McCall Staffing Services
TEMPORARY EMPLOYEE HANDBOOK

Welcome to McCall Staffing Services!
On behalf of the staff of McCall Staffing Services, I welcome you to our company.

You have joined a group of professionals who are dedicated to the ideals of service and of excellence. Each member of our service staff has been selected because they exemplify these ideals. We have offered employment to you because we hope that you, too, want the job satisfaction that comes with being helpful and the pride that comes with a job well done.

(We expect a lot of you.) We need your best effort all of the time. You are our representative in the offices of our clients and our jobs depend upon how well you do yours. We appreciate your flexibility and cooperation in adjusting to our clients' dynamic needs.

As our customer service "front line", we know that you require and deserve our loyal support. This letter is to assure you that you have it. We know that the best support we can give is to provide interesting and rewarding assignments, where you can feel good about your efforts.

We are working hard to expand our client base in order to offer you more assignment opportunities. If you have ideas or new client leads that you think will help us grow your company, we would like to hear from you.

Jeffrey R. Eggert
President

INTRODUCTION

This handbook contains important information regarding McCall's temporary employment opportunities, personnel policies and procedures, benefits and other matters of interest to you. Information on personnel policies and procedures in areas not specifically covered here will be made available to you or explained to you by your local McCall Supervisor upon your request.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between McCall and you. The provisions of this handbook that have been developed at the discretion of

management, *except for its policy of employment-at-will (below)* may be amended or cancelled at any time at McCall's sole discretion.
These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the President of McCall. *Nothing in this handbook is intended to nor shall be construed to interfere with McCall's compliance with all applicable employment laws, policies and protections provided for by federal, state and local law.*

TERMS OF EMPLOYMENT

McCall Staffing Services requires all applicants to provide valid proof of identity and valid documents showing the right to work in the United States, pursuant to the Immigration Reform and Control Act of 1986. We cannot legally employ you without this proof. Additionally, we verify social security numbers for all applicants - if you don't have a valid social security number, we can't complete the application process.

An application is not a guarantee that work will be offered to you. You can increase your work opportunities by being flexible, updating your skills, and staying in touch with us on a regular basis.

Employment with McCall is voluntarily entered into. McCall may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state laws.

The length of Temporary assignments and Temp to Hire positions, when described, are estimates only, and all temporary work through McCall is hourly, at-will and subject to change with or without cause or notice.

Similarly, placement on a Temp-to-Hire assignment is not a guarantee that the client will hire you as one of its regular employees.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

McCall is an equal opportunity employer. McCall is committed to equal employment opportunity for all employees and applicants for employment without regard to race, religion, color, national origin, sex/gender, sexual orientation, gender identity, national origin, ancestry, marital status, age, physical or mental disability, genetic data, military or veteran status or any other basis protected by federal, state or local law or ordinance or regulation. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

McCall forbids any form of discrimination or retaliation against individuals who may raise a concern or complaint about equal employment opportunity. If you feel you have not been treated in accordance with this policy, you should contact our HR Manager at (510) 420-3747 ext. 4098.

HARASSMENT, DISCRIMINATION AND RETALIATION PREVENTION POLICY

McCall is committed to providing a respectful work environment free from unlawful discrimination and harassment. Company policy expressly prohibits any form of sexual harassment or harassment based on race, religion, creed, color, national origin or ancestry, physical or mental disability, pregnancy, medical conditions, marital status, age, gender, sexual orientation, or any other legally protected status recognized under federal, state or local law, ordinance or regulation.

Company policy also prohibits discrimination, harassment, disrespectful or unprofessional conduct *based on the perception that someone has characteristics of a legally protected status,* as stated above, or is associated with a person who has or is perceived as having those characteristics. **All such discrimination and harassment is unlawful.**

McCall's non-harassment policy applies to all people involved in the operation of the company and prohibits unlawful harassment by any staff, temporary employee of the company, including managers, supervisors, co-workers and non- employees who are in the workplace.

In addition, the Company prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations. McCall will take all steps necessary to prevent, investigate and eliminate unlawful harassment.

