



[www.axiomstaffing.com](http://www.axiomstaffing.com)

**Your Equal Opportunity Employer**



### Welcome to AXIOM Staffing Group

The word AXIOM is defined as a statement that is widely recognized as true; a known truth. We apply this to our business practices, which is why AXIOM is built on a foundation of integrity. We are proud to be a company that is honest and ethical. Our goal is to create long-term alliances with our customers by establishing solid relationships with our customers, employees, and each other.

Working with AXIOM will provide you with a broad range of opportunities because our customers range from smaller companies to Fortune 500 firms. AXIOM offers a variety of assignment choices with competitive pay.

Today, more than ever, we understand the need to balance work with personal life. Working with AXIOM affords you the freedom and opportunity to pursue a flexible lifestyle. We also understand that you may want to pursue temporary work to explore opportunities that may lead to "direct hire" career opportunities.

Whether you choose temporary work or are looking for a "direct hire" position, we will do our best to assist you. Please read this manual thoroughly and keep it for future reference. Should you have further questions, call your local AXIOM Branch at any time for more details. We also encourage you to visit our website at [www.axiomstaffing.com](http://www.axiomstaffing.com).

We make every effort to provide the most qualified candidate for each staffing request that comes into our office. Assignments are offered to our associates with confidence that they have the skills and experience needed to do a great job.

When you accept an assignment, we will provide you with important information about the job, the company, the dress code, the length of the assignment, and your pay rate.

Please check your schedule carefully for any conflicting obligations before you confirm your availability. AXIOM depends on you to complete all accepted assignments. We expect you to arrive at the assignment punctually, dressed appropriately, and ready to work.

If you have accepted an assignment but cannot make it due to an emergency, please call your AXIOM Branch office immediately.

If you are approached by a customer about a "direct hire" position, contact us immediately so that we may discuss the arrangements with our customer. This ensures that we protect your interests and facilitate your transfer to the prospective employer's payroll. Please do not contact a customer on your own about a "direct hire" position because this may, in some instances, be contrary to their policies as well as ours.

We are excited to have you on the AXIOM Team! If you have any questions, please remember to direct them to your AXIOM Branch. We look forward to assisting and working with you!

- You are available for an assignment.
- You are going to be late for an assignment.
- You are ill or have an emergency and cannot go to an assignment.
- You are asked to work overtime.
- You are given more responsibilities or your job description changes.
- You are offered full-time employment through the customer.
- Your assignment ends or is extended.
- You are injured at work.
- You have a change in address, phone number, or W-4 status.
- You have a referral.
- You have questions or are unsure about AXIOM's or the customer's policies/procedures.

**Who do I call if I cannot go to work?**

If you are unable to attend work for any reason, please contact your AXIOM Branch and inform them of your situation. Each office has a 24 hour message system for your convenience.

**What hours is AXIOM open?**

AXIOM Branch offices are open from 8:00 a.m. to 5:30 p.m., Monday through Friday.

**What telephone number can I provide as my contact number while I am at work?**

It is appropriate to give out your AXIOM Branch telephone number for emergency purposes. Please do not distribute the customer's telephone number.

**When can I be hired by a customer?**

In most cases, the customer has a 520 hour liquidation agreement with AXIOM. Please check with your AXIOM representative for specific details regarding your assignment.

**If I see a posting for a job with another AXIOM Branch, how can I apply?**

Please call your AXIOM branch and a representative will assist you with the process.



## Employee Pay



## Employee Benefits

### ***Who pays me?***

AXIOM associates are paid weekly. Our timesheet must be signed by the customer and is due in your AXIOM Branch office by 10 a.m. each Monday. If your timesheet is turned in after the deadline, your paycheck may be delayed until the following week.

### ***How am I paid?***

As an AXIOM associate, you are paid an hourly rate for each hour worked. AXIOM deducts from your paycheck the mandatory federal and state income taxes, Social Security, Medicare, as well as any other City, State, or Federal deductions required by law.

We provide a timesheet on which you record the hours you worked each day. A copy of the timesheet is available on our website. It can be printed from the download section at [www.axiomstaffing.com](http://www.axiomstaffing.com). The timesheet must then be signed by you and the Customer Manager. Give the Customer Manager the designated copy and keep your designated copy. All other copies go to your AXIOM Branch.

