



CONSTRUCTION RECRUITERS AMERICA

POLICIES AND PROCEDURES

EMPLOYEE'S SIGNATURE _____ SSN# _____ DATE _____

CRA'S SIGNATURE _____ DATE _____

GENERAL POLICIES

Background Check: Employee authorizes Construction Recruiters America (The Company) or (CRA) to obtain a background report, in accordance with The Fair Credit Reporting Act section 604 (b) (2) (A). Contact Information: Furthermore, Employee agrees to contact the Company with any address or telephone changes. **INITIAL** _____

MISSED TIME/ABSENCE REPORTING

If you expect to be absent, you must notify your immediate supervisor and Construction Recruiters America (CRA) by telephone, of your expected absence at least one hour before your scheduled work shift; if your immediate supervisor is not available you **MUST** exhaust all means to contact him/her. This includes but is not limited to leaving a voice mail message for your supervisor, paging your supervisor, calling your supervisor on a his/her cell phone and calling the CRA Project Manager for the job. You will inform your supervisor and CRA of the reason for the absence, and when you will return to work. When an absence or tardiness is not anticipated, but is an emergency, you should notify your supervisor and CRA at the earliest possible time. Failure to notify CRA of an absence is considered to be an automatic resignation by the employee unless it can be shown that it was impossible to provide such notification. If you are going to be absent for more than one day, you must keep your supervisor and CRA informed of your status by calling your supervisor and CRA **EACH DAY** using the same procedure defined earlier to inform him/her of your status and the day and time that you expect to be able to return to work.

In the event your supervisor requests or in the event you are off work for more than two (2) consecutive days, you must present to your supervisor and CRA proper medical documentation explaining your illness and stating that you are able to return to work, and explaining any restrictions on your ability to perform the essential functions of your job. Failure to present proper medical documentation when required or requested may lead to discipline up to and including termination. **NO EXCEPTIONS!!!**
INITIAL _____

ASSIGNMENT CONCLUSION

Employee agrees to contact CRA as soon as their job assignment ends for re-assignment. **INITIAL** _____

Prior to first day on the jobsite - Upon completion of the hiring process employee will be given contact phone numbers for the jobsite Supervisor and CRA's Project Manager. **Employee is responsible to call CRA following their first completed day on the job. The employee is responsible to report to CRA's Project Manager within the first week of employment and continue to stay in touch with the CRA.** **INITIAL** _____

WORKER'S COMPENSATION FRAUD POLICY

Any employee who suspects workers' compensation fraud should notify his/her supervisor immediately. Supervisors who receive information about suspected workers' compensation fraud must report that information immediately. **INITIAL** _____

Examples of workers' compensation fraud include, but are not limited to:

Making a false or misleading statement to receive workers' compensation benefits (Example: reporting an injury that does not exist). Misrepresenting or concealing a material fact to receive workers' compensation benefits (Example: reporting an off-duty injury as a work-related injury).

Fabricating, altering, concealing or destroying a document to receive workers' compensation benefits. (Example: withholding a doctor's release to return to work form). Conspiring to commit an act described above (example: helping another employee stage or fake a work-related injury).

Each filed claim is reviewed and may be fully investigated. If any of the facts are found to be false, inaccurate, withheld or exaggerated, disciplinary action including termination will be taken. CRA will cooperate fully with all state and local law officials to identify and prosecute any employee who commits or conspires to commit workers' compensation fraud.

INITIAL _____

SUBSTANCE ABUSE POLICY

The specific purpose of this policy is to outline the methods for maintaining a work environment free from the effects of alcohol/drug abuse or other substances that adversely affect the mind or body. Employees must be physically and mentally fit to perform their duties safely and efficiently.

CRA strives to provide a safe and productive work environment for all employees. It is the policy of the CRA that employees shall not be involved with the unlawful use, possession, sale, or

transfer of drugs or narcotics in any manner that may impair their ability to perform assigned duties or otherwise adversely affect CRA's business. **INITIAL** _____

Employees are expected to report for work and remain at work in condition to perform assigned duties free from the effects of alcohol and drugs. **INITIAL** _____

Alcohol abuse or illegal drug use and its physiological effects represent a threat to the well-being and security of employees and could cause extensive damage to CRA's reputation and community standing. Any involvement with alcohol/drugs that adversely affects the workplace or the work environment will not be tolerated. Off-the-job illegal drugs activity or alcohol abuse that could have an adverse effect on an employee's job performance or that could jeopardize the safety of other employees, the public, CRA or the job site client's equipment, or CRA's relations with the public will not be tolerated.

