

Contemporary Staffing, Inc



Federal Contractor Handbook

03-20-2012

Contemporary Staffing, inc.

CSI Government Staff Handbook

Table of Contents

Policy	Effective Date:	Revision Date:	Page
INTRODUCTION			
010 Title Page	6/8/1999	3/20/2012	
020 Employee Welcome Message	6/8/1999		
040 Introductory Statement	6/8/1999		
EMPLOYMENT			
101 Nature of Employment	6/8/1999		1
103 Equal Employment Opportunity	6/8/1999		1
104 Business Ethics and Conduct	11/29/2007	11/29/2007	2
114 Disability Accommodation	6/8/1999		3
EMPLOYMENT STATUS & RECORDS			
203 Employment Reference Checks	6/8/1999		4
208 Employment Applications	6/8/1999		4
EMPLOYEE BENEFIT PROGRAMS			
301 Employee Benefits	6/8/1999	4/3/2008	5
303 Vacation Benefits	6/8/1999	1/31/2008	5
305 Holidays	6/8/1999	1/5/2007	6
306 Workers' Compensation Insurance	6/8/1999		7
TIMEKEEPING/PAYROLL			
401 Timekeeping	6/8/1999		8
403 Paydays	6/8/1999		8
405 Employment Termination	6/8/1999		9
WORK CONDITIONS & HOURS			
504 Use of Phone and Mail Systems	6/8/1999		10
505 Smoking	6/8/1999		10
506 Meal Periods	6/8/1999		10
508 Use of Equipment	6/8/1999		10
510 Emergency Closings	6/8/1999		11
516 Computer and E-mail Usage	6/8/1999		11
517 Internet Usage	6/8/1999		12
EMPLOYEE CONDUCT & DISCIPLINARY ACTION			
701 Employee Conduct and Work Rules	6/8/1999		14
702 Drug and Alcohol Use	6/8/1999		14
703 Sexual and Other Unlawful Harassment	6/8/1999		15
704 Attendance and Punctuality	6/8/1999	3/23/2010	16

Contemporary Staffing, inc.

CSI Government Staff Handbook

Policy	Effective Date:	Revision Date:	Page
705 Personal Appearance	6/8/1999	3/23/2010	17
706 Return of Property	6/8/1999		18
708 Resignation	6/8/1999		18
MISCELLANEOUS			
800 Life-Threatening & Infectious Illnesses	10/2/2009	10/5/2009	19

Contemporary Staffing, inc.

CSI Government Staff Handbook

Index

(Policy number shown in brackets)

ADA

- see Disability Accommodation [114], p. 3
- see Equal Employment Opportunity [103], p. 1

AFFIRMATIVE ACTION

- see Equal Employment Opportunity [103], p. 1

APPEARANCE

- see Personal Appearance [705], p. 17

APPLICATIONS FOR EMPLOYMENT

- see Employment Applications [208], p. 4

ATTENDANCE AND PUNCTUALITY [704], p. 16

BENEFITS

- see Employee Benefits [301], p. 5

BUSINESS ETHICS AND CONDUCT [104], p. 2

CHECK DISTRIBUTION

- see Paydays [403], p. 8

COMPUTER AND E-MAIL USAGE [516], p. 11

CREDIT REPORTS

- see Employment Applications [208], p. 4

DISABILITY ACCOMMODATION [114], p. 3

DISCHARGE OF EMPLOYEE

- see Employment Termination [405], p. 9

DISCIPLINE

- see Employee Conduct and Work Rules [701], p. 14

DISCRIMINATION

- see Equal Employment Opportunity [103], p. 1
- see Sexual and Other Unlawful Harassment [703], p. 15

DRESS CODE

- see Personal Appearance [705], p. 17

DRUG AND ALCOHOL USE [702], p. 14

EEO

- see Equal Employment Opportunity [103], p. 1

EMERGENCY CLOSINGS [510], p. 11

EMPLOYEE BENEFITS [301], p. 5

EMPLOYEE CONDUCT AND WORK RULES [701], p. 14

EMPLOYEE WELCOME MESSAGE [020]

EMPLOYMENT APPLICATIONS [208], p. 4

EMPLOYMENT REFERENCE CHECKS [203], p. 4

EMPLOYMENT TERMINATION [405], p. 9

Contemporary Staffing, inc.

