



PEOPLEFIRST STAFFING, LLC

CODE OF CONDUCT FOR ASSOCIATES

ATTENDANCE:

All associates should arrive on time, ready to work per their schedule. If for any reason, an associate expects to be late and/or cannot make it to work they need to call the Supervisor on their assignment AS WELL AS PeopleFirst Staffing at least 2 hours before their scheduled shift. Excessive call offs and tardiness can result in the ending of your assignment.

CELL PHONES:

Safety must come before all other concerns. Therefore, except for designated break periods, employees are not permitted to use cell phones. No incoming nor outgoing calls will be tolerated. Gaming, streaming music and texting are also prohibited. Violation of this policy can result in immediate dismissal. In the event of an Emergency, you can be contacted either through PeopleFirst Staffing. We will contact your Supervisor immediately.

DRESS CODE

All associates will adhere to the dress code set forth by their Supervisor. No revealing garments or clothing with representations that may be found offensive.

SAFETY/PPE

All associates will use the Personal Protective Equipment (PPE) required of their position. If an associate is not able to acquire the required PPE for their position, please contact PeopleFirst Staffing immediately. In addition, all safety procedures will be followed consistently. Failure to observe safety measures can result in immediate dismissal. If you find yourself in a workplace that you feel is unsafe, please contact PeopleFirst Staffing immediately.

BEHAVIOR

Bullying, discrimination or harassment will not be tolerated at any level. If you feel that you are a target of any of the mentioned behavior, please notify your Supervisor as well as PeopleFirst Staffing immediately.

By signing below, I acknowledge that I have read and understand the PeopleFirst Staffing, LLC Code of Conduct

Name: _____

Date: _____