Use one timesheet for each assignment during a week. If you work at more than one customer in a week, complete a separate timesheet for each customer.

Earned overtime hours are paid at one and one half times the pay rate determined at the beginning of each assignment. Whenever an overtime situation occurs, please contact your AXIOM Branch. Overtime is defined as more than 40 hours worked within a week.

Axiom Staffing Group employees are paid every Thursday, with the exception of change in a holiday week. You may choose to have your paycheck deposited directly into your bank account or on a Global Cash Card.

### **AXIOM is closed on the following:**

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

**Referral Bonus:** We are always looking for qualified applicants and will reward you for your assistance with finding qualified applicants. Please discuss with your Axiom branch their referral bonus program.

### ***Employment Status***

The Affordable Care Act requires employers to define the employment status of each employee. The definition of each Axiom employment status is:

#### ***Variable Hour Employee***

A new employee is a variable hour employee if, based on the facts and circumstances at the employment start date, it cannot be determined that the employee is reasonably expected to work at least 30 hours per week on average. At the 12 month anniversary of the employee's start date, based upon hours worked, each employee's employment status will be determined to be either Full or Part Time.

#### ***Full Time Employee***

A new employee is determined to be a full time employee if he/she works each week a minimum of 30 hours on a confirmed, consistent and set schedule.

#### ***Part Time Employee***

A new employee is determined to be a part time employee if he/she works less than 30 hours per week on a confirmed, consistent and set schedule.

### ***Equal Opportunity Employer***

AXIOM is committed to providing equal employment opportunity to all employees and applicants without regard to race, color, age, sex, religion, national origin, disability, veteran status, ancestry, medical condition, marital status, sexual orientation, gender identity or expression, or any other category protected by applicable law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Axiom will reasonably accommodate qualified individuals with disabilities if such accommodation will not cause undue hardship to AXIOM or AXIOM's client. If you are a qualified individual with a disability and need an accommodation, please let us know. If you believe that AXIOM has not abided by its obligations, please notify your AXIOM supervisor, or the Human Resource Department within the Corporate Office of Axiom Staffing Group. Retaliation for good faith complaints of discrimination or retaliation is prohibited and will not be tolerated.

### ***Drugs and Alcohol in the Workplace***

AXIOM provides a drug and alcohol-free environment for our customers and our employees. AXIOM explicitly prohibits the use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription drugs without a prescription on Company or customer premises, or while performing an assignment. Pre-employment drug and/or alcohol testing is performed if required by the customer. AXIOM may conduct a drug and/or alcohol test if, in the Company's sole discretion, there is a reasonable basis to believe that the employee violated this policy, or if the employee is involved in an on-the-job injury, accident, or near accident. AXIOM employees who refuse to submit to a drug and/or alcohol test, test positive, or admit to a violation of this policy are subject to disciplinary action up to and including immediate termination of employment.

### ***Employment Eligibility Verification***

AXIOM complies with the Immigration Reform and Control Act of 1986. It is our policy and intent to only hire employees who are legally authorized to work within the United States.

### ***Harassment Policy***

It is the Company's policy to maintain a working environment free of unlawful discrimination.

Sexual harassment is unacceptable conduct which violates this policy. Our policy concerning sexual harassment in the workplace is clear. It is against the law; it will not be tolerated.

Sexual harassment encompasses a wide range of unwanted, sexually directed behavior and has been defined in the following manner:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

(1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

A hostile environment may include jokes, vulgar comments, sexually suggestive cartoons, e-mails, or posters, as well as actual physical abuse or touching.

Sexual harassment applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee, or an employee toward an applicant for employment. Sexual harassment can apply to conduct outside the workplace as well as on the work site.

*Harassment Policy (continued)*

Employees should take immediate action when sexual harassment occurs. Employees who believe they have been harassed should take the following action:

1. Express your discomfort to the harasser. Speak to the harasser about his/her conduct or behavior. State what action you find objectionable and want stopped. Respond immediately to the offending conduct or behavior. **Do not ignore the problem.**

2. Notify your AXIOM supervisor or manager **immediately**. The Company will respond to your complaint. By notifying the Company of improper conduct, it can take prompt steps to remedy the situation.

