

Welcome to Champion

Established in 1964, Champion is one of the oldest and largest staffing services in Northeastern Ohio, and takes great pride in maintaining our impeccable reputation. Our organization is committed to excellence in quality, reliability and service to the people we employ and to the clients whom we serve. We subscribe to the theory of absolute integrity in business – that regardless of the circumstances or consequences, Champion will provide unequalled excellence in service and reliability in an effort to solve our clients’ needs for quality interim personnel. That is the reason our slogan is: **“Second Best Isn’t Good Enough”**.

Each time you accept an interim, interim to direct or direct hire position from Champion, you are representing us to our clients. We want you to understand our policies and procedures, so that our relationship will be a positive one. We ask that you carefully read this manual so to fully understand our expectations of you as an employee of Champion. Please sign at the end of our Policies & Procedures Manual, acknowledging acceptance of its contents.

Who is Champion?

Champion was founded in 1964 specializing in Direct Hire, Interim and Interim to Direct Hire positions in the areas of Office Support, Light Industrial, Technical and Administration. We have over 60,000 Direct-Hire and 2,000,000 Interim Hire/ Interim to Direct Hire successes. We serve every type of industry, business and size company from Fortune 500 to single-employee start up companies.

Why Work for Champion?

Working as an employee of Champion offers you the opportunity to gain stellar references and work experience. Interim employment can provide for a variety of job assignments, work environments and a means to gain new and valuable work experience. You are in a position to earn money while sampling the work style you believe you want before committing to a specific career.

What is “Interim Employment”?

Interim work is employment offered to you as an employee of Champion working for one of our hiring clients. Other companies may call it “temporary”. The assignments offered can be short term, long term, indefinite in length or *lead to direct hire*. They can be full workweeks, part-time, evenings or weekends. The positions offered to you will depend on your availability, your experience and your capabilities and will be explained to you (Interim, Interim to Direct, Direct Hire) in every detail. The VAST majority of Champion’s hiring clients are actually looking to hire “permanent” employees (on their payroll, with their benefits) so your good work effort can be the key to a future career.

A Means To An End:

Most people who come to Champion looking for a job or a career are really looking for a ‘home’; a place to go everyday, a good paycheck, and a good work environment. ANY assignment you accept through Champion could become that “home”. It is up to you to make it that way by having a strong work ethic, keeping attendance or personal problems to a minimum and being a well-respected person for the results you get on the job. The facts are that most people lose jobs due to: attendance problems, showing little work ethic or having personality conflicts on the job with other workers. Getting what you want (stability, good pay, respect, benefits, and some peace of mind) is accomplished by giving your employer what they want: a reliable employee. Champion will do everything we can to give you a great OPPORTUNITY. You need to act on it.

The Golden Rules of a Champion Employee

After you have accepted an assignment:

1. Remember you are always a Champion employee, not the client's.
2. Be sure to know:
 - The correct name, address, and directions of the company to which you are assigned.
 - The name of the person to whom you will report.
 - The length of the assignment, start and end dates.
 - Daily work hours – Start – Lunch – End.
 - The Job Description.
 - The pay rate for the assignment.
 - Your job title/classification.

Brief yourself about the company in advance. If you go in cold, not knowing if they sell hot dogs or computers, you will be at a disadvantage.

3. Dress appropriately for your assignment as instructed by our Staffing Coordinator.
4. Be punctual to your assignment. Show up a few minutes before the scheduled work time to get oriented to your surroundings.
5. Do your work as instructed. If you begin an assignment with specific duties and find you have been instructed to do something entirely different, please notify us on your first break.
6. Do not discuss the details of your employment with anyone including your rate of pay.
7. Do not discuss your problems, personal or otherwise with the other employees.
8. Do not smoke in the work place. Lunch and break times should be used. Smoke only in designated areas or outside if not allowed on the premises. Ask your supervisor if you aren't sure
9. Do not use Company phones for personnel use. Do not use cell phones during work time. Use pay phones or cell phones on your Lunch and at break times.
10. The use of Drugs and Alcohol on the job, or working under the influence is STRICTLY FORBIDDEN AND GROUNDS FOR IMMEDIATE DISMISSAL.
11. If a problem arises while on the job, call your staffing coordinator IMMEDIATELY. Do not try to resolve it yourself!
12. If you NO SHOW or WALK OFF an assignment before it ends, it will result in being paid minimum wage for any hours still due to you. No Showing or Walking off an assignment will result in termination from the assignment and further jeopardize your future employment with Champion.
13. Workplace violence is forbidden and will be grounds for immediate termination.

