



# EMPLOYMENT APPLICATION



Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Apellido Nombre

Address: \_\_\_\_\_  
Dirección

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Ciudad Estado Código Postal

Phone Number: \_\_\_\_\_ Cell/Mobile Number: \_\_\_\_\_ Cell Carrier: \_\_\_\_\_  
Teléfono Otro Teléfono Portador Celular

Social Security #: \_\_\_\_\_ Are you over 18? \_\_\_\_\_ What shift/hours are you available to work? \_\_\_\_\_  
Numero de Seguro ¿Es usted mayor de 18 años? ¿Que turno/horario usted esta buscando para trabajar?

Email: \_\_\_\_\_ Referral Source: \_\_\_\_\_

Previous Employment: Trabajo Anterior

Company Name: \_\_\_\_\_  
Nombre de la Compañía

Address: \_\_\_\_\_  
Dirección

Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Teléfono Nombre de Supervisor

May we contact your previous employer? \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Podemos contactar a su empleador anterior Fecha de comienzo Fecha en que termino

Job Duties: \_\_\_\_\_  
Funciones de trabajo

Company Name: \_\_\_\_\_  
Nombre de la Compañía

Address: \_\_\_\_\_  
Dirección

Phone Number: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Teléfono Nombre de Supervisor

May we contact your previous employer? \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Podemos contactar a su empleador anterior Fecha de comienzo Fecha en que termino

Job Duties: \_\_\_\_\_  
Funciones de trabajo

Do you have your own transportation to/from work? \_\_\_\_\_  
¿Tiene usted su propia transportación para ir/venir del trabajo?

**I hereby certify that the above information is true and correct to the best of my knowledge. I understand and I am aware any omission, falsification, misstatement or misrepresentation could lead to the basis for my disqualification as an applicant or my dismissal from MVP/Barnett Management.**

**Por la presente certifico que la información anterior es verdadera y correcta a mi leal saber y entender. Entiendo y conozco que cualquier omisión, falsificación, declaración errónea o falsa declaración podría conducir a la base para mi inhabilitación como solicitante o mi despido de MVP / Barnett Management.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Firma de Empleado Fecha

MVP/Barnett Management provides equal employment opportunities to all individuals, regardless of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, breast feeding and related medical conditions), gender, gender identity, gender expression, age for individuals over forty years of age, military and veteran status, or sexual orientation, as well as any other characteristic protected by applicable federal, state and/or local laws. MVP/Barnett Management proporciona igualdad de oportunidades laborales a todas las personas, independientemente de su raza, credo religioso, color, origen nacional, ascendencia, discapacidad física, discapacidad mental, condición médica, información genética, estado civil, sexo (incluyendo embarazo, lactancia y enfermedades relacionadas), género, identidad de género, expresión de género, la edad para las personas más de cuarenta años de edad, militar y condición de veterano, u orientación sexual, así como cualquier otra característica protegida por leyes federales, estado o leyes locales.

### Job Assignment/ Skill Evaluation

Certain work assignments at MVP's third party client companies require applicants and employees to lift objects on a regular, repeated basis (i.e., many times an hour). MVP is committed to providing laborers with a safe working environment for its employees and placing qualified laborers on job assignment with its third party clients. In order to do so, MVP relies on its employees and applicants to provide honest answers regarding their skills and abilities. If an employee or applicant provides misleading or inaccurate information on this application, it is grounds for employee discipline, up through and including termination of employment. Therefore, please answer the following questions honestly.

Ciertas asignaciones de trabajo en las empresas de terceros clientes de MVP requieren que los solicitantes y los empleados levanten objetos de forma regular y repetida (es decir, muchas veces por hora). MVP se compromete a proporcionar a los trabajadores un ambiente de trabajo seguro para sus empleados y colocar trabajadores calificados en la asignación de trabajo con sus clientes de terceros. Para ello, MVP se basa en sus empleados y solicitantes para proporcionar respuestas honestas con respecto a sus destrezas y habilidades. Si un empleado o solicitante proporciona información engañosa o inexacta sobre esta solicitud, es motivo para la disciplina de los empleados, hasta la inclusión de la terminación del empleo. Por lo tanto, responda las siguientes preguntas con honestidad.

### Lifting Capabilities/ Capacidad Para Levantar

Can you lift 10 pounds? \_\_\_\_\_ Repeated/ Continuous basis? \_\_\_\_\_ Can you lift 45 pounds? \_\_\_\_\_ Repeated/ Continuous basis? \_\_\_\_\_  
Puedes levantar 10 libras? \_\_\_\_\_ Base repetida / Continua? \_\_\_\_\_ Puedes levantar 45 libras? \_\_\_\_\_ Base repetida / Continua? \_\_\_\_\_

Can you speak or read English? \_\_\_\_\_ How fluently? \_\_\_\_\_  
¿Hablas o lees Ingles? \_\_\_\_\_ ¿Cuanto por ciento (ejemplo 20%, 60%, 100%)? \_\_\_\_\_

### Skill Evaluation, please mark an "X" at your skills

### Evaluación de experiencia, ponga una "X" en lo que tiene de experiencia

#### Warehouse

- \_\_\_ Assembly (Ensamblar)
- \_\_\_ Book Bindery (Ensamblando Libros/Carpetas)
- \_\_\_ Inventory (Inventario)
- \_\_\_ Picking (Seleccionador)
- \_\_\_ Packing (Empacador)
- \_\_\_ Shipping/Receiving (Recibiendo/Mandando Ordenes)
- \_\_\_ Forklift, please specify (Maquina de Monte Carga)
  - \_\_\_ Stand-Up
  - \_\_\_ Sit Down
  - \_\_\_ Cherry Picker
  - \_\_\_ Slip Sheet
  - \_\_\_ Clamp
  - \_\_\_ Turret

Forklift Certified? \_\_\_ Yes \_\_\_ No

Tienes licencia de monte carga? \_\_\_ Si \_\_\_ No

#### Manufacturing

- \_\_\_ Machine Operator (Operador de Maquina)
- Specify Type(s) \_\_\_\_\_
- Que Tipo(s) \_\_\_\_\_
- \_\_\_ Punch Press (Maquina de Presión)
  - \_\_\_ Set-Up Experience (Armar/Montar o Programar Maquinas)

#### Clerical

- \_\_\_ Receptionist (Recepcionista)
- \_\_\_ Secretarial (Secretaria)
- \_\_\_ Data Entry (Entrada de Datos)
- \_\_\_ Customer Service (Servicio al Cliente)
- \_\_\_ Typing (Teclado) Speed (PPM) \_\_\_\_\_
- \_\_\_ Computer Skills (Computación)
- Specify Software \_\_\_\_\_
- Que Tipo de Programas \_\_\_\_\_

#### Food Service:

- \_\_\_ Cook (Cocinar)
- \_\_\_ Dish Washer (Lavaplatos)
- \_\_\_ Server (Servidor)

#### House keeping/Cleaning

- \_\_\_ Office (Oficinas)
- \_\_\_ Hotel (Hoteles)
- \_\_\_ Janitorial (Limpieza)

#### Electronics

- \_\_\_ Soldering (Soldar Cautín)
- \_\_\_ Read Schematics (Leer Esquemático Electrónico)
  - \_\_\_ Wiring Assembly (Ensamblar Cables Electrónico o Alambres)
- \_\_\_ Blue Print Reading (Leer Planos)

#### Other Skills

- \_\_\_ Carpentry (Carpintero)
- \_\_\_ Cashier (Cajero)
- \_\_\_ Driver (Conductor)
  - \_\_\_ Type of Driver's License (Que clase de licencia)
- \_\_\_ Security Guard (Guardia de Seguridad)
- \_\_\_ Sewing (Maquina de Coser)
  - \_\_\_ Welding (Soldador con Arco Eléctrico o con Soplete)
- \_\_\_ Mechanic, Automobile (Mecánico)
- \_\_\_ Maintenance, Building (Mantenimiento)
- \_\_\_ Lifting Capabilities \_\_\_\_\_
- \_\_\_ Capacidad para levantar \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Firma de Empleado** **Fecha**

## Application Certification

I understand and agree to conform to the rules, expectations and regulations of MVP/Barnett Mgmt, and acknowledge they may be changed, interpreted, withdrawn or added to by MVP/Barnett Mgmt, at their discretion, at any time and without any prior notice to me and understand that my employment may be terminated for any cause at any time.

