

Safety Manual, Policy Manual, and Guidelines to Good Manufacturing Practices

Signature

By signing this document, I am acknowledging that I have read all of the on boarding documentation, including the Safety Manual, Guidelines to Good Manufacturing Practices, and the policies and notices included in the document below, and I certify that the information I provided is true and correct to the best of my knowledge.

(Signature)

Date of Birth (MM/DD/YYYY)

Social Security Number (###-###-####)

Safety Manual

Safety Culture

Mission Statement:

Most Valuable Personnel (MVP)'s Safety vision is to be the best in the staffing industry by providing customers with a safety oriented workforce. We are committed to our customers, employees and families that "Safety is Our Core Value" and not a priority. We impress upon our employees to work, behave, and live safe. Safety starts with YOU!

Topics Covered Include:

- Incident Steps
- General Emergency Guidelines
- Hand Tool Safety
- Hearing Conservation
- General Housekeeping
- Industrial Truck (Forklift) Safety
- Ladder Safety
- Proper Lifting Techniques and Back Safety
- Personal Protective Equipment
- Hazardous Communication
- Machine Safety
- Electrical General Safety
- Bloodborne Pathogens
- Lockout / Tagout
- Substance Abuse Policy
- Drug Testing
- Workplace Violence
- Heat Illness Prevention

Incident Steps

If you are injured on the job, follow these steps to insure your health and rights are safeguarded:

- Severe injury – CALL 911.
- Report the injury immediately, no matter how minor, to your Most Valuable Personnel (MVP) branch dispatcher or Onsite Supervisor.
- Complete an incident report, even if medical treatment is refused.
- Determine if only First Aid is required, before visiting an approved clinic.
- Visit one of the approved and local clinics. Locations and addresses can be obtained from Most Valuable Personnel (MVP) dispatcher.
- After clinic visit, submit a copy of doctor's status report to Most Valuable Personnel (MVP) dispatcher or Onsite supervisor.
 - If no restrictions, return to work.
- If some restrictions were prescribed by a doctor, Most Valuable Personnel (MVP) will find a light duty position within those limitations. Please contact Most Valuable Personnel (MVP) dispatcher for assignment.
- If employee is unable to work until doctor's follow-up appointment, submit paperwork to Most Valuable Personnel (MVP) dispatcher or onsite supervisor, and strictly follow the doctor's treatment.
- Attend your follow up appointments with clinic before or after shift. **IF** you miss your follow up appointments, you may waive your right to any treatment.
- After your follow up appointment, contact and submit documents to Most Valuable Personnel (MVP) dispatcher or supervisor.

General Emergency Guidelines

When you are assigned a job, always be aware and know the following:

- **911 Emergency action plan** - in the event of a fire, tornado, or hazardous material spill. If you are not initially trained on this, ask your immediate onsite supervisor for specifics.
- **Emergency exits** – doors, windows, stairs, fire escapes.
 - Where are they located in relation to your job position?
 - Are they easily identified and accessible?
 - Is there more than one way to exit the building?
 - Are they unlocked during normal working hours?
 - Where is the closest accessible stairway? Do NOT use elevators.
 - Where is the meeting point for employees in your area?
- **Fire**
 - What would I do in case of a fire?
 - Who do I notify if I see a fire?
 - Where is the closest **fire extinguisher**? How do you use it?
 - Where is the fire alarm pull switch?

In the event of a fire,

- Notify your supervisor and coworkers to evacuate the area.
- If Necessary activate the fire alarm.
- Stay low to the ground to avoid smoke inhalation.
- Cover your mouth and nose with cloth to reduce smoke inhalation.
- Follow the onsite emergency plan for evacuation.

In the event of a hurricane or tornado,

- Stay low to the ground.

- Get to the lowest floor of the building and move to the center of the building.
- Stay away from windows, glass doors, or heavy objects.
- Follow the on site emergency plan.

In the event of a hazardous material leak/spill,

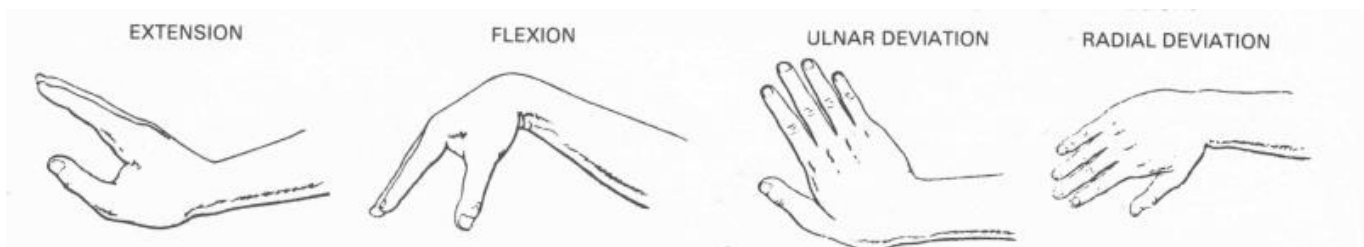
- Notify your supervisor immediately.
- Do not attempt to clean up the leak or spill if you have not been specifically trained to do so.
- Follow the on site emergency plan.