HARASSMENT IS PROHIBITED: This includes but is not limited to the following behavior(s):

- Verbal or written conduct such as suggestive, stereotyping, insulting or derogatory comments, epithets; innuendoes, sounds, jokes, gestures, teasing, or slurs based on race or any of the above protected categories listed above,
- Visual harassment such as posting or displaying or distributing derogatory, insulting, disrespectful posters, photography, symbols, cartoons, drawings; written or graphic material, emails or texts,
- Physical conduct such as physically threatening another person, assault, unwanted touching, blocking someone's way or improper encroachment on personal space or interfering with work in an unwelcome manner,
- Retaliation for having reported or threatening to report harassment.
- Communication via electronic media of any type that includes any content that is prohibited by state and/or federal law or by company policy.

SEXUAL HARRASSMNENT IS PROHIBITED: Sexual harassment is harassment based on sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotypes, gender identity/gender expression/transgender and sexual orientation.

Conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute prohibited sexual harassment. The offensive conduct does not need to be specifically of a sexual nature to be prohibited. Conduct such as bullying, teasing, targeting, insulting, yelling, name calling and other conduct based on sex/gender stereotypes, "even jokingly" is prohibited if unwelcome and offensive can be sexual harassment.

While it is not possible to list all circumstances that may constitute sexual harassment, the following includes, but is not limited to examples of prohibited conduct:

- Unwanted sexual advances, or requests for sexual favors, whether they involve physical touching or not;
- Other verbal or physical conduct that has been made either explicitly or implicitly a term or condition of any individual's employment or continued employment or as a basis for employment decisions such as a basis for promotions or benefits;
- Threatening, hostile, or intimidating acts or demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment in return for sexual favors;
- Sex/gender-based epithets, jokes, written or verbal references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, images or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and discussion of one's sexual activities.
- Any such conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

RETALIATION IS PROHIBITED. All employees should take special note that, as stated above, retaliation against an individual who makes a complaint about sexual harassment or harassment in any form, will not be tolerated. Nor is it acceptable to retaliate against individuals for cooperating with an investigation of harassment complaint. This will not be tolerated at McCall.

SEXUAL HARASSMENT PREVENTION TRAINING IS REQURED WITHIN 30 DAYS OF START DATE.

It is McCall's policy in compliance with a current State of California law, that all McCall employees must complete a 1- Hour Sexual Harassment Prevention Online Training Course, (Supervisors must take the 2-hr Course,) within 30 days after your Work Start Date.

You can access the Link to the Harassment training below and McCall pays you for completing the Course at your beginning Hourly rate (Rate at first assignment.) Completing this harassment prevention training course **is mandatory for continued employment with McCall!**

Arrange Time for the Course: You must complete the training during work hours—per law. You're not required to take the course on your personal time or lunch. **Ask permission** from your client/worksite supervisor when you can take the 1hour training (online or mobile access) during the work day.

Your McCall Representative can also assist you to work out scheduling the 1hr) course with the client's worksite schedule. Consult with your McCall Branch Representative for more details. **C**omplete the course during the same session that you start because the online course doesn't save your information for future, and they don't email you your Certificate.

Your Certificate of Completion is Required: At the end of the online course, you must Print Your Certificate, and email your PDF or screenshot back to your local McCall Branch Representative.

HERE IS THE LINK TO REQUIRED SEXUAL HARASSMENT PREVENTION TRAINING https://www.dfeh.ca.gov/shpt/

If you've taken a Sexual Harassment Prevention Training Course through a previous employer within the past 2 years, and you have the Certificate, then you must email your previous Certificate of Completion to McCall within the time period to your McCall Representative.

For more information on why this is required by law, you may also refer to our PDF. Sexual Harassment Fact Sheet and FAQ's located separately in McCall's Temp Employee Orientation, or if you have any questions, please contact your McCall Representative.

HARASSMENT COMPLAINT PROCESS

If you believe you have been unlawfully harassed, sexually harassed or discriminated against during the course of your employment with McCall, or if you have observed actual or perceived harassment or discrimination in your workplace, notify your McCall Branch Representative/ Supervisor immediately so that we can investigate and help resolve the matter as quickly as possible. You may also report your complaint to McCall's HR Manager, at (510) 420-3747, ext. 4098. Your complaint should include details of the incident or incidents, names of the individuals involved and the names of any witnesses.