- I understand my employment may be contingent upon the results of a background investigation.
  - I authorize MVP/Barnett Mgmt to check my information for any criminal activity.
  - I understand any and all documents or information (including this application) submitted to MVP/Barnett Mgmt may be subject to Public Records Law with the exception of certain personal information, which may be exempted under state law.
  - I authorize MVP/Barnett Mgmt to verify my information for employment.
- I understand I may be required to take drug tests during the term of my employment with MVP/Barnett Mgmt.
  - I authorize MVP/Barnett Mgmt to administer a drug screen prior to employment.
- I understand the use of alcohol by an employee is prohibited during work or while on the premises, whether paid or unpaid, in any work area within MVP/Barnett Mgmt or any client of MVP/Barnett Mgmt.
  - I understand the use of or possession of illegal drugs by employees is prohibited at any time, whether on or off duty.
- I understand that employees are required to notify their immediate supervisor prior to or at the start of their work shift if they are taking prescription medicine, or other medication, which may impair their normal work responsibilities.
- I understand that if I am injured during work I am to report accidents to MVP/Barnett Mgmt.
  - Work-related injuries are subject to be tested for the presence of drugs and/or alcohol.
  - I understand refusal to be tested will be reason for dismissal.
- I understand that I am applying for temporary work assignments with MVP/Barnett Mgmt, which is the "employer of record".
- I understand and agree my acceptance for employment does not offer or guarantee any proprietary rights for continued employment.

## Certificación De Solicitud

Entiendo y acepto cumplir con las reglas, expectativas y regulaciones de MVP/Barnett Mgmt, y reconozco que pueden ser cambiadas, interpretadas, retiradas o agregadas por MVP/Barnett Mgmt a su discreción, en cualquier momento y sin previo aviso A mí y entender que mi empleo puede ser terminado por cualquier causa en cualquier momento.

- Entiendo que mi empleo puede depender de los resultados de una investigación de antecedentes.
  - Autorizo a MVP/Barnett Mgmt a revisar mi información para cualquier actividad criminal.
  - Entiendo que cualquier documento o información (incluida esta solicitud) presentada a MVP/Barnett Mgmt puede estar sujeta a la Ley de Registros Públicos, con excepción de cierta información personal, que puede estar exenta bajo la ley estatal.
  - Autorizo a MVP / Barnett Mgmt a verificar mi información para el empleo.
- Entiendo que se puede requerir que tome pruebas de drogas durante el término de mi empleo con MVP/Barnett Mgmt.
  - Autorizo a MVP/Barnett Mgmt a administrar una pantalla de drogas antes del empleo.
- Entiendo que el uso de alcohol por parte de un empleado está prohibido durante el trabajo o mientras esté en el local, pagado o no pagado, en cualquier área de trabajo dentro de MVP/Barnett Mgmt o cualquier cliente de MVP/Barnett Mgmt.
  - Entiendo que el uso o la posesión de drogas ilegales por parte de los empleados está prohibido en cualquier momento, ya sea dentro o fuera del servicio.
- Entiendo que los empleados deben notificar a su supervisor inmediato antes o al comienzo de su turno de trabajo si están tomando medicamentos recetados u otros medicamentos que puedan afectar sus responsabilidades laborales normales.
- Entiendo que si estoy lesionado durante el trabajo, debo reportar accidentes a MVP/Barnett Mgmt.
  - Las lesiones relacionadas con el trabajo están sujetas a ser probadas para la presencia de drogas y / o alcohol.
  - Entiendo que negando a ser examinada será motivo de despido.
- Entiendo que estoy solicitando trabajos temporales con MVP/Barnett Mgmt, que es el "empleador de registro".
- Entiendo y acepto que mi aceptación por el empleo no ofrece ni garantiza derechos de propiedad para el empleo continuo.

**Employee Signature:** \_\_\_\_\_  
Firma de Empleado

**Date:** \_\_\_\_\_  
Fecha

## **MVP/Barnett Management Employee Expectations**

### **Safety**

1. Employees are responsible for complying with all safety and health regulations that are applicable to their work.
2. Employees shall wear personal protective equipment at all times in production areas and as required. This includes eye protection (safety glasses).
3. Proper respiratory protection is necessary when working with solvents, paints, chemicals, or dust that may cause eye irritation. The client company is responsible for training in this area. If you are assigned to work in these areas and have not received training on proper PPE and MSDS (Material Safety Data) Sheets, prior to beginning your assignment, you must advise MVP/Barnett Mgmt On-Site / MVP/Barnett Mgmt Branch Personnel immediately.
4. Employees shall report any potential safety and/or health hazards to the assigned supervisor, MVP/Barnett Mgmt On-Site and/or MVP/Barnett Mgmt Branch personnel.
5. Employees are to report all injuries, accidents and incidents (including near misses) that have occurred on the job, to the supervisor, MVP/Barnett Mgmt On-Site or MVP/Barnett Mgmt Branch Personnel immediately including minor first aid injuries.

### **Dress Code**

1. Employees shall dress in clean and appropriate clothing. No shorts, sleeveless shirts, revealing clothing or offensive or inappropriate logos on any part of clothing.
2. Employees may not wear jewelry to any job site other than a wedding band.

### **Reporting to Work**

1. Employees will report to work on time and work their scheduled hours.
2. Employees who walk off a job assignment with no communication to MVP/Barnett Mgmt (On-Site or Branch) will receive a Written Warning for the 1<sup>st</sup> infraction. Should an employee repeat this same behavior a 2<sup>nd</sup> time (Walk off with no communication), they will be terminated.
3. Work assigned outside of your scope should be reported to the MVP/Barnett Mgmt On-Site/ Personnel immediately. They will reassign you to work that is within your training and capabilities.
4. Employees will report completion of job assignment to MVP/Barnett Mgmt and keep in constant contact (at least once a week) to advise of availability for a new job assignment.

### **Behavior**

1. Employees shall be courteous and respectful to their assigned supervisor, MVP/Barnett Mgmt On-Site/ Branch personnel and co-workers.
2. Any conflicts or situations with a supervisor should be reported to MVP/Barnett Mgmt On-site or MVP/Barnett Mgmt Branch personnel immediately.
3. Horse play of any kind, fighting and other unsafe acts of behavior are prohibited and will not be tolerated in the interior or exterior of client site. Violators will be reprimanded up to and including dismissal.
4. No obscene physical/verbal gestures or comments with any coworker, consensual or not is not tolerated and employees will be reprimanded up to and including dismissal.
5. Any employee that appears to be under the influence of drugs and/or alcohol will be removed from the work area and will be subject to undergo a drug and/or alcohol screening. If employee tests positive for drugs and/or alcohol, they will be sent home. Discipline will follow same as the Walk-Off (refer to #6 above). Should a 2<sup>nd</sup> infraction of this offense occur, the employee will be terminated. Refusal to submit to the screening is considered admission of guilt and the employee will be terminated.
6. No Drugs/Alcoholic beverages are allowed on Premises or Employees found to be under the influence of such conditions. Violators will be terminated.
7. Theft of any kind is not tolerated; persons observed stealing will be reprimanded up to and including immediate dismissal and reported to police.
8. No guns or weapons of any kind are permitted on MVP/Barnett Mgmt /Client property and are prohibited. Violators will be reported to authorities and terminated immediately.
9. Do not litter inside or outside the building. No graffiti or vandalizing of any sort of MVP/Barnett Mgmt or Client property.
10. Smoking is not permitted in the interior or exterior of MVP/Barnett Mgmt /Client Sites. Smoking is only permitted in designated areas. Violators will be reprimanded up to and including dismissal.