Hand and Tool Safety

When you are assigned a job, always be aware and know the following:

- **Use the right tool for the job.**
 - Do not use a wrench as a hammer, or pliers as a wrench, or screwdriver as chisel, etc.
 - Use safety box cutters correctly, and cut away from your body. Do not use straightrazors for box cutting.
- **Keep tools in good condition.**
 - Notify your supervisor if you have a broken or not working tool.
 - Keep the tool sharp, dull blades require more force and increase the risk of injury.
- **Keep tools in a safe place.**
 - Carry tools in appropriate tool bags.
 - Do NOT carry in pockets or left unprotected which could cause a potential injury.
- **Get trained on tools before you use it.**
 - **Always** get trained on an unfamiliar tool, even if you may be able to figure it out. There may be a safety issue you are not aware of.

- Cut away from your body when using knives, ground electrical tools, etc.
- **Do not leave power tools plugged in.**
 - Unplug or remove batteries before changing blades, bits or otherwise servicing tools.
- **Never carry a powered tool by the cord or hose.**
 - Always disconnect cords by pulling on plug.
 - Never yank the cord or hose to disconnect a power tool.
 - Never run a cord or hose across a walkway or work area.
- **Wear proper Personal Protective Equipment.**
 - Use the appropriate PPE when using hand or powered tools.
 - In most cases, this will require that you wear safety glasses minimum.
- **Hold your hand(s) in the proper position while using hand tools.**
 - Tendonitis, Tenosynovitis and Carpal-Tunnel Syndrome are caused by repetitive.
 - **Avoid using force while your hand is in one of these extreme positions:**



Hold your hand(s) in the proper position while using hand tools.

Hearing Conservation

- Painless
 - Permanent
 - Progressive
 - Preventable
- Hearing loss is slow to detect but by the time a diagnosis is determined, the damage will be permanent and untreatable.
 - If you have to shout to be heard by someone standing three feet away, then you should be wearing hearing protection.
 - Portable radios/cd/mp3 player headphones are NOT a substitute for foam tipped ear plugs.
 - Do NOT wear audio headsets during work.
- **General Housekeeping**
 - Keep your work area clean **before, during, and after** your shift.
 - Clear walkways around your work area from any obstruction.
 - Keep combustible materials (paper, sawdust, etc.) away from heat.
 - Do not smoke outside of designated areas.
 - Non-hazardous spills should be cleaned immediately.
 - Spills of unknown nature or of hazardous substances should be reported immediately to the supervisor or the on site safety team.
 - Put trash **INSIDE** the trash receptacle, not beside, behind or on top of it.
 - Do not dispose of hazardous materials except in receptacles designed for hazardous materials.
 - Keep loose articles away from machine feeds, gears or automated equipment.



Ear muffs



Foam ear plugs

- Clean up spills or leaks as soon as possible, especially around entrances and exits.
- Correct or notify supervisor if you notice any trip hazards, such as slippery surfaces, loose or curled carpeting, or extension cords across traffic area.

Industrial Lift Truck (Forklift) Safety

Only **trained** and **authorized** employees can operate forklifts.

- Always perform an initial check prior to shift. Check tires, levers, gauges, defects or problems.
- Always wear steel toe safety shoes when using lift trucks.
- Know the maximum capacity and never exceed it.
- Center, stabilize, and distribute the weight evenly.
- Use special care with long, wide or tall loads.
- Never carry passengers.
- Keep your hands, arms, legs, and feet inside the vehicle.
- Keep the load low enough so that you can see. Be sure you can always see in the direction of travel.
- Keep the load low when traveling up or down inclines.
- Operate the lift truck only from the proper position and with the protection of the overhead guard and/or the load back rest.
- Watch out for people.
- Do not operate at speeds that make stopping unsafe.
- Signal at blind intersections.
- Watch for overhead and side clearances.

- Stay clear of the edge of loading docks.
- Avoid sudden starts, stops, or fast cornering. The load should be slightly tilted backwards to stabilize it.
- When you park, lower the forks to the floor, set the brakes, place the shift lever in neutral, shut off the power, and remove key.

Ladder Safety

General rules.

- Inspect the ladder **before** each use.
 - Check for corrosion.
 - Check for bent or broken rungs or rails.
 - Check for stable and solid footing.
 - If it is not safe, report it to your supervisor immediately.
- Always use the **three-point-rule** when climbing/descending the ladder - While facing the ladder, ALWAYS have three points of contact on ladder when climbing, whether it is two hands and one foot OR two feet and one hand.
- Never overreach - If your shoulders are outside the width of the ladder, you are overreaching.
- Do not move the ladder while you are on it.
- Keep pedestrian traffic away from a ladder work area.
- Do NOT walk under ladders.

- **Step Ladders**

- Place all four feet on solid ground when using ladder.
- Make sure the base is fully opened.
- Make sure spreader bar is locked in place before climbing.
- Always use the correct side.
- Do NOT stand on the TOP STEP or TOP CAP.

- **Single Ladders**

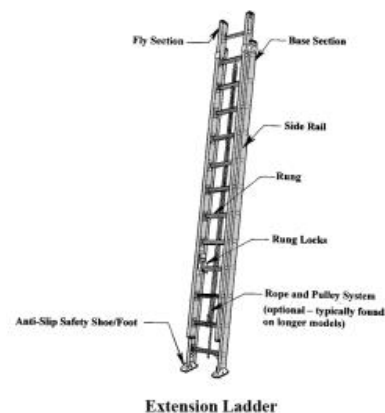


- Must have both side rails on support point.
- Must extend three feet past support point.
- Secure top of ladder to support point to prevent slip sideways.

