



SWIFT STAFFING INC. EMPLOYEE HANDBOOK



Revised 08/29/2025

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Swift Staffing Inc
35 Love Lane, Netcong, NJ. 07857
(973) 607 2578
www.swiftstaffinginc.com



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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.

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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.

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Policy Acknowledgement of No Transportation

I hereby acknowledge and understand that Swift Staffing Inc does not provide transportation to its employees to and from any worksite nor is Swift Staffing Inc affiliated and/or contracted with any transportation company. I also understand that while Swift Staffing Inc.'s employees may have on their own obtained transportation to and from the worksite, this was done without any assistance from Swift Staffing Inc.

I further understand if I should decide to utilize the services of a transportation company, it is not a prerequisite for employment and is for my sole benefit and convenience and I am doing so completely independent of Swift Staffing Inc and at my own expense. Furthermore, I acknowledge that it is my responsibility to travel to my temporary worksite so that I arrive at work at the proper start time for my assignment. It is up to me to decide whether to travel to work on my own or with the assistance of independent drivers and or transportation companies.

I understand that I am not receiving my wages during this transportation nor am I in the course of my employment. I will not begin to receive my wages until I begin work at my temporary worksite. I understand that Swift Staffing Inc is not liable for any injuries or damages suffered to my persons or property during any transportation to and from my temporary worksite.

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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.

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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.



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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.



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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.

I acknowledge that I have read, understood, and agreed to the policy described above.



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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 on 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.

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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

- **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.

- **Paycard**

As an alternative to direct deposit, employees may choose to receive their paycheck via a paycard. The paycard is issued by Swift Staffing Inc. and is linked to a new bank account in the employee's name. This account is the property of the employee, and Swift Staffing Inc. 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 Inc. is not liable for any loss or inconvenience resulting from stolen money or other issues related to the use of the paycard.

- **Check**

Employees have the option to receive their paycheck as a live check, available for pickup at Swift Staffing Inc.'s main office. Employees must either pick up their check in person or authorize a representative to do so. If a representative is picking up the check, the employee must provide written authorization to Swift Staffing Inc., including the representative's full name, prior to the pickup. Checks will not be released without this written authorization.

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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 a resolution.
- If an employee provides direct deposit information that is unclear or fails to confirm it before the first payment, the payment will be issued by check. The indicated payment method will not be used until the information has been confirmed in writing.



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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. 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 Staffing Inc. 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.

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

I acknowledge that I have read, understood, and agreed to the policy described above.



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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 certificate 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 accommodation.

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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.

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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.



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Employment Notice Request Policy

At Swift Staffing Inc., we are committed to providing excellent service to our employees, candidates, and former employees. As part of this commitment, we issue Employment Notices upon formal request from any individual who is currently employed, has previously worked with us, or has a confirmed start date with Swift Staffing Inc.

What an Employment Notice Includes

Employment Notices generally contain the following information:

- Full name of the employee or former employee
- Hire date and, if applicable, termination date
- Hourly or salaried pay rate
- Job title or position

Additional details may be included on a case-by-case basis, depending on the specific request and approval from the appropriate department.

Request Procedure and Processing Time

Requests for employment notices must be submitted in writing via email or through any of Swift Staffing Inc.'s approved communication channels (Text, WhatsApp, or Email). Notices will be processed and issued within one to two business days from the time the request is verified.

Employment Notices will be delivered through the employee's preferred communication platform, as indicated at their request.

Review and Accuracy

Once received, the employee or former employee is responsible for reviewing the contents of the Employment Notice. Any inaccuracies or discrepancies must be reported to Swift Staffing Inc. immediately so that appropriate corrections can be made.

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Means of Communication with Swift Staffing Inc.

To ensure accurate documentation of interactions and avoid misunderstandings, all communication between Swift Staffing Inc. and its employees or candidates will primarily be conducted **in writing**.

Approved Communication Channels

Employees and candidates may select their preferred communication method from the following:

- Text Message
- WhatsApp
- Email

These platforms will be used for communication throughout the recruitment process, during employment, and for matters related to employment termination.

Formal Documentation

All formal documentation and employment-related paperwork will be conducted via **email** to ensure the security and confidentiality of employees and candidate information. A valid and active email address will be required during onboarding. It is the employee's responsibility to provide an accurate email address and to monitor it regularly.

Phone Calls

Phone communication will be limited to situations that require an urgent response or during emergencies.

Scope

This policy applies to all candidates, employees, and former employees engaged through Swift Staffing Inc., across all positions and assignments, unless otherwise stated in writing.