If for any reason you cannot report for work, or if you will be late for your assignment please follow these directions:

1. Call your Champion Staffing Coordinator as soon as you know you will not be able to make it to work or will be late. We have a 24-hour answering service so you can leave a message, which will be picked up every morning at 7:00 a.m. If it is an emergency you can request that the person be paged.
2. If you left a message with the answering service, please call back during business hours to talk directly to the Staffing Coordinator to get further instructions for the next day. Our business office is open from 7:00 a.m. to 5:00 p.m. Monday thru Friday.
3. If you do not call in and do not show up for your assignment, we will consider it walking off a job. You can be paid minimum wage for any hours due.

If you do not complete your assignment or you give us less than a one (1) week notice prior to leaving, you will be paid MINIMUM WAGE for any remaining hours due to you. In addition, YOU MUST give notice to Champion first, not to the employer and it cannot be done over a voice mail. You will need to speak to your consultant. You and your Champion consultant will decide when it is appropriate to tell the employer.

***Any violation to any of the Golden Rules as stated above may result in a minimum wage of your hours due.**

If you accept an assignment from Champion and choose not to report, without giving us notice, you will forfeit opportunities for future assignments.

You are a CHAMPION Employee...represent us well!

INJURY REPORTING REQUIREMENTS

1. **Immediately** report the injury to your job site supervisor. You or your supervisor must then contact Champion (216-823-5900). All workplace injuries must be reported within **24 hours** of occurrence.
2. **Determine if medical attention is necessary.** If so, go **immediately** to a healthcare facility. Inform the healthcare provider that **your employer is Champion** and our MCO is **Care Works**. **Do not** delay obtaining medical treatment. If the doctor excuses you from work or gives you restricted work duties, a copy of this slip (doctor's excuse) must be submitted to Champion immediately. Champion will work with you and your doctor to accommodate restrictions until a full duty work slip is issued. During this time you will be working with our Director of Workers' Compensation and Safety, **Barbara Krecic** in Champion's Garfield Heights office. She will walk you through the process. When a full duty work slip is issued, your Staffing Representative will determine if you are able to return to your previous assignment or begin to search for a new assignment.
3. Champion requires that you have a **post accident drug screen**. The drug/alcohol screen must be completed within **24 hours** of your injury. **Champion interprets refusal of the drug test as a positive test result.** The burden of proof is on the employee to prove that the presence of alcohol or a controlled substance is not the proximate cause of the work-related injury. Employees that test positive for drugs or alcohol during the course of employment with Champion will be considered "working under the influence" and terminated immediately for violation of company policy.
4. **Complete a first report of injury.** . The first report of injury must be completed within **24 hours** of your injury. It is usually done at the medical facility. If none is completed, notify Barbara at Champion and one will be done for you. This is a **MUST** for your claims to be processed by the Bureau.

REMEMBER, when an incident occurs:

1. Inform your supervisor!
2. Seek medical attention if necessary –
YOUR EMPLOYER IS CHAMPION!
YOUR MCO IS: CAREWORKS
3. CONTACT CHAMPION

SAFETY INCENTIVE PROGRAM

Champion offers a safety incentive for all temporary and interim **clerical and industrial** employees. This program rewards employees for extraordinary safety performance while reducing job related injuries. Champion strives to increase the safety awareness of our employees, a key part in the continuous improvement of our safety performance. We feel it is important to recognize those employees who consistently work safely.

Here's how it works: In order to receive a reward, you must work the required number of hours without a workplace injury. If you are injured, your hours return to zero and will accumulate when you return to full duty.

You are responsible for contacting Barbara at Champion: (216-823-5900) when you reach one of the reward levels. Once you reach a reward level, you have 7 days to contact Champion. If no contact is established in those seven days, you must wait to reach the next reward level. You only receive one reward at a time. For example, if you do not contact Champion until you reach 600 hours, you only receive the reward for 600 hours. Rewards do not accumulate. If you do not contact Champion - no rewards are issued. **It is your responsibility** to contact Champion for your safety incentive rewards.

This program is not in place to deter you from reporting workplace injuries. If an injury results during the course of your assignment that was caused by your work duties, follow the procedures for reporting a workplace injury. Below are your goals and the rewards associated. After you have achieved the Platinum level, your time will start over and new rewards will be issued. Overtime and light duty hours are not included.

Hours
200

BRONZE

Reward
\$10 gas card

Hours
400

Silver

Reward
\$25 gift card

Hours
600

Gold

Reward
\$35 gift card

Hours
800

PLATINUM

Reward
\$50 gift card

NEWS RELEASE JULY 2004

NEW STATE OF OHIO POST ACCIDENT POLICY

HB 233

Attention all Champion employees!

