

DecisionPathHR BENEFITS

RETENTION BONUS

\$300 every 1,500 hours of work (must be an active working associate)

** Due to rising costs of benefits, effective January 1, 2017 DecisionPathHR will no longer offer a retention bonus program. Associates who do not earn the required 1500 hours by December 31, 2016 will not be eligible for this benefit.*

HOLIDAY PAY

- After 2,000 hours
- Pay for daily scheduled hours, maximum of 8 hours
- Must work the schedule for the week of the holiday
- Holidays:
 - Memorial Day (May),
 - Independence Day (July),
 - Labor Day (September),
 - Christmas Day (December)

SUPPLEMENTAL INSURANCE

DecisionPathHR is pleased to provide our associates three benefit plans:

- 1) ACA compliant High Deductible Major Medical Plan.
- 2) ACA compliant MEC (Minimum Essential Coverage) Plan.
- 3) Fixed Indemnity Plan. This plan is not an ACA compliant plan.

All benefit premiums are payroll deducted.

Sample list of benefit options:

- Coverage for doctor's office visits and inpatient benefits
- Dental plan option
- Vision plan option
- Wellness care
- Life Insurance (High Deductible Plan ONLY)



ABOUT DecisionPathHR

Gibson Group Consulting was established in October 2012 with partners and former colleagues Tom and Robin Gibson and Tanya Bennett, changing its name to DecisionPathHR in March of 2013. DecisionPathHR provides a broad range of recruiting services to enable clients to achieve their staffing needs and candidates to advance toward their career goals. The DecisionPathHR leadership team offers over 70 years of combined experience in the staffing industry and longstanding ties to the local community.



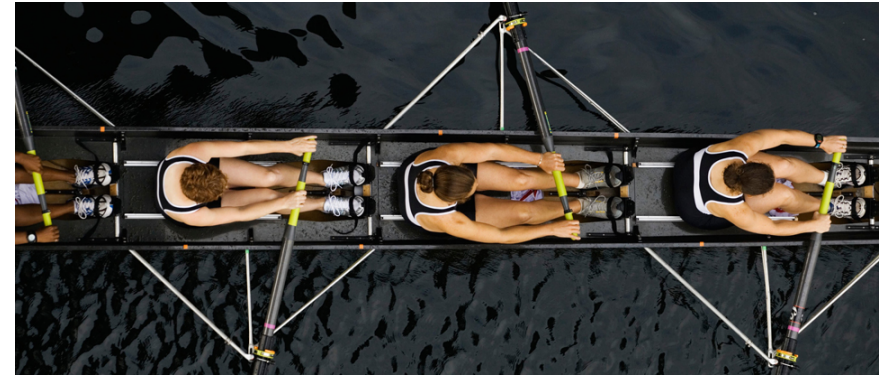
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DecisionPATH[®]

How talent moves.



Welcome to Your Assignment

Charlotte: 704.624.8100

8720 Red Oak Blvd. / Ste. 300 / Charlotte, NC 28217

Concord: 704.251.4000

2339 Concord Lake Rd. / Concord, NC 28025

decisionpathhr.com

****CALL IN AVAILABLE ONCE A WEEK****

WHILE ON ASSIGNMENT

Remember that you are a DecisionPathHR employee and you are representing DecisionPathHR and yourself. Please direct any questions to your DecisionPathHR representative.

IF you are going to be late or absent, call your local DecisionPathHR office prior to your shift start. Any absence without notifying the office may result in termination.

- Report to work at least 5-10 minutes early each day so that you are at your workstation on time.
- Keep a positive attitude and be flexible.
- Traffic is unpredictable; allow extra time to ensure promptness.
- Park only in designated areas.
- Check your work for accuracy.
- Follow the safety rules for the department to which you are assigned.

SAFETY

Your safety is critical. You are encouraged to alert any member of management of any unsafe work practices or 'near miss' accidents. If you are injured on the job, tell your supervisor and your DecisionPath representative immediately so that you can receive proper medical attention. A DecisionPathHR representative is available 24 hours/day at 704.624.8100.

DecisionPathHR will notify you of where to go to receive medical assistance. Do NOT go to your personal physician, the medical costs may not be covered. Failure to notify your DecisionPathHR representative within 24 hours of a work injury could result in disciplinary action up to and including employment termination.

EQUAL EMPLOYMENT OPPORTUNITY

DecisionPathHR makes recruitment, employment, promotional and all other Human Resource decisions without regard to race, color, religion, national origin, age, sex, marital status, disability, veteran status, genetic information, or any other group protected by law.

HARASSMENT/SEXUAL HARASSMENT

DecisionPathHR is committed to providing all employees with a work environment free of harassment. Harassment, including sexual harassment, in the form of verbal or physical abuse, intimidation, coercion, or suggestive or derogatory remarks will not be tolerated. It is the responsibility of all employees to maintain an environment free of harassment. DecisionPathHR will not tolerate verbal, nonverbal or physical conduct, intimidation, or suggestive or derogatory remarks which harasses, disrupts or interferes with another's work performance or creates an intimidating, offensive or hostile work environment.

If you feel you are being harassed in any way, report the incident to your supervisor and DecisionPathHR representative. It is the policy of DecisionPathHR to investigate all harassment complaints thoroughly and promptly.



Hit the ground running . . . What you need to know

DRESS CODE

It is important that you dress appropriately for your position and the working conditions:

- Long pants only; NO shorts, capris or skirts/dresses or holes in pants. No baggy or drooping pants; underwear should not be visible.
- Plain t-shirts with no graphics or writing
- For safety, keep jewelry to a minimum: no large or dangling earrings, no bracelets or rings that could catch in the equipment or product.
- Closed shoes only: no sandals or no open toes or heels on the shoe.
- Steel-toed shoes are required in certain areas and for positions such as forklift drivers or material handlers. DecisionPathHR will inform you when you need to wear them.
- Do not eat or chew gum while you are working.

TIMEKEEPING

Your hours are tracked via an online timekeeping system. You are responsible for clocking in/out on the online timekeeping system:

- Log into your DecisionPathHR account.
 - Select your assignment and click on 'Time Entry.'
 - Enter the total hours for each day.
 - Select 'Save.' When you're ready to submit your final time, click on 'Submit.'
 - NOTE: all time must be submitted by noon on Monday for the previous week.
- For any questions or issues with entering your time into the system, please see the DecisionPathHR representative.

PAYCHECKS

DecisionPathHR pays our associates via direct deposit each Friday for the prior week. If you do not have a bank or credit union account, DecisionPathHR can give you a cash card that will manage the direct deposit of your paychecks. These cash cards are similar to a debit/credit card.

Please ask your DecisionPathHR representative for information regarding managing your cash card account.