### **MISC**

1. All payroll checks must be picked up by employees in person. Employee ID's are required to pick up your payroll check.
2. Cell phones are not allowed inside production areas at any time. For safe keeping, most client sites have lockers available for personal items such as cell phones, purses, etc. – however employees are required to provide their own locks.
3. Should someone in your family need to reach you during your scheduled work time due to an emergency, they can call the MVP/Barnett Mgmt On-Site, MVP/Barnett Mgmt Branch or the main reception at the Client Site.
4. Visitors are not allowed at the client sites – only MVP/Barnett Mgmt authorized associates.
5. Employees are to park in designated areas only. Employees are not allowed to touch or lean on cars in the parking lots.

Employee Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Guidelines to Good Manufacturing Practices (GMP)

GMP's are regulations that are enforced by the Food and Drug Administration. Personnel in contact with product or packaging are required to be clean, healthy, and appropriately dressed so that they will not adversely affect the finished products.

Note: EVERY EMPLOYEE WILL HAVE THEIR MVP/BARNETT MANAGEMENT IDENTIFICATION (I.D.) ON THEM AND PROPERLY DISPLAYED THROUGHOUT THEIR SCHEDULED SHIFT.

### No cell phones in the production area-Strictly Prohibited.

Dress Code: Appropriate clothing for the food processing environment:

- A. Long Pants with no rips, no shorts, no decorations or stones or glitter.
- B. Knee length skirts with hose.
- C. Shirts/Blouses: must have at least a half sleeve and length must be past waist line (No sleeveless shirts or tank tops).
- D. All clothing must be free of glitter, beads, fringes, etc.
- E. No hoodies, hooded jackets or sweatshirts allowed on production floor.
- F. Socks must be worn at all times with closed shoes. (High heels, open-toed, clogs, or sandals are prohibited.)
- G. All clothing must be free of printed messages or images which are obscene or offensive.
- H. If proper clothing is not available, employee will be disciplined for the infraction and sent home.
- I. Jewelry may not be worn (Rings, watches, earrings, pins, brooches, etc.) Body piercing to the tongue, eyebrows, nose, lips, etc. is STRICTLY PROHIBITED.

### Hygiene

1. Wash hands prior to work and after each visit to the locker room, restroom, or lunchroom.
2. Do not handle products when hands are cut or infected; if wearing a Band-Aid, gloves must be worn.
3. Must be clean shaven. Beard nets must be worn when sideburns extend below the ear and when mustaches extend below the corners of the upper lip. Beards must be trimmed and neat and beard covers must be worn at all times while in the production areas. One day growth requires a beard cover.
4. Company issued hairnets must be worn properly at all times to ensure that all hair is covered.
5. Fingernails are to be trimmed to the end of your fingers and nails should be clean. False eyelashes, false fingernails and fingernail polish is STRICTLY PROHIBITED.
6. Keep hands away from mouth, nose, ears, and scalp.
7. Candy, chewing gum, tobacco, cigarettes, etc. are not allowed in the production area at any time. The eating of ingredients and/or finished products in the production areas including: warehouse and coolers is not allowed.
8. Pen, pencils, eyeglasses, etc. may not be clipped to the front of the shirt or carried in pockets above the waist.
9. Brushes, scrapers, or other implements to be used with or that will come in contact with food, may not be carried in pockets nor should these items be placed on unsanitary surfaces, such as ledges, racks, stairs, etc.
10. Keep all utensils clean and in good condition; these items should not be placed on the floor or on unclean surfaces.
11. Do not place power cords, guards, tools, equipment parts, etc. on product zones or on the floor.
12. Do not walk, sit, or stand on product contact zones or ingredient containers, even on non-production days.
13. Packaging material should be treated as though they were an ingredient – meaning keep them free from any contaminants.
14. Lunches should not be brought into the production areas. Store your lunches in the refrigerator provided.
15. Do not clean floors or uniforms with air hoses. Only approved safety blow guns may be used to clean specific equipment. The operator must wear approved safety goggles when using the safety blow gun. Prior to use, clear the area of people not wearing eye protection.
16. Avoid creating a mess when handling ingredients. If spillage occurs, clean up the area immediately, as time permits. Continually keep work areas clean, neat and orderly.
17. Do not use ingredient containers for catch pans under leaks. Ingredient containers may not be used for any purpose other than to contain the ingredient intended for storage within the container.
18. Keep all outside doors closed when not in use. Do not prop open self-closing doors.
19. Any evidence of fruit flies, cockroaches, flour beetles, birds, or rodents must be reported immediately.
20. Lubrication of machinery must not be excessive to the extent that it may enter or drop into the production zone. Grease fittings should be wiped off after greasing.
21. Immediately report any loose paint, rust, oil leaks and condensation over the product zones.
22. Catch pans must be in place at all times to facilitate sanitation at the end of the shift and to ensure neat work areas.
23. Glass of any kind is prohibited in the manufacturing area.

Employee Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **MVP/Barnett Management Harassment, Discrimination and Retaliation Prevention Policy**

MVP/Barnett Mgmt provides equal employment opportunities to all individuals, regardless of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, breast feeding and related medical conditions), gender, gender identity, gender expression, age for individuals over forty years of age, military and veteran status, or sexual orientation, as well as any other characteristic protected by applicable federal, state and/or local laws. This is reflected in the company's practices and policies regarding hiring, assignment, training, promotions, transfers, rates of pay, and other forms of compensation, as well as any other terms, conditions and privileges of employment.

Additionally, MVP/Barnett Mgmt is committed to providing a work environment that is free from discrimination and harassment. In furtherance, MVP/Barnett Mgmt strictly prohibits all forms of unlawful harassment, including harassment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, breast feeding and related medical conditions), gender, gender identity, gender expression, age for individuals over forty years of age, military and veteran status, or sexual orientation, as well as any other characteristic protected by applicable federal, state and/or local laws.

MVP/Barnett Mgmt's policy prohibits retaliation against any employee who brings a complaint in the genuine, good faith belief that he or she has been subjected to unlawful harassment or discriminatory treatment, even if the complaint is ultimately not proven by sufficient supporting evidence.

### **Applicability**

This policy prohibits unlawful harassment, discrimination, and retaliation in the workplace and applies to all applicants and employees of MVP/Barnett Mgmt, including supervisors and managers. MVP/Barnett Mgmt prohibits managers, supervisors, and employees from discriminating against or harassing co-workers, applicants, and others, including customers, vendors, suppliers, independent contractors, and others doing business with MVP/Barnett Mgmt. In addition, MVP/Barnett Mgmt prohibits customers, vendors, suppliers, independent contractors, and others doing business with MVP/Barnett Mgmt from discriminating against, harassing, or retaliating against MVP/Barnett Mgmt's employees and/or applicants.