McCall encourages all employees to report any incidents of harassment **immediately** so that complaints can be resolved quickly and fairly.

McCall will immediately undertake an effective, thorough and objective investigation of the harassment allegations. A company representative will advise all parties concerned of the findings of the investigation. McCall will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Any employee determined by the company to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination.

If our investigation does not remedy the illegal harassment to the employee's satisfaction, the employee may file a harassment charge with the local office of the Department of Fair Employment and Housing (DFEH) or notify the Fair Employment and Housing Commission (FEHC). The law prohibits any employer from retaliating against any employee for filing a charge with the DFEH, or for cooperating in any manner with the DFEH or FEHC in its investigation of the charge.

WORKPLACE VIOLENCE PREVENTION

McCall is committed to maintaining a safe and respectful work environment for all employees, contractors, and temporary staff. We have a zero-tolerance policy for workplace violence, including threats, harassment, intimidation, or physical harm. Employees are encouraged to report any incidents immediately to their supervisor or McCall HR Manager. We conduct regular assessments, provide training, and take necessary corrective actions to prevent workplace violence. For more details, please review our Workplace Violence Prevention Plan Fact Sheet, WVPP Guideline and WVPP Training Booklet on the McCall website.

MEAL AND REST PERIOD POLICY

Under California law, employees are provided and should take an unpaid, off duty meal break period of no less than 30 minutes when working more than 5 hours per day, during which break time you are relieved of all work duties. Your first meal break should be taken no later than the end of your 5th hour of work.

Employees who work 10 or more hours per day, but less than 12 hours are provided and should take a second, unpaid 30-minute meal break.

Employees are also entitled to a 10 -minute paid rest break for every four hours worked or major fraction thereof, except where the daily work time is less than three and one-half (3.5) hours. Rest breaks should be taken insofar as practicable in the middle of each work period.

The meal breaks and rest periods apply at all times during your employment with McCall and while you are on assignment.

You may waive your meal break requirements in two situations and it requires mutual consent:

- If your total workday shift is (6) six hours or less, you can waive the meal period by mutual consent of the employer and the employee.
- If you work more than 10 hours in a workday, you may waive the second meal break period by mutual consent of employer and employee, only if no more than 12 hours total are worked and you have not waived your first meal break period.

If you seek waiver from the Meal Break policy in either situation as stated above, you must complete the Meal Break Waiver Form located on the McCall website and get approval from the Client. The waiver requires mutual consent of the employee and employer/client.

Otherwise, you should take your meal breaks and rest breaks as provided by law.

Please promptly contact your McCall supervisor or McCall HR at (510) 420-3747 ext. 4098 if you ever have any questions or concerns about your Meal and Rest Breaks.

MCCALL STAFFING SERVICES IS YOUR EMPLOYER

When hired and you're on assignment through McCall, we are your legal employer. As such, we issue your paycheck, pay all required payroll taxes, and issue your W-2. We comply with all city, state and federal regulations regarding equal employment opportunity, regular and overtime pay, immigration law, workplace safety, workers' compensation insurance, non-harassment, unemployment, and disability status.

PAYROLL SERVICE EMPLOYEES

You may have been selected by a client company that uses McCall as its payroll carrier. If this is the case, you are classified as a "payroll service employee." Our Payroll Service Program enables our clients to select their workers while maintaining them on McCall's payroll.

If you've been selected in this way, McCall is your legal employer. As such, both you and McCall are bound by the legal responsibilities dictated by the employer/employee relationship. This handbook pertains to you as well as to our temporary employees. Exceptions to any policy, procedure or benefit plan affecting payroll service employees are specifically noted herein.

ALWAYS CALL MCCALL DIRECTLY

McCall is the link between you and our clients. Contact us immediately if our client offers to hire you as one of their employees.

LATENESS AND ABSENTEE POLICY

If you realize that you will be absent from, or late to your assignment for any reason, you must contact your McCall supervisor immediately so that we can inform our client. Please give us as much advance notice as possible for planned absences.