CSI Government Staff Handbook

EMPLOYMENT-AT-WILL

- see Employee Conduct and Work Rules [701], p. 14
- see Employment Termination [405], p. 9
- see Introductory Statement [040]
- see Nature of Employment [101], p. 1

EQUAL EMPLOYMENT OPPORTUNITY [103], p. 1

FAIR CREDIT REPORTING ACT

- see Employment Applications [208], p. 4

HARASSMENT

- see Sexual and Other Unlawful Harassment [703], p. 15

HOLIDAYS [305], p. 6

INSURANCE, WORKERS' COMP

- see Workers' Compensation Insurance [306], p. 7

INTERNET USAGE [517], p. 12

INTRODUCTORY STATEMENT [040]

INVOLUNTARY TERMINATION

- see Employment Termination [405], p. 9

JOB APPLICATIONS

- see Employment Applications [208], p. 4

JOB REFERENCES

- see Employment Reference Checks [203], p. 4

LAYOFF

- see Employment Termination [405], p. 9

LIFE-THREATENING & INFECTIOUS ILLNESSES [800], p. 19

MEAL PERIODS [506], p. 10

MISCONDUCT

- see Employee Conduct and Work Rules [701], p. 14

NATURE OF EMPLOYMENT [101], p. 1

PAY CHECKS

- see Paydays [403], p. 8

PAY PERIODS

- see Paydays [403], p. 8

PAYDAYS [403], p. 8

PERSONAL APPEARANCE [705], p. 17

PERSONAL CONDUCT

- see Employee Conduct and Work Rules [701], p. 14

REFERENCE CHECKS

- see Employment Reference Checks [203], p. 4

RESIGNATION [708], p. 18

RESIGNATION

- see Employment Termination [405], p. 9

RETIREMENT

- see Employment Termination [405], p. 9

RETURN OF PROPERTY [706], p. 18

RULES OF CONDUCT

Contemporary Staffing, inc. CSI Government Staff Handbook

see Employee Conduct and Work Rules [701], p. 14
SEXUAL AND OTHER UNLAWFUL HARASSMENT [703], p. 15
SMOKING [505], p. 10
TERMINATION OF EMPLOYMENT
 see Employment Termination [405], p. 9
 see Resignation [708], p. 18
TIMEKEEPING [401], p. 8
TITLE PAGE [010]
USE OF EQUIPMENT [508], p. 10
USE OF PHONE AND MAIL SYSTEMS [504], p. 10
VACATION BENEFITS [303], p. 5
VOLUNTARY RESIGNATION
 see Resignation [708], p. 18
VOLUNTARY TERMINATION
 see Employment Termination [405], p. 9
WORKERS' COMPENSATION INSURANCE [306], p. 7

Contemporary Staffing, Inc.

CSI Government Staff Handbook

Welcome new employee!

On behalf of your colleagues, I welcome you to CSI and wish you every success here.

We believe that each employee contributes directly to CSI's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with CSI.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with CSI and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by CSI to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As CSI continues to grow, the need may arise and CSI reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or CSI to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

Contemporary Staffing, inc.

CSI Government Staff Handbook

101 Nature of Employment

Effective Date: 6/8/1999

Employment with CSI is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, CSI may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between CSI and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at CSI's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the chief executive officer of CSI.

103 Equal Employment Opportunity

Effective Date: 6/8/1999

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at CSI will be based on merit, qualifications, and abilities. CSI does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

CSI will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, CSI has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the President. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Contemporary Staffing, inc.

CSI Government Staff Handbook

104 Business Ethics and Conduct

Effective Date: 11/29/2007

Revision Date: 11/29/2007

The successful business operation and reputation of CSI is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of CSI is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to CSI, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

CSI will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the President for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every CSI employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

CSI requires employees working under a Government Contract to adhere to the Statement of Work (SOW) for that contract. Please be advised that if you move from one contract to another the SOW may be different. If for any reason you do not have your SOW for your current position, immediately contact CSI to obtain one.

If at any time you are requested by a Federal Employee to perform duties outside of your SOW or if you are uncertain as to whether the duties in question are outside the SOW, you must contact CSI for clarifications before performing such duties. Compliance with this policy is the responsibility of every CSI employee.

