



NEW ASSOCIATE HANDBOOK

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OUR MISSION

We generate opportunities for people to exceed their own expectations, and advance careers, companies and communities.

OUR VISION

Our clients succeed when our associates succeed.®

INTRODUCTION

We're glad to have you on board.

At Integrity Staffing Solutions, we offer much more than new job experience and a paycheck; we provide an opportunity for you to learn new skills, advance your career, and discover possibilities you never knew existed.

Everything we do is intended to help you succeed. We expect great things from you; you should expect a great experience with us. If we help you make a difference in your future, we've done our job.

Sincerely,



Todd Baval
President and CEO

OUR CORE VALUES

Our 10 Core Values guide our culture, our brand and they are how we generate success for both our associates and clients.



ADVOCATE FOR OUR ASSOCIATES' SUCCESS

So often, the **GREATEST IMPACT** on our associates comes from getting the little things—**CONSISTENTLY RIGHT**. So let's focus on the details from their perspective, and make our associates' time with us the **MOST REWARDING** it can be



THE GREATEST INCENTIVE IS OPPORTUNITY

We **GIVE OUR ALL** when we can see the next peak to **CONQUER**.



DON'T BE AFRAID, YOU CAN DO IT

We ask a lot of each other because our clients ask a lot of us. Sometimes it seems the task at hand is impossible, until we **EMBRACE THE CHALLENGE**, push back our fear, and discover our **TRUE ABILITIES**.



LEARN IT HERE, USE IT THERE

The **SKILL SET** we learn in one context may lead **SUCCESS** in the next. More important, what may seem a failure today can lead to tomorrow's **BREAKTHROUGH**.



MAKE IT GREAT AND MAKE IT LAST

Strive for the **HIGHEST QUALITY** in all pursuits. **ASK FOR HELP** from others who know their business better than you do. Let's do **GREAT THINGS** that **ENDURE** the whims of time.



BIGGER BOOTS

It's in our nature to take on roles that force us to increase our personal and professional **CAPACITY**. It's our **OBSESSION** to fill bigger boots with **EVERY STEP** we take.



DANCE ALONG THE EDGE

TAKE RISKS when they are worthy and know when and where to pull back. When appropriate, why not **GOT OUT ON A LIMB**, if indeed that's where the fruit is?



TO INNOVATE IS TO SIMPLIFY

It's not a big idea if it doesn't **MAKE THINGS EASIER**.



WE RUN WITH THOROUGHBREDS

Yes, we're high-strung. We're **PROFESSIONALS AT THE TOP OF OUR GAME**. We don't settle for second place from ourselves or from our clients.



LET YOUR CONSCIENCE BE YOUR GUIDE

If **INSTINCTS** tell us it's not the right thing to do, it probably isn't. **INTEGRITY** is the roadmap of our actions, even when no one is looking.

GETTING STARTED

AM I GUARANTEED WORK?

While we can't guarantee work, we will try our best to find an opportunity that matches your skill set.

WHEN DO I BECOME AN INTEGRITY EMPLOYEE?

You are officially an employee and essential member of the Integrity Staffing Solutions team on the first day of your assignment.

ACCEPTING ASSIGNMENTS

You are not obligated to accept the assignments we offer to you. If you do accept a job and later realize you're no longer available, please let us know as far in advance as possible so we can refill your position. In addition, please give us at least one week's notice if you are no longer able to continue your assignment.

ATTENDANCE & ASSIGNMENT GUIDELINES

Arriving on time and ready for work are the first steps to being successful at your new position. However, we understand that sometimes emergencies arise. If you ever experience an emergency that will prevent or delay your arrival to work, please let us know ASAP. Otherwise, we will assume you've voluntarily ended your assignment.

If you need to request a day off, give your Integrity Staffing Solutions Representative a call. You can go to your Integrity Staffing Solutions Representative any time you

have a question about your assignment. If you are not sure who to contact, you may reach us at

[integritystaffing.com/contact-us/](https://www.integritystaffing.com/contact-us/). If your assignment is ending soon, let us know in advance, so we can find other work for you. Also, remember to give us a call once your assignment has ended to let us know you're available for a new assignment. If you forget, you'll end up classified as a 'voluntary resignation', which can make you ineligible for unemployment benefits.