Even when the absence is unavoidable, it's much better that your relationship with McCall and our client remains positive through good communication. Informing us of the particular circumstances of your lateness or absence is very important.

Failure to contact McCall in advance to report an absence from an assignment may be interpreted as a voluntary quit. Under these circumstances, you will not be eligible for unemployment benefits based on your separation from McCall, and you may be terminated from your employment with us.

Update Your File

Please contact McCall if you:

- Change your contact information-name, address or phone number
- Update your resume
- Need to change your W-4 tax form
- Acquire new and additional job skills
- Found full-time work and wish to inactivate your file • Want to refer friends interested in working for McCall!

Assignment Details

Contact McCall if there are any significant changes in your duties during an assignment, or if you find that your skills don't match the job. Let us know if the client asks you to operate equipment that McCall didn't describe to you when you accepted the assignment.

You must contact us if a client asks you to work off-site. You're not permitted to do so without the express permission of McCall Staffing Services. We will not be responsible for any injury you may

sustain on such an assignment if you're working off-site without our permission.

Availability for Work
Each time you're available for an assignment, it's your responsibility to contact us and let us know. Failure to do so will indicate to us that you're no longer available for work. This lack of communication with us may affect your eligibility for unemployment benefits.

Safety on the Job
If you're injured while on assignment, call us immediately so that we can direct you to an approved treatment facility. Failure to follow this procedure may delay any workers' compensation benefits that you may be entitled to. As your employer, we're responsible for reporting and administering your claim. Help us help you stay healthy by following all on-the-job safety rules. Violating safety rules on assignment may result in your termination from employment with McCall.

Concerns about Workplace Policies and Procedures, Workplace Safety, at the Temporary Client Worksite
If you have any concerns or questions about any of McCall's company policies or procedures; concerns about workplace safety at a McCall Client worksite, or if you have any problems while on assignment that you're unsure about: Call your McCall Representative first to discuss this, not the client. McCall will quickly help you to determine the best course of action to investigate and resolve, or suggest other steps to take to resolve or answer your question or concern.

On-The-Job Injury
Together with our employees and clients, we work to prevent on-the-job injuries, but sometimes accidents happen. If you're injured on assignment, notify your client supervisor and then you must call McCall immediately. You must notify us even if your injury is minor and can be treated by first aid. Prompt reporting of a work-related injury is key to timely treatment. Your McCall supervisor will direct you to the appropriate approved medical facility if you require treatment for your injury.

Modified Duty and Return to Work Policy
We're committed to helping you recover and getting you back to work as soon as possible. We monitor your recovery by staying in contact with both you and your doctor if you're unable to return to work right away. If that's the case, we'll work closely with you and your doctor to provide you with modified duty assignments until you are again able to return to full duty. Any employee injured on assignment must accept any light or modified work that we offer if the duties fall within your doctor's restrictions. Failure to accept a modified duty assignment that is offered to you may result in loss of workers' compensation benefits.

Please be advised that McCall carefully investigates the legitimacy of all workers' compensation claims. Fraudulent claims will be prosecuted to the full extent of the law.

PAYROLL PROCEDURES

Direct Paycheck Deposit/ePaystub
For your convenience and security, we encourage you to sign up for Direct Deposit and ePaystub. With this service, your paycheck can't be lost in the mail or stolen. With Direct Deposit, once you've submitted your timecard in a timely manner, your funds are available in your account no later than Friday, for pay from the previous work week. No more standing in line at the bank!

Easy Online Timecard and Weekly Payroll Cycle
McCall has an online timecard system via our website. You are responsible for completing your weekly timecard fully, correctly, and in a timely manner. Your timecard is due each week after your last assigned shift for that work week. The Timecard Deadline is a properly submitted and approved timecard by Tuesday following your previous work week. Otherwise, your payroll will not be processed until the following week's payroll.

Pay Day is the next Friday following your work week. You must have submitted your completed timecard in a timely manner. **We can't issue your paycheck without proper submission of hours.** During weeks with a postal holiday, mailed paychecks may arrive later than usual. **Apply for direct deposit to avoid delays.**

Falsifying any part of a timecard and submitting it to McCall for payment is a punishable offense and will be prosecuted to the full extent of the law. Fabrication/falsification of a timecard or any other required document, such as your employment application, will result in immediate termination of your candidacy or employment with McCall.