- The proper angle of a ladder is important. Move the ladder 1 foot away from the wall for every 4 feet of height (otherwise known as the 4 to 1 rule).

- **Extension Ladder**

- Must extend three feet past support point.
- Verify rungs are serviceable.
- Check the rung lock is secured before climbing on ladder.



Safe Lifting Techniques

- Plan the route ahead.
 - Is the path clear?
 - Are there any potential trip hazards?
- Access the item.
 - Is item easily accessible?
 - Do you need equipment to access item?
 - Can you slide item versus carry it?
- Size up the load.
 - Is it too heavy?
 - Divide the load if possible.
 - Do you need another person to carry it?
 - Do you need equipment to lift the load?
- Position your body close and center it over the item.
 - Is your back leaning over to reach the item?
 - Can you use leverage to get close to the item?
 - Is the item close to the center of your body?
- Bend at your knees and squat down.
 - Tightened your stomach muscles.
- Grasp the load firmly.
- Lift straight up with your legs, NOT with your back.
 - Hold the load close to your body with your elbows resting against your sides.
 - Keep the load balanced.
 - Avoid twisting, reaching and bending with the load.
 - Reverse the process to put the load down. Do not let your back do the work.

Back Safety

- Standing
 - Shift your posture by resting one foot on a step or rail 2 or 3 inches above the ground for a few minutes. Then switch to the other foot.
 - Avoid standing with your hips leaning against a counter or table. This can force you into a vulnerable, strained stance to maintain your balance.
- Sitting
 - Sit with your hips well back in the seat and the small of your back supported.
 - Bring a pillow (1 ½ inches thick or so) to tuck behind your lower back for extra support.
 - Keep your knees above your hips if possible to reduce the stress on your spine.
- Reaching
 - Do not stand on tiptoe and stretch to reach.
 - If something is not within your arms' reach while standing with both feet on the ground, get a step stool to reach it.
- Pushing or Pulling
 - Avoid pulling whenever possible. If you must pull, face the load. Dragging a weight behind you can injure your back, shoulder, or neck.
 - Push in a steady, slow motion. Keep your weight balanced between your feet.

Personal Protective Equipment

- For your own personal safety, wear assigned Personal Protective Equipment (PPE) at **ALL** times while in your work area.
- Job site supervisor will train and issue you specific PPE for the task. If you are not properly trained please contact the Most Valuable Personnel (MVP) safety team.
- Failure to wear PPE is grounds for dismissal from your job.
- Verify PPE is in good working condition on a daily basis.
- If PPE is defective, broken, or worn down, do NOT use. Replace if possible OR notify your supervisor immediately.
- If co-worker is not wearing Personal Protective Equipment or wearing incorrectly, notify the supervisor of the potential risk.



Head protection



Eye / Face Protection



Protective clothing



Welding Masks



Foot Protection



Hand / Arm protection

- Never look directly at welding work without a proper welding mask.
- If you work in an area where welding occurs but you are not welding, you may still be required to wear a mask or safety glasses to protect your eyes.
- Nunca mire directamente a los trabajos de soldadura sin una mascara adecuada, puede lastimar su vista.
- Si usted trabaja en una zona donde se produce la soldadura, pero no hace el trabajo de soldadura, puede ser que es necesario usar una mascar o grafas, pregunte al supervisor.

Respiratory protection

- Employees required to use Respiratory gear should be fit tested and trained prior to.
- Use by supervisor.
- If trouble breathing, notify supervisor immediately.
- If you feel you should be using respiratory equipment or are not trained on equipment by the client prior to use, please contact the Most Valuable Personnel (MVP) Safety team.



Hazardous Communication

- If you are working with hazardous material, you have a right to know the hazards and how to protect yourself.
- All companies are required to have an SDS (Safety Data Sheets) on each hazardous chemical and can be easily accessed and read by employee.
- Locate the company's SDS station.
- Always read labels on any container you are using for safety precautions.
- If containers are missing labels, do NOT use and notify the supervisor.
- The following symbols may help you identify the different types of hazards.

Hazardous Communication

Manufacturer's Warning Labels

Chemical container labels are your key to staying safe.

A CHEMICAL WARNING LABEL TELLS YOU...

- △ the **name** of the chemical—the common name, the chemical name or both.
- △ the **name, address and emergency telephone number** of the manufacturer.
- △ the chemical's **physical hazards**—what can happen to you if the chemical isn't handled properly.
- △ the chemical's **health hazards**—health problems that can result from overexposure.
- △ instructions for proper **storage and handling** of the chemical.
- △ basic **protective clothing, equipment and procedures** that are needed to work safely with the chemical.

SPECIAL SIGNAL WORDS

IF THE LABEL SAYS:

DANGER

WARNING

CAUTION

IT CAN CAUSE:

immediate serious injury or death

potentially serious injury or death

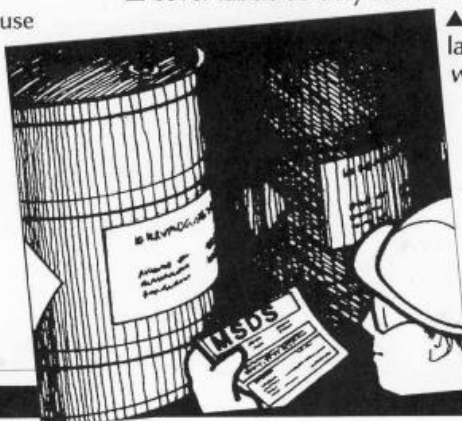
potentially moderate injury

✓ Always...

