



Employee Handbook Info

HEALTH BENEFITS

All employees of AllTek may be immediately eligible to enroll in the Fortis Protector Program –an extremely affordable way to obtain medical insurance for yourself (and your family). These costs are kept low because AllTek pays all administrative costs.

PAYROLL

As an AllTek employee you are paid once a week. Paychecks are dated every Friday. AllTek's work week is Sunday to Saturday. In order to get paid every week you must keep track of hours worked on a time sheet. It must be signed by your supervisor and may be faxed by you, or e-mailed by your supervisor, to arrive no later than 5:00 PM on Tuesday of the following week.

Fax: 412-573-0070 ▲ e-mail: payroll@alltekstaffing.com

401K

AllTek offers an employer-matching 401K to all eligible employees. To become eligible to participate in the 401K program an employee must meet the following requirements:

18 years of age ▲ Full-time employee ▲ Employed three months

PROHIBITION OF HARASSMENT

It is AllTek's policy that all employment activities shall be conducted in an environment that is not hostile or offensive. Harassment based on an individual's age, race, creed, color, religion, national origin, sex, sexual orientation, disability, marital status, or any other basis, will not be tolerated by AllTek. Violation of this policy may result in termination of your employment. The applicant understands that this is a synopsis of the Harassment Policy that AllTek has adopted. For a complete copy of this policy, please see an AllTek representative. If you feel you are being harassed, please contact a member of management at 412-573-0077.

SOLICITATION

Employees are not permitted to solicit or distribute printed materials or literature during work time or in working areas. Work time does not include lunch periods, work breaks, or any other periods that employees are not on duty.

PANEL OF PHYSICIANS

AllTek has an established panel of physicians for an injured employee to consult with in the case of any work related injury. A listing is available from your AllTek representative.

SUBSTANCE ABUSE POLICY

The unlawful use, possession, purchase, sale, distribution, or being under the influence, of anyPage 2
illegal drug and/or the misuse of legal drugs while on AllTek or client premises, or while
performing services for AllTek or any client, is strictly prohibited. AllTek also prohibits reporting to
work or performing services while impaired by the use of alcohol, or by the use of alcohol, or the
consumption of alcohol, while on duty. In order to ensure compliance with this policy, substance
abuse screening may be conducted in the following situations:

Pre-employment ▲ For cause ▲ Random ▲ Post accident

Compliance with this policy is a condition of employment. Employees who test positive or refuse
to submit to substance abuse screening will be subject to termination.

WORKERS' COMPENSATION FRAUD POLICY STATEMENT

Workers' compensation is available for injuries when the following injury conditions are met:

Accidental ▲ Work related ▲ Medically verified

AllTek maintains a zero tolerance policy toward fraudulent workers' compensation claims. AllTek
pursues and supports prosecution of claim fraud. Any employee for whom a fraudulent claim can
be verified will be terminated. *In order to encourage employees to report fraud, an award system
has been established. An employee will receive \$500 if the fraud tip is verified and an
investigation enables the company to file charges, or of the tip leads to the dismissal of a claim.
To report fraud please call 412-798-0779 or 1-877-574-1339.*

SAFETY RULES

1. Report an injury to your AllTek supervisor as well as your job supervisor.
2. Report any observed unsafe conditions to your supervisor.
3. The drinking of alcoholic beverages is not permitted on the job. Any employee discovered
under the influence of alcohol, or drugs, will not be permitted to work.
4. You should not perform any task unless you are trained to do so and are aware of the
hazards associated with the task.
5. You may be assigned certain personal protective safety equipment. This equipment should
be available for use on the job, be maintained in good condition, and worn when required.
6. Always perform your assigned task in a safe and proper manner; do not take shortcuts. The
taking of shortcuts and the ignoring of established safety ruled is a leading cause of
employee injury.
7. Maintain a general condition of good housekeeping in all work areas at all times.

I have received and read the AllTek Staffing and Resources, Inc. Employee Handbook Info. I
understand the policies and procedures set forth in the Handbook Info. I also understand that the
Handbook Info is not a contract of employment; is not a guarantee of employment; and may be
changed by AllTek at any time at its sole discretion. Applicant agrees to release, absolve, and to
hold harmless AllTek, any drug screening clinic or laboratory, and all of their officers, agents and
contractors in connection with conducting a drug or alcohol test, even if this should prohibit
applicant from keeping or gaining employment. Applicant acknowledges receipt of information on
the Fortis Protection Program. Applicant understands the Fortis Program is voluntary and that
not all applicants will be eligible due to state mandates or health conditions.

Printed Name _____

Signature _____

SS Number _____ Date _____