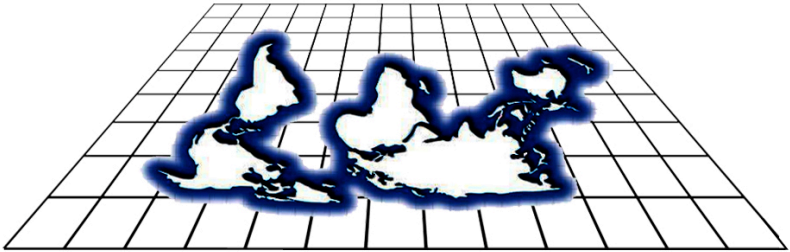


PRO-TECH
International Staffing Services



**Pro-Tech Employment Policy
Handbook**

(972) 234-0505

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Pro-Tech Thank You Statement

We'd like to thank you for choosing Pro-Tech Staffing. We look forward to developing a positive working relationship with you through your assignments with us. Through this, we ensure we are representing you effectively and sharing a mutual relationship of professionalism and integrity.

Our success depends on the skill and commitment of everyone to provide the highest quality of service to meet the requirements of our customers. Together, we can achieve these goals.

About Pro-Tech

Pro-Tech has been in operation since 1996, providing job opportunities and personnel solutions for employees and employers of Texas. With offices in the Dallas and Austin Metros, we are able to reach out and lend a hand to millions of Texans seeking employment.

Pro-Tech is an Equal Opportunity Employer

Pro-Tech provides equal opportunities to all our applicants and candidates. No person is discriminated against, and no person is denied the opportunity for employment with Pro-Tech. Factors such as race, nationality, color, religion, gender, age, disability, marital status, sexual orientation, or social status are never taken into consideration when qualifying a prospective employee for open positions.

Employee Obligation

When we have an assignment that matches your skill sets, we'll give you a call. You may also call in once a week to let us know you're available for work.

-By accepting a temporary assignment with Pro-Tech Staffing, you are expected to commit to the entire length of the job. If you are aware of any situation that might prevent you from keeping this commitment, you should not accept the position.

-You will maintain a professional image by arriving to work each day to the assignment on time, following the dress code for the assignment, not using business hours for conducting personal business (i.e. Phone calls, pager, cell phone, etc). Additionally, you will adhere to the guidelines of each individual client company.

-If you are unable to go to work at your scheduled time, you will call Pro-Tech one hour prior to your shift start. (If you are calling outside of regular business hours, please leave us a detailed voice message, including your name, phone # and the company you work for).

-If you are absent without notifying Pro-Tech before the shift/start time begins, or walk off the job before the end of the shift without notifying Pro-Tech or your supervisor, it will be considered a voluntary quit or job abandonment. Consequently, your pay will be immediately reduced to minimum wage for any remaining money owed to you, and you may be terminated without eligible for rehire.

-Every Pro-Tech employee is required to contact Pro-Tech immediately when their assignment with a customer ends, and continue to call Pro-Tech to be on the available list every week. If the employee fails to contact Pro-Tech, the employee will be considered as having voluntarily quit without work connected cause. Unemployment benefits may be denied.

-Once your assignment has ended, you are not allowed to contact your supervisor or return to the company. If you have any reason to contact the company, you must let Pro-Tech know and we will contact the company for you.

Safety Policy, Procedures, and Reminders

Handling Injuries

-If you injure yourself, notify your supervisor or leader, then get first aid right away. First aid includes but is not limited to: cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up for observation purposes only.

-All injuries, (whether big or small, including minor cuts and bruises) must be reported to the site supervisor immediately. You must also notify Pro-Tech immediately after the incident/accident has occurred.

-It is your responsibility to make sure that the incident or accident is reported to both your site supervisor and to Pro-Tech

-All accidents and incidents will be investigated by our safety manager

-If your injury seeks medical attention, you must report to Pro-Tech in order to be sent to the Pro-Tech appointed doctor.

Housekeeping

A clean environment is a safe environment. Keep ALL work areas free of trash and debris.

Personal Protective Equipment

-Be sure to obtain ALL the required personal protective equipment (PPE) from your supervisor prior to starting your work.

-ALWAYS wear your personal protective equipment, as directed by your supervisor/manager

Safety Policy, Procedures, and Reminders

Keys To Safe Lifting

- Keep your back straight
- Bend at your knees
- Keep object close to body and keep a good grip
- Keep your feet comfortably apart
- Make small loads
- Get help if the load is too big
- Always turn your feet, never twist your back!

