

October 5, 2009

In order to protect and consider the safety of both SFC and TempForce employees we are clarifying our preferences regarding any job duties that should not be performed by TempForce employees. As a rule, we rely heavily on the safety rules established and enforced by our client for their staff and work place. We instruct our talent that they are required to comply with all established policies and procedures of both our client and TempForce. Our clients typically relate these policies to TempForce staff at the onset of their assignments additionally providing them with written copies. In certain instances, we may have more structured requirements and it is our practice to discuss these rules and policies with our client and review them with the talent before they begin the assignment based on the job description received at the time the job order is placed.

We respectfully request that all supervisors submitting a job order/referral form also provide detailed job descriptions including any possible task or job duty, regardless of the frequency, before our talent begins in the position. This is necessary in order to determine if any restrictions will need to be discussed so that all parties involved have complete clarification.

Our primary concerns, due to volume of requests, are equipment operation, driving vehicles or the use of powered equipment – i.e. tractors, mowers, heavy power tools, forklifts, etc. Additional areas of concerns include, but are not limited to – smoking while on duty; working in private, occupied dwellings; and working with or around children or juveniles.

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## **Protocol for Positions Including Restricted Job Duties**

**DRIVING** – It has been our standard that TempForce employees are not allowed to drive their personal vehicles or client vehicles in the performance of their job. They are allowed to ride in client owned vehicles to various job sites as necessary. In the event that the TempForce employee may be required to ride in a SFC vehicle as a passenger, TempForce must be notified for proper documentation of the job description. If the need should arise where it is adamantly necessary for a worker to drive a client vehicle, TempForce must be notified prior to starting and if it is determined to proceed we have procedures and a release form that can be considered for this.

**SMOKING WHILE ON DUTY** – TempForce employees are not allowed to smoke while performing their jobs except during designated breaks and in designated smoking areas established at our client facilities only.

**NO WORK ALLOWED IN PRIVATE, OCCUPIED DWELLINGS** - TempForce employees are not allowed to perform work in any private, occupied residence with or without supervision.

**NO WORK ALLOWED WITH OR AROUND CHILDREN OR JUVENILES** - TempForce employees are not allowed to work in or around an area where children are present. Should the need arise for this at any worksite; TempForce must be notified prior to starting in order to assess the requirements of the position and if it is determined to proceed establish specific guidelines for the position.

**USE OR OPERATION OF MOTORIZED/POWERED EQUIPMENT** – This would include, but is not limited to all operations of fork lifts, pallet jacks, chain saws, jack hammers, power tools, saws, etc. In the event a TempForce employee may need to operate any equipment listed or similar, TempForce must be notified in advance to determine if the talent obtains the required skills and will receive proper training and supervision. The operation of this type of equipment may require special training and certification as well. Any supervisor this type of duty, regardless of frequency, should provide a detailed description including an estimation of how frequent this may be required and the protocol that will be followed for safety training and supervision by SFC supervisors. This needs to be provided along with the job order/referral form.

Additionally, the TempForce hiring process requires all employees to sign our Additional Policies for the Work Place document. This document includes the timeline for timesheets to be submitted for processing, which has been adjusted to reflect the schedule used for employees placed at SFC, no personal use of the internet including downloads, no cell phone usage during working hours, no personal visitors at the job site without written permission including children and contacting TempForce for absences from work.

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## **Protocol for TempForce Employee Issues**

## PROCESS FOR TEMPFORCE EMPLOYEES ENDING THEIR ASSIGNMENT

TempForce must be notified immediately when a TempForce employee has completed their assignment or advises their SFC supervisor that they will be leaving their assignment. Complete a TempForce Employee Status Form with detailed information and all required signatures and fax or email the form to TempForce, Attn: Jamie Sweigard at fax # (352) 371-2573 or [jsweigard@TempForce.net](mailto:jsweigard@TempForce.net).

## PROCESS FOR TEMPFORCE EMPLOYEES REQUIRING COUNSELING/REPRIMANDS

TempForce must be notified immediately should there be any situation involving a TempForce employee that warrants a counseling session and/or written reprimand. In such occurrences TempForce should be notified to discuss the situation and determine the steps that should be taken to address the issue.

TempForce requests the SFC supervisor provide a written statement detailing any events involving a TempForce employee under these circumstances using the TempForce Employee Status Form. Complete the form and fax or email the form to TempForce, Attn: Jamie Sweigard at fax # (352) 371-2573 or [jsweigard@TempForce.net](mailto:jsweigard@TempForce.net).

## PROCESS FOR TEMPFORCE EMPLOYEES REQUIRING TERMINATION

TempForce must be notified immediately should any event occur involving a TempForce employee that would warrant possible termination. A detailed statement will be requested from the supervisor involved regarding the incident/incidents that occurred to substantiate this decision using the TempForce Employee Status Form. Complete the form and fax or email the form to TempForce, Attn: Jamie Sweigard at fax # (352) 371-2573 or [jsweigard@TempForce.net](mailto:jsweigard@TempForce.net).

## PROCESS FOR TEMPFORCE EMPLOYEES INVOLVED IN ANY INCIDENT/ACCIDENT

All incidents/accidents involving a TempForce employee are to be reported IMMEDIATELY to the TempForce office for direction in processing these events regardless as to whether the TempForce employee request medical attention. It is the policy of TempForce that all employees involved in an incident/accident, regardless of the severity or whether medical attention is required, be drug tested post-accident.

If a TempForce employee is involved in an incident/accident which by the supervisor's judgment requires immediate medical attention by ambulance, **DIAL 911** – contact the TempForce office immediately afterwards to provide details and the facility where the employee was transported to.

If a TempForce employee is involved in an incident/accident outside of TempForce's standard hours of operations, Monday – Friday 7 AM – 5 PM, you must contact one of our after hours cell numbers listed below:

### **AFTER HOURS CONTACT INFORMATION:**

Carolynn Buchanan – 352-215-1020  
Amber Buchanan – 352-262-7625  
Suzanne Ojeda-Clark – 352-871-8617

### **HOURS OF OPERATION**

Monday – Friday, 7 AM – 5 PM

### **TEMPFORCE INFORMATION**

4740 NW 39<sup>th</sup> Pl. Suite A  
Gainesville, FL 32606-7226  
352-378-2300 Office  
352-371-2573 Fax  
[www.TempForcegainesville.com](http://www.TempForcegainesville.com)

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Should you have any questions, please feel free to contact our office and we will promptly assist you.

Carolynn Buchanan, Owner/Manager  
TempForce of Gainesville  
[cbuchanan@TempForce.net](mailto:cbuchanan@TempForce.net)