- ▲ Read the label and MSDS for every chemical you work with.
- ▲ Check that every container you use has a label.
- ▲ Report missing or damaged labels so they can be replaced.
- ▲ Put labels on portable containers for all hazardous chemicals.
- ▲ Be familiar with your company's emergency procedures for chemical spills, fires and exposure.

✗ Never...

- ▲ use a container that isn't labeled.
- ▲ cover labels so they can't be read.
- ▲ ignore label warnings.



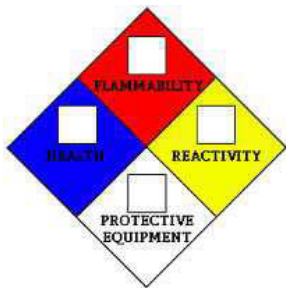
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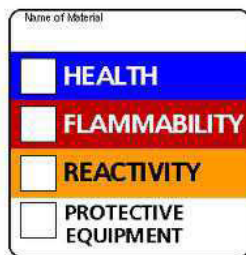
Recent changes to OSHA's Hazardous Communication Standard

Every organization is responsible for having a written Hazardous Communication Plan. The most recent change to OSHA's Hazardous Communication Standard (HCS) has been aligned with the Global Harmonized System (GHS). As of June 1, 2015, all vendors and manufacturers are required to use new labels and new Safety Data Sheets.

Please see below for the general description of changes:



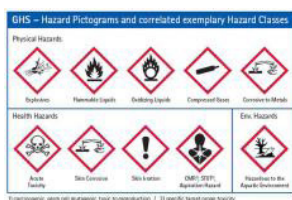
OLD Pictograms:



OLD Labels



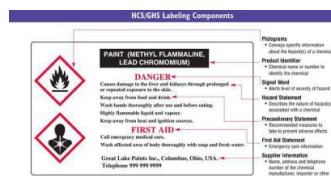
**OLD Material
Safety Data Sheets**



NEW Pictograms

Employees will receive a cheat Sheet showing what each Pictogram signifies.

Cada empleado recibira una targeta que muestra lo que significa cada pictograma.



NEW Labels

Label requires: Product Identifier, Signal Word (either Danger or Warning), Pictograms, Hazardous Statement, Precautionary Statement, and contact information of manufacturer/distributor/importer.



**NEW Safety
Data Sheets**

http://www.williams-sinclair.com/redox/redox.html

VII. VOLATILITY DATA

Stability: Resistant to acid Resistant to alkali Non-volatile product Hazardous polymerization:	Stable _____ Unstable _____ _____ yields oxidizing materials _____ produces decomposition may yield carbon monoxide and/or carbon dioxide May occur _____ Will not occur _____
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VIII. SPILL OR LEAK PROCEDURES

Self-Containment Procedures
Self-sealing from minor leaks. Leaking area should be placed in plastic bag or open pan until pressure has dissipated.
Waste Disposal Method
Empty sealed cans should not be punctured or incinerated; bury in landfill. Bury should be incinerated or buried in land.
If it happens of a accordance with local, state and federal regulations.

IX. SPECIAL HANDLING INFORMATION

Verticality Flammability Protection Protective Glasses Skin Protection Other Protective Equipment:	Sufficient to fully protect against fire heat T.V. Sufficient to prevent concentration exceed T.V. Advised to prevent possible eye irritation. Use appropriate eye protection in tagging and regional potential eye contact irritation if injury. None required.
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X. SPECIAL PRECAUTIONS

Knew from sources of origin. Avoid excessive inhalation of spray particles, do not spray internally. Do not puncture, incinerate or crush cans under 120°F. Dispose in leak may require burning. Store away from electrical source or battery terminals.
Electrical arcing can cause flame-through gaskets which may result in flash fire, causing serious injury. Remove from children's reach.

XI. TRANSPORTATION DATA (#CFCF 172.101)

Dominant Hazard Description: Hazard Class D No. Label Required:	Consumption Community CORAD NONE Consumer Community (CORAD)
Dominant Air Classification: Air Class D No. Label Required:	Consumption Community (Non-Flammable Gas - Aerosol) NONE NONE Consumer Community (CORAD-AIR)


XII. REGULATORY INFORMATION


An important to the product was listed in the "TSCA Inventory"
SARA Title II chemicals: None
California Prop 65 chemicals: None
GHSCL representative quantity: None
ACSLA representative waste no.: None
DOT (Spillable) _____

SIGNATURE: 	TITLE: Technical Director
REVISION DATE: March 1998	SUPERSEDES: June 1998
NA = Not applicable N/A = No data available	< = Less than > = More than


We warrant that the chemical, technical information and experimental conditions contained herein are complete. However, this data is provided without warranty, expressed or implied, except as stated in writing. The user assumes all liability for safety, health and environmental effects resulting from use of this information. Williams-Sinclair Chemical Company, Inc., 10000 Highway 101, Suite 100, San Diego, CA 92108-4500