If you have questions regarding any of the above procedures, contact your McCall supervisor. For problems concerning your paycheck, call our **Payroll Hotline Number: 1-510-420-3750.**

Time Off
Temporary employees are paid for hours worked and are not compensated for time off due to absences for any reason, including jury duty. We're happy to verify this policy in writing should you need that proof. Contact your branch office for assistance.

BENEFITS

In addition to competitive pay and great jobs, McCall Staffing Services provides several benefit plan options for temporary employees.

401k Plan
We offer participation in a 401k plan to our temporary employees who meet plan entry

qualifications. Consult your McCall Representative for more details on the 401k Plan.

Direct Paycheck Deposit
No more lost checks or standing in line at the bank. Sign up for direct deposit. It's easy, convenient and free to you.

My McCall/Timecard
Your application and pay history is now in one place. You can look up your resume, education, experience, competencies/skills, pay history and work assignment history.

Medical Health and Dental Insurance Available
We provide access to affordable medical, dental, and vision insurance through Essential StaffCARE. Ask your branch representative for information.

Paid Sick Leave
McCall employees who work in California for 30 or more days within a year, are entitled to up to 5 days/40 hours of Paid Sick Leave, which begins accruing from the beginning of your employment with McCall. Per California law, you're eligible to use your accrued Paid Sick Leave beginning after you've worked 90 days with McCall. For more information, on CA Paid Sick Leave, contact your McCall Representative.

Local CA Paid Sick Leave Ordinances for Certain Cities Supersedes the General CA PSL Law:
McCall employees working on assignments in **San Francisco**, **Oakland**, **Berkeley**, **Emeryville** or any other city which has its own local Paid Sick Leave Ordinance for 2024, can be assured that McCall is in compliance with those Local Labor Ordinances. See the links for more information on the City Ordinances, or call your McCall Representative.

Bay Area Commuter Benefit Program
Temporary employees working with in the Bay Area may elect to participate in this program. Save on transit, parking and more!

Free Tutorials
Various software tutorials are available to assist you with upgrading your skills. Ask your branch representative for details.

For more details on the benefits, check the "Employee Benefits" link under the "Employees" section of our website.

The benefits described herein may vary based on specific agreements between McCall and its clients. Check with your local branch office for more details.

EMPLOYEE STANDARDS/WORK RULES

First impressions are lasting ones and we appreciate your efforts to present a positive attitude and professional appearance to our clients. You'll do best when you feel comfortable in your working environment; neat, businesslike clothing reflects your professionalism and is always appropriate. When we discuss assignments with you, we'll let you know when dress other than traditional business clothing is required.

We require you to observe the following work rules. Failure to do so may result in termination of your employment with McCall.

- Drug or alcohol use on assignment, or working under the influence of any controlled substance while on assignment is strictly prohibited and will result in immediate termination of your employment.

- No employee will knowingly be permitted or required to work while his/her ability to do so is impaired by fatigue or illness, if these conditions pose a safety hazard to the employee or anyone else at the job site.

- You must be on time to your assignments. Lateness or absences without a valid excuse and notice, as determined by McCall or our clients, will not be tolerated.

- Workplace harassment is prohibited, as is any inappropriate behavior while on assignment. Inappropriate behavior includes, but is not limited to, fighting, aggressive or threatening talk or actions, gambling and selling and/or distributing anything while on assignment.

- Never use a client's phone, computer, office equipment, materials, supplies or work time for personal activities without explicit approval by client.

- Silence your cell phone while on assignment. Accessing personal email or other communication is not allowed. If you must receive calls of an urgent nature, you must get the client's permission in advance.

- Observe all client and McCall rules including safety procedures, break times, smoking, etc. Theft, destruction or defacement of client or McCall property is prohibited.