### **Reporting Harassment or Discrimination**

If you believe that you have been subjected to or witnessed any unlawful harassment, discrimination, or retaliation, you should immediately report such conduct to your supervisor. If you do not feel comfortable reporting harassment or discrimination to your supervisor, you should report the harassment and/or discrimination to **Vice President of Human Resources**. In addition, if an employee observes harassment or discrimination by another employee, supervisor, manager, or nonemployee, the employee should immediately report the incident to the Human Resources Department.

Employees' notification to MVP/Barnett Mgmt is essential to enforcing this policy. Employees may be assured that they will not be penalized in any way for reporting a harassment or discrimination problem. It is unlawful for employers to retaliate against employees who oppose practices prohibited by Title VII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, or other applicable law, or who file complaints or otherwise participate in an investigation, proceeding, or hearing conducted with respect to any state or federal investigation or proceeding under applicable law. Similarly, MVP/Barnett Mgmt prohibits employees from hindering its internal investigations or its internal complaint procedure.

All complaints of unlawful harassment or discrimination that are reported to management or to the Human Resources Department will be investigated as promptly as possible through a fair and thorough investigation by an impartial qualified MVP/Barnett Mgmt representative. MVP/Barnett Mgmt will conduct its investigation in a manner that provides all parties appropriate due process and reasonable conclusions that are based on the evidence collected, including by documenting and tracking its investigation. Corrective action will be taken where warranted and based on the documented evidence.

All complaints of unlawful harassment or discrimination will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

Supervisors and/or managers who witness harassment, discrimination, or retaliation, or who receive reports of harassment, discrimination, or retaliation, must immediately report such conduct to the Human Resources Department. Failure to do so for supervisors and/or managers may result in disciplinary action.

## Violations of this Policy

Violation of this policy will subject an individual to disciplinary action, up to and including immediate termination.

## Retaliation Prohibited

MVP/Barnett Mgmt prohibits retaliation against those who report, oppose or participate in an investigation of alleged violations of this policy. Participating in an investigation of alleged wrongdoing in the workplace includes:

1. Filing a complaint with a federal or state enforcement or administrative agency.
2. Participating in or cooperating with a federal or state enforcement agency that is conducting an investigation of the company regarding alleged unlawful activity.
3. Testifying as a party, witness or accused regarding alleged unlawful activity.
4. Associating with another employee who is engaged in any of these activities.
5. Making or filing an internal complaint with the company regarding alleged unlawful activity.
6. Providing informal notice to the company regarding alleged unlawful activity.

MVP/Barnett Mgmt strictly prohibits any adverse action or retaliation against an employee for participating in an investigation of alleged violation of this policy. If an employee feels that he or she is being retaliated against, the employee should immediately report this to the **Human Resources Department**. In addition, if an employee observes retaliation by another employee, supervisor, manager or nonemployee, he or she should immediately report the incident to the individuals above.

Any employee determined to be responsible for violating this policy will be subject to appropriate disciplinary action, up to and including termination. Moreover, any employee, supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination.

## Acknowledgement of Receipt

I acknowledge that I have received a copy of the foregoing Harassment, Discrimination and Retaliation Prevention Policy and that I have read and understand the policies and procedures set forth herein. I understand that it is my responsibility to comply with MVP/Barnett Mgmt's Harassment, Discrimination, and Retaliation Prevention Policy and any revisions made to it.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

Personnel Staffing Group, LLC dba MVP/Barnett Management  
Criminal Background Check Policy and Procedure  
California – Effective: January 22, 2017

## I. Policy Statement & Purpose

Personnel Staffing Group, LLC/ MVP/ Barnett Management (“PSG/ MVP”) is committed to ensuring that its services are provided by qualified employees to ensure that its community and clients are as safe as possible. PSG/ MVP is also committed to taking meaningful actions to protect its finances, property, and other assets. This policy sets forth PSG/ MVP’s procedures for conducting pre-employment criminal background checks for applicants and employees.

This policy is intended as a guideline to assist in the consistent application of PSG/ MVP’s policies and procedures for employees. This policy does not create a contract, express or implied, with any employee or applicant for employment. PSG/ MVP reserves the right to modify this policy in whole or in part at any time, in its sole discretion.

## II. Background Checks and Discrimination

Information discovered during the background check process will be used solely for the purpose of determining an individual’s suitability for employment, and will not be the sole factor in determining suitability for employment. A background check will not be used to discriminate against any individual on the basis of race, color, ethnicity, gender, age, sexual orientation or gender identity, national origin, familial status, disability, military or veteran status, or any other prohibited practice. In the event any individual feels that they have been discriminated against on any basis, that individual should immediately contact PSG/ MVP’s Human Resources Department.

## III. Policy and Procedures

### A. Consent to Conduct Background Checks and Confidentiality

PSG/ MVP will not require applicants for employment to complete a criminal background check during the initial application process. However, certain positions may require the completion of a background check prior to being placed on a specific job assignment, as a background check will substantially relate to the responsibilities of the position. Prior to conducting any background check, a signed, written consent will be obtained from the applicant. Refusal by the applicant to authorize the background check will make him/her ineligible for employment for any job assignment which requires a background check.

The information obtained through background checks is confidential and will be shared only with individuals with an essential business need to know. Records of that background check will be maintained with the Human Resources Department in a file that is separate from the applicant’s personnel file.

### B. Nature of Employment Screening

An employee may not be placed on a job assignment which requires a background check until the background check is successfully completed. Generally, an employee will not be placed on job assignment until PSG/ MVP has received and reviewed the result of the background checks; however, exceptions may be made at a Branch Office’s request with the approval of the Human Resources Department.

Where a background check is required, PSG/ MVP will perform the following two types of background checks:

*Criminal History Check.* PSG/ MVP will verify that the individual does not have any felony or misdemeanor convictions or pleas which are acknowledgments of responsibility (i.e., no contest pleas and/or *nolo contendere*) which have not been expunged or sealed. This verification will include a search of the applicant’s felony convictions or pleas which are acknowledgment of responsibility during the seven (7) years immediately preceding the individual’s application for employment with PSG/ MVP and misdemeanors during the three (3) years immediately preceding the individual’s application for employment. A criminal conviction or plea will not automatically exclude an individual from consideration for employment with PSG/ MVP unless it is related to the specific job position and the decision not to hire is consistent with a business necessity.

*Sex and Violent Offender Check.* PSG/ MVP will verify with state and federal registries that the individual does not have any convictions of certain sex or violent crimes.



### C. Duty to Report Convictions/Pleas

Background checks will be required of current PSG/ MVP employees who apply for new positions and/or job assignments if they have not previously undergone a background check required by the new position and/or job assignment. A current employee who has already undergone a background check in the two (2) years preceding his/her application for the new position and/or job assignment will not be required to undergo a new background check unless he/she is applying for a position and/or job assignment with substantially different responsibilities.

Employees have an ongoing responsibility, during their employment with PSG/ MVP, to make PSG/ MVP aware of any felony or misdemeanor convictions or pleas which are acknowledgments of responsibility. Any convictions or pleas should be reported, in writing, to the Human Resources Department, and will be treated as confidential.

### D. Evaluation of Background Check Reports

Once the background check is completed, PSG/ MVP will make an employment decision based upon the information available to it. If negative information is obtained through the background check process, PSG/ MVP will determine whether the information is job-related and if the decision not to hire is consistent with business necessity. In making this determination, PSG/ MVP will consider, among all other information available to it, the following: the circumstances surrounding the offense(s), the number of offenses, the age/maturity level of the individual at the time of the offense(s), the amount of time elapsed since the offense(s), whether the offense(s) are related to the responsibilities of the job assignment, length and consistency of employment history before and after the offense(s), and the accuracy and completeness of the information provided by the individual during the application process.