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Material Safety Data Sheet



1 - Chemical Product and Company Identification

Manufacturer: WD-40 Company
Address: 1981 Cushing Place (20118)
 P.O. Box 18052
 San Diego, California, USA
 92168

Telephone: 1-800-333-7388 (TOLLFREE)
Telex: 1981000 WD-40
Information: 1-800-333-7396
Internet: 1-800-333-7390 (TOLLFREE)
E-mail: 1-703-527-0882 (International Calls)

Chemical Name: Organic Mixture

Trade Name: WD-40 Aerosol

Product Use: Lubricant, Penetrant, Dispers Oil
 Mixture, Removers and Protectors, Surface
 From Corrosion

MSDS Date Of Preparation: 3/15/16

2 - Hazards Identification

Hazardous Properties: Corrosive under pressure. Irritant if inhaled or swallowed. If swallowed, may be aspirated and cause lung damage. May cause eye irritation. Avoid eye contact. Use with adequate ventilation and avoid breathing vapors and all other sources of ignition.

Signs and Symptoms of Overexposure:

Inhalation: High concentrations may cause rapid and respiratory irritation and central nervous system effects. Irritation of the respiratory tract and nose. Irritation of the throat and lungs. Irritation of the skin and eyes. Skin Contact: Prolonged and repeated contact may produce mild irritation and irritation with possible dryness.

Eye Contact: Contact may irritate or sting eyes. May cause redness and tearing.

Swallowing: This product has low oral toxicity. Swallowing may cause gastrointestinal irritation, nausea, vomiting and diarrhea. This product is an aspiration hazard. If swallowed, can enter the lungs and may cause inflammation, swelling, lung damage and death.

Chronic Effects: None expected.

Mutual Conditions: Avoid exposure. Flammable; eye, skin and respiratory conditions may be aggravated by contact.

Approved by Agent: _____

Useful Comments: _____

3 - Composition/Information on Ingredients

Ingredient	CAS #	Weight Percent
Alkylates hydrocarbon	86241-51-5	5-20
Petroleum Base Oil	8002-43-9	10-20
	94674-50-5	10-20
	94674-51-2	10-20
	94674-55-2	10-20
	94674-56-9	10-20
LVP Alkylates hydrocarbon	8002-43-9	12-18
Carbon Dioxide	124-38-9	2-3
Water	7732-18-5	0-5
Non-volatile Ingredients	Mixture	40-50

4 - First Aid Measures

First Aid Measures: In case of aspiration hazard, DO NOT induce vomiting. Call physician, poison center or 1-800-WD-40 Safety hotline at 1-800-333-7388 immediately.

First Aid Measures: In case of eye contact, flush eyes with water for 15 minutes and get medical attention and continue flushing for several more minutes. Get medical attention if irritation persists.

Bio Contact: Wash with soap and water. If irritation develops and persists, get medical attention.

Inhalation (Breathing): If irritation is experienced, move to fresh air. Get medical attention if irritation or other symptoms develop and persist.

3.5 – Fire Fighting Measures:

Extinguishing Media: Use water fog, dry chemical, carbon dioxide or foam. Do not use water jet for flooding areas of water. Burning product will float on the surface and spread fire.

Special Fire Fighting Procedures: Do not use water directly. Always wear positive pressure self-contained breathing apparatus and full protective clothing. Cool fire-exposed containers with water. Use shielding to protect personnel from radiant heat.

Unusual Fire and Explosion Hazards: Containers under pressure. Keep away from ignitors and sources of open flame. Division of containers may occur if exposed to fire. Containers may rupture after being heated by fire. Vapors are heavier than air and may travel along surfaces to remote ignition sources and flash back.

4. – Accidental Release Procedures

Wear appropriate protective clothing (see Section 8): Eliminate all sources of ignition and ventilate area. Leaking containers should be placed in a container, cap and the pressure has dissipated. Corrosive and cooled liquid with a wet absorbent place in a container for disposal. Clean spill area thoroughly. Report spill to authorities.

7. – Handling and Storage

Handling: Avoid contact with eyes. Avoid prolonged contact with skin. Avoid breathing vapors or aerosols. Do not breathe dusts or mists. Keep away from heat, sparks, pilot lights, hot surfaces and open flames. Use proper electrical tools, motors and appliances before spraying or bringing the can near any source of ignition. Do not use in confined spaces. Do not use in areas where there are flammable vapors or gases. Do not burn; injury, do not let the can touch battery terminals, electrical connections on motors or appliances or any other electrical equipment. Do not use in areas where there are flammable vapors or gases. Do not use. Keep off the reach of children. Do not puncture, crush or incinerate containers, even when empty.

Storage: Store in a cool, well-ventilated area, away from incompatible materials. Do not store above 120°F or in direct sunlight. UFG (NFPA 308) Section 4.1, 2.3 stored.

8. – Exposure Control/Personal Protection

Chemical

Chemical	Exposure Limits
Aliphatic Hydrocarbons	1000 mg/m ³ TWA (manufacturer recommended)
Petroleum Base Oil	5 mg/m ³ TWA, 10 mg/m ³ STEL, ACGIH TLV
Aliphatic Aromatic Hydrocarbons	5 mg/m ³ TWA, 10 mg/m ³ STEL, ACGIH TLV
UVF Aliphatic Hydrocarbons	1000 mg/m ³ TWA (manufacturer recommended)
Carbon Dioxide	5000 ppm TWA (OSHA/ACGIH), 30,000 ppm STEL (ACGIH)
Non-Hazardous Ingredients	None Established

The Following Controls are Recommended for Normal Consumer Use of This Product

Engineering Controls: Use in a well-ventilated area.

