



Professional  
Code of Conduct  
  
Company Policies

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# STAFFING SOLUTIONS, LLC -- A PROFESSIONAL CODE OF CONDUCT

## EMPLOYEE ORIENTATION and COMPANY POLICIES

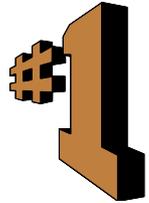
(Revised January 1, 2016)

**Welcome to Staffing Solutions, LLC/K-Counsel®. You are an integral member of our Professional Staff.**

It is prestigious to work through Staffing Solutions, LLC/K-Counsel®. Why? We have a commitment to our clients and temporaries to provide excellence in service, professionalism and values of respect to all members of our community. Our reputation in this industry is well-known; our management team is recognized by top law firms and corporations metro-wide.

We have a combined experience of over 100 years in law firm/corporate recruiting, placement, administration and Temporary Help Industry management and technical recruiting and placement.

If you are a Candidate only looking for Full-Time/Direct Hire Placement, these guidelines will not apply to you since you will not be our Employee.



As our “temporary” we are your Employer. We send you to our client and we pay you. Your pay depends on your experience and the job requirements. We also pay for your workers’ compensation coverage and unemployment insurance. By accepting an assignment, you agree to the terms and policies below.

### APPLICATION

Your application for work must be accurate and truthful. We will discharge you if there is any false or material misrepresentation on your application.

### LENGTH OF EMPLOYMENT

By the nature of our business, your employment with us is “temporary” and “at will.” This means you or we may end your employment, with or without notice, and with or without a reason. However, if you accept an assignment, we expect you to complete the assignment. Our client may also end your assignment, with or without notice, and with or without a reason.

### WHAT WE EXPECT FROM OUR PROFESSIONALS

#### Attitude and Cooperation

- Be “of service” and demonstrate your willingness to perform the tasks in a timely fashion.

- Be pleasant, courteous and use proper business manners.
- If you are not certain on how to complete a requested task, ask for directions.
- Business wardrobes are required for all assignments, unless otherwise specified.

### Reliability and Responsibility

- Arrive on time
- Perform the tasks our Clients request, which you agree to do when you accept the job.

### Change in Assignment or Given Client's Property

We ask our clients not to assign you to other types of work without our prior approval. If that occurs, we expect you to call our office BEFORE doing any work that is not in your current job description. EXAMPLES: lifting and moving boxes; driving, etc. We want you to call us also if you are given any client property, such as a credit card, ability to charge on client's account, laptop computer, cell phone, keys or other similar items. You agree to return all items, including keys, immediately upon the termination of the assignment. We may require you to sign a specific agreement about the item's use and return.

### Attendance

In addition to arriving at your assignment on time, professionally observe our client's business hours. Do not request to change your hours without advance approval from our office. We will make any changes through our client. Complete the assignment as you agreed. Any employee who does not show up for an assignment or leaves without permission before completion, will not be considered for future assignments.

### Clients' Information Systems

While working for our client, you will most likely use one of their Information Systems (computer, telephone, voice mail, e-mail or Internet). Remember these systems and their contents are our client's assets. You should not have any expectation of privacy. You are not to download or take any data or programs from our client. Do not download or upload personal documentation. You will not change or block any password on any information system. Good judgment should always be employed in using any information systems. Please take special care to avoid any files, messages or data that would be inconsistent with our and our client's policies, such as those prohibiting discrimination and harassment. Avoid any jokes or comments that could offend someone on the basis of gender, race, religion, national origin, disability and sexual orientation. Do not visit or download material from any sexually graphic web sites.

Confidential Information and Trade Secrets

All information you may have access to from our client or its customer, including any non-public personal information, is confidential and shall not be disclosed to anyone unless our client consents. Trade secrets of our client shall be held in confidence. All work you perform for our client is “work for hire” and our client shall have all ownership interest in the work or product.

EVALUATING YOUR PERFORMANCE

Staffing Solutions, LLC makes a special effort to match your skills, experience and qualifications with the needs of our clients. You will be evaluated by our clients upon completion of the assignment. These evaluations will be part of your work record and will be considered for future assignments.