Illegal drugs are those drugs defined as illegal under federal, state, or local laws; they include, but are not limited to:

- Marijuana• Heroin• Methamphetamines• Hashish• Cocaine
- Hallucinogens• Alcohol• Prescription drugs used in an unlawful manner.

It is within CRA's policy that drug testing is used as a means of pre-employment screening. CRA reserves the right to conduct tests for reasonable suspicion and post-accident occurrences; therefore, random testing may be conducted at any time. CRA's client where the employee is working may also request the employee to drug test at any time. An employee may be suspended pending the outcome of any drug test required. The use of drugs or alcohol during working hours is strictly prohibited.

If tested positive for illegal drug/alcohol use, employees will be subject to disciplinary action, up to and including termination of employment. **INITIAL** _____

For all employees, alcohol consumption is prohibited during the workday, including rest period and meal periods. The use or personal possession (e.g., on the person or in a desk/vehicle) of alcohol during work time or on CRA's or CRA's clients property is a dischargeable offense that will be subject to disciplinary action, up to and including termination of employment.

INITIAL _____

ACCIDENT/INJURY/ILLNESS/INCIDENT POLICIES

Accidents/Injuries/illnesses that do **NOT** require medical attention. I understand that ALL accidents/injuries/illnesses or incidents must be handled in the following manner, even if medical attention is **NOT** required. I will immediately report to my Supervisor that an accident/injury/illness or incident **NOT** requiring medical attention occurred.

I will then complete an Employee Report of Accident, Injury, Illness or Incident Report and ask my Supervisor to complete a Report of Accident, Injury, Illness or Incident Report at that time. Both reports need to be faxed to Construction Recruiters America at 888-457-3336. I will keep a copy for my records. **I agree to contact CRA immediately.**

Non-life threatening injuries that **DO** require medical attention

I understand that if an accident injury or illness **DOES** require

medical attention either I or my supervisor will call Construction Recruiters America at 520-270-9923 prior to leaving the jobsite. If injured after normal business hours I will call 520-270-9923 to report my injury. **INITIAL** _____

I will only seek treatment for non-emergency injuries or at CRA's approved Minor Emergency Clinic or Urgent Care Facilities. If I go to a medical facility or physician not approved by CRA I may be held responsible for my own medical bills and related fees. **INITIAL** _____

I will then complete an Employee Report of Accident, Injury, Illness or Incident Report and ask my Supervisor to complete a Report of Accident, Injury, Illness or Incident Report at that time. Both reports need to be faxed to CRA at 888-457-3336.

A drug test is required to be taken within 24 hours after an injury/accident is reported. Refusal to submit to a drug test will result in the same consequences as a positive drug or alcohol test. The employee understands this is grounds for CRA to terminate the employee. **INITIAL** _____

For Life threatening emergency injuries
Immediately call 911 and report the accident.

INITIAL _____

I will then report to my foreman or supervisor a serious emergency accident has occurred. I will have my supervisor call the **EMERGENCY NUMBER 520-270-9923** to report the name of the Medical Facility that I am being transported to. **NOTE:** CRA needs to authorize treatment; arrange for proper billing; and determine that the facility follows proper procedures.

I understand that upon receiving a Release to Return to Work, I must call CRA to report my availability. If I am on light duty, I will follow the doctor's restrictions and will only return to regular duty upon a written release from my doctor. I will also report for modified duty as instructed by the doctor. It is my responsibility to inform the doctor that CRA has all types of light duty work. I understand that any payments to me or anyone else for expenses in connection with my accident and resulting injury is not an admission of liability on the part of CRA. I authorize full access to copies of medical records, radiology reports, drug/alcohol screenings and documents of any kind relating to my past or present injury/illness. I hereby agree to release this information and hold all such medical providers harmless from the release of this information as set forth in this authorization.

INITIAL _____

I further understand CRA will consider the employee negligent if the Missed Time/Absence Reporting is abused in conjunction with Accident/Injury/Illness/Incident Policies which could cause CRA to incur Lost Time worker's compensation. CRA will terminate the employee. **INITIAL** _____

SAFETY RULES AND REGULATIONS

Safety is more than a policy. It is a daily practice and attitude which plays a vital role in the daily work of CRA. All employees are expected to follow all of the rules and regulations set forth by CRA, CRA's safety representatives and the job site employer.