HIRING RELATIONSHIP

This New Associate Welcome Guide doesn't guarantee a specific term of employment, a minimum number of temporary work assignments, or a certain number of working hours. Both you and Integrity Staffing Solutions have the right to terminate the relationship at any time. Employment with Integrity Staffing Solutions is "At Will" and considered temporary. You have the right to resign or refuse any work assignment whenever you like – with or without reason. Integrity Staffing Solutions also has the right to terminate the employment relationship and reserves the right to decline assigning you to a work assignment at any time, with or without reason or advance notice.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

We offer Equal Employment Opportunities (EEO) to all our employees and applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran. In compliance with applicable federal, state, and local laws, our EEO and anti-harassment policies pertain to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation or training. If a team member, supervisor, or vendor employee has subjected you to unlawful discrimination, please tell your immediate Integrity Staffing Supervisor or Human Resources Representative right away. You may also escalate your issue to **Integrity Staffing's Corporate Employee Relations Team** by phone: **302-504-9886** or email: **ER@ IntegrityStaffing.com**.

If you'd like to report your concern anonymously, please contact the **Integrity Ethics Hotline** by phone: **1-833-520-0055**. You can also visit us online at **www.IEH.integritystaffing.com**.

WHAT IS THE INTEGRITY ETHICS HOTLINE (IEH)?

The IEH is a COMPLETELY CONFIDENTIAL 24/7 channel for reporting serious concerns and complaints, non-emergency safety and health concerns, and for bringing the company's attention to activity that you think violates Integrity's code of conduct or the law. ALL

current AND former Integrity employees may use the IEH – temporary and regular associates, and temporary and regular staff, at all locations. Former employees who may have issues with how or why their employment ended may also use the IEH. The IEH is an escalation tool – BEFORE you use the IEH you should try to get your problem resolved by:

1. Reaching out to your Integrity Staffing HR, Safety, Recruiter or Account Manager for your location where you work.

2. Contact the **Integrity Corporate Employee Relations Team** for assistance by telephone: **302-504-9886** or by email: **ER@integritystaffing.com**.

3. If either of these outlets do not get the results needed, OR you want to report something ANONYMOUSLY, then file a report using the IEH.

- To file a report online, please visit: **IEH. IntegrityStaffing.com**
- To file a report by telephone call: **1-833-520-0055**

PAYROLL

You can choose to receive your pay via:

1. Wisely Paycard - Weekly pay is deposited onto a Visa payroll card
2. ADP Check - Gives you the ability to issue yourself a payroll check
3. Direct Deposit - We deposit your pay directly into your bank account

ASSOCIATE BENEFITS INSURANCE PLANS

Integrity Staffing Solutions provides associates with the ability to participate in a health insurance plan that is in compliance with the Affordable Care Act. Once you have completed 8 hours on an assignment with Integrity you are eligible to enroll in this benefit plan. This Minimal Essential Care, or MEC plan, covers the employee and any enrolled dependents with 100% of Preventative and Wellness care. Be certain to enroll within thirty (30) days of date of hire. Benefits are effective the first Sunday following your first payroll deduction. Brochures with the details about the Limited Benefits Medical, and optional Dental and Short-Term Disability plans will be sent to the email address provided by the associate. For more information or to enroll visit: <http://www.mybenefitscount.com>



PART A: General Information

Even if you are offered health coverage through your employment, you may have other coverage options through the Health Insurance Marketplace (“Marketplace”). To assist you as you evaluate options for you and your family, this notice provides some basic information about the Health Insurance Marketplace.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options in your geographic area.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium and other out-of-pocket costs, but only if your employer does not offer coverage, or offers coverage that is not considered affordable for you and doesn't meet certain minimum value standards (discussed below). The savings on your premium that you're eligible for depends on your household income. You may also be eligible for a tax credit that lowers your costs.