- Scent-Free, Personal Hygiene. We always are concerned with the impression we make on others as representatives of our clients and McCall Staffing Services. In accordance with this concern, employees should strive at all times to ensure that their clothing, appearance, and hygiene are businesslike and contribute to a pleasant work atmosphere for both coworkers and visitors. Personal hygiene can negatively affect co-workers and customers alike. A lot of offices are now scent-free zones, employees are encouraged to consult with their supervisor regarding what is acceptable.

- Do not request a pay advance or raise from the client, or borrow money from the client or other employees while on assignment. Contact McCall directly if you have questions about your pay.

- You may be terminated if you misrepresent or falsify any information during any phase of your employment.Failure to comply with safety standards set forth by McCall Staffing Services or our clients will result in your immediate termination.

CONFIDENTIALITY

During the course of your employment, you may gain access to information related to our clients' businesses. Professional conduct requires you to treat all such information as confidential. You may not disclose this information to anyone other than those employees who, according to our client, have a need to know the information.

An employee who improperly uses or discloses trade secrets or confidential business information may be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

DRUG/ALCOHOL/BACKGROUND SCREENING

McCall complies with all federal, state and local regulations respecting proper timing and use of background checks, as allowed by law. Various clients have policies requiring drug, alcohol, and/or background screening on a post-offer, pre- assignment basis for temporary employees. If you wish to be assigned to one of these client companies, you must then consent to undergo the screening requested by the client.

McCall also reserves the right to drug/alcohol test any temporary employee who exhibits behavioral symptoms of substance abuse such as fighting, slurred speech, staggering or other mobility problems, etc. Company policy states that if you are found to be under the influence of any controlled substance while on assignment, your employment with McCall will be terminated.

If McCall obtains a background report on you that contains information regarding criminal conviction, driving record and/or other negative background information, the information contained in such report may affect your eligibility for hire with the client or your employment status with McCall.

The Fair Credit Reporting Act (FCRA) provides your rights regarding consumer credit reports and background reports that contain information about you. In compliance with FCRA, before taking

any adverse action based on a background report, McCall will provide you with the report and information to contact the 3rd Party reporting agency that provided the report, should you wish to dispute or challenge the report's accuracy. McCall will proceed with all further assessment regarding your eligibility for hire, or any adverse action in accordance with the requirements of federal FCRA and any applicable state and local laws. For a more complete explanation of our rights and the background screening policy, please refer to the Consumer Report Disclosure andConsent Form and Summary of Your Rights under FCRA that you signed during the Application Process.)

UNEMPLOYMENT INSURANCE BENEFITS

Unemployment benefits are available to individuals who meet California requirements. To collect benefits, you must be available for and actively seeking work. If your personal interests or obligations restrict your availability for work, if you turn down assignments that you are qualified to perform, or if you can't be contacted for job opportunities, McCall will contest your eligibility for benefits if you file an unemployment claim. Unemployment insurance is meant to be a safety net for those who are temporarily out of work through no fault of their own.

PREGNANCY DISABILITY LEAVE, FAMILY MEDICAL LEAVE (FMLA), CFRA

PREGNANCY DISABILITY LEAVE

An employee disabled by pregnancy is entitled to up to four months disability leave. An employee who is disabled by her pregnancy and entitled to Pregnancy Disability Leave may take the leave all at once, or in increments so long as it is during a period when the woman is physically unable to work because of pregnancy or a condition related to her pregnancy. An employee seeking to take Pregnancy Disability Leave has a duty to notify McCall of her intention to take this leave. If the need for taking leave is foreseeable, the employee is required to give 30 days' notice. If the need for leave arises suddenly, and without enough time to give 30 days' notice, the employee is only obligated to give notice to the employer as soon as practicable.