In the event of an employee is not abiding by these Regulations, he/she shall be subject to disciplinary action or possible termination - determined by the severity of the violation. If the

employee feels they are working in an unsafe condition, inform your Supervisor immediately and contact CRA's office so we can resolve the matter. In order for CRA to remain safe to work for, you must always be "Safety Conscious".

The following is an overview of CRA/s Standard Operating Procedures:

GENERAL SAFETY RULES

.Do not wear loose clothing or jewelry around equipment. Keep equipment, tools and trash away from walkways to avoid accidental tripping. Handle all equipment carefully and according to standard procedures. Do not "jerry rig" tools and equipment. Do not engage in horseplay or running. Turn off all electrical equipment, including machines and radios, before leaving at the end of the day. Do not tamper with electrical circuits, switches or fuses. Notify your supervisor of any electrical problems.

Stop all machinery before cleaning, oiling or adjusting. Prior to work, all equipment and situations must be inspected daily and as-is necessary. When operating equipment all guards or safety features attached must be used. Observe posted Safety Procedures, and wear required Personal Protective Equipment including straps and harnesses. If you do not understand or have any doubt about an item, do not use it until you check with your supervisor and are properly instructed. Become familiar with where and what kinds of fire extinguishers are on the job. A pre-shift check-list must be completed prior to using any aerial work platform or forklifts. Every employee will be expected to do his or her part toward keeping the jobsite as clean as possible. All Construction Recruiters America's Safety Policy's & Procedures must be followed.

ADDITIONAL NOTES

If at any time during your employment you fail to abide by any OSHA Standard, Jobsite Specific Safety Policy or CRA's Safety Procedures you shall be subject to termination.

Any violation of the above rules shall subject you to discipline up to and including termination. . INITIAL _____

SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY

CRA is committed to providing a work environment that is free of discrimination and unlawful harassment. CRA complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of illegal harassment, including, but not limited to, harassment based on: Sex, Religion, National Origin, Age, Disability, and Race.

Some examples of conduct that might be considered harassment include ethnic slurs and racist remarks. In addition, sexual harassment includes any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where tolerance of such actions is made a condition of employment, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

It is illegal and against the CRA policy for any worker to harass

another worker or create a hostile work environment or assault. Anyone engaging in unlawful activity will be subject to immediate termination. INITIAL _____

GUIDELINES FOR PREVENTION AND HANDLING OF DISCRIMINATION AND HARASSMENT

These guidelines generally outline the process for dealing with incidents of discrimination and harassment by or towards employees and/or non-employees. The guidelines apply to incidents occurring while on job-related activities, whether on CRA or client's premises or elsewhere. As guidelines only, they may be modified by CRA as it may deem appropriate in particular cases.

When incidents of sexual/illegal harassment or discrimination occur or are suspected, the following course of action is to be followed by the person being subjected to harassment or discrimination or by the observer of such harassment or discrimination.

The victim or observer should tell the harasser or offender to stop.

If harassment continues a supervisor should be contacted immediately or, if not available, any member of management.

The victim should describe the basis of the complaint verbally and in writing.

Supervisors informed of such incidents are to record all information supplied by the complainant.

Supervisors are to notify the Human Resources Department immediately of the original complaint and forward all written documentation.

The Director of Human Resources or the Director's designee will undertake an investigation of the complaint, which will include conferring with the alleged offender(s) and any witnesses. The Human Resources Director or the Director's designee will compile the data obtained from the investigation.

After the complaint has been investigated, Construction Recruiters America will determine an appropriate course of action and will notify the complainant and offender of the action to be taken.

The results of the investigation and disposition will be summarized in a report. INITIAL _____

EMPLOYMENT AT-WILL

Neither this Agreement nor any other agreement between the employee and CRA is an employment agreement, and to the extent that the employee is employed, it is at-will, the employee may be terminated with or without cause at any time, and without advance notice, procedure or formality, for any reason not otherwise prohibited by law. CRA will make every effort to extend employment opportunities to the employee if the employee has followed CRA's Policies and Procedures.

INITIAL _____