



*Welcome Package
&
Employee Safety Manual*

Welcome!

Congratulations! We look forward to having you as a new member of the Hire Logic team. This package contains important information relating to safety and general employment that will apply during your contract period. If after your orientation and review of this material you have further questions, please do not hesitate to contact us.

Payroll & Direct Deposit



As an employee of Hire Logic LLC you will receive a paycheck from our company each Thursday. Your workweek begins on Sunday and ends on Saturday, regardless of the client company's workweek. At the end of your week, complete your timecard and have your supervisor or Human Resource Representative authorize it.

In order to ensure that you receive your paycheck in a timely manner, please note that your hours must be called in, e-mailed or faxed to our office **NO LATER THAN 10:00am** on the Monday following the workweek. Checks are issued for the previous workweek and are available in our office on Thursday. Please call our office no later than Tuesday at noon if you would like to pick up your check. All other paychecks will be mailed to your home or delivered to your company if a representative has indicated so.

All employees with a checking or savings account are eligible for direct deposit. Direct deposit forms are available in our office. A voided check or written verification of your bank's name, branch address, transit routing number, and account number must be submitted with this form. If you are interested please contact a Hire Logic LLC representative.

Holiday Pay

Hire Logic LLC pays holiday pay to employees who have completed a minimum of 520 full time hours (roughly 90 days) of employment. The holidays include:

New Year's Day ~ Memorial Day ~ 4th of July ~ Labor Day ~ Thanksgiving Day ~ Christmas Day

Holiday pay is based on 8 hours of regular pay and does not qualify towards overtime. You must be considered a full time employee (working 40 hours a week) and work the scheduled day before and the scheduled day after to qualify for holiday pay. If you should need to take additional time off, you'll need to notify our office as soon as possible.

Health Insurance

You may obtain temporary health insurance through an individual plan. Hire Logic LLC does not provide employees with Health Insurance. State Farm is an independent company that can provide you with Accident & Sickness coverage at a minimal cost per month. You may contact:



*State Farm Insurance
225 Oakland Road, Suite 201
South Windsor, Connecticut 06074
Phone: (860) 644-1700
Fax: (860) 644-1755*



Illness or Injury on the Job

If you are injured or become ill on the job, you must notify your supervisor on site immediately. We would appreciate a call from you as soon as possible. If circumstances arise and you can not call, please have your supervisor contact our office. We have included a list of walk-in medical care facilities throughout Connecticut and Western Massachusetts in the event of an injury. In the event of an emergency, please go to the nearest hospital.

WALK - IN - MEDICAL CARE FACILITIES

CONNECTICUT

East Hartford

CONCENTRA Medical Center
701 Main Street
East Hartford, CT 06108
Location Hours: 7:00 am - 6:00 pm (Mon - Fri)
Phone: (860) 289-5561
Fax: (860) 291-1895
After Hours Phone: (860) 289-5561

New Haven

CONCENTRA Medical Center
370 James Street
Suite 304
New Haven, CT 06513
Location Hours: 8:00 am - 5:00 pm (Mon - Fri)
Phone: (203) 503-0482
Fax: (203) 503-0492
After Hours Phone: (203) 503-0482

Wallingford

CONCENTRA Medical Center
900 Northrop Road
Wallingford, CT 06492
Location Hours: 8:00 am - 5:00 pm (Mon - Fri)
Phone: (203) 949-1534
Fax: (203) 949-9036
After Hours Phone: (203) 949-1534

Windsor

CONCENTRA Medical Center
1080 Day Hill Road
Windsor, CT 06095
Location Hours: 8:00 am - 5:00 pm
(Mon - Fri)
Phone: (860) 298-8442
Fax: (860) 298-9420
After Hours Phone: (860) 298-8442

South Windsor

CorpCare Occupational Health
2800 Tamarack Ave
South Windsor, CT 06074
Location Hours: 8:00 am - 5:00 pm
(Mon - Fri)
Phone: (860) 647-4796
Fax: (860) 644-0287

**** After CorpCare Hours: for Injury Care Only****

Manchester Memorial Hospital

71 Haynes Street
Manchester, CT 06040
Phone: (860) 646-1222

Rockville General Hospital

31 Union Street
Vernon, CT 06066
Phone: (860) 872-5100

MASSACHUSETTS

Greenfield

AEIOU
489 Bernardston Road
Greenfield, MA 01301
Location Hours: 8 am-4 pm (Mon –
Fri)
Phone: (413) 773-1394
After Hours Phone: N/A

Springfield

CONCENTRA Medical Center
140 Carando Drive
Springfield, MA 01104
Location Hours: 8 am-5 pm (Mon -
Fri)
Phone: (413) 746-4006
Fax: (413) 746-3230
After Hours Phone: N/A

Amherst

AEIOU Occupational & Urgent
Healthcare
170 University Drive Suite 102
Amherst, MA 01002
Location Hours: 8 am–8 pm (Mon -
Fri) 11 am-5 pm (Sat & Sun)
Phone: (413) 461-3530

“Safety First”

Every employee should understand the importance of safety in the workplace. By remaining safety conscious, employees can protect their own interests as well as those of their co-workers. Accordingly, Hire Logic LLC emphasizes “safety first” and expects all employees to take steps to promote safety in the workplace. In keeping with this commitment, Hire Logic LLC has established an Injury and Illness Prevention Program (IIPP) as part of its safety program. The IIPP Administrator has been delegated responsibility of administering and implementing this Program.