Employees who wish to register a complaint may do so through many different channels. You may register a complaint with your AXIOM Representative, or any officer of the Company. Employees may always bypass their immediate supervisor and report instances of sexual harassment to the AXIOM Representatives, AXIOM Human Resources, or any officer of the Company.

3. If you are harassed by a non-employee, immediately report the incident to your supervisor.

4. Keep your AXIOM Representative, AXIOM Human Resources, or any officer of the Company informed about any repeat occurrence after the harasser has been notified that his/her conduct is offensive.

All managers, supervisors, and employees are responsible for creating a workplace free from harassment. You should be aware how your co-workers react to your comments and actions. If co-workers object to or seem uncomfortable with your conduct, heed the objection and discontinue the conduct that is objectionable. Remember that what is acceptable behavior to some employees, may not be acceptable to others.

Any manager, supervisor, or employee who witnesses or becomes aware of instances of sexual harassment must report such instances to his/her supervisor or to senior management. Violations of this reporting requirement may be grounds for disciplinary action, up to and including termination.

Retaliation for harassment complaints is also against the law and will not be tolerated. Retaliation includes any adverse employment action against an employee because the employee has complained about or resisted harassment, discrimination, or retaliation, or has cooperated in an investigation. Refusal to cooperate in an investigation of harassment or retaliation is also prohibited.

Allegations of sexual harassment or retaliation will be investigated thoroughly. The facts will determine the response to each allegation. Substantiated acts of sexual harassment or retaliation will be met with appropriate disciplinary action, up to and including termination. Information regarding specific incidents will be kept confidential within the necessary boundaries of the fact-finding process.

Similarly, discrimination or harassment concerning race, color, age, sex, religion, national origin, disability, veteran status, ancestry, medical condition, marital status, sexual orientation, gender identity or expression, or any other category protected by applicable law is also unlawful and against the Company's policy. Such discrimination or harassment should be reported as described above and will be investigated as described above.

Your safety on each assignment is an Axiom priority. You are personally responsible for your safety and that of your coworkers. Always pay attention to your job task and surroundings. To protect yourself on the job, here are a few important safety tips to follow:

- Locate exits and stairways as a precaution before an emergency occurs.
- Be familiar with the Company's safety procedures and follow them at all times.
- Keep a clean, neat, and orderly workstation at all times.
- Do not climb on boxes or shelves.
- Use all personal protective equipment (safety glasses, gloves, etc.) properly and wear at all times when required.
- Be sure to know which equipment you are authorized to use. Request additional operating instructions before handling unfamiliar equipment.
- Avoid obstacles that could potentially cause an accident.
- Only use customer provided tools, do not bring in tools from home to use during your assignment.
- Report any hazardous conditions to your supervisor and AXIOM immediately.
- **Call AXIOM immediately if you are injured at work.** AXIOM, and not the customer, will file a workers' compensation report of your injury. Please note that your workplace injury is not covered by the customer. Failure to report injuries in a timely manner may result in denial of workers' compensation benefits.

### Proper Lifting Techniques:

- Use your legs, not your back, to lift any object.
- Stand close to the object that you intend to lift with your feet shoulder width apart. Keep your back as straight as possible and keep your chin down. Bend your knees and lower yourself until you are in a position to grasp the weight firmly.
- Grip the weight below the object's center of gravity and hold it as close to your body as possible.
- Raise the object by keeping your back straight and lifting with your legs. Lift the object with a smooth, solid motion.
- Avoid unnecessary twisting and bending motions while lifting objects.
- Plan ahead. Know where you plan to carry the object and where you will put it down.
- Remove all obstructions from your path and make sure the area that you are moving the object to is clear.
- Know where and how you will grip the object. If an object needs to be moved that does not have obvious grip points, consider strapping it to a dolly.
- Do not overload. To reduce the weight of the load, determine if more than one load can be made.
- Always seek assistance if the load is too heavy. Do not lift objects that are beyond your physical ability.

