

Harassment Policy

It is the goal of Savela Solutions (the “Company”) to have a workplace free of harassment, regardless of whether the harassment is of a sexual nature or in reference to race, color, creed, national origin, gender, pregnancy, sexual orientation or preference, marital status, sex, religion, age, military service, or disability or handicap. Any behavior that creates or contributes to an intimidating, hostile, or offensive work environment is absolutely prohibited and will result in disciplinary action, up to and including discharge.

The Company’s prohibition of harassment includes the following forms of sexual harassment:

- Any request for sexual favors as a term or condition of employment;
- Unwelcome sexual advances, including uninvited and unwarranted touching, fondling or bodily contact;
- Other inappropriate vulgar, graphic, or obscene language, or physical conduct of sexual nature when:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance;
 4. Such conduct has the purpose of creating an intimidating, hostile, or offensive working environment.

The types of conduct prohibited by the Policy include, for example: lewd or sexually suggestive comments; or jokes of a sexual nature; or any display of sexual materials; or any graphic or physical conduct of a sexual nature.

Any employee who believes he or she has been subjected to harassment should immediately report the harassment to Amy Spires, our Vice President and Controller. In addition, any manager or supervisor who is aware of any employee who has been subjected to harassment should also immediately report the harassment to Amy Spires.

Any reported harassment will be carefully reviewed and investigated promptly and, to the extent it is feasible, confidentially. There will be no form of retaliation taken against anyone who in good faith reports harassment. If, after investigation, the Company determines that a person has committed an act of harassment, the person will be subject to appropriate discipline, up to and including discharge.

At Will Employment Policy

The employment relationship between the company and the employee is an at will relationship. The employment relationship and compensation can be terminated, with or without cause, and with or without notice at any time, at the option of either the company or the employee.

Equal Employment Opportunity Policy

Savela Solutions will provide equal opportunities in employment practices to all employees and applicants for employment. Employment decisions shall be made without regard to race, color, religion, gender, age, disability, national origin, ancestry, marital status, status in regard to public assistance, status as a Vietnam Era or disabled veteran, or any other legally protected basis.

Employee Accident / Injury Reporting Policy and Procedure

ALL accidents/injuries should be reported to Amy Spires and she will in turn file the appropriate forms with our Insurance Carrier and the state. We have 24 hours after being notified of an injury to report this information to our insurance carrier. (Our insurance carrier suggests that ALL accidents/injuries regardless of severity be reported to prevent later complications. For example, if someone goes to the doctor for a minor hand injury (something we would consider first aid) and later claims nerve damage, we would probably encounter complications if we had not reported the original incident.)

The following policy will apply:

- All temporary employees should be told to notify Amy Spires, Vice President and Controller of Savela Solutions, immediately upon an accident or injury.

Additional Company Policies

Personal Visitors – Personal visitors are not allowed while on temporary assignment. While we want to have a cordial and friendly work environment, we do have clients and work that require our full attention.

Personal Phone Calls – There should be no personal phone calls while on temporary assignment (including cell phone calls) without the consent of the client. Personal long distance calls are not to be charged to the company.

Attendance Policies -

1. If you do not show up for an assignment and do not call your supervisor at Savela Solutions within 12 hours with good cause, you will be considered as having voluntarily terminated your employment.

2. If you do not complete an assignment, or fail to report on time without good cause, you will be considered as having voluntarily terminated your employment.
3. Chronic, habitual, or excessive absenteeism or lateness, as judged by the Company in its discretion, may result in disciplinary action, up to and including termination.
4. If you are ill or cannot report to work for any reason, call your recruiter. If it is before office hours, leave a voice message.

Additional Policies -

5. **You must submit your timecard by 10:00 A.M. each Monday so that we may have your check available by Thursday.** Your timecard must be signed by you and the client representative. If you wish us to hold your check for pick up, check that box on your timecard; otherwise we will mail it on Thursday.
6. Your rate of pay and company assignments are confidential. *Please do not discuss outside the company.*
7. As an employee of Savela Solutions, you will not handle cash, checks, or money of any kind for our client companies.
8. As an employee of Savela Solutions, you will not drive any vehicle, or operate any equipment (*except traditional office equipment*).

Violation of any of the above company policies may result in disciplinary action, up to and including termination.

Electronic Mail Policy

All Email systems are Client Company property. Email systems may be used solely for Client Company business purposes or other purposes approved by Client Company management. All Email messages should be consistent with Client policies and procedures regarding ethical conduct, compliance with laws and proper business practices.

Email messages may be required to be disclosed in legal proceedings, and users should compose Email messages with the same degree of care as he or she would use when composing other written documents for distribution on the Client Company's behalf.

Users of Client Company Email systems are strictly prohibited from:

- Intercepting, accessing or reading another employee's Email without prior permission
- Using Email to disseminate rumors or false or misleading information
- Falsely identifying themselves in Email messages
- Using profane, abusive, scandalous or threatening language in Email messages
- Using Email for personal business purposes

- By-passing Email security mechanisms

Violation of any of the above may result in disciplinary action up to and including termination of employment.

Internet Usage Policy

Many of our employees utilize Client provided Internet access as a tool to access and share business-related information. However, there are risks associated with utilizing this tool including security, inconsistent performance, difficulty in locating information and misuse of employee time. Because of these risks, Savela Solutions has an Internet Usage Policy.

Usage of prohibited sites, which may include but are not limited to, sites whose purpose is to convey information about gambling, hate, sale and/or manufacturing of illegal drugs, pornography, or obscenity are considered unacceptable use of the Internet. Visiting, actively or passively communicating with, or conducting or attempting to conduct financial or other transactions with these sites, constitutes an unacceptable use of the Internet systems provided by clients of Savela Solutions.

Employee use of the Internet may be subject to monitoring in several respects including unauthorized access attempts and improper content. Employees should understand and recognize that the content of Internet messages and other transmissions are not private. Company representatives may monitor and read any and all such transmissions.

Employees of Savela Solutions who knowingly violate the Internet Use Policy may be subject to disciplinary action up to and including termination.

Policy Receipt Acknowledgement

I acknowledge that a copy of the At Will Employment Policy, the Harassment Policy, the Equal Employment Opportunity Policy, the Employee Accident / Injury Reporting Policy, the Personal Visitors Policy, the Personal Phone Calls Policy, the Attendance policy, the Additional Company Policies, the Electronic Mail Policy, the Internet Usage Policy and the Savela Solutions Candidate Brochure (“Apples Brochure”) has been provided and explained to me, and I understand these to be the policy of the company.

EMPLOYEE:

Sign

Print

Date: _____