TIME CARDS, OVERTIME, RELEASE TO OTHERS



It is your responsibility to submit a properly completed time card, signed by an authorized supervisor and your signature. We also have an online web-based timekeeping system which utilizes an electronic approval/rejection process. Unless we specifically instruct you to use the electronic web-based system, you should use the paper-based time cards. If you have trouble or delay in the approval process, let us know immediately. No paycheck will be released to another person without your written permission. Overtime begins according to state law; for Oregon it starts after 40 hours worked in one week. You must have prior

approval from your immediate supervisor who must notify our office before overtime is worked.

Please see Sample Time Card for proper completion. Mark the time you start and stop work each day. Record your time to the nearest 1/4 hour. Subtract the time spent for lunch, then add up the total time for the week. You sign the card, then have your supervisor sign it.

Procedure: Fax or scan your time card to us on Friday, unless you are using our web-based time system. The original should be mailed to our office (for the current work week) no later than the following Monday. If you prefer to mail your time card, we cannot guarantee receipt by Monday for processing. We must have time cards no later than 12:00 PM on Monday for the preceding work week. If you have problems, let us know immediately. If you are working close to our office, you may drop your time card off.

PAY DAY

If we receive your time card by Monday noon, you will be paid on the following Friday for that work week. If we receive your time card after Monday noon, your pay day will be the second Friday following the time card’s receipt. Payroll checks

will be mailed by 12 noon on Thursday unless you instruct us to hold the check for pickup. We will hold the checks until 4:30 PM on Friday for pickup. After 4:30 PM, we mail them.

**TEMP-TO-HIRE**

DO NOT SOLICIT OUR CLIENTS for full time positions. If they want to hire you for full-time work, they will contact us. Our conversion policy from temporary work to full-time may vary with each client. If you accept an assignment through us, and are offered a fulltime position with that client, you may be required to remain on our payroll for an additional period of time depending on our agreement with our client.

**CALL, EMAIL, OR NOTIFY US PROMPTLY IF:**

- You cannot report to work.
- You are offered a job.
- Your assignment ends.
- You are going to be late.
- You are sick.
- You have accepted another job.
- You have any problems at work.
- Your supervisor wants to change your job description.
- You become injured on the job.
- You are unable to perform the task requested.



**COMMUNICATION**

Our office hours are 8:00 AM to 5:00 PM, Monday through Friday. If you need to reach us before or after office hours, you may leave a message on our voice mail.

**Our telephone # is: 503 295-9948. Our Fax # is: 503 295-9977.**

**ACCIDENTS**

You must IMMEDIATELY report TO US, any accident on the job that requires medical treatment or time off from work. Our objective is a strong “Return to Work” commitment for injured employees. If you become injured, you will be advised of our Return to Work - Light Duty requirements.

**AVAILABILITY**

Once you have registered and your skills have been evaluated, check in at least once a week; we need to know where you can be reached for assignments. Our clients call us all day long, and many future assignments are placed and special requests are made for specific temporaries--so it is **important we have a working telephone number** for you at all times.

## UNAVAILABILITY

Please notify us by phone or email if you are no longer active or wish to work. Your status will be posted on your application as inactive. If you change your status to active within one year, you will not have to be retested, and you might need a new W-4 and I-9. Temporary employment gives you flexibility, but if you turn us down on a number of assignments or fail to check in weekly when not working, we will consider you to be inactive.

## CURRENT ADDRESS & TELEPHONE (OR MESSAGE PHONE)

You are responsible to notify us in writing if you change your address or phone number. This will be part of your record and necessary to process W-2's. If you request your paycheck to be mailed, we cannot guarantee prompt delivery without a proper address. PLEASE NOTE: year end W-2's sent in January, cannot be delivered without a current address, so if you change your address after leaving our employ, please keep us informed.

## **HARASSMENT POLICY**

Policy. We will not allow, nor will you engage in, any form of harassment of any individual or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment because of that person's sex, race, religion, creed, color, age, national origin, ancestry, marital status, veteran status, disability, sexual orientation, gender identity or any other status protected under applicable federal, state or local law. Respect for the dignity and worth of others should be the guiding principle in our relations with each other.