FAMILY MEDICAL LEAVE

FMLA requires covered employers provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: incapacity due to pregnancy, prenatal medical care or child birth; to care for the employee's child after birth, or placement for adoption, or foster care; to care for employee's spouse, son, daughter or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job. Employees may be eligible to take up to twelve weeks of leave under FMLA if they have worked for McCall for at least 12 months, and have worked for at least 1,250 hours over the previous 12 months, at a location where at least 50 employees are employed by the employer within 75 miles. FMLA allows family leave for a period of up to 12 weeks for the birth of a child of the employee, and also allows a pregnant employee to take leave before the actual date of birth of the child for

prenatal care if the employee's condition makes her disabled and unable to work. However, FMLA runs concurrently with Pregnancy Disability Leave, so an employee taking Pregnancy Disability Leave also would use up her FMLA leave at the same time.CALIFORNIA FAMILY RIGHTS ACT (CFRA, NEW PARENT LEAVE ACT (NPLA)

The employee may take an unpaid leave for the birth of a child for purposes of bonding, for placement of a child in the employee's family for adoption or foster care, for the serious health condition of the employee's child, parent, or spouse, and for the employee's own serious health condition. To be eligible for CFRA OR NPLA leave, an employee must be either a full-time or part-time employee working in California, have more than 52 weeks of service with McCall and have worked at least 1,250 hours in the 12-month period before the leave begins. Thirty days advance notice before CFRA leave is taken must be given if the leave is foreseeable. Please note McCall may deny reinstatement to an employee if his/her position ceased to exist.

PROTECTED LEAVE FOR EMPLOYEE'S REPRODUCTIVE LOSS (UNPAID)
Starting J an. 1, 2024 California created a new protected leave of absence for an employee's reproductive loss, requiring employers to provide up to five days of leave for certain reproductive loss events defined in the law, including a miscarriage, failed adoption, failed surrogacy, stillbirth or an unsuccessful assisted reproduction. Like bereavement leave, this law covers employees that have worked for the employer for at least 30 days prior to the start of the leave.

This leave must be taken within three months of the event unless the employee is on or chooses to take leave under another leave entitlement, such as the California Family Rights Act (CFRA), in which case the reproductive loss leave must be taken within three months of the other leave's end date. The law provides that if an employee experiences more than one qualifying event, employers are not obligated to grant more than 20 days of leave within a 12-month period.

Employers cannot discriminate or retaliate against employees seeking to exercise their rights under the law and must maintain employee confidentiality related to reproductive loss leave.

The law also clarifies that leave for reproductive loss is separate and distinct from other leaves like CFRA leave, pregnancy disability leave or bereavement leave.

MORE INFORMATION
For more information on leaves, see our pdf. brochures from the CA DFEH on our website or contact our HR Manager at (510) 420-3747 ext. 4098.

WORKERS' COMPENSATION

McCall provides workers' compensation insurance benefits to all employees who experience an injury or illness that arises out of the course and scope of employment. Workers' compensation

insurance provides six basic benefits: medical care, temporary disability benefits, permanent disability benefits, supplemental job displacement benefits or vocational rehabilitation, and death benefits.

WHAT SHOULD I DO IF I HAVE AN INJURY?

Report your injury to your employer
Tell your supervisor right away no matter how slight the injury may be. Don't delay – there are time limits. You could lose your right to benefits if your employer does not learn of your injury within 30 days. If your injury or illness is one that develops over time, report it as soon as you learn it was caused by your job.

Get emergency treatment if needed
If it's a medical emergency, go to an emergency room right away. Tell the medical provider who treats you that your injury is job related. Your employer may tell you where to go for follow up treatment.

Fill out DWC 1 claim form and give it to your employer
Your employer must give you a DWC 1 claim form within one working day after learning about your injury or illness. Complete the employee portion, sign and give it back to your employer. Your employer will then file your claim with the claims administrator. Your employer must authorize treatment within one working day of receiving the DWC 1 claim form.

For more detailed information and procedures, please refer to the workers' compensation handbook on the McCall website. Please contact your McCall supervisor or HR at (510) 420-3747 ext. 4098 if you have any questions about workers' compensation.

COVID-19 PREVENTION PROGRAM

McCall is committed to protecting our employees and preventing the spread of COVID-19 at our workplace. Since we are a temporary staffing firm and assign workers to other companies' premises, we are also mindful of how we can help our temporary offsite workers to reduce the risk of catching and spreading this virus.

We encourage employees to share information about potential COVID-19 hazards that they notice or know about at McCall's office workplace and at other companies' workplaces they are assigned to work through McCall.