PSG/ MVP will not consider certain employment records in employment decisions. These records include: an arrest that did not result in a conviction, and first time convictions of: public intoxication and/or drunkenness, simple assault, speeding, minor traffic violations, or disturbance of the peace. PSG/ MVP will not use any criminal record that has been expunged and will not ask the individual any questions about arrests that did not result in a conviction.

### E. Fair Chance Process

Prior to taking any adverse action, PSG/ MVP will perform a "written assessment" that links the specific aspects of the individual's criminal history with the risks inherent in the duties of the position sought. In performing the assessment, PSG/ MVP will "at a minimum" consider the factors identified by the Equal Employment Opportunity Commission (e.g., conduct an individualized assessment) and follow any rules and regulations that may be issued by the Designated Administrative Agency ("DAA") responsible for enforcement.

If an adverse action is probable based on the results of the background check, the individual will receive a copy of the background check report, a copy of the written assessment, a Pre-Adverse Notice (Attachment 1 hereto), and any other information or documentation supporting PSG/ MVP's proposed adverse action.

Individuals will be permitted to provide responsive information regarding their criminal history, including evidence that they did not commit the offense (in the case of a misidentification), evidence of rehabilitation or character, the length of time since the last criminal conviction, and other mitigating circumstances.

The individual will be given five (5) business days to provide this information. Extensions may be provided to the individual at the sole discretion of PSG/ MVP. PSG/ MVP will then review the information submitted by the individual in making the final determination of eligibility.

If the individual provides PSG/ MVP with any information or documentation pursuant to the Fair Chance Process, the PSG/ MVP will consider that information and perform a "written reassessment" of the proposed adverse action.

### F. Adverse Action Taken Due to Background Check Results

If PSG/ MVP still elects to take adverse employment action against the individual based in whole or in part on the result of the criminal background check, the individual will receive a Final Adverse Action Notice (Attachment 2 hereto) and a copy of the written reassessment, indicating that no further action will be taken and that the offer of conditional employment will be rescinded.

**Attachment 1****PRE-ADVERSE ACTION NOTICE**

[Date]  
[Applicant Name]  
[Applicant Address]  
[City State Zip]

RE: Pre-Adverse Action Notice

Dear Applicant:

Our company, Personnel Staffing Group, LLC/ MVP/ Barnett Management, recently obtained a criminal background check report with your prior written authorization.

This communication is to notify you that we are considering making an adverse employment decision based, in whole or in part, on information contained in the report from [Criminal Background Check Company].

A copy of your report is enclosed along with a copy of a written assessment per the "Fair Chance Process". If any of the information in your report is incomplete or incorrect, or you wish to submit additional information for us to consider regarding any of the information in the report, you must notify us and provide additional information within five (5) business days. Information may include evidence that you did not commit the offense (in the case of a misidentification), evidence of rehabilitation or character, the length of time since the last criminal conviction, and other mitigating circumstances that you wish for us to consider prior to making any employment decision. All information must be submitted Human Resources Department within five (5) business days from the date you received this notice in order for it to be considered, or we will assume that you no longer wish to pursue employment with our company.

Pursuant to the "Fair Chance Process", should you provide us with information or documentation PSG/ MVP will consider that information and perform a "written reassessment" of the proposed adverse action.

Please note that a criminal conviction will not result in automatic exclusion from consideration from employment. In making an employment decision, we will consider, among all other information available to it, the following: the circumstances surrounding the offense(s), the number of offenses, your age/maturity level at the time of the offense(s), the amount of time elapsed since the offense(s), whether the offense(s) are related to the responsibilities of the job assignment, length and consistency of employment history before and after the offense(s), and the accuracy and completeness of the information provided by you during the application process. Therefore, we encourage you to submit information which may be helpful to us in this evaluation process.

If you have any further questions or concerns regarding the information in the report or this Pre- Adverse Action Notice, please contact us.

Sincerely,  
Name  
Title

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**Attachment 2****FINAL ADVERSE ACTION NOTICE**

[Date]  
[Applicant Name]  
[Applicant Address]  
[City, State Zip]

RE: Final Adverse Action Notice

Dear Applicant:

Personnel Staffing Group, LLC/ MVP/ Barnett Management regrets to inform you that at this time, your application for employment has been denied and any offer of conditional employment is hereby rescinded.

[Criminal Background Check Company], a criminal background check reporting agency, compiled and provided a criminal background check report concerning you, which was obtained with your prior written permission. Personnel Staffing Group, LLC/ MVP/ Barnett Management previously provided you with a Pre-Adverse Action Notice, a copy of that report, a written assessment and a copy of a written reassessment [if applicable]. You were also provided with an opportunity to provide us with any information you wished us to consider in making a decision regarding your application for employment. Our decision was based, in whole or in part, on the information obtained in that report, and a copy of that report is again enclosed.

This report was furnished by [Criminal Background Check Company, Address]. Please understand that while [Criminal Background Check Company] provided the report, it did not make the employment decision and is unable to provide you with the specific reasons the decision was made. However, if you feel that the information contained in the report is inaccurate, you may dispute the information with [Criminal Background Check Company].

If, after reviewing the report, you believe that the information contained is inaccurate and/or you want to know what information within the report falls outside of Personnel Staffing Group, LLC/ MVP/ Barnett Management's company guidelines so as to lead to an adverse employment action, you may contact the Human Resources Department directly within five (5) business days.

Sincerely,  
Name  
Title

## **MVP/Barnett Management Consent and Release Form for Drug and Alcohol Policy**

To protect the health and safety of all our employees, MVP/Barnett Mgmt enforces a "Drug/Alcohol Policy" which prohibits the possession, sale, use or being under the influence of alcohol or drugs during company time and is a condition of employment with MVP/Barnett Mgmt, other than the use of prescribed drugs. Violation of this policy will subject you to immediate dismissal.

I understand as part of being employed by MVP/Barnett Mgmt:

- I authorize and consent to provide a urine and/or blood specimen for drug and/or alcohol testing as provided above when requested by MVP/Barnett Mgmt.
- I also consent to the release of the results of this testing to a representative of MVP/Barnett Mgmt.
- I may be subject to drug and alcohol testing in the event that I am involved in a job-related accident that requires medical attention.
- I may be suspended until the results of the test are known.
- A positive test will exonerate MVP/Barnett Mgmt and its workers compensation carrier from any liability as a result of said accident as well as possible termination of employment.
- Any employee whose test indicates the presence of any controlled substances regardless of the amount (unless prescribed in writing by a medical doctor) shall be terminated for a serious misconduct of company policy.
- Any employee whose blood alcohol level tests turn out to be .04% or higher shall be deemed under the influence of alcohol and will be terminated for a serious misconduct of a company policy.
- I will hold the doctor, hospital staff, MVP/Barnett Mgmt, harmless for the taking of any and all samples and testing.
- I understand that failure or refusal to cooperate with any of the above-prescribed procedures for any reason shall constitute serious misconduct of the policies of MVP/Barnett Mgmt, and I will be subject to immediate termination of employment.

## **MVP/Barnett Management Consentimiento y Forma de Liberacion Para la Polictica del Uso de Drogas y Alcohol**

Para proteger la salud y seguridad de todos nuestros empleados, MVP/Barnett Mgmt hace cumplir una "Política de Drogas / Alcohol" que prohíbe la posesión, venta, uso o estar bajo la influencia del alcohol o drogas durante el tiempo de la empresa y es una condición de empleo con MVP/Barnett Mgmt, con excepción del uso de medicamentos recetados. La violación de esta política le someterá a despido inmediato.