Prohibited Conduct. Prohibited conduct includes, but is not limited to, racial, ethnic or religious slurs or jokes. It includes unwelcome sexual advances, requests for sexual favors, physical touching, or the granting or withholding of benefits of employment (e.g., pay, promotion, time off) in response to sexual conduct when (1) submission is made either explicitly or implicitly a term or condition of an employee's employment, (2) submission to, or rejection of, such conduct by an employee influences employment decisions affecting the employee, or (3) the conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

Prohibited conduct may be oral, written, visual or physical in nature. Subtler forms of behavior, such as offensive posters, cartoons, comments and jokes of a sexual, religious, racial or ethnic nature also may constitute harassment when they create or contribute to an intimidating, hostile or offensive work environment.

Implementation Guidelines. If you believe that you are a victim of sexual, racial or other social harassment by any of our employees, our client or their employees, you must report the circumstances as soon as possible to the person in our company who placed you in the assignment or any of our staff with whom you feel comfortable. If the complaint is about any of our staff, then an owner should be contacted.

We will investigate all complaints of harassment to the extent possible based on the information available about the circumstances. While the complaint and any information gathered in an investigation is considered confidential information, employees should be cautioned that pursuing an investigation may require or lead to disclosure of the identity of those connected to the complaint or to disclosure of information which could lead to the identification of persons connected to the complaint. If you report any social harassment, no adverse employment decision will be made against you for making such a report.

## **EMPLOYEE BENEFITS**

### Sick Leave

We will pay you for sick time at your regular rate of pay. You accrue paid sick time (PSL) at a rate of one hour per every 30 hours worked.

You can use PSL for the following purposes:

- For your own illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care;
- To care for a family member with an illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care (“family member” has the same definition as under the Oregon Family Leave Act (OFLA), and thus includes spouses, same-sex domestic partners, parents, parents-in-law, children, grandparents, grandchildren, and parent/child of same-sex domestic partners);
- For any purposes allowed under OFLA, such as bereavement leave, caring for a newborn child or newly adopted/foster child, or sick child leave, regardless of whether you are eligible for OFLA leave;
- For any purpose allowed under Oregon’s domestic violence, harassment, sexual assault, or stalking law; or
- In the event of a public health emergency, including upon an order of a general or specific public health emergency, or when the we exclude you from the workplace by law or rule for health reasons.

You may carry over up to 40 hours of unused PSL to the subsequent year. You shall accrue no more than 80 hours per year and you may not take more than 40 hours per year. You may start taking your PSL after your 90<sup>th</sup> day of employment. You shall take your PSL in hourly increments.

If your sick time is foreseeable you must notify us ten (10) days prior to the date the PSL is to begin and you must make a reasonable attempt to schedule the sick time so it will not unduly disrupt our business. If PSL is unforeseeable you shall give us notice as soon as practicable. In both cases you shall comply with our other reporting requirements while you are out on sick leave.

We may require verification from a healthcare provider of the your or your family member's need for sick leave if you are absent for more than three consecutive scheduled workdays, or if we suspect sick leave abuse (which could include a pattern of abuse, such as repeated use of unscheduled leave, or taking leave next to weekends or other days off).

No unused PSL will be paid to you upon your employment termination, for any reason, but should you be rehired within 180 days your unused accrued PSL will be credited back.

More information may be obtained at: [www.oregon.gov/boli](http://www.oregon.gov/boli) or as posted on our bulletin board and website.

#### Holiday Bonus

Work 1000 hours in the 12 months prior to the holiday and receive \$100 for that holiday: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving and Christmas.

You must also have worked the workday BEFORE the holiday and the workday AFTER the holiday to qualify.

#### Payroll Service Employees

If you are a payroll service employee, you do not qualify for holiday bonus unless our client authorizes such payment.

#### Health Insurance

Under the new Patient Protection and Affordable Care Act, you will be notified annually of our then current health care policy and availability of insurance. If you have questions, please ask us.