We will investigate all workplace illnesses and correct hazards that are identified and that in our control. We stay informed on the virus presence in our community as well as recommendations made by national and local health agencies. We review and update this plan as necessary. McCall will endeavor to keep this program plan up to date and based on the latest regulations and

guidance.

For more detailed information, please refer to the Covid-19 Prevention Program on the McCall website. All employees are required to follow the policies and procedures laid out in this plan, use safe work practices, and assist in maintaining a safe work environment.

GENERAL SAFETY RULES

McCall has developed safety rules patterned after federal OSHA requirements. Read and become familiar with these rules and any other safety rules that apply to your assignment(s). **Failure to comply with these safety rules will result in your termination from employment**.

- "Horseplay" is prohibited at all times.
- The drinking of alcoholic beverages, taking of illegal drugs or being under the influence of alcohol or drugs while on assignment is strictly prohibited. Anyone found in violation of this rule will be immediately terminated from employment.
- Report any safety hazards or concerns to your client supervisor and your McCall supervisor immediately.
- Observe the client's on-site safety rules and procedures. Be alert to hazards that could affect you and your fellow workers. Ask where fire extinguishers and first aid kits are located.
- 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. In addition, appropriate clothing and footwear must be worn on the job at all times.
- Learn safe work practices. You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task. When in doubt about performing a task safely, contact your client supervisor for instruction and training.
- Do not lift or carry more than 20 pounds by yourself. Get assistance from your on-site supervisor. When lifting, use your legs to help you, NOT your back.
- Maintain a general condition of good housekeeping in all work areas at all times.
- Obey all safety signs, notices and tags.
- Riding a hoist hook, or other equipment not designed for such purposes is prohibited.
- Do not approach operating machinery from the blind side; let the operator see you.
- NEVER remove or by-pass safety devices.
- Always perform your assigned tasks in a safe and proper manner; do not take short-cuts. Taking shortcuts and ignoring established safety rules are leading causes of employee injury.
- REPORT ANY INJURY, NO MATTER HOW MINOR, TO YOUR CLIENT SUPERVISOR AND TO MCCALL STAFFING SERVICES IMMEDIATELY. McCall will make arrangements for any necessary medical treatment.

- Do not move or treat an injured person unless there is an immediate threat to life such as profuse bleeding or stoppage of breathing.
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Help us to help you stay safe by following all client and McCall safety rules. Please review our **Injury and Illness Prevention Program** and report any unsafe conditions that you encounter at the job site.

SAFETY AT WORK

The office has long been considered one of the safest work environments; however, all too many painful injuries result from failure to observe these simple safety practices:

- Keep your work area clean and neat. Don't block aisles, doorways, exits or stairways with boxes or equipment.
- Close all drawers when you're done using them to prevent people from running into them and injuring themselves.
- Open only one file drawer at a time to prevent the cabinet from tipping over and causing serious injury.
- Do not lift anything weighing more than 20 pounds. If you must move office furniture or equipment GET HELP to do it. Whenever you lift, squat down close to the item and use your legs to lift.

If you spend four or more hours per day working on a computer, please follow these guidelines:

- When sitting at your workstation, be sure to adjust your chair so that your knees are bent at a 90-degree angle and your feet are flat on the floor.
- The keyboard should be at a height allowing you to work with your wrists straight, and your forearms parallel to the floor. Your elbows should be bent at a 90-degree angle.
- Adjust the display screen so that it's about 2 feet away from you and slightly below your line of sight.
- TAKE BREAKS from keyboarding at least once every hour or two to stretch your body, especially your hands and wrists.

REASONABLE ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT

Individuals with a disability, who may require a reasonable accommodation for the performance of their job duties, please contact your McCall Representative regarding the accommodation request or contact McCall Human Resources at (510) 420-3747 ext. 4098.

THANK YOU for applying with McCall Staffing Services. Please feel free to call us anytime you have any questions or concerns.

This handbook only highlights various aspects of your employment relationship with us and therefore cannot be construed as a legal document. McCall reserves the right to revise, supplement or revoke any of the provisions of this handbook, and any of its other policies at any time, with or without notice, as it deems appropriate and at its sole and absolute discretion.

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