Ohio's Governor Bob Taft recently signed into law House Bill 223 to curb substance abuse in the workplace.

What this law means is that you could be denied workers' compensation benefits if in the event you are injured on the job you.....

Refuse a post accident drug/alcohol test (equivalent to a positive test result)

Or.....

Are found under the influence of a controlled substance not prescribed by your physician while working,

Benefits could be withheld unless it can be proved that the workplace injury was not caused by intoxication or being under the influence of controlled substances not prescribed by a physician.

All work related injuries are required to provide within 32 hours of incident a post accident urine drug screen and breath alcohol test. Refusal to do so will be considered a positive test result.

Champion is committed to providing you with safe work environments. We take pride in the above-excellent quality of all our employees. You can count yourself one of the best. We will continue to strive for Safety First in a drug/substance free environment!

Procedures for a work related accident:

Contact your floor supervisor immediately.

Seek medical attention – provide post accident urine sample and breath test.

Contact your Champion Staffing Coordinator immediately.

Remember: Safety First!

Payday Procedures

1. Keep accurate record of your hours worked on your time sheet.
2. Have your time sheet signed by your supervisor at the end of each week, or at the end of your assignment. Leave a copy of the time sheet with your supervisor. If your assignment ends without notice and your time sheet is not signed, you must notify your Staffing Coordinator, Champion will contact the client for that verification and a signature.
3. All timesheets must be turned in by the Monday following the week ending date, no later than 5:00p.m. in order to make the current week's payroll, unless otherwise notified. Please mark each timesheet or call the Payroll Office to request mail or pick-up of your check. If nothing is marked we will mail your check.
4. You must call to confirm the arrival of your timesheet at 216 823-5900.
5. If you are missing any required documentation from your employment packet, your check will not be released until all documents have been provided to Champion.
6. Pay Day is on Friday of each week. Champion prefers that you pick up your check in person at our Garfield Heights Office or that you have direct deposit to your account arranged with us. However, if you prefer to have Champion mail your check to you, you do this at your own risk. **Champion is not responsible for lost or stolen checks.**
7. If you are picking up your check you will be required to show a picture form of identification. We will not release your check to anyone but you.
8. If your check is lost or stolen, we will replace it at our discretion. Checks will be reissued within 30 days, but not sooner than 10 days of notification of that check being lost or stolen and Champion issuing a "Stop Payment" order with our bank. You will be responsible to Champion for the stop payment fee. The stop payment fee will be deducted out of the check that is replaced. Knowingly cashing or having a check cashed that you have claimed is missing or stolen is a serious offense and Champion will pursue legal remedy!

Time Sheet Explanation

- A) In this section please print the name of the company and the address of the assignment, you are currently working.
- B) In this section you need to put the week ending date, which is always a Sunday. So if you worked a full week Monday 4-1-02 thru Friday 4-5-02. The weekending date would be Sunday 4-7-02. (See example).
- C) Job Title, in this space you need to put what your position was on your assignment, for example: receptionist, or general labor, or general office.
- D) In this section, advise us if you are done with your assignment, and when you are available to work for us again.
- E) In this section you need to put your social security number.
- F) In this section you need to advise us if your are going to pick up your check in our downtown office on Friday between the hours of 8am-5pm, or if you want your check mailed to your home or address given when you registered. Pay Day is on Friday.
- G) In this section you need to print your name and then in section below you need to sign your name.
- H) In this section your Supervisor or the person who has authorization to sign your time sheet needs to sign their name and title, in the section below they need to print there name.
- I) In this section the employer needs to list if your assignment is to continue or if has ended.
- J) In this section, for every day you work during the week, you need to list the date, including month, day, and year.
- K) In this section, put the time in you started your position for the day. If you happen to start your position at 8:05 please round to the nearest $\frac{1}{4}$ hour for example 8:05 = 8:00, or 8:10 = 8:15.
- L) In this section, put the time in you finished your position for the day. If you happen to finish your position at 5:05 please round to the nearest $\frac{1}{4}$ hour for example 5:05 = 5:00, or 5:10 = 5:15.
- M) In this section, if you take a lunch during your workday you must log the total time on your timesheet. Champion does not pay for lunches. Deduct any lunchtime taken from your total hours worked that day. If you happen to take lunch from 12:02-1:16 please round it to the nearest $\frac{1}{4}$ hour, which would be 12:00 to 1:15 = 1 $\frac{1}{4}$ hours for lunch.
- N) In this section, you need to add up the total hours that you work for that day. If you took a lunch please remember to subtract it from your total hours worked that day. If you happen to work over the quarter hour, round your time to the nearest quarter hour, for example if you work 8:30-5:15, with a $\frac{1}{2}$ lunch your time should be 8.25 hours worked.
- O) After you complete your 40 hours of work during the week you are paid overtime, unless other wise discussed. You would need to list it in this section. (See Example)
- P) In this section, please list total regular hours worked for the week.
- Q) In this section, please list total hours worked for the week.