Does Employment-Based Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that is considered affordable for you and meets certain minimum value standards, you will not be eligible for a tax credit, or advance payment of the tax credit, for your Marketplace coverage and may wish to enroll in your employment-based health plan. However, you may be eligible for a tax credit, and advance payments of the credit, that lowers your monthly premium, or a reduction in certain cost-sharing, if your employer does not offer coverage to you at all or does not offer coverage that is considered affordable for you or meet minimum value standards. If your share of the premium cost of all plans offered to you through your employment is more than 9.12% of your annual household income, or if the coverage through your employment does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit, and advance payment of the credit, if you do not enroll in the employment-based health coverage. For family members of the employee, coverage is considered affordable if the employee's cost of premiums for the lowest-cost plan that would cover all family members does not exceed 9.12% of the employee's household income..1

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered through your employment, then you may lose access to whatever the

employer contributes to the employment-based coverage. Also, this employer contribution -as well as your employee contribution to employment-based coverage- is generally excluded from income for federal and state income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis. In addition, note that if the health coverage offered through your employment does not meet the affordability or minimum value standards, but you accept that coverage anyway, you will not be eligible for a tax credit. You should consider all of these factors in determining whether to purchase a health plan through the Marketplace.

When Can I Enroll in Health Insurance Coverage through the Marketplace?

You can enroll in a Marketplace health insurance plan during the annual Marketplace Open Enrollment Period. Open Enrollment varies by state but generally starts November 1 and continues through at least December 15.

Outside the annual Open Enrollment Period, you can sign up for health insurance if you qualify for a Special Enrollment Period. In general, you qualify for a Special Enrollment Period if you've had certain qualifying life events, such as getting married, having a baby, adopting a child, or losing eligibility for other health coverage. Depending on your Special Enrollment Period type, you may have 60 days before or 60 days following the qualifying life event to enroll in a Marketplace plan.

There is also a Marketplace Special Enrollment Period for individuals and their families who lose eligibility for Medicaid or Children's Health Insurance Program (CHIP) coverage on or after March 31, 2023, through July 31, 2024. Since the onset of the nationwide COVID-19 public health emergency, state Medicaid and CHIP agencies generally have not terminated the enrollment of any Medicaid or CHIP beneficiary who was enrolled on or after March 18, 2020, through March 31, 2023. As state Medicaid and CHIP agencies resume regular eligibility and enrollment practices, many individuals may no longer be eligible for Medicaid or CHIP coverage starting as early as March 31, 2023. The U.S. Department of Health and Human Services is offering a temporary Marketplace Special Enrollment period to allow these individuals to enroll in Marketplace coverage.

Marketplace-eligible individuals who live in states served by HealthCare.gov and either submit a new application or update an existing application on HealthCare.gov between March 31, 2023 and July 31, 2024, and attest to a termination date of Medicaid or CHIP coverage within the same time period, are eligible for a 60-day Special Enrollment Period. That means that if you lose Medicaid or CHIP coverage between March 31, 2023, and July 31, 2024, you may be able to enroll in Marketplace coverage within 60 days of when you lost Medicaid or CHIP coverage.

In addition, if you or your family members are enrolled in Medicaid or CHIP coverage, it is important to make sure that your contact information is up to date to make sure you get any information about changes to your eligibility. To learn more, visit HealthCare.gov or call the Marketplace Call Center at 1-800318-2596. TTY users can call 1-855-889-4325.

What about Alternatives to Marketplace Health Insurance Coverage?

If you or your family are eligible for coverage in an employment-based health plan (such as an employer-sponsored health plan), you or your family may also be eligible for a Special Enrollment Period to enroll in that health plan in certain circumstances, including if you or your dependents were enrolled in Medicaid or CHIP coverage and lost that coverage. Generally, you have 60 days after the loss of Medicaid or CHIP coverage to enroll in an employment-based health plan, but if you and your family lost eligibility for Medicaid or CHIP coverage between March 31, 2023 and July 10, 2023, you can request this special enrollment in the employment-based health plan through September 8, 2023. Confirm the deadline with your employer or your employment based health plan.

Alternatively, you can enroll in Medicaid or CHIP coverage at any time by filling out an application through the Marketplace or applying directly through your state Medicaid agency. Visit <https://www.healthcare.gov/medicaid-chip/getting-medicaid-chip/> for more details.

How Can I Get More Information?