Entiendo como parte de ser empleado por MVP/Barnett Mgmt:

- Autorizo y consiento dar una muestra de orina y / o sangre para pruebas de drogas y / o alcohol como se proporcionó anteriormente cuando lo solicite MVP/Barnett Mgmt.
- También autorizo la publicación de los resultados de estas pruebas a un representante de MVP/Barnett Mgmt.
- Puedo estar sujeto a pruebas de drogas y alcohol en caso de que esté involucrado en un accidente relacionado con el trabajo que requiera atención médica.
- Pueden suspenderme hasta que se conozcan los resultados de la prueba.
- Una prueba positiva exonerará a MVP/Barnett Mgmt ya su compañía de compensación de trabajadores de cualquier responsabilidad como resultado de dicho accidente, o la posible terminación del empleo.
- Cualquier prueba del empleado que indique la presencia de cualquier sustancia controlada, independientemente de la cantidad (a menos que se prescriba por escrito por un médico) será terminado por una mala conducta grave de la política de la empresa.
- Cualquier prueba del empleado que indique de nivel de alcohol en sangre resulten ser .04% o mayor se considerará bajo la influencia del alcohol y será terminado por una mala conducta grave de una política de la compañía.
- Voy a mantener al médico, el personal del hospital, MVP/Barnett Mgmt, inofensivo para la toma de cualquier y todas las muestras y pruebas.
- Entiendo que el incumplimiento o negarse a cooperar con cualquiera de los procedimientos arriba indicados por cualquier motivo constituirá falta grave de las políticas de MVP/Barnett Mgmt y estaré sujeto a la terminación inmediata.

**Employee Signature:** \_\_\_\_\_

Firma de Empleado

**Date:** \_\_\_\_\_

Fecha

## **MVP/Barnett Management Criminal Background Authorization & Consent Form**

I understand that, as a condition of my consideration for placement on certain job assignments with MVP/Barnett Mgmt as a temporary associate, I may be required to undergo a criminal background check. I hereby authorize and consent to MVP/Barnett Mgmt's procurement of criminal background screening, in accordance with MVP/Barnett Mgmt's criminal background check policy and all applicable laws. I acknowledge that I have been provided with, and understand MVP/Barnett Mgmt's criminal background check policy. I understand that any information obtained from the criminal background check will be treated as confidential; however, there may be instances where individuals with an essential business need may need to be informed of the results of my criminal background check, including in the event that I have a felony conviction within the past seven (7) years and/or a misdemeanor conviction within the past three (3) years. In those instances, I authorize MVP/Barnett Mgmt to disclose the results of the criminal background check and convictions to individuals with an essential business need to know, including any MVP/Barnett Mgmt Customer with whom I am being considered for placement.

I also understand that, pursuant to the Federal Fair Credit Reporting Act, MVP/Barnett Mgmt will provide me with a copy of any such report if the information contained in the report is, in any way, to be used in making a decision regarding my fitness for employment with MVP/Barnett Mgmt or MVP/Barnett Mgmt's Customers. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

## **MVP/Barnett Management Autorización Consentimiento de Antecedentes Penales**

Entiendo que, como condición de mi consideración para la colocación en ciertas asignaciones de trabajo con MVP/Barnett Mgmt como un socio temporal, puedo ser requerido para someterme a una verificación de antecedentes penales. Por la presente autorizo y consiento a la adquisición de investigación de antecedentes criminales de MVP/Barnett Mgmt, de conformidad con la política de verificación de antecedentes penales de MVP/Barnett Mgmt y todas las leyes aplicables. Reconozco que se me ha proporcionado con, y entiendo, la política de verificación de antecedentes penales de MVP/Barnett Mgmt. Entiendo que cualquier información obtenida de la revisión de antecedentes penales será tratada como confidencial; Sin embargo, puede haber casos en que sea necesario para estar informado de los resultados de mi verificación de antecedentes penales individuos con una necesidad esencial del negocio, incluso en el caso de que tengo una condena por delito grave en los últimos siete (7) años y / o un delito menor convicción dentro de los últimos tres (3) años. En esos casos, autorizo a MVP/Barnett Mgmt para revelar los resultados de la verificación de antecedentes penales y condenas a individuos con una necesidad de negocio esencial saber, incluyendo cualquier cliente MVP/Barnett Mgmt con quien estoy siendo considerado para la colocación

También entiendo que, de conformidad con la Ley Federal de Informe Justo de Crédito, MVP/Barnett Mgmt me proporcionará una copia de dicho informe si la información contenida en el informe es, de ninguna manera, que se utilizará para tomar una decisión con respecto a mi aptitud para el empleo con el MVP/Barnett Mgmt o clientes de MVP/Barnett Mgmt. Además, entiendo que dicho informe se pondrá a disposición para mí antes de cualquier toma de decisión, junto con el nombre y la dirección de la agencia de informes que elaboró el informe.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Firma de Empleado Fecha

**Print Applicant's Full Name:** \_\_\_\_\_  
Imprima el nombre completo del solicitante

**Driver's License Number/State ID#:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_  
Numero de licencia de conducir Número de seguro

**Street Address:** \_\_\_\_\_  
Direccion

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
Cuidad Estado Código Postal

## **Reporting of Work Related Injuries and Incidences**

**Purpose:** To ensure the prompt reporting of all work-related injuries and incidents that occur while working for MVP/Barnett Mgmt Staffing.

**Person(s) Responsible:** All MVP/Barnett Mgmt Employees

**Procedure:** When injured on the job or when you have knowledge of a work-related injury or incident it is mandatory that the injury and/or incident be reported **immediately** to a MVP/Barnett Mgmt Representative. The injury and/or incident should be reported in person, if at all possible. Any injury requiring more than basic first aid, will require a post incident drug and/or alcohol screening.

**Failure to Comply:** Any employee who fails to report a work related injury or incident to a MVP/Barnett Mgmt Representative will be subject to suspension without pay for three consecutive business days (or three consecutive scheduled days). Additionally, any MVP/Barnett Mgmt employee who is witness to or aware of an injury and/or incident to another MVP/Barnett Mgmt employee and does not report it immediately will be subject to suspension without pay for three business days.

Please sign this form below to indicate you understand this policy.

## **Informar las Lesiones Relacionadas Con el Trabajo e Incidentes**

**Proposito:** Para asegurar el pronto informe de todos las lesiones relacionadas con el trabajo e incidentes que ocurran durante tiempo que este trabajando para MVP/Barnett Mgmt Staffing.

**Personas Responsables:** Todos los Empleados de MVP/Barnett Mgmt

**Procedimiento:** Cuando se lesiona en el trabajo o cuando tiene conocimiento de una lesión de trabajo o incidente es mandatorio que la lesión/ o incidente sea reportado **inmediatamente** a un Representante de MVP/Barnett Mgmt. La lesión/o incidente debe ser reportada en persona, lo más pronto posible. Cualquier lesión que requiere mas que los primeros auxilios básicos, requiere un examen/detección del alcohol y drogas.

**Incumplimiento:** Cualquier empleado que no reporte la lesión relacionada con el trabajo o incidente a un Representante de MVP/Barnett Mgmt será sujeto a una suspensión sin pago por tres días consecutivos en días laborales. Adicionalmente, cualquier empleado de MVP/Barnett Mgmt que sea testigo o que sepa de alguna lesión/ o incidente de otro empleado de MVP/Barnett Mgmt y no lo reporte inmediatamente será sujeto también a una suspensión sin pago por tres días consecutivos en días laborales.

Por favor de firmar este documento para indicar que usted entendió esta póliza.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Firma de Empleado Fecha

## **Acknowledgement of Meal & Rest Periods Policy**

This policy details MVP's meal and rest periods policy and process for non-exempt employees in California.