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Employee Responsibility

Employees and candidates are responsible for monitoring their selected communication platform and responding to messages in a timely and professional manner. Failure to do so may affect the quality and timeliness of communication regarding assignments, updates, or required actions.



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Candidate Reliability and Eligibility Policy

1. Purpose

Swift Staffing Inc. is committed to providing dependable and professional talent to our clients. This policy outlines expectations for candidates during both active assignments and the recruitment process, as well as the consequences of behavior that may compromise the quality of our service.

2. Definition of Assignment Incidents

For the purposes of this policy, an assignment incident is defined as:

- **Abandoning an assignment** without prior notice or a valid reason, or
- **Being removed from an assignment** by the client due to poor performance, attendance issues, or unprofessional behavior.

Both scenarios are treated as equally serious in nature, as they directly affect the trust placed in Swift Staffing Inc. by our clients.

3. Disqualification of Future Opportunities

If a candidate accumulates **three (3) assignment incidents**, whether due to abandonment, client-initiated removal, or a combination of both, they will be **temporarily disqualified from future job opportunities** with Swift Staffing Inc.

This policy is designed to preserve the quality and reliability of our workforce.

4. Immediate Disqualification for Severe Cases

While Swift Staffing Inc. follows a three-incident review process, we reserve the right to **immediately disqualify a candidate from future job opportunities or reinstatement** depending on the **nature and severity of the conduct**.

Situations that may result in **immediate disqualification** include, but are not limited to:

- Abandoning a job site mid-shift without notification
- Being removed from an assignment for misconduct, harassment, or violation of safety protocols
- Providing false information during the hiring or onboarding process

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These cases will not be subject to the three-incident rule and may lead to permanent exclusion from Swift Staffing Inc.'s employment consideration, at the company's sole discretion.

5. Valid Reasons That May Be Considered

Swift Staffing Inc. recognizes that unforeseen events may arise. If a candidate provides sufficient documentation or explanation, the following reasons may be considered valid:

- Personal or family medical emergencies
- Death of a close family member
- Serious transportation accidents (with supporting documentation)
- Mandatory court appearances
- Domestic violence or safety-related emergencies
- Urgent child or dependent care situations
- Verified public transit failures beyond the candidate's control
- Other force majeure events, with reasonable proof

Each case will be evaluated individually with the goal of maintaining a fair and compassionate approach.

6. Failure to Attend Scheduled Interviews

Swift Staffing Inc. considers failure to attend scheduled interviews a serious issue, even though the individual is not yet an employee.

A candidate will be **disqualified from future opportunities** if they:

- **Miss two (2) scheduled interviews** without at least 2 hours' advance notice, or
- **Cancel two (2) interviews at the last minute** without valid justification.

7. Appeals and Review

Swift Staffing Inc. understands that some circumstances deserve reconsideration. If a candidate wishes to appeal a disqualification related to assignment incidents or missed interviews, they may submit a written explanation directly to their Swift Staffing Inc. representative.

Supporting documents are encouraged, and all cases will be reviewed individually and confidentially. Final decisions are made at the discretion of Swift Staffing Inc.

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8. Equal Opportunity and Fair Enforcement

Swift Staffing Inc. applies this policy consistently and objectively. We do not discriminate on the basis of race, color, religion, sex, gender identity, national origin, age, disability, or any other protected category under applicable law.



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Proper Punch In and Out Policy

As part of your assignment with Swift Staffing Inc., you are required to adhere to the policies and procedures of the client company where you are placed.

It is the employee's responsibility to understand and follow the guidelines set by the company to properly clock in and out. The procedure of the company will be explained to you at the beginning of your assignment, and you are expected to follow this procedure for the duration of your assignment, or until any changes are made by the client company or Swift Staffing Inc.

Clocking in and out properly is considered part of your work performance. Failure to follow this protocol accurately may result in disciplinary action, including verbal or written warnings, and may ultimately lead to termination.

Please refer to your Swift Staffing Inc. representative if you require further information regarding the timekeeping procedure at your assigned company.

As a general rule for Swift Staffing Inc., you are expected to clock in no earlier than the start of your scheduled shift and clock out no later than the end of your shift, unless you have prior approval from the client company to begin earlier or stay later.

For example: if your shift starts at 7:00 a.m., do not clock in before 7:00. If your shift ends at 3:30 p.m., do not clock out after 3:30 unless approved by the client company.

This policy aligns with Federal and State law where Swift Staffing Inc. operates. Any time worked outside of your regular schedule must have prior approval and will be recorded and compensated in accordance with federal and state law.

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