Contemporary Staffing, inc.

CSI Government Staff Handbook

114 Disability Accommodation

Effective Date: 6/8/1999

CSI is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

CSI is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. CSI will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. CSI is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Contemporary Staffing, inc.

CSI Government Staff Handbook

203 Employment Reference Checks

Effective Date: 6/8/1999

To ensure that individuals who join CSI are well qualified and have a strong potential to be productive and successful, it is the policy of CSI to check the employment references of all applicants.

CSI will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

208 Employment Applications

Effective Date: 6/8/1999

CSI relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Contemporary Staffing, inc.

CSI Government Staff Handbook

301 Employee Benefits

Effective Date: 6/8/1999

Revision Date: 4/3/2008

Eligible employees at CSI are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- * Holidays
- * Pension Plan
- * Vacation Benefits

Some benefit programs require contributions from the employee, but most are fully paid by CSI.

Sick leave and other fringe benefits are covered under the current US Department of labor Wage Determination Schedule. This schedule can be found on the DOL web site www.dol.gov or we will provide the schedule you are on upon request.

303 Vacation Benefits

Effective Date: 6/8/1999

Revision Date: 1/31/2008

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- * CSI Government Staff

Vacation time will be Allocated in accordance with the US Department of labor Wage Determination and the Title 29, Part 4 of the Code of Federal Regulations. Part 4 Labor Standards for Federal Service Contacts.

Once eligibility has been met the formula to figure vacation benefits is as follows:

Where X is = to days worked

Contemporary Staffing, inc.

CSI Government Staff Handbook

Where y is = to the maximum vacation benefit available * note Wage Determination on Vacation benefit levels

Formula: $X/2080 \times (y) = \text{Vacation benefit}$

Example: Hours worked in the year was 1900, then x is = 1900
Benefit Level is 80, then y is =80

$1900/2080 = .913$

$.913 \times 80 = 73.07$

73.07 are the vacation hours earned

If you would like for someone to go over the formula with you, please call the our office we would be most willing to assist you and answer any questions.

*If you are working on a Government contract which requires CSI to provide a replacement, you must used a minimum of 4 hours leave.

305 Holidays

Effective Date: 6/8/1999

Revision Date: 1/5/2007

CSI will grant holiday time off to all employees on the holidays listed below:

- * New Year's Day (January 1)
- * Martin Luther King, Jr. Day (third Monday in January)
- * Presidents' Day (third Monday in February)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Columbus Day (second Monday in October)
- * Veterans' Day (November 11)
- * Thanksgiving (fourth Thursday in November)
- * Christmas Day(December 25)

CSI will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- * CSI government Staff

Contemporary Staffing, inc.

CSI Government Staff Handbook

All policies in regards to holiday pay will be determined by the Code of Federal Regulations as set forth by the US Department of Labor. CSI is required to pay only those holidays as mandated by the Wage Determination of the Department of Labor.

If you do not work 40 hours the week before a holiday you do not get full payment for the holiday unless you are on paid leave. According to the Service Contract Act (SCA) Sec. 4.716(i) "an employee works 10 hours during the preceding July 4th, a designated holiday. The employee is entitled to 10/40 of the holiday pay (i.e., 10/40 times 8 = 2.hours holiday pay", Example 2, an employee works 37 hours the preceding week, 37/40 times 8=7.4 hour holiday pay.

Federal Closings. Government announced closings whether for National emergencies, weather, funerals, budget, etc. are invoiced and therefore paid at the option of the individual Department or Government Agency. If an agency will not accept billing for the closing, CSI can not provide Government Closing pay. Rules and Regulations regarding full time US Government Personnel and private sector contractor staff are different. Private Sector Staff rules are based on the Service Contract Act, Regulations Part 4 Labor Standards for Federal Service Contracts and DOL Wage Determination.

Comp time CSI has no official means of billing and thereby paying for Comp. Time. We are required to invoice and provide payroll for what is accurately listed and counter signed for on the time sheet by authorized Government personnel.

306 Workers' Compensation Insurance

Effective Date: 6/8/1999

CSI provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither CSI nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by CSI.

Contemporary Staffing, inc.