#### Profit Sharing Pension Plan

Staffing Solutions, LLC funds a Profit Sharing Pension Plan which has a 401k component. You are not required to make a contribution, but you can under the 401k if you qualify for the plan. You will be notified by the Plan Administrator upon qualifying for the plan and what contribution has been made for your account. *The plan is governed by the plan document, which shall control at all times.*

## **DRUG FREE WORK PLACE AND TESTING**

We and our clients, have a strong commitment to their employees to provide a safe environment and to promote high standards of employee health. Consistent with that spirit and intent, we have established a policy on drug and alcohol use. The use, possession, sale, distribution or assisting in any of the foregoing of non-medically prescribed controlled substances (illegal drugs) or being under the influence of alcohol on our premises or our client's work site is prohibited. Work site includes private vehicles on our or our customer's premises, ours and our customer's parking lots and recreation areas and any circumstances in which you are representing us. You are prohibited from being at work while under the influence of alcohol, or from having any illegal drug in your system. This includes drugs illegal under federal law, which includes, marijuana, cannabis, cannabis extract and synthetic cannabis.

### **PRE-EMPLOYMENT TESTING**

Pre-employment drug screening for unlawful drug use may be required by some of our clients. We will notify you if you are being considered for an assignment with one of these clients. At that time, if available, you will be given the client's drug policy. You will be required to follow that policy as a condition of employment with that client.

### **TESTING PROCEDURE**

Drug testing is conducted at Legacy Laboratory Services using its procedures.

### **TEST RESULTS**

Drug test results, inconclusive, positive or negative, and the fact that a test was performed, will be kept as confidential as possible under all the factual circumstances. Our client, of course, must be notified. Further testing, second testing, what constitutes a refusal to take the test, the extent to which other legally-prescribed medications and any other matters involving the tests will be conducted in accordance with the policy of our client.

### **FUTURE EMPLOYMENT WITH US**

If your test is positive by the laboratory, we will not consider you for placement with any of our clients for a period of six months.

## **FAMILY MEDICAL & MILITARY LEAVE**

We have prepared Supplemental information on State and Federal Family and Military Leave and Bereavement Leave under Oregon law. It is our policy to comply with both laws. You can receive a copy from our office on request or you can go to our website:

<http://www.staffingsolutionsllc.com/careers/paperwork-downloads>

To get additional information:

[http://www.oregon.gov/boli/TA/pages/t\\_tabooks.aspx#oregon\\_family\\_leave\\_act\\_poster](http://www.oregon.gov/boli/TA/pages/t_tabooks.aspx#oregon_family_leave_act_poster)

<http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

### **Leave for Victims of Domestic Violence, Sexual Assault or Stalking**

Except in a case where it would impose an undue hardship on us, you are entitled to leave if you are a victim of domestic violence, sexual assault or stalking or are a parent or guardian of a minor child or dependent who is a victim; and leave is for an authorized purpose.

An “authorized purpose” includes seeking legal or law enforcement assistance or remedies; seeking medical treatment or recovering from injuries; obtaining counseling or services from a victim services provider; or relocating or taking steps to secure a safe home for the employee or minor child. We will require certification of the need for leave.

## SAFETY IN THE OFFICE

### REMEMBER

In case of an accident or emergency dial **911**.

Your address at your assignment is: (*you should fill this in below*)

**YOUR DESK and CHAIR.** Do not be afraid to adjust your desk chair, so it is in an ergonomic correct position. Your chair in relation to your work, or computer should be adjusted so it looks like the figure below. You should, however, make every effort to return chair to previous location if possible.

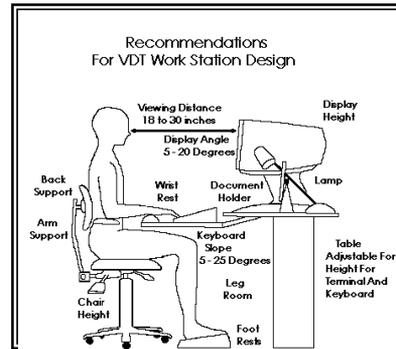
See the simple steps for healthy computing at:

<http://www.cbs.state.or.us/osha/pdf/pubs/1863.pdf>

<https://www.osha.gov/SLTC/etools/computerworkstations/>

**Using these guidelines and diagrams, work together with your supervisor to solve your ergonomic problems.**

- Make sure your monitor and keyboard are positioned appropriately.
- Make sure if you have an ergonomic designed chair, that it is adjusted correctly.
- Make sure that you have adequate and appropriate lighting.
- Do quick exercises to keep your muscles relaxed.
- Move your eyes frequently and focus them away from the screen.