Compliance Is Essential

Employees must understand that compliance with safety requirements is a condition of employment and will be evaluated, together with other aspects of an employee’s performance, as part of the performance appraisal process. Employees who are particularly effective in following safe and healthful work practices may receive recognition for their effectiveness. Due to the importance of safety considerations to Hire Logic LLC, employees who violate safety standards, cause hazardous or dangerous situations, or allow such conditions to remain when they could be effectively remedied, may be subject to disciplinary action, up to and possibly including termination. It is therefore essential that all employees comply fully with the standards and practices of Hire Logic LLC that are designed to promote a safe and healthy working environment.

As part of our policy, Hire Logic LLC has established programs to train and re-train employees, when appropriate, to assist them in avoiding dangerous or unhealthy conditions, and to remedy problems or hazards before they cause accidents or injuries. An employee should report unsafe conditions immediately to his supervisor, if he is unable to remedy the situation himself. If the supervisor is not readily available, the employee should immediately inform Hire Logic LLC. Employees are strongly encouraged to report any unsafe condition, and need not fear any form of reprisal as the result of their report. Employees can choose to report the situation anonymously if they prefer.

Safety Equipment & Procedures

Effective 11/01

Each shop employee is required to wear safety shoes, which they can purchase at any store they choose as long as the shoes meet safety criteria for the specific job that they do for our client. Hire Logic reimburses \$40.00 of this expense to the employee. Other safety equipment that may be required but provided by our client(s) includes gloves, hard hats, safety shoes, safety glasses and other necessary types of personal protective equipment. Your account manager will specify if safety shoes are required.

The receipt must be turned in to Hire Logic for reimbursement.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Safety Manager or the appropriate supervisor and a Hire Logic representative. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards including the refusal to wear protective equipment, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Injury and Illness Prevention Program

Employee safety is of paramount importance to our company. In keeping with its commitment to safety in the workplace, Hire Logic LLC has established this Injury and Illness Prevention Program (IIPP) to explain its safety policies and procedures. Some of the key features of the program are summarized below:

- 1. Responsibility for Administration:** Hire Logic LLC's Office Coordinator is the designated Safety Director with principal authority and responsibility for implementing and administering Hire Logic LLC's IIPP. The Office Coordinator is also referred to as the IIPP Administrator in this IIPP statement.
- 2. Need for Compliance:** All employees are required to comply with Hire Logic LLC's safety and health policies and practices. This includes employees at every level and in all positions within Hire Logic LLC and their client companies. Performance evaluations take into consideration all aspects of an employee's performance, including the employee's compliance with the safety standards. Consequently, strict adherence to safety standards and legal obligations concerning safety will be viewed positively in an evaluation. In the same manner, employees who fail to promote the interests of safety and health in the workplace may be viewed negatively in an evaluation. In addition, violations of safety standards or conduct that show either a disregard for safety concerns, or negligent or reckless conduct, may result in disciplinary action. In this regard, it should be remembered that the employment relationship is at the mutual consent of the employee and Hire Logic LLC and can be terminated at will, at any time, either by the employee or by Hire Logic LLC.
- 3. Communications:** Employees will be periodically informed of matters relating to occupational safety and health. Communications of this nature may be contained in posted notices, memos, personnel policy statements, employee newsletters, or safety guidelines. Important safety issues may also be raised at employee meetings and training programs. Employees are, in turn, encouraged to direct any questions they have regarding safety issues or the IIPP to the IIPP Administrator. It is also the responsibility of each employee to inform his or her supervisor or the IIPP Administrator immediately of any hazard or unsafe condition on the work-site. This can occur without fear of reprisal. Employees can also notify the IIPP Administrator of any such hazard anonymously if they prefer to do so. This can be done by calling Hire Logic LLC at (860) 644-8877.
- 4. Inspections:** Hire Logic LLC has adopted procedures that are designed to assist in identifying and evaluating workplace hazards, including unsafe conditions and work practices. Inspections may occur (a) when new substances, processes, procedures, or equipment that represent a new occupational safety and health hazard are introduced to the workplace, and (b) when Hire Logic LLC becomes aware of a new or previously unrecognized hazard.
- 5. Investigation of Injuries and Illnesses:** Hire Logic LLC will investigate occupational injuries and illnesses when and in the manner that it determines appropriate. This may involve a physical inspection of the location where an injury occurred. The investigator will discover the circumstances that led to the injury or illness and whether specific measures could have reduced or eliminated the danger or prevented the injury or illness. Such investigations may be conducted by the IIPP Administrator or a person designated by the Administrator for that purpose.
- 6. Correction of Unsafe Conditions:** Where it is determined that an unsafe or unhealthy condition, work practice or work procedure exists, Hire Logic LLC will take steps that it determines are appropriate under the circumstances to correct the condition, practice or procedure in a timely manner. The severity of a hazard will be considered along with other relevant factors when evaluating the most appropriate method of correcting any hazardous situation and the time frame within which the correction will be made. If an imminent hazard exists that cannot be abated immediately without endangering one or more employees or property, Hire Logic LLC may find it appropriate to remove all exposed personnel from the area in which the hazard exists, unless they are necessary to correct the condition. Where employees are found necessary to correct the hazardous condition, they will be provided necessary safeguards.
- 7. Training and Instruction:** Hire Logic LLC will also provide training and instruction to employees under the IIPP. Such training and instruction will be provided (a) when the program is first established, (b) as part of the orientation provided to new employee, (c) to employees provided new job assignments for which training has not previously been received, (d) when new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard, (e) when Hire Logic LLC becomes aware of a new hazard or one that was previously unrecognized, and (f) to supervisors who must be familiar with the safety and health hazards to which their employees may be exposed.
- 8. Records:** Hire Logic LLC will retain records of inspections and training conducted under the IIPP for the period required by law. The objectives of the IIPP can only be fully accomplished with the cooperation of all employees. We again wish to stress the importance of safety to Hire Logic LLC and all of its employees and urge every employee to cooperate in our goal of achieving "Safety First". If you have any questions regarding the IIPP or your responsibilities with respect to workplace safety, please direct them to the IIPP Administrator.