CSI Government Staff Handbook

401 Timekeeping

Effective Date: 6/8/1999

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require CSI to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

403 Paydays

Effective Date: 6/8/1999

All employees are paid weekly every Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will be paid on the first day of work following the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to CSI. Employees will receive an itemized statement of wages when CSI makes direct deposits.

Contemporary Staffing, inc.

CSI Government Staff Handbook

405 Employment Termination

Effective Date: 6/8/1999

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.
- * Layoff - involuntary employment termination initiated by the organization for nondisciplinary reasons.
- * Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

CSI will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to CSI, or return of CSI or US government owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with CSI is based on mutual consent, both the employee and CSI have the right to terminate employment at will, with or without cause, at any time.

Contemporary Staffing, inc.

CSI Government Staff Handbook

504 Use of Phone and Mail Systems

Effective Date: 6/8/1999

Personal use of telephones for outgoing calls, including local calls, is not permitted.

The mail system is reserved for US Government business purposes only. Employees should refrain from sending or receiving personal mail at the workplace.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

505 Smoking

Effective Date: 6/8/1999

In keeping with CSI's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all CSI Staff.

506 Meal Periods

Effective Date: 6/8/1999

All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Rest periods are at the option of the Government Supervisor and must be approved in writing.

508 Use of Equipment

Effective Date: 6/8/1999

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in

Contemporary Staffing, inc.

CSI Government Staff Handbook

need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Employees are not allowed to drive US Government Vehicles nor Vehicles from Commercial Clients.

510 Emergency Closings

Effective Date: 6/8/1999

At times, emergencies such as severe weather, fires, power failures, or earthquakes, or other events can disrupt operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid unless the Government Contracting Officer approves billing and payment for such time off as provided for in the Code of Federal Regulations, Service Contract Act.

516 Computer and E-mail Usage

Effective Date: 6/8/1999

Computers, computer files, the e-mail system, and software furnished to employees are US government property intended for business use only. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

CSI strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, CSI prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Employees should notify their immediate supervisor, the President or any member of management upon

Contemporary Staffing, inc.

CSI Government Staff Handbook

learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

517 Internet Usage

Effective Date: 6/8/1999

Internet access to global electronic information resources on the World Wide Web is provided by The US government to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. All Internet usage is limited to job-related activities. Personal use of the Internet is not permitted.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of The US Government and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

To ensure a virus-free environment, no files may be downloaded from the Internet without prior authorization.

Abuse of the Internet access provided to CSI Staff is a Violation of law. Violation of CSI and or Government policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Using the organization's time and resources for personal gain

Contemporary Staffing, inc.

CSI Government Staff Handbook

- * Stealing, using, or disclosing someone else's code or password without authorization
- * Copying, pirating, or downloading software and electronic files without permission
- * Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- * Violating copyright law
- * Failing to observe licensing agreements
- * Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- * Sending or posting messages or material that could damage the organization's image or reputation
- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Refusing to cooperate with a security investigation
- * Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of the organization's electronic communications systems
- * Sending or posting messages that disparage another organization's products or services
- * Passing off personal views as representing those of the organization
- * Sending anonymous e-mail messages
- * Engaging in any other illegal activities

Contemporary Staffing, inc.

CSI Government Staff Handbook

701 Employee Conduct and Work Rules

Effective Date: 6/8/1999

To ensure orderly operations and provide the best possible work environment, CSI expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Smoking in prohibited areas
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Excessive absenteeism or any absence without notice
- * Unauthorized absence from work station during the workday
- * Unauthorized use of telephones, mail system, or other employer-owned equipment
- * Unauthorized disclosure of business "secrets" or confidential information
- * Violation of personnel policies
- * Unsatisfactory performance or conduct

Employment with CSI is at the mutual consent of CSI and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

702 Drug and Alcohol Use

Effective Date: 6/8/1999

It is CSI's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on CSI premises or Government contract site and while conducting business-related activities off

Contemporary Staffing, inc.

CSI Government Staff Handbook

CSI premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify CSI of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the President without fear of reprisal.

703 Sexual and Other Unlawful Harassment

Effective Date: 6/8/1999

CSI is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is

Contemporary Staffing, inc.