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](https://www.healthcare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

| | | | |
|--|--|--|-----------------------------|
| 3. Employer name Integrity Staffing Solutions, Inc. | | 4. Employer Identification Number (EIN) 23-2917432 | |
| 5. Employer address 3623 Kirkwood Highway | | 6. Employer phone number 888-458-8367 | |
| 7. City Wilmington | | 8. State DE | 9. ZIP code 19808 |
| 10. Who can we contact about employee health coverage at this job? Benefits Team | | | |
| 11. Phone number (if different from above) 888-458-8367 | | 12. Email address Benefits@integritystaffing.com | |

You are not eligible for health insurance coverage through this employer. You and your family may be able to obtain health coverage through the Marketplace, with a new kind of tax credit that lowers your monthly premiums and with assistance for out-of-pocket costs.

¹ Indexed annually; see <https://www.irs.gov/pub/irs-drop/rp-22-34.pdf> for 2023.

² An employer-sponsored or other employment-based health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs. For purposes of eligibility for the premium tax credit, to meet the "minimum value standard," the health plan must also provide substantial coverage of both inpatient hospital services and physician services.

HEALTHCARE REFORM ACT FAQs

WHY AM I GETTING THIS NOTICE?

The purpose of this notice is to educate employees on the Insurance Marketplaces and their opportunities to purchase insurance from the Marketplace or through Integrity Staffing Solutions.

WHAT IS THE ACA HEALTHCARE REFORM ACT?

The Health Care Reform Act is also referred to as ACA or Affordable Care Act. This is a federal act that was put in place to provide more people with access to affordable health insurance coverage as well as encourage people to use preventative and wellness services available to them at a low cost through their employer.

I'M A TEMPORARY ASSOCIATE, WHAT TYPE OF INSURANCE IS AVAILABLE TO ME THROUGH INTEGRITY STAFFING SOLUTIONS?

Integrity offers its associates the opportunity to participate in a MEC or Minimum Essential Care Plan. The MEC plan is an ACA approved plan which will cover 100% of preventative and wellness visits. You can also add additional Hospital Indemnity Coverage to this plan to ensure that you have the type of coverage you would like for yourself and your family.

DOES INTEGRITY OFFER COVERAGE FOR MY SPOUSE, MY CHILDREN, OR MY FAMILY?

Yes, we offer coverage for spouses, children, and families through our MEC and limited medical program.

WHAT IF I AM CURRENTLY ENROLLED IN THE MEDICAL BENEFITS THROUGH ISS AND WOULD LIKE TO MAKE CHANGES?

If you are currently enrolled in benefits and would like to make changes you may do so during Open Enrollment. During this period you may make any changes, including canceling your current plan. During this period you may add the MEC plan as stand-alone coverage or in conjunction with the Limited Medical Plan.

WHEN IS INTEGRITY'S OPEN ENROLLMENT PERIOD?

All new associates have 30 days to enroll in benefits. Each year, we hold our Open Enrollment period in March, with insurance going into effect in April. If you need assistance outside of these time-frames, please email: Benefits@integritystaffing.com.

WHAT IF I CANNOT AFFORD TO PURCHASE HEALTHCARE COVERAGE?

There are programs available to assist in providing medical benefits to individuals or families who cannot afford the benefit programs available to them. These programs include Medicare, Medicaid, and subsidies provided through your local Exchange. Your eligibility to participate in these programs depends on certain

factors including your annual income as well as the size of your family.

I'M NOT CURRENTLY ENROLLED IN ANY HEALTHCARE INSURANCE PROGRAM. SHOULD I CONSIDER GOING TO THE MARKETPLACE?

Individuals can either participate in a plan sponsored through the company (the MEC Plan), purchase an independent plan or participate in a plan purchased through the Marketplace.

WHAT IS THE BENEFIT OF BUYING INSURANCE THROUGH THE MARKETPLACE?

Certain individuals who opt to purchase insurance through the Exchange will be eligible for subsidies that will be dependent on income levels and various federal/state provisions.

WHERE CAN I GO TO FIND OUT MORE INFORMATION ON THE HEALTHCARE MARKETPLACES?

Please visit HealthCare.gov for more information.