R) In this section, please list any overtime hours worked for the week.

S) In this section, please write out the total number of hours worked for the week.

CHAMPION
 "When Second-Best Isn't Good Enough"
 13201 Granger Road • Suite 6 • Garfield Heights, Ohio 44125
 Telephone: (216) 823-5800 • Fax: (216) 823-5786

DAY	DATE	HOURS TO NEAREST QUARTER HOUR				
		START	FINISH	(LUA) HR	REG. HOURS	OVERTIME HRS.
MON	3/31	8:30	5:00	.5	8	
TUES	4/1	8:30	5:00	.5	8	
WED	4/2	9:00	5:30	.5	8	
THU	4/3	8:00	5:00	1.0	8	
FRI	4/4	7:00	5:00	1.0	8	1
SAT	4/5	-----	-----			
SUN	4/6	-----	-----			

CLIENT: NANCY SMITH
 REGULAR HOURS: 40
 OVERTIME HOURS: 1
 TOTAL HOURS: 41.0

CHAMPION MANAGEMENT Form 119, Rev. 2 1/1/07

Benefits

1. **Vacation Benefits:** You must accumulate a total of 1200 working hours in a calendar year to be eligible for five 5 days of vacation. Your calendar year begins on the first day of the first assignment with Champion. When your 1200 hours have accumulated, notify the Payroll Office and your service Coordinator at least one week in advance of using your vacation time. Benefits are calculated on the average number of hours worked in one week (overtime hours are NOT included) within the year of your benefit, your pay rate is the current pay rate at the time you take your vacation. Vacation benefits may not be accumulated from year to year, and only one week per year will be given. You must complete 1200 hours each year to receive the benefit and you **must** be on assignment for Champion at the time you take Vacation. You can choose to receive vacation pay (5 days) and not take the time off.

2. **Raises:** Champion must negotiate pay raises in conjunction with client companies. Pay rates are set based on individual client set pay standards. Pay Raises will only be considered with improved skills, performance, solid attendance, and company longevity. Champion strives to achieve pay rates that are consistent with or higher than market standards.

3. **Holiday Pay:** After accumulating 1200 career hours with Champion, you are eligible for holiday pay. You must meet the following 3 criteria to receive Holiday Pay:

- You must accumulate 1200 career hours by the Holiday.
- You must have worked 375 hours in the three-month period immediately prior to any

Holiday.

- You must have worked the day before the holiday and have worked or been eligible to work the day after the holiday.

You will be paid at your average rate of pay and your average number of hours based on your employment with Champion. Holiday pay is paid out based on the week ending date of the holiday. Champion Holidays are:

Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day
New Year's Day

4. **Direct Deposit:** Champion offers direct deposit to all its employees. All you need to do is:

- Request a direct deposit form from your staffing coordinator
- Fill out the form and return it to Champion with a voided check or other document issued by your Financial Institution that has your Account Number and the Financial Institution's Routing number on it.
(Faxed copies cannot be accepted.)
- After 10 business days you will have your check deposited into your account.

Referral Bonus Plan

Earn easy money. If you refer someone to Champion who is qualified in the following skill areas, and has not previously applied or worked with Champion, you will receive \$25.00. To receive your bonus, notify your Service Coordinator of your referral. Referred applicants must mention your name at the time of their interview and must complete at least 40 hours of work and be in good standing in order for you to receive your bonus. **There is no limit to the number of bonuses we will pay you for your referrals!!**

Champion's Philosophy

Champion has aggressive performance goals, which require us to hire the most talented candidates. We hire qualified people based on their education training and experience. Champion job opportunities are filled based on the applicant's qualifications and the criteria established for the position for which the individual is applying.

Equal Employment Opportunity Policy Statement

Champion is an equal employment opportunity employer. It is the policy of Champion to afford equal employment opportunity and to recruit, hire and train individuals in all job titles regardless of race, color, religion, sex, national origin, age disability, or Vietnam era veteran, disabled veteran or other eligible veteran status.

Champion does not discriminate in any decision affecting employment of conditions of employment against any employee or applicant for employment because of any of these factors. All employment decisions are based on the principle of equal employment opportunity.