Personal Protection:

Eye Protection: Avoid eye contact. Always spray away from the face.

Respiratory Protection: Do not use in areas where there are flammable vapors. Respiratory protection is not required for normal use with adequate ventilation.

For Bulk Processing or Workplace Use the Following Controls are Recommended

Engineering Controls: Use adequate general and local exhaust ventilation to maintain exposure levels

This is general information based on the new GHS/HCS changes. When employee is exposed to any chemical hazard during an assignment, the facility will provide specific safety precautions and control measures to reduce safety risk. If no information is provided, please notify your safety representative.

Machine Safety

- Never operate any equipment or machines unless previously trained by a supervisor.
- Assume a machine is always on and take the correct safety precautions.
- Verify the guards are all in place, correctly adjusted, and fully operational before you use the machine.
- Start equipment only **AFTER** the guards have been checked.
- Keep your mind alert and on task at all times.
- Never remove or alter a machine guarding.
- Never work on a machine that has a protective guard missing. Notify supervisor immediately. If you are told to work without the proper protective guard, notify the Most Valuable Personnel (MVP) Safety team.
- Report any defective, broken or missing guards or dangerous conditions immediately to the supervisor. If conditions are not corrected, contact Most Valuable Personnel (MVP) safety team.
- Never make a guard inoperative for any purpose.
- Before commencing work on guarded parts of the machinery, make sure you have been trained on process to shut down the equipment, lock out energized power, and engage positive stops.
- Never put fingers through guard openings or reach your hand into a danger zone.
- Do not wear loose clothing around machinery.
- Use the correct, specialized tools to feed and remove stock or scrap from danger zones when needed.

Electrical General Safety

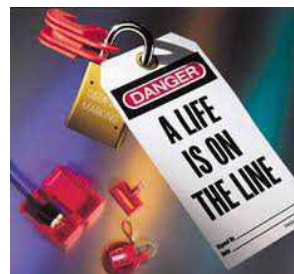
- Pull on plugs NOT on cords when disconnecting equipment.
- Use correct tooling when working around or on electrically energized equipment.
- If someone is electrocuted, do NOT touch them. **FIRST** disconnect power, otherwise you can also be electrocuted.
- Never use a cord that has a broken ground prong.
- Check cords and plugs daily for exposed, worn, or kinked wiring. Discard if worn or damaged.
- Keep power cords away from heat, water, and oil.
- If cord feels hot to the touch, do NOT use. Notify supervisor.
- Never use extension cords as permanent wiring.

- **Bloodborne Pathogens**

- If there is blood in any working area, do NOT touch. Notify supervisor to have certified personnel investigate, clean, and handle the blood.

- **Lockout/ Tagout**

- Lockout /Tagout or LOTO is a warning and prevention system for unexpected startup and release of stored energy.
- Cleaning or maintaining equipment may require LOTO equipment. If LOTO is required, make sure you are trained prior to performing work.



Substance Abuse Policy

Most Valuable Personnel (MVP) enforces a “Drug/Alcohol Policy” which prohibits the possession, sale, use or being under the influence of alcohol or drugs during company time, other than the use of prescribed drugs. Violation of this policy will subject you to disciplinary action, up to and including immediate dismissal.

- **Drug Testing**

- If there is blood in any working area, do NOT touch. Notify supervisor to have certified personnel investigate, clean, and handle the blood.

- **Workplace Violence**

- Most Valuable Personnel (MVP) is committed to zero tolerance towards work place violence. Work place violence is any threat or violent act to include verbal abuse, physical assaults, and homicides that occur at or outside the work environment.
- If you notice or hear any coworkers or supervisors displaying any potential violent risk to thers, or feel unsafe for ANY reason, please notify a member of the Most Valuable Personnel (MVP) management team immediately for further investigation.
- Report **ANY** incidents or violent incidents to an Most Valuable Personnel

(MVP) supervisor or management team member.

- **Heat Illness Prevention**

- Exposure to high temperatures can be dangerous and can cause illness and even death. When working in temperatures 80 degrees or higher, employees need to take extra precautions.
- Employees must maintain themselves hydrated at all times when working in high temperatures or direct sunlight.
- The employer shall provide shade for the employees, drinking water, and rest periods as needed during high heat.
- It is important for employees to recognize symptoms of heat stress.
- They must familiarize themselves with the symptoms and signs of heat related illness as well as treatments for heat stress/strokes and heat exhaustion.

Below are some examples of heat exhaustion and the more serious heat stroke. Read the symptoms and learn to recognize these symptoms if they occur to you or a coworker.

