

Safety First!!!

- Forge is concerned about your safety!
- Wear necessary safety equipment on the job at all times. If you do not have the proper equipment, please contact your service coordinator.
- If you are injured on the job, report the injury to your supervisor and Forge immediately.
- At the medical facility, you will be subjected to a drug/alcohol test. When you are released, report back to Forge with any medical documentation.
- If you are restricted to light duty work, an assignment that meets your restriction guidelines will be provided if one is available.

General Safety Guidelines

- Be alert. Do not wear loose or baggy clothing. Wear safety equipment and keep work areas clean and free of debris and waste materials.
- Listen to work instructions. If you don't understand the safety requirements for your job, ask your supervisor to explain them.
- Do not get on ladders or scaffolding unless you are authorized to do so by your Forge service coordinator.
- Never get on or off any vehicle while it is in motion. If you must work close to moving equipment or traffic, use extreme caution at all times.
- If you feel your working conditions are unsafe, contact your Forge service coordinator as your safety is very important to us.

Elkhart, IN: 574-293-5900

Goshen, IN: 574-534-4407

Middlebury, IN: 574-358-3500

Fort Wayne, IN: 260-471-5900

Indianapolis, IN: 317-856-4400

South Bend, IN: 574-243-3800

Holland, MI: 6161-393-8800

Norton Shores, MI: 231-799-2100

Grandville, MI: 616-719-1017

Grand Rapids, MI (28th Street): 616-977-3700

Grand Rapids, MI (4 Mile Road): 616-647-1100

Livonia, MI: 734-458-7300

Warren, MI: 586-382-9240

forgestaff.com

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EMPLOYEE HANDBOOK

What We Expect From You

- Commitment to our clients is your #1 priority. Respect the client, your co-workers, and their property. Dress and act in a professional manner always remembering the Golden Rule: Treat everyone the way you'd want to be treated.
- Report to Forge one hour before your desired shift until you are assigned to a job. Report at 5:00am for 1st, 1:30pm for 2nd, and 9:30pm for 3rd. Sign in as soon as you arrive.
- Once assigned to a job, report directly to your assignment at your required start time dressed appropriately for the assignment. If your assignment ends, report back to the Forge office for reassignment.
- If you get lost on the way to your assignment, call Forge immediately for directions.
- Do not walk off the job. If the job you are assigned to is not something you can do, finish the shift and call Forge for reassignment.
- If you are unable to go to work, call Forge at least one hour before your shift starts. We can be reached 24 hours a day, 7 days a week.
- PAYROLL: Checks are available for pick up each Wednesday. You MUST have a picture ID to pick up your check. No one else may pick up your check for you.

What You Can Expect From Us

- You will be treated with respect and friendly professionalism. We are committed to outstanding customer service and finding the right position for you.
- When you are assigned to a job we will tell you about:
 - The type of work you will be doing.
 - Location, hours, and length of assignment.
 - The hourly pay rate.
 - Clothing and equipment needed.
- Paid holidays after 1,000 hours worked in a calendar year: Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas, and New Year's Day.
- 1 week of vacation pay after 2,000 hours worked in a calendar year.

Nature of Your Employment

- As a Forge employee, your employment is "at-will," which means that either you or Forge may terminate your employment at any time, with or without prior notice, and with or without cause. No one other than the President/CEO of Forge has the authority to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by Forge's President/CEO.

Equal Opportunity Policy

- Forge provides equal opportunities to all employees and applicants without regard to race, color, religion, sex, sexual orientation, genetic characteristics, national origin, age, disability, military status, marital status, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal and state laws. In addition, Forge complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Company has facilities.

Policy on Unlawful Harassment

- Consistent with our policy of equal employment opportunity, harassment in the workplace based on a person's race, sex, religion, national origin, age, height, weight, veteran or marital status, disability, or any other legally protected characteristic will not be tolerated concerning employees or applicants for employment. Prohibited sexual harassment is harassment based on a person's sex, which may include unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a harassing nature. No employee shall threaten or insinuate, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status evaluation, wages, advancement, assigned duties, or any other condition of employment or career development.

Any employee who feels that he or she is a victim of sexual or other unlawful harassment by any supervisor, management official, other employee, customer, client or any other person should bring the matter to the immediate attention of the employee's service coordinator or the Human Resources Department, which may be reached at (616) 285-6860. Allegations of unlawful harassment will be investigated and appropriate corrective action will be taken if warranted. Any retaliation against an employee for bringing a good-faith complaint of harassment or participating in an investigation is prohibited.

After an investigation, any employee determined to have engaged in prohibited harassment will be subject to appropriate disciplinary action up to and including termination of employment.

Discipline and Termination Policy

Forge reserves the right to impose whatever disciplinary action it deems necessary under the circumstances, up to and including employment termination. Some violations of Forge standards are severe enough to ordinarily warrant immediate dismissal. Such violations include, but are not limited to, the following:

- a. No Call No Show on first day of placement after assigned to a job.
- b. Walking off the job
- c. Willful refusal to perform job duties
- d. Failing or Refusal to submit to a drug and/or alcohol test
- e. Reporting to work under the influence of drugs or alcohol, or illegally manufacturing, possessing, using, selling, distributing, or transporting controlled substances
- f. Bringing or using alcoholic beverages on the Company's or the client's property
- g. Falsification of Company documents, including employment application and time records
- h. Insubordinate behavior towards Forge Industrial Staffing or a client
- i. Misconduct, including, but not limited to, stealing, fighting, threatening or abusive language or conduct, violating the Company's anti-harassment policy, or possessing firearms on Company/client premises or while on client assignment.