Here's what our customers say are key factors for building a successful career:

- ***First impressions are lasting.*** A business-like appearance is expected in the professional world. It is important to dress appropriately and to avoid extremes in hairstyles, jewelry, and clothing. When in doubt, ask your AXIOM Representative.
- ***Dependability is the key to building a solid foundation for each assignment.*** Be on time everyday, and complete the assignment as you agreed when accepting it. On the first day of each assignment, allow extra time to find the location and to familiarize yourself with your new assignment.
- ***A good attitude will help you make the most of every assignment.*** Do your best work and check it for accuracy. When you finish a project, offer to do something else. Observe customer rules with regard to parking, lunches, breaks, use of cell phones, smoking, etc. When in doubt, please ask.
- ***Be professional!*** Remember to:
  - Keep the customer's business confidential.
  - Keep your pay rate confidential.
  - Keep your home/cell phone number confidential; you can always be reached through your AXIOM Branch.
  - Keep employment decisions between your Branch and the customer. Please do not pursue employment with the customer on your own.
  - Always shake someone's hand when it is offered to you. It is appropriate to shake hands at the beginning and at the end of a meeting.
- ***At the end of each assignment,*** remember to say goodbye to the people you worked with. Let your Department Manager know the status of any unfinished projects when you are completing an assignment. Always leave your work area organized. How you leave an assignment is as important as how you start one!

### **Interview Tips:**

- ***Homework counts.*** The more information you know about your prospective assignment, the greater your chance of getting the job. You should understand the needs of your prospective assignment as well as your own career goals.
- ***Keep answers short.*** A one to two sentence reply is a good rule. Do not stray from the question, and always answer to the best of your ability.
- ***Tell the truth.*** Never lie. Use the truth to your advantage. Determine in advance how you will disclose delicate information.
- ***Listen attentively to words and react appropriately to body language.*** By listening to the person conducting the interview with your ears and eyes, you will have a better chance to gauge when his/her attention lags, when more information is expected, or when it is time to respond.
- ***Be Assertive.*** Ask appropriate questions. Well prepared questions show that you are interested in the company's needs, not just your own. It also shows that you can pay close attention even in stressful situations.
- ***Do not initiate salary discussions.*** Wait for the interviewer to bring up the subject.
- ***Do not say negative things about your former job, boss, co-workers or company.*** The interviewer may see this as being very unprofessional.
- ***Remember to always remain confident.*** If you feel confident about yourself, others will respond to you accordingly. You should prepare yourself to the best of your ability.
- ***Follow-up.*** Always send a "thank you" note. This should be sent within 24 hours after an interview. Thank you notes should be personal, yet professional, in style. Remember to write in a positive and confident tone while making the note brief and to the point.

## AXIOM EXPECTATIONS

### AXIOM employees:

**Initial:**

- Begin and end work at the designated times on all scheduled work days.
- Accept and perform assigned duties to the best of their abilities.
- Exhibit a professional manner at all times, including but not limited to refraining from the use of profane language.
- Understand that some customers may require submission to, and satisfactorily passing of a background check, drug screen, and/or credit investigation prior to an assignment and that these processes require employee's written permission; results of information retrieved may result in disqualification on specific assignment or with **AXIOM** in accordance with applicable law.
- Do not falsify documents.
- Remain free of the influence of alcohol and/or drugs while on an assignment. This prohibition does not apply to medication taken under the care of a physician that will not adversely affect the employee's performance.
- Understand that to the extent permitted by law, alcohol, illegal drugs and/or weapons of any kind are NEVER allowed on **AXIOM** or a customer's property. Violation of this policy will result in immediate termination
- Follow the customer's rules regarding use of phone, computers, e-mail and the Internet. Viewing recreational or non work-related websites is prohibited, while at a customer site.
- Follow the customer's lunch and break times, as well as the times and locations when and where smoking is permitted.
- Inform the **AXIOM** branch **immediately** if they will be late to an assignment, or will be absent. **It is mandatory to notify the AXIOM branch office during the hours of 8 a.m. to 5:30 p.m. In addition, a twenty-four (24) hour voice mail system is available at each Branch for after-hours notification.**
- Understand that unexcused tardiness or absenteeism, departure from an assignment prior to completion, or unprofessional behavior/disrespect/unwillingness to perform essential functions of the assignment may result in corrective action, up to and including termination of employment.
- Contact the **AXIOM** Branch office when the customer requests: overtime, changes in job duties or responsibilities from the original job description, an extension or an end to an assignment, and/or to change the employee's status from a temporary to direct hire position.
- Provide **AXIOM** original timesheets signed by the customer verifying as accurate the hours worked by Monday at 10 a.m. each week and understand that this is required in order to be paid the following Thursday.
- Notify the **AXIOM** Branch office immediately of an on-the-job injury, and obtain medical attention from a physician listed on the Worker's Compensation Panel of Physicians listed in the **AXIOM** Branch office. Does not request or obtain treatment for on-the-job injuries from the customer's panel of physicians.
- Take a drug and alcohol test at first report of an on-the-job injury.
- Contact an **AXIOM** representative immediately should you observe or experience behavior which violates company policies.
- Inform the **AXIOM** Branch of changes made to personal or professional status.
- Provide a standard **two week** notice to **AXIOM** Branch if leaving assignment prior to customer's completion date.
- Notify **AXIOM** Branch if it is necessary to leave an assignment prior to intended end date and understand that without notification, a "no show / no call" status may result in discipline, up to and including immediate termination of employment. Return all equipment, security badges, and materials provided by either **AXIOM** or the customer at completion of assignment and prior to receipt of final payroll check; understand that the costs of unreturned items may be deducted from final paycheck to the extent permitted by law.
- Agree that all customer contact is to be directed only through **AXIOM** at the conclusion of an assignment.
- Understand that upon completion of an assignment employees must call **AXIOM** Branch twice each week during normal business hours to be reassigned. Failure to do so may affect employee's ability to collect unemployment benefits. Honor a six-month guarantee to contact and be placed through **AXIOM** for future and/or direct hire positions at former customer sites.