Slip and Trip Prevention

Prevent slips and trips at work by making sure you:

- keep your work area clean and dry at all time
- wear non-slip shoes and make sure the laces are tied

Equipment Lockout

All electrical equipment, mechanical equipment, machine, machinery and/or piping systems shall be disconnected and effectively locked out to prevent the risk of injury to any worker during maintenance, overhauls, repairs, cleaning and oiling where guards and/or interlocks must be removed, and/or bypassed, while work is on-going.

Machine Guarding

All machine guards and safety devices shall be in place, operative, and correctly adjusted. Do not attempt to clean, repair, or adjust machinery or oil, while it is in operation.

Confined Space Entry

No worker shall enter a tank, vessel, or silo, etc. without the proper authorization and entry permit signed. In addition, appropriate personal protective equipment must be used.

Elevated Work

Extra caution must be taken when working at elevated work station. Properly placed ladders and mechanical platforms must be used. A safety harness is also required if an adequate guardrail cannot be maintained and the work is 3 meters or more.

Tools

Workers should never use defective or unsafe tools. Return such tools to your Supervisor for repair or replacement.

Materials/Chemicals

All materials or chemicals used, if dangerous to health, must be properly identified and labeled as to the type of potential hazard. Consult the material safety data sheet or line supervisor for further hazard information.

Fire Protection

All workers should become familiar with the location and operation of plant fire extinguishers. All fire protection equipment must be kept clear and accessible at all times. Fire extinguishers shall not be removed from their designated location except for use or servicing. Fire extinguishers, which have been discharged, must be returned to your Supervisor for servicing.

Hazards

Hazardous conditions, defective equipment or unsafe acts shall be reported immediately to your supervisor for prompt corrective measures.

Material Handling

If material is required to be lifted, carried or moved; always ensure that proper lifting techniques are followed or the proper lifting device is used. If the material is bulky, awkward or too heavy - ask for assistance - get help. All forklift drivers must have a valid driver wallet card before being allowed to drive any type of equipment.

Health & Safety Personal Protection

Head Protection

Safety hats must be worn whenever there is the potential for head injury.

Hand Protection

Appropriate hand protection shall be worn when handling materials which are hot, corrosive, sharp, electrically energized, etc.

Eye Protection

Safety glasses, goggles and face shields shall be worn on any operation with the potential for eye/facial injury

Hearing Protection

Hearing protection when available shall be worn in areas with a noise level greater than 85 dBA. Contact the Supervisor for selection and instruction on the proper use.

Respiratory Protection

Respiratory protection shall be worn properly where there exists the potential of inhaling harmful dust, mists, vapors, fumes, or gases. Contact the Supervisor for selection and instruction of their use.

Clothing

Avoid loose clothing or dangling belts

Footwear

All workers must wear approved protection appropriate to their working environment to prevent the hazard of foot injury.

Reporting Accidents, Incidents, and Injuries

-If you injure yourself, notify your supervisor or leader, then get first aid right away. First aid includes but is not limited to: cleaning minor cuts, scrapes or scratches; treating a minor burn, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up for observation purposes only.

-All injuries, (whether big or small, including minor cuts and bruises) must be reported to the site supervisor immediately. You must also notify Pro-Tech immediately after the incident or accident has occurred.

-It is your responsibility to make sure that the incident or accident is reported to both your site supervisor and to Pro-Tech

-All accidents and incidents will be investigated by our safety manager

-If your injury seeks medical attention, you must report to Pro-Tech in order to be sent to the Pro-Tech appointed doctor.

Workplace Violence and Harassment Statement

Harassment – (of any type, including but not limited to sexual, racial, verbal, physical) in the workplace is against company policy and will not be tolerated. All complaints of harassment will receive prompt attention, will be investigated immediately, and the appropriate action will be taken and handled confidentially.

If you experience harassment against you, promptly and professionally talk to your supervisor. You must also call Pro-Tech at your earliest convenience to inform us.

Expected Behaviors at the Client Site

While on the premise of the client, you must follow all safety and behavioral rules set by Pro-Tech and the client.

Parking Lot and Safe Driving

- no loud music
- no speeding
- no littering
- no parking in the visitor or handicap spaces

Workplace Housekeeping

- no littering
- always clean up after yourself

Additionally...

- no cell phone usage except for within the designated areas
- no personal use of company properties (phones, printers, computers, faxes, etc.)
- no stealing or vandalizing of company properties
- no horseplay
- no smoking except for within the designated areas, if allowed
- no profanity
- dress appropriately for the work environment

Time Keeping and Payment Policies

-It is your responsibility to have your time card signed by, and turned in to your supervisor at work.

-Our pay period is from Monday through Sunday. You get paid on the **following Friday**.