Identification of Workplace Hazards

Hire Logic LLC is dedicated to providing a safe and healthy work environment for all employees. The first step in providing a safe work environment is designating any and all current workplace hazards. We recognize that all offices have the following workplace hazards.

1. File Cabinets

- a) Open file cabinets create an unsafe environment for employees. When a file cabinet is left open, it creates a passage hazard that could lead to slips, trips or falls.
- b) When two or more file cabinet drawers are open at the same time, it may create an unsafe environment by creating an unstable, out of balance file cabinet that could lead to the cabinet falling over and injuring the employee.

2. Desk Areas

- a) Open drawers of a desk left unattended create a passage hazard for all employees that could lead to trips or falls.
- b) Desk chairs that are too high for an employee create an unsafe condition when an employee needs to vacate his or her desk area in an emergency.
- c) Desk chairs that are improperly positioned, i.e. adjustment of chair back is not on an angle that gives employee correct posture, could lead to back problems and discomfort.
- d) General work areas left cluttered create an unsafe environment for all employees, e.g., file boxes left in aisle ways, paper stacks that are too high. Cluttered work areas could lead to slips, trips or falls and unsafe passage in case of emergency.

3. Faulty Equipment

- a) Dry copy machines: Care must be taken when changing cartridges or clearing jams when machine is on. Carelessness could cause hand injury or possible electrocution.
- b) Typewriters: When ribbons are changed or paper is being cleared and the machine is on, this could cause hand injury or electrocution.

4. General Office Areas

- a) Boxes, files, chairs and equipment left in aisle ways create a hazard for employee passage that could lead to slips, trips or falls.
- b) Plate glass windows could create a hazard in case of natural disaster such as an earthquake. The breaking glass could lead to bodily damage.

5. Illness Prevention

- a) If the office ventilation system is not kept clean, it could allow germs and bacteria to pass among employees.
- b) Shared telephones could cause communicable illnesses to be spread.
- c) Second hand smoke in confined areas of an office could lead to employee illness.

The Injury and Illness Prevention Program

Hire Logic LLC's Injury and Illness Prevention Program includes safety meetings, training programs, posting safety notices and safety tips, and provides periodic written communications to employees regarding safety matters.

Representatives of Hire Logic LLC may also conduct periodic inspections to identify unsafe conditions and work practices, as well as investigating occupational injuries and illnesses. When appropriate, the management may utilize the services of outside representatives to conduct investigations in a further attempt to promote safety in the workplace. Every effort will be made to correct unsafe or unhealthy conditions, work practices, or procedures in a timely manner. It is therefore essential that all employees cooperate in achieving these objectives and assist Hire Logic LLC in providing a safe workplace for everyone.

Cooperation and Questions

Employees may occasionally be asked to assist or participate in inspections, the correction of unsafe or unhealthful conditions, training programs and activities. Full cooperation by all employees is necessary to the accomplishment of our goals. Employees should direct all questions regarding their obligations under the Injury and Illness Prevention Program or Hire Logic LLC's safety policies to the IIPP Administrator.

I have read the above Safety Policies and Procedures for this company, and I understand that failure to abide by these policies will lead to disciplinary action that may result in suspension and/or termination.

Employee: _____ Date: _____

Witnessed By: _____ Date: _____

EMPLOYEE COPY

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