Champion will do everything possible to ensure that applicants and employees will not be subjected to intimidation, harassment, threats, coercion or discrimination because they have engaged in or may engage in the following activities: filing a complaint, assisting or participating in an investigation, opposing any act or practice made unlawful by the provision of Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and Section 402 of the Vietnam Era

veterans Readjustment Assistance act of 1974, as amended, or for exercising any other rights protected by these laws.

Non-Harassment Policy

Champion is committed to maintaining a working environment that is free of harassment-whether it is based on race, color, religion, sex, national origin, age, handicap or disability, or Vietnam-era veteran, disabled veteran, or other eligible veteran status. Champion complies with all laws and regulation that prohibit harassment.

Sexual Harassment

Sexual Harassment, as defined by Champion, includes a hostile work environment, any unsolicited or unwelcome sexual overtures or advances and request for sexual favors.

Harassment also includes verbal and physical conduct of a sexual nature when:

- That conduct interferes with an employee's work performance and creates and intimidation, hostile or offensive working environment.
- Submission to the conduct is required as either an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct is used as the basis for employment decisions affecting an employee's job, salary or career.

Reporting Harassment

If you are being harassed, you must report the incident immediately and foremost to your Champion Staffing Manager or any other management person within Champion you feel comfortable talking to about the situation. All harassment complaints will be investigated and handled in a timely, discreet and tactful manner. Complaints will be handled confidentially to the extent possible, and Champion will not tolerate or authorize any kind of reprisal against any employee who has made a claim of harassment in good faith. Any employee who engages in any conduct considered harassment will be subject to appropriate disciplinary action.

ACKNOWLEDGEMENT OF RECEIPT

of

Champion's Employment Policy and Drug-Free Workplace Policy

(Please initial each line as indicated)

____ I have received Champion's Employment Policy and Procedure Manual.
It has been explained to me thoroughly. I understand and accept it's content. I have been supplied with a copy for my own personal records.

____ I have viewed the Drug Free Workplace Training Video.

____ I have been given a copy of Champion's Drug-Free Workplace Policy. This policy has been explained to me. I acknowledge that this policy requires me to submit to urine drug testing and/or breath alcohol testing. I understand the purpose of this analysis is to determine or rule out the presence of non-prescribed or prohibited dangerous controlled substance in my system.

____ I hereby freely and voluntarily consent to this request for a urine sample and/or breath alcohol test, and agree to participate in the testing program.

____ I hereby authorize the release of my drug and/or alcohol test results to the contractor's Medical Review Officer (MRO) as provided by the Company's Policy.

____ I hereby and herewith release the Company, its employees, agents and contractors from any and all liability whatsoever arising from this request for testing, from the actual testing procedures, and from decisions made concerning my application for or continuation of employment based on the results of the analysis.

____ I further acknowledge that Champion has provided me with an opportunity to ask questions related to its drug and alcohol testing program and that all my questions have been answered.

Employee/Applicant Signature: _____

Employee/Applicant Printed Name: _____

Date of Signature: _____

Signature of Staffing Consultant: _____

Champion Copy

ACKNOWLEDGEMENT OF RECEIPT
of
Champion's Employment Policy and Drug-Free Workplace Policy

(Please initial each line as indicated)

____ I have received Champion's Employment Policy and Procedure Manual. It has been explained to me thoroughly. I understand and accept its content. I have been supplied with a copy for my own personal records.

____ I have viewed the Drug Free Workplace Training Video.

____ I have been given a copy of Champion's Drug-Free Workplace Policy. This policy has been explained to me. I acknowledge that this policy requires me to submit to urine drug testing

and/or breath alcohol testing. I understand the purpose of this analysis is to determine or rule out the presence of non-prescribed or prohibited dangerous controlled substance in my system.

____ I hereby freely and voluntarily consent to this request for a urine sample and/or breath alcohol test, and agree to participate in the testing program.

____ I hereby authorize the release of my drug and/or alcohol test results to the contractor's Medical Review Officer (MRO) as provided by the Company's Policy.

____ I hereby and herewith release the Company, its employees, agents and contractors from any and all liability whatsoever arising from this request for testing, from the actual testing procedures, and from decisions made concerning my application for or continuation of employment based on the results of the analysis.

____ I further acknowledge that Champion has provided me with an opportunity to ask questions related to its drug and alcohol testing program and that all my questions have been answered.

Employee/Applicant Signature: _____

Employee/Applicant Printed Name: _____

Date of Signature: _____

Signature of Staffing Consultant: _____

Employees Copy