CSI Government Staff Handbook

made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the President or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the President or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

704 Attendance and Punctuality

Effective Date: 6/8/1999

Revision Date: 3/23/2010

To maintain a safe and productive work environment, CSI expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees, the Client and on CSI. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify CSI as soon as possible in advance of the anticipated tardiness or absence. CSI will then notify the client.

You must call CSI first ! *You may inform the client also, however it is mandatory that you call us first. If you need to be off or will be late, call us. CSI will contact the client/COTR per Federal Contract Regulations. Failure to do so may lead to disciplinary action, up to and including termination of employment.*

Please be mindful that "No Call No Show" is grounds for termination.

If you are out for medical reasons more than three days a Doctors note may be required.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Contemporary Staffing, inc.

CSI Government Staff Handbook

CSI has a 24 hour, 7 day a week live answering service for your convenience.

705 Personal Appearance

Effective Date: 6/8/1999

Revision Date: 3/23/2010

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image CSI presents to customers and visitors.

During business hours or when representing CSI, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

CSI is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult CSI if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- * Shoes must provide safe, secure footing, and offer protection against hazards.
- * Male staff shall wear collared shirts and in some positions a tie may be required.
- * Female staff shall wear business attire such as suits, dresses, slacks, blouses and shirts.
- * Canvas or athletic type shoes are not appropriate professional attire.
- * No flip flops, open sandals or shorts may not be worn under any circumstances.
- * No jeans, leggings with tee shirts or sweaters, tank tops, tube or halter tops, halter dress
- * Mustaches and beards must be clean, well trimmed, and neat.
- * Offensive body odor and poor personal hygiene is not professionally acceptable.
- * Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.

Contemporary Staffing, inc.

CSI Government Staff Handbook

706 Return of Property

Effective Date: 6/8/1999

Employees are responsible for all CSI and US Government property, materials, or written information issued to them or in their possession or control. Employees must return all CSI and US government property immediately upon request or upon termination of employment. Where permitted by applicable laws, CSI may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. CSI may also take all action deemed appropriate to recover or protect its property.

708 Resignation

Effective Date: 6/8/1999

Resignation is a voluntary act initiated by the employee to terminate employment with CSI. Although advance notice is not required, CSI requests at least 2 weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

Contemporary Staffing, inc.

CSI Government Staff Handbook

800 Life-Threatening & Infectious Illnesses

Effective Date: 10/2/2009

Revision Date: 10/5/2009

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. CSI supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, CSI will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. CSI will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Vice President, Reginald Stokes for information and referral to appropriate services and resources.

EMPLOYER POLICY WITH RESPECT TO INFECTIOUS DISEASES;

Please note that we are concerned about the health, safety and welfare of our employees and customers. We are therefore, implementing the following policy which should be strictly adhered to by all employees.

1. abide by and implement all instructions of Contemporary Staffing, Inc.

a. Maintain good hygiene:

b. Wash your hands frequently with soap and water and before eating, before handling food or food utensils, before leaving the washroom, after coming in contact with sputum or nasal discharges or after coughing or sneezing or after touching an object such as a tissue which already was exposed to any nasal or oral discharge;

c. Do not touch other's nose, mouth or eyes if you are not feeling well or if the other person does not feel well - wash your hands well before you touch others if you are not feeling well and after you touch others if they are not feeling well;

d. Cover your mouth and nose when sneezing or coughing with a clean tissue and not with your hand if possible. The tissue should be safely disposed of after use and you should wash your hands well afterwards.

2. If you have a fever or otherwise suspect that you have an infectious disease, do not come to the

Contemporary Staffing, inc. CSI Government Staff Handbook

workplace but rather see a physician as soon as possible. If you have accumulated leave it may be used.(if you are already at work and develop a fever or other wise suspect that you have an infectious disease, you should advise your supervisor, leave the workplace and seek medical care). Do not return to the workplace unless you can present to us a written confirmation from a licensed medical doctor that you are fit to return to work and are not contagious of any infectious disease.

3. If you have a chronic infectious disease, you should follow your doctor's instructions with respect to your own health and the prevention of infecting others.

4. Seek to avoid transmitting infectious diseases to other. You should be aware that with respect to dangerous , infectious diseases, without derogating from the above, you should use common sense.

With best wishes for your continued good health !!!!

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 or 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 with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation 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 a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

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 one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

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;
- 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. Regulations 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