**SLIP AND FALL.** Watch where you walk! Watch for loose carpet, electrical boxes, cords, boxes or anything you could trip over. Do Not use stools without someone to steady you. If you are at all uncertain as to how to use a small ladder or stool, ASK FOR HELP. Do Not lift heavy boxes or equipment over your head without some help.

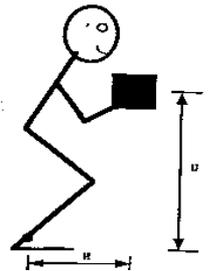
**HAZARD COMMUNICATION.** Generally, most offices do not have hazardous substances. Whiteout, toner and other copier fluids are what you will generally see. If you have any problems with these substances, please contact your supervisor. If you come into contact with any other substance which you believe may be hazardous or harmful to you, let your supervisor know immediately. Forms are available or will be obtained which describe the substance and its properties.

**LIFTING BOXES OR EQUIPMENT.** Do Not lift more than you are comfortable with. We recommend not lifting more than ten (10) pounds from the floor to a table

nor more than five (5) pounds from the table to an overhead shelf. When lifting, please follow the technique which follows:

### BASIC LIFTING & LOWERING TECHNIQUE

- Plan the lift (route, obstacles, doors)
- Estimate the weight of the object (heft/tilt test)
- Spread feet apart (about shoulder width)
- Bend your knees
- Tighten stomach muscles
- Head up & chin out
- Securely grip the load
- Keep the load close to the body
- Lift slowly & evenly, avoid rapid, jerky motions
- Avoid simultaneous lifting and twisting



**VIOLENCE.** While we hope no violence will take place, you must understand that neither we, nor our client, can prevent all violence. You, and we, need to work together to reduce the risk for such violence. If at any time you feel uncomfortable with a co-employee, customer/client or other person, please advise your supervisor. If you work late, you should notify your supervisor. Ask if they will have someone escort you to your car. If you apply for or obtain a protective or restraining order which lists our or our client's premises as being protected areas, provide us with a copy. We understand the sensitivity of the information requested and we will do our best to keep it confidential. We will have to notify our client. If you would like more information, please ask for our supplemental brochure about "**Warning Signs of Potentially Violent Individuals**" and "**Personal Conduct to Minimize Violence.**"

**GENERAL SAFETY.** Observe good housekeeping around your desk and the equipment you use.

- Do not perform any action that causes hazards or makes any equipment unsafe.
- Keep boxes, files, etc. out of walkways so people won't trip.
- Keep desk drawers closed. Keep file cabinet doors closed.
- If using a shredder, be careful of dangling jewelry, ties and hair.

**REPORTING ACCIDENTS AND INJURIES.** Any work-related accident or injury must be reported to us immediately. If you cannot, then ask someone to tell us.

## **Addendum: LEGAL ASSISTANTS, LAW CLERKS AND SUPERVISED LAWYERS**

You may be performing legal research, writing and case review for our client. You **must follow** the guidelines which follow. If you are asked to do something contrary to the guidelines, you are required to call us to explain the situation before you proceed. Should you have any questions, call us.

### GUIDELINES

- Your work is reviewed and supervised by a lawyer;
- You make no strategy or case decisions;
- You do not hold yourself out to any client as a lawyer;
- You sign no letters, pleadings or briefs;
- You attend no depositions as the lawyer of record;
- You make no court appearances as the lawyer of record;
- You do not use the title “lawyer,” “attorney at law,” “counselor,” “attorney,” or “J.D.” on any correspondence or documents; and
- You are not listed in the firm name or on the firm letterhead as a lawyer or firm member.

### OTHER DOS AND DO NOTS

- Direct your legal research memos to your supervising lawyer and never send them directly to the client;
- Do not participate in or conduct client interviews;
- Do not discuss the case, formally or informally, with the client. This includes discussion by phone and in person; and
- Do not correspond with the client.

If you are a **lawyer** working as either an assistant or law clerk without being admitted to the Oregon State Bar and having Professional Liability Fund insurance coverage, it is very important that you follow the guidelines. These guidelines are adapted from exemptions to the Oregon State Bar’s Professional Liability Fund. If you have any questions about Professional Liability Fund coverage or the activities which you can do as a lawyer exempt from such coverage, please contact the Professional Liability Fund 503-639-6911 or 1-800-452-1639.