-Per company policy, we do not mail your paycheck. You must pick it up in person at a Pro-Tech office. Depending on where you work, we might offer to deliver your check directly to the company.

-If your pay check is lost, there is a fee of \$35 to cancel the check. There is a 60 business days waiting period before the check is reissued.

Filling Out Your Time Card

You **MUST** fill in the following areas of the time card:

Name

Social Security Number

Start Time

Lunch Out & Lunch In (if required by the client)

Finish Time

Daily Total

Total Time (for the week)

Employee Signature

Company Name

Week Ending

In order to get paid on time, you MUST have your time card signed by, and turned in to your supervisor on time.

Employment Benefits

-Once you have completed 1500 working hours in any 12 month period, you'll qualify for holiday pay. Pro-Tech recognizes 6 national holidays that you will be eligible for.

- New Year
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

-Once you have completed 2000 working hours in any 12 month period, you'll qualify for vacation pay. Vacation pay will be equivalent, in monetary value, to your 40 regular working hours.

-If you voluntarily quit, or is terminated (due to poor performance, or a violation of company or client policy), your accumulated hours will be reset to zero (0).

-If you are inactive (do not work for us) for 90 days (due to layoff), your accumulated hours will be reset to zero (0).

Interview Tips

Be Prepared & Use Proper Behavior

- bring a copy of your resume
- maintain proper hygiene
- turn your phone off
- be sure to cover your tattoos
- only use limited jewelry and make up
- don't chew gum at the interview
- always make eye contact with the interviewer
- keep your answers consistent with the answers you've provided us

Show the Right Attitude

- keep your answers short and to the point
- remain positive. Never say anything negative about past employers or coworkers
- show interest and express enthusiasm towards the job
- convince the interviewer that you are serious about wanting the job.

Are You Pro-Tech Qualified?

Pro-Tech values its best and most qualified employees. Do you meet the Pro-Tech standards to be Pro-Tech qualified?

What we look for in our employees...

- Positive attitude
- Hardworking
- Punctual
- Diligence
- Good work history
- Prompt and proactive
- Drug-free
- Clear criminal background
- Reliable transportation

Remember:

**If you don't show up to your job,
someone else will.**

Employee's Signed Statement

This signed statement represents your acknowledgement of having received, read and understand the Pro-Tech Employment Policy handbook. Your signature below is your acceptance that you agree to abide by all the policies outlined in this handbook.

If you do not understand or have any questions regarding the content of this handbook, please call a Pro-Tech office and ask a staff member to assist you.

As the employee, I have read the Pro-Tech Employment Policy, and understand that my failure to follow any of the Policies will result in a very serious violation, for which as the employee, I will be disciplined.

I, the employee, acknowledge receipt of the Pro-Tech Employment Policy, by signing below.

Employee Print Name: _____

Employee Social Security #: _____

Date: _____

Employee Signature: _____

Pro-Tech Representative: _____

Date: _____

Important Reminders

-Always remain positive at the interview. Never say anything negative about past employers or coworkers

-By accepting a temporary assignment with Pro-Tech Staffing, you are expected to commit to the entire length of the job.

-If you are unable to go to work at your scheduled time, you will call Pro-Tech one hour prior to your shift start.

-Every Pro-Tech employee is required to contact Pro-Tech immediately when their assignment with a customer ends.

-If you injure yourself, notify your supervisor or leader, then get first aid right away.

-All injuries, (whether big or small, including minor cuts and bruises) must be reported to the site supervisor immediately.

-If your injury seeks medical attention, you must report to Pro-Tech in order to be sent to the Pro-Tech appointed doctor.

-You must have your time card signed by, and turned in to your supervisor in order to get paid!

-If you change your address or phone number, it is very important that you let us know to update your new information. Failure to do so will cause inconveniences related to your W2 form, as well as preventing us from getting in touch with you for important matters.

Happy Working!

Remember!

Your Main Contact at Pro-Tech: _____

Name of Company: _____

Your Start Date: _____

Your Shift Hours: _____

Notes:

The Ultimate Goal in temporary work is to turn it into a full time job. The Key to that is to treat it like it already is a full time job.

Show up to your Job, and work with Passion.

Pro-Tech International Staffing Services

Locations

Corporate Office, Richardson, TX

2150 E. Arapaho Rd, Ste #100
Richardson, TX 75081
Tel: (972) 234-0505
Fax: (972) 234-3160

Irving Office

3455 N. Beltline Rd, Ste #215
Irving, TX 75061
Tel: (972) 257-3126
Fax: (972) 257-2516

Austin Office

9800 N. Lamar Blvd Ste #212
Austin, TX 78758
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