Pursuant to California law, employees who work more than five (5) hours will be provided with at least a full thirty (30) minute meal period. This meal period will begin no later than the fifth hour of work. Additionally, employees who work more than ten (10) hours in a workday will be provided with a second thirty (30) minute meal period. This second meal period must be taken before the end of the tenth hour of work. Meal periods cannot be taken at the beginning or end of shifts. Employees will be relieved of all of their duties during meal periods and may not work during this time. An employee's meal period shall not be considered "On Duty" and will not be counted as time worked.

Employees will be provided ten (10) minute paid rest periods to employees for every four (4) hours worked or major fraction thereof, unless the employee works less than three and a half hours in a day. Employees will be informed by a supervisor when to take their rest periods. Whenever practicable, employees should be able to take their rest breaks near the middle of each four-hour work period. Employees may not accumulate rest periods or use rest periods as a basis for starting work late, leaving their assigned shift early, or extending a meal period. Because rest breaks are paid, employees should not clock out for them. This meal and rest break policy applies at all times during your employment with MVP, including while placed on job assignment at any client company of MVP in California.

I hereby certify that I fully understand MVP's policy and process regarding meal and rest periods and will comply with these rules. If I miss or am unable to take a meal or rest period, I agree to notify my local MVP branch office within twenty-four (24) hours so that MVP can investigate and take the appropriate corrective action.

## **Reconocimiento de la Política de Periodos de Comidas y Descanso**

Esta póliza describe la política y el proceso de MVP para comidas y períodos de descanso para empleados no exentos en California.

De acuerdo con la ley de California, los empleados que trabajen más de cinco (5) horas serán proporcionados con por lo menos un período completo de treinta (30) minutos de comida. Este período de comida comenzará a más tardar a la quinta hora de trabajo. Además, los empleados que trabajan más de diez (10) horas en un día de trabajo se les proporcionará un segundo período de treinta (30) minutos de comida. Este segundo período de comida debe ser tomado antes del final de la décima hora de trabajo. Los períodos de comidas no pueden tomarse al principio o al final de los turnos. Los empleados serán relevados de todos sus deberes durante períodos de la comida y no pueden trabajar durante este tiempo. El período de comida de un empleado no se considerará "De servicio" y no se contará como tiempo trabajado.

A los empleados se les proporcionarán diez (10) minutos de descanso pagado a los empleados por cada cuatro (4) horas trabajadas o fracción mayor de la misma, a menos que el empleado trabaje menos de tres horas y media en un día. Los empleados serán informados por un supervisor cuando tomen sus períodos de descanso. Siempre que sea posible, los empleados deben poder hacer sus descansos cerca de la mitad de cada período de trabajo de cuatro horas. Los empleados no pueden acumular períodos de descanso o utilizar períodos de descanso como base para comenzar el trabajo tarde, dejar su turno asignado temprano o extender un período de comida. Debido a que las pausas de descanso se pagan, los empleados no deben esperar por ellos.

Esta política de descanso y descanso se aplica en todo momento durante su empleo con MVP, incluso mientras se coloca en la asignación de trabajo en cualquier compañía cliente de MVP en California.

Por la presente certifico que entiendo completamente la política y el proceso de MVP con respecto a los períodos de comida y descanso y cumpliré con estas reglas. Si falto o no puedo tomar una comida o un período de descanso, acepto notificar a mi oficina local MVP dentro de veinticuatro (24) horas para que MVP

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Firma de Empleado** **Fecha**



**Authorization for Receiving Text Messaging & Emails**

By signing this form, I authorize Most Valuable Personnel ("MVP/Barnett Management") to send text messages to my phone and/or send emails to my phone and/or computer regarding job availability, confirming attendance for work, cancelling a job assignment, inquiring about my availability status or payroll information.

I also understand that text messaging rates and/or email fees may apply to any electronic communications received from MVP/Barnett Mgmt. I understand that either I or MVP/Barnett Mgmt may revoke this permission in writing at any time. I agree not to hold MVP/Barnett Mgmt liable for any electronic messaging charges or fees generated by this service.

I further agree that, in the event my contact information/cell phone number changes, I will inform MVP/Barnett Mgmt.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Cell Ph #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

This authorization form will remain in effect until revoked by MVP/Barnett Mgmt or me.

-----  
**My signature below confirms that I DO NOT AGREE to receive electronic communications via text messages or emails regarding job availability, confirming attendance for work, cancelling a job assignment, inquiring about my availability status or payroll information**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Autorización Para Recibir Mensajes de Texto y Correo Electrico**

Al firmar este formulario, autorizo al Most Valuable Personnel ("MVP/Barnett Management") a enviar mensajes de texto a mi teléfono y / o enviar correos electrónicos a mi teléfono y / o computadora con respecto a la disponibilidad de trabajo, confirmar la asistencia al trabajo, cancelar una asignación de trabajo, Mi estado de disponibilidad o información sobre la nómina.

También entiendo que las tarifas de mensajería de texto y / o las tarifas por correo electrónico pueden aplicarse a cualquier comunicación electrónica recibida de MVP/Barnett Mgmt. Entiendo que yo o MVP/Barnett Mgmt podemos revocar este permiso por escrito en cualquier momento. Acepto no responsabilizar a MVP/Barnett Mgmt T por los cargos o tarifas de mensajería electrónica generados por este servicio.

Además, estoy de acuerdo en que, en caso de que mi información de contacto o número de teléfono celular cambie, informaré a MVP/Barnett Mgmt.

Nombre: \_\_\_\_\_ Firma: \_\_\_\_\_

Numero de celular: (\_\_\_\_) \_\_\_\_\_ Correo Electrónica: \_\_\_\_\_ Fecha: \_\_\_\_\_

Este formulario de autorización permanecerá efectivo hasta que sea revocado por MVP/Barnett Mgmt o por mí.

-----  
**Mi firma a continuación confirma que NO ESTOY DE ACUERDO con recibir comunicaciones electrónicas a través de mensajes de texto o correos electrónicos con respecto a la disponibilidad de trabajo, confirmar la asistencia al trabajo, cancelar una asignación de trabajo, preguntar sobre mi estado de disponibilidad o información de nómina.**

Nombre: \_\_\_\_\_ Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_

**Safety Equipment Acknowledgement**

I, \_\_\_\_\_ (Employee Name), understand that I am accepting a position that requires me to wear the following safety equipment at all times (check all that apply):

- Safety Glasses
- Steel-Toed Boots
- Other: \_\_\_\_\_

I understand that, where applicable, MVP will provide me with one pair of safety glasses and protective equipment only, and that it is my responsibility to have my own steel-toed shoes.

I further understand that shorts and ripped jeans are not allowed at any client site at any time.

By signing below, I understand and agree to wear the necessary safety equipment at all times, and agree to follow MVP's policies and procedures with respect to safety equipment.

**Reconocimiento de Equipo de Seguridad**

Yo, \_\_\_\_\_ (Nombre del Empleado), entiendo que estoy aceptando una posición que me obligue a usar el siguiente equipo de seguridad en todo momento (marque todo lo que aplique):

- Lentes de seguridad
- Botas de punta de acero
- Otros: \_\_\_\_\_

Entiendo que, en su caso, MVP me proporcionará un par de gafas de seguridad y equipo de protección solamente, y que es mi responsabilidad tener mis propios zapatos con punta de acero.

También entiendo que los pantalones cortos y pantalones vaqueros rasgados no se permiten en cualquier sitio del cliente en cualquier momento.

