

Employee Name: _____

Employee Signature: _____

Date: _____