WHERE CAN I GO TO FIND OUT MORE INFORMATION ON THE MEC AND BENEFITS PROGRAMS OFFERED THROUGH ISS?

For more information regarding the programs offered through Integrity you can visit the following website: <http://www.mybenefitscount.com> or email benefits@integritystaffing.com for more information or an electronic copy of the MEC Brochure.

PROGRAMS + POLICIES

HARASSMENT ZERO TOLERANCE POLICY

Integrity Staffing Solutions (ISS) is committed to providing a safe and healthy work environment where all employees treat each other with respect and dignity. Conflicts can arise between individuals at work; we ask that you inform ISS immediately so that we can assist you with resolving issues in an appropriate manner. Remember, disagreements may occur, but how you conduct yourself can affect others and can affect whether you will continue in your employment with ISS. If you are involved in a conflict with another individual which you feel requires assistance to control, you must notify a member of the Integrity Staffing team immediately, so that we can control and address the situation. If you are not sure who to contact- you can reach us at integritystaffing.com/contact-us/ - Integrity Staffing has a zero-tolerance policy regarding threats of violence and/or violent behavior. The safety of everyone in the workplace is our most important concern.

Threatening/intimidating/aggressive behavior does not have a place here. As an ISS associate, you must be aware of what types of behavior are considered to be workplace violence. Please review the information below which outlines several behaviors that are considered inappropriate and will lead to discipline and/or termination. Please note this list is not all inclusive. If you have any questions about this information please contact us at integritystaffing.com/contact-us/ .

Any of the following behaviors will lead to discipline and/or termination: swearing or cursing at or about another associate; raising your voice at another associate. Situations involving a threat and/or violent behavior will likely lead to termination of your assignment and your employment through ISS: threatening another associate with harm, even in jest; threatening another associate with harm, even if the threat is not made directly to the associate; offering to fight another associate, even after work and/or off-premises; intimidating, menacing, hostile, physically aggressive, or violent behavior; stalking or surveillance of associates, either at work or outside of work; excessive arguing or swearing, threats, or sabotage of company property; defacing or causing physical damage to ISS company property, or to the property of ISS clients; any intentional or reckless act that harms persons or property, or that could potentially result in violation of any criminal laws prohibiting violence or threats of violence. It is important that you remain calm and exercise good judgment while at work. If you find yourself getting angry or frustrated, or you feel that you have been subjected to the above behavior, please reach out to your local Integrity Staffing contact or reach out to [integritystaffing.com/contact-us/](https://www.integritystaffing.com/contact-us/). They will work to help you resolve the situation appropriately. You may also call our corporate office at **(888) 458-8367** and ask to speak to a member of the HR Team.

SEXUAL AND/OR RACIAL HARASSMENT

Everyone has the right to work in an environment that promotes equal employment opportunities and prohibits discriminatory practices including harassment. Therefore, ISS expects that all relationships among persons in the workplace will be professional and free of bias, prejudice, and harassment. It is the policy of ISS to ensure equal employment opportunity without discrimination or harassment based on race, color, religion, sex, age, national origin, veteran status, disability, or other status protected by federal and/or state law. ISS prohibits and will not tolerate any such discrimination or harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which interferes with an associate's work performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment may involve individuals of the same or different gender. Examples of sexual harassment include but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes; sexually degrading words used to describe an individual; display or circulation of sexually suggestive material via email, social media, or otherwise; comments about an individual's body; and other physical, verbal, or visual conduct of a sexual nature. Harassment based on any other protected characteristic is also strictly prohibited.

Harassment is verbal or physical conduct that shows hostility or aversion toward an

individual because of his/her race, color, religion, sex, sexual orientation, gender expression, age, national origin, veteran status, disability, or any other characteristic protected by law.

Harassing conduct includes but is not limited to: slurs or negative stereotyping; threatening, intimidating, or hostile acts; display or circulation of material that shows hostility or aversion toward an individual or group via electronic mail or otherwise.