Symptoms of Heat Exhaustion

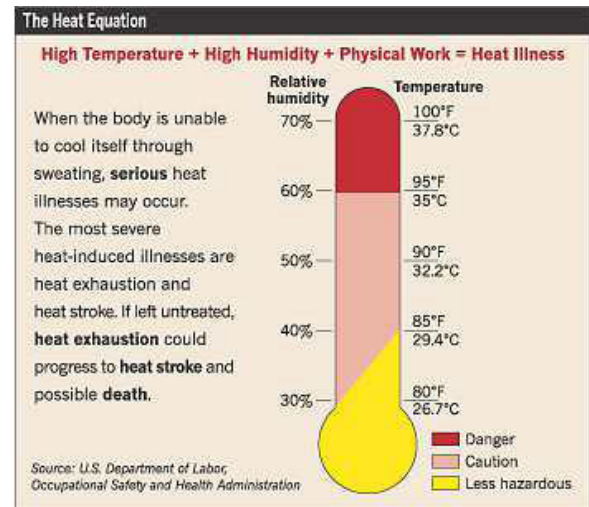
Heat exhaustion tends to be less serious than heat stroke, however heat exhaustion can lead to heat stroke if the signs are not recognized and treated immediately.


- A person suffering from heat exhaustion may have cold clammy skin, may be sweating profusely, and may be irritable, pale, have a headache or dizziness and have abdominal/limb cramps.
- If you notice these symptoms occurring in yourself/coworker proceed to move the person affected to a cool place where there is shade, give him or her water, apply wet towel to back of neck and have him/her lay down with head level until they cool down. It is a good idea to send them to the doctor for a check up after experiencing a heat related illness.

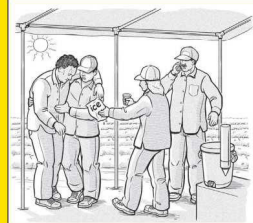
Symptoms Of Heat Stroke

Heat stroke is a serious medical emergency and can occur rapidly.

- The person affected may be confused, unable to speak or think clearly, may faint, collapse, or have seizures.
- One way to tell if a person is suffering from heat stroke is if they stop sweating. Sweating is a cooling mechanism that allows the body to cool down. If a person stops sweating their body loses the ability to cool down resulting in high body temperatures.
- People suffering from heat stroke may also have a very strong/weak rapid pulse.
- Heat stroke is a serious heat illness that can be life threatening if the person is not treated immediately.
- If you feel that a person may be suffering from a heat stroke call 911 or emergency medical services and/or take them to hospital.
- Get them out of the direct sun, remove unnecessary clothing items, fan air over them, place a damp towel or icepacks on the back of their necks, armpits, or back, give small amounts of water and keep them cool until emergency services arrive or you get them to an emergency room.



 **Be prepared for an emergency**
Heat kills -- get help right away!



If someone in your crew has symptoms:

- 1) Tell the person who has a radio/phone and can call the supervisor -- you need medical help.
- 2) Start providing first aid while you wait for the ambulance to arrive.
- 3) Move the person to cool off in the shade.
- 4) Little by little, give him water (as long as he is not vomiting).
- 5) Loosen his clothing.
- 6) Help cool him: fan him, put ice packs in groin and underarms, or soak his clothing with cool water.

MVP 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 Staffing On-Site / MVP Branch Personnel immediately.
4. Employees shall report any potential safety and/or health hazards to the assigned supervisor, MVP Staffing On-Site and/or MVP Branch personnel.

- **Work Assignments**

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 (On-Site or Branch) will receive a Written Warning for the 1st infraction. Should an employee repeat this same behavior a 2nd time (walk off with no communication), they will be terminated.
3. Work assigned outside of your scope should be reported to the MVP On-Site/ Personnel immediately. They will reassign you to work that is within your training and capabilities.

- **Continuation & Termination of Employment**

1. Employees will report completion of job assignment to MVP and are expected to keep in constant contact (at least once per week) to advise of their availability for a new job assignment.
2. Employees who remain inactive for a minimum period of 6 months will be terminated with or without notice as required by law.
3. Employment with MVP is at will and the employee or MVP can terminate the relationship with or without cause, at any time, providing there is no violation of applicable federal or state law.

- **Behavior**

1. Employees shall be courteous and respectful to their assigned supervisor, MVP On-Site/ Branch personnel and co-workers.
2. Any conflicts or situations with a supervisor should be reported to MVP On-site or MVP 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 termination.
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 termination.
5. Any employee that appears to be under the influence of drugs and/or alcohol will be subject to a drug and/or alcohol screening. Any employee whose test results indicates the presence of any controlled substances regardless of the amount (unless prescribed in writing by a medical doctor) shall be terminated for serious misconduct of company policy. 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 which includes any MVP office/branch/ facility or Client property. 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/Client property and are prohibited. Violators will be reported to authorities and terminated immediately.
9. Do not litter inside or outside any MVP or Client property. Violators will be reprimanded up to and including termination.
10. Graffiti or vandalism of any sort is prohibited on all MVP or Client property. Violators will be reprimanded up to and including termination.
11. Smoking is not permitted in the interior or exterior of MVP/Client Sites. Smoking is only permitted in designated areas. Violators will be reprimanded up to and including dismissal.

- **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.

- **Payroll Checks/Personal Cell Phones/Contact Info/Visitors/Parking**

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 On-Site, MVP Branch or the main reception at the Client Site.
4. Visitors are not allowed at the client sites – only MVP authorized associates.
5. Employees are to park in designated areas only. Employees are not allowed to touch/lean on cars in the parking lots.

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 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.
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, 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.
- 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.

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 Staffing.
- **Person(s) Responsible:**
 - All MVP 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 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 Representative will be subject to suspension without pay for three consecutive business days (or three consecutive scheduled days). Additionally, any MVP employee who is witness to or aware of an injury and/or incident to another MVP employee and does not report it immediately will be subject to suspension without pay for three business days.