My signature below acknowledges that I received and reviewed the above expectations, and that my failure to comply with these expectations can result in discipline up to and including denial of employment and/or immediate termination of employment. I acknowledge that these expectations do not create an employment contract between **AXIOM** and me. If an employment relationship is established, I understand that the relationship would be at-will, which means that either I or **AXIOM** could terminate my employment at any time for any reason, with or without notice and that employment at-will applies to all terms and conditions of my employment. No promises regarding employment have been made to me, and I understand that no such promise is binding upon **AXIOM** unless made in writing by the President.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# AXIOM EMPLOYMENT MANUAL ACKNOWLEDGEMENT AND DISCLAIMER

## READ CAREFULLY BEFORE SIGNING

I have received my copy of the Employee Manual. I understand that I am responsible for reading this important document and I understand that it describes the general guidelines of Axiom Staffing Group (“the Company”).

I understand that the Company may change this manual and its policies from time to time.

**I UNDERSTAND THAT THIS MANUAL DOES NOT CREATE A CONTRACT OF EMPLOYMENT AND THAT IT DOES NOT CREATE A CONTRACT FOR BENEFITS. I FURTHER UNDERSTAND AND AGREE THAT, AT MY OPTION OR THE COMPANY’S OPTION, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE. I ALSO UNDERSTAND THAT, AT THE COMPANY’S OPTION, MY BENEFITS AND COMPENSATION MAY BE CHANGED AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE.**

**WHETHER OR NOT STATED IN THIS MANUAL, I UNDERSTAND THAT THE COMPANY POLICIES MAY BE CHANGED AT ITS DISCRETION. I UNDERSTAND THAT THIS MANUAL MAY BE UNILATERALLY WITHDRAWN OR RESCINDED BY THE COMPANY. I ALSO UNDERSTAND THAT I DO NOT HAVE ANY VESTED RIGHTS IN BENEFITS BY VIRTUE OF THIS EMPLOYEE MANUAL. I FURTHER UNDERSTAND THAT EMPLOYMENT BENEFITS ARE GOVERNED BY THE ACTUAL PLAN DOCUMENT(S) WHICH ARE KEPT IN THE HUMAN RESOURCES DEPARTMENT, AND WHICH ARE AVAILABLE FOR MY REVIEW UPON REASONABLE NOTICE.**

**I UNDERSTAND THAT NO REPRESENTATIVE OF THE COMPANY, OTHER THAN THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR ANY AGREEMENT FOR BENEFITS, AND THAT ANY SUCH AGREEMENT ENTERED INTO BY THE PRESIDENT WILL NOT BE ENFORCEABLE UNLESS IT IS IN WRITING AND SIGNED BY THE PRESIDENT.**

**With my signature, I indicate that I have read and understood this important statement.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Employee’s Printed Name

\_\_\_\_\_  
Witness



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Date

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Employee’s Printed Name

\_\_\_\_\_  
Witness