If an associate believes that he/she is being subjected to harassment of any kind, he/she should immediately notify a member of the ISS team and/or their Shift Manager. It is also appropriate to contact our corporate office and request to speak to a member of the **Employee Relations team (888) 458-8367 option 5**- please leave a message. An investigation will be undertaken, and appropriate sanctions and corrective measures will be instituted if the investigation shows that the allegations are true and constitute a violation of policy. Persons who commit acts of intimidation and harassment will be required to discontinue such conduct and will be disciplined according to the severity of the case. Appropriate disciplinary actions may include but are not limited to: verbal or written reprimands, suspension, demotion, and termination of employment. No associate will be penalized or retaliated against in any way for making a harassment complaint. ISS is dedicated to removing all forms of sexual or other harassment from the workplace and will promptly and impartially investigate and resolve any complaints.

AMERICANS WITH DISABILITIES ACT (ADA) AND ADAAG

DISABILITY ACCOMMODATION

Integrity Staffing Solutions complies with the Americans with Disabilities Act, the ADAAG and applicable state and local laws prohibiting discrimination in employment based on a person's physical, mental or sensory disability.

If you have a personal condition, non-work injury, illness or disability that affects your ability to perform your job, you may request a reasonable accommodation. Please advise the Integrity Team Member of this need for an accommodation during your interview at the Opportunity Center.

After you begin your work assignment, you should direct your request for an accommodation and provide information to the Integrity Accommodation Central Team (ACT) by sending an email to **ACT@integritystaffing.com** Integrity Staffing Solutions has an interactive process in which we work with you to determine if a reasonable accommodation is necessary and what would be an appropriate accommodation.

LEAVE OF ABSENCE POLICY

Integrity Staffing Solutions complies with all federal, state and local laws that provide our employees with time away from work to address critical personal needs. The state in which you work will

determine the type of leaves of absence that are available to you. Situations that may allow for associates to apply these leaves include, but are not limited to:

- Victim of domestic violence
- Victims of a crime
- Voting time
- Jury Duty or subpoenaed for a court appearance
- Volunteer Emergency Responder
- Military Leave
- Organs, bone marrow or blood donation

In most instances time away from work will be covered by Approved Time Off (ATO). However, if you are unsure and have a situation that requires you to take time away from work, please contact your local Integrity Human Resources representative for guidance or contact our Corporate HR Team by emailing **HR@integritystaffing.com**.

SMOKE FREE ENVIRONMENT/TOBACCO USE IN THE WORKPLACE

Integrity is committed to providing a safe, clean, and comfortable workplace for all associates, candidates, guests, and staff members. In compliance with all state and local laws Integrity prohibits the use of tobacco at all locations; this includes the use of chewing tobacco, snuff, vaporizers, and electronic cigarettes. Our clients may provide designated “smoking” areas outside of their locations. For information about your specific location, please speak with your manager.

DRUG AND ALCOHOL POLICY

Integrity has a strong commitment to its associates to provide a safe work environment and to promote high standards of associate health and wellness. Consistent with the spirit and intent of this commitment, Integrity has established a ZERO TOLERANCE policy regarding drugs and alcohol in the workplace. In doing so, Integrity will comply with all federal and state drug-free workplace requirements. Integrity will require all employees and job applicants to participate in, consent to, and comply with this policy as a condition of employment and continued employment. The policy includes, but is not limited to, pre-employment testing, random testing, reasonable suspicion testing and post-accident testing.

SAFETY TIPS

At Integrity, our commitment is to partner with our clients to ensure the workplace is safe and hazard-free.

While on assignment it is important to remember:

- Follow all safety guidelines and techniques. Always work SAFE!
- Report all injuries and unsafe conditions immediately-to your Integrity Staffing Representative- or contact us at [integritystaffing.com/contact-us/](https://www.integritystaffing.com/contact-us/)—if it doesn't feel safe, IT PROBABLY ISN'T!
- Follow ALL PPE (Personal Protective Equipment) guidelines and expectations -if it's required for your job.
- Lift with your legs and not your back—avoid twisting.
- Load too heavy? Ask for help!
- Eat well prior to your shift and stay hydrated ALL THE TIME.
- Hydrate every 15 min. If you're thirsty— you're too late!
- Always follow posted safety signs and directions on the job-site.

For our Associate Safety Training video please visit:

<https://www.youtube.com/watch?v=Adcd6bPNeG4>