Al firmar a continuación, entiendo y acepto usar el equipo de seguridad necesario en todo momento y acepto seguir las políticas y procedimientos del MVP con respecto al equipo de seguridad.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Firma de Empleado Fecha





**Employee Acknowledgement & Receipt Form**

**Safety Manual**

I, \_\_\_\_\_ hereby certify that I have reviewed and received Most Valuable Personnel (MVP)'s Safety Training Manual which covers: Incident steps, General Emergency Guidelines, Hand Tool Safety, Hearing Conservation, General Housekeeping, Industrial Truck (forklift) Safety, Ladder Safety, Proper Lifting Techniques, Personal Protective Equipment, Safety Guards, Most Valuable Personnel (MVP)'s General Safety Policy, Hazardous Communication, Machine Safety, Electrical General Safety, Blood borne pathogens, Lockout/Tagout, Substance Abuse Policy, Drug Testing and Workplace Violence, Heat Illness Prevention and that I have been given an opportunity to ask for clarification on any portion thereof. I further certify that I have been instructed on the proper steps for reporting an Incident and returning to work after an incident and that I have no questions about those instructions. I understand that I may be drug tested after any on-the-job accident, injury or altercation no matter how minor and do hereby consent to such drug testing.

**Manual de Seguridad**

Yo, \_\_\_\_\_ certifico que he revisado y he recibido el Manual de Seguridad del Most Valuable Personnel (MVP) que cubre: Pasos de Incidente, Pautas Generales de Emergencia, Seguridad de Herramientas Manecibles, Conservación Auditiva, Limpieza General, Seguridad de Camiones Industriales (montacargas) Técnicas de elevación apropiadas, Equipo de protección personal, Protectores de seguridad, Política de seguridad general de la mayoría de los empleados valiosos (MVP), Comunicación peligrosa, Seguridad de las máquinas, Seguridad eléctrica general, Patógenos transmitidos por la sangre, Bloqueo / etiquetado, Política de abuso de sustancias, Pruebas de drogas y violencia en el lugar de trabajo , La prevención de enfermedades por calor y que se me ha dado la oportunidad de pedir aclaraciones sobre cualquier parte de la misma. Además certifico que me han instruido sobre los pasos apropiados para reportar un Incidente y regresar al trabajo después de un incidente y que no tengo preguntas sobre esas instrucciones. Entiendo que me pueden probar drogas después de cualquier accidente, lesión o altercado en el trabajo, no importa que pequeño y por el presente consiento a tales pruebas de drogas.

**Acknowledgement of Receipt: Worker's Compensation**

I, \_\_\_\_\_ hereby acknowledge that I have received the pamphlet entitled, "Workers' compensation - Time of Hire Pamphlet". If I have any questions regarding this pamphlet or its contents, I have been instructed to Contact MVP Safety & Workers' Comp office at 714-971-4695.

**Reconocimiento de Recibir :Compensacion del Trabajador**

Yo, \_\_\_\_\_ por la presente reconozco que he recibido el folleto titulado "Compensación de Trabajadores - Folleto de Tiempo de Alquiler". Si tengo alguna pregunta con respecto a este folleto o su contenido, he recibido instrucciones para comunicarme con la oficina de MVP Safety & Workers' Comp en el 714-971-4695.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Firma de Empleado Fecha

Trainer Signature/Firma del Entrenador : \_\_\_\_\_



# Employee Acknowledgement Form

My signature below acknowledges my understanding of all forms and guidelines as listed below and my receipt of the Booklet "Guidelines, Expectations & GMP General Manufacturing Practices" and Safety Manual Booklet.

- Employment Application & Skills
- Application Certification
- \*\*Expectations
- \*\*Guidelines for Good Manufacturing Practices (GMPs)
- \*\*Harassment, Discrimination, and Retaliation Prevention Policy
- Consent and Release Form for Drug and Alcohol Policy
- \*\*Criminal Background Check Policy and Procedure
- Criminal Background Authorization and Consent Form
- \*\*Reporting of Work-Related Injuries and Incidents
- \*\*Acknowledgement of Meal and Rest Periods Policy
- \*\*Safety Equipment Acknowledgement
- \*\*Contacting MVP/Barnett Mgmt after Completing Assignment Phone Numbers
- \*\*Transportation Notice
- Benefit Enrollment Materials
- Authorization for Receiving Text Messaging & Emails
- Safety Manual (Employee Receives Safety Manual Booklet)
- Employee Acknowledgement Form (Employee Receives Guidelines, Expectations & GMPs Booklet)

### Other Forms

- Form I-9
- Form W-4  California Tax Withholding (DE-4)-Optional
- Direct Deposit/ Money Network Enrollment Form
- Pre-Screening Notice & Certification for the Work Opportunity Credit (Form 8850)
- PSG/ MVP TSE Enrollment/ Waiver Form (English/Spanish)
- Pre-Designation of Physician/Chiropractor Form (DWC 9783.1)
- \*\*Criminal Background Check Policy and Procedure-CA English/Spanish

I recognize that it is my responsibility to comply with these company guidelines/expectations. I have been given an opportunity to ask for clarification on any portion thereof. Should I have any questions, I understand that I need to contact an MVP/BARNETT Mgmt representative or On-Site. In addition, I understand that a violation of these guidelines may subject me to disciplinary action, up to and including termination.

## Reconocimiento del Empleado

Mi firma a continuación reconoce mi comprensión de todas las formas, y guías como enumeradas abajo y mi recibo del Folleto "Guías, Expectativas y Prácticas Generales de Manufactura GMP" y el Folleto de Manual de Seguridad.

- Solicitud de Empleo y Habilidades
- Certificación de aplicaciones
- \*\*Expectativas de Empleado
- \*\* Directrices para Buenas Prácticas de Manufactura (GMP)
- \*\* Política de Prevención de Acoso, Discriminación y Represalias
- Forma de Consentimiento y Liberación para la Política de Drogas y Alcohol
- \*\* Política y Procedimiento de Chequeo de Antecedentes Penales
- Autorización de antecedentes penales y formulario de consentimiento
- \*\* Notificación de Lesiones e Incidentes Relacionados con el Trabajo
- \*\* Reconocimiento de la política de comidas y períodos de descanso
- \*\* Reconocimiento del equipo de seguridad
- \*\* Contacto con MVP / Barnett Mgmt después de completar los números de teléfono de la asignación
- \*\* Aviso de transporte
- Materiales de inscripción de beneficios
- Autorización para recibir mensajes de texto y correos electrónicos
- Manual de Seguridad (Empleado Recibe el Folleto de Seguridad)
- Forma de Reconocimiento del Empleado (El Empleado Recibe Pautas, Expectativas y Folleto GMPs)

### Otras Formas

- Forma I-9
- Forma W-4  Retención de impuestos de California (DE-4) –Optional
- Forma de Inscripción de Depósito Directo / Red de Dinero
- Notificación y Certificación de Pre-Screening para el Crédito de Oportunidad de Trabajo (Formulario 8850)
- Formulario de inscripción / renuncia de PSG/ MVP TSE (inglés / español)
- Forma de Pre-Designación del Médico / Quiropráctico (DWC 9783.1)
- \*\* Política y Procedimiento de Chequeo de Antecedentes Penales-CA

Reconozco que es mi responsabilidad cumplir con estas directrices / expectativas de la compañía. Se me ha dado la oportunidad de pedir aclaraciones sobre cualquier parte de la misma. Si tengo alguna pregunta, entiendo que necesito contactar a un representante de MVP / Barnett Mgmt On-Site. Adicional entiendo que una violación de la Guías de la empresa me puede someter a medidas disciplinarias, incluyendo despido.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Firma de Empleado** **Fecha**