Contact MVP After Completion of Work Assignment

After completion of work assignment, employee is required to keep in constant contact with MVP(at least once per week) in order to notify MVP as to whether they are available to take on a new work assignment.

Employee's failure to keep in constant contact with MVP (at least once per week) after completion of a work assignment may result in suspension of unemployment benefits.

Employees who remain inactive for a minimum period of 6 months will be terminated with or without notice as required by law.

Employment with MVP is at will and the employee or MVP can terminate the relationship with or without cause, at any time, providing there is no violation of applicable federal or state law.

Important Notice: Transportation

- Drivers have designated and assigned routes, pick-ups and drop-offs.
- Employees may not interfere with Driver's schedule nor request other locations to be picked up or dropped off.
- Transportation for an employee will not be provided and may be terminated during travel if there is a verbal or physical argument or fight.
- Employees found to be disrespectful to the driver or another employee on the vehicle will be removed. This behavior will not be tolerated on company vehicles or client sites.
- Drivers are required to report all incidents immediately to the branches and appropriate authorities.
- Employees that leave a job site due to personal reasons or walk off the job, are required to find their own transportation home.
- Drivers are not responsible for any items left in the vehicles.

Authorization for Receiving Text Messaging & Emails

I authorize Most Valuable Personnel ("MVP") 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. I understand that either I or MVP may revoke this permission in writing at any time. I agree not to hold MVP 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.

MVP is an Equal Opportunity Employer

MVP 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.

Important Phone Numbers

Employee Support *(Corporate Office)*

Phone Number: 1-855-687-9090

Days/Times: Monday - Friday, 7am to 7pm

Email: corporatesupport@mvpstaffing.com

MVP Staffing 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 Staffing is committed to providing a work environment that is free from discrimination and harassment. In furtherance, MVP Staffing 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 Staffing'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 Staffing, including supervisors and managers. MVP Staffing 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 Staffing. In addition, MVP Staffing prohibits customers, vendors, suppliers, independent contractors, and others doing business with MVP Staffing from discriminating against, harassing, or retaliating against MVP Staffing'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 the **Human Resources Department**. 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 Staffing 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 Staffing 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 Staffing representative. MVP Staffing 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 Staffing 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 Staffing 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.

A Summary of Your Rights Under the Fair Credit Reporting Act

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

**CONSUMERS HAVE THE RIGHT TO
OBTAIN A SECURITY FREEZE**

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

<i>Type of Business</i>	<i>Contact</i>
<p>1.</p> <p>a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau, 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p>	<p>a. Office of the Comptroller of the Currency, Customer Assistance Group, 1301 McKinney Street, Suite 3450, Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center, P.O. Box 1200, Minneapolis, MN 55480</p>

<i>Type of Business</i>	<i>Contact</i>
<p>2.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>c. FDIC Consumer Response Center, 1100 Walnut Street, Box #11, Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP), Division of Consumer Compliance Policy and Outreach 1775 Duke Street, Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>a. Asst. General Counsel for Aviation Enforcement & Proceedings, Aviation Consumer Protection Division, Department of Transportation, 1200 New Jersey Avenue, S.E., Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>a. Office of Proceedings, Surface Transportation Board, Department of Transportation, 395 E Street, S.W., Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>a. Nearest Packers and Stockyards Administration area supervisor</p>

<i>Type of Business</i>	<i>Contact</i>
6. Small Business Investment Companies	a. Associate Deputy Administrator for Capital Access , United States Small Business Administration, 409 Third Street, S.W., Suite 8200, Washington, DC 20416
7. Brokers and Dealers	a. Securities and Exchange Commission , 100 F Street, N.E., Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	a. Farm Credit Administration , 1501 Farm Credit Drive, McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	a. Federal Trade Commission , Consumer Response Center, 600 Pennsylvania Avenue, N.W., Washington, DC 20580, (877) 382-4357

State Specific Notices

New York Applicants Only

Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

New York City Applicants Only

By signing this form, you further authorize the Company to provide you with a copy of your consumer report, the New York Fair Chance Act Notice form, and any other documents, to the extent required by law, at the mailing address and/or email address you provide to the Company.

Washington State Applicants Only

You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

State Specific Notices

Illinois Applicants Only

Pursuant to the Illinois Employee Credit Privacy Act, 820 ILCS 70/1 et seq., employers are prohibited from obtaining an applicant's or employee's credit report from a consumer reporting agency unless a satisfactory credit history is an established bona fide occupational requirement. A satisfactory credit history is a bona fide occupational requirement if one or more of the following circumstances is present:

- State or federal law requires bonding or other security covering an individual holding the position.
- The duties of the position include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.
- The duties of the position include signatory power over business assets of \$100 or more per transaction.
- The position is a managerial position which involves setting the direction or control of the business.
- The position involves access to personal or confidential information, financial information, trade secrets, or State or national security information.
- The position meets criteria in administrative rules, if any, that the U.S. Department of Labor or the Illinois Department of Labor has promulgated to establish the circumstances in which a credit history is a bona fide occupational requirement.
- The employee's or applicant's credit history is otherwise required by or exempt under federal or State law. Additionally, the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., prohibits employers from inquiring into or using the fact of an arrest or criminal history record information ordered expunged, sealed or impounded for employment decisions except where State or federal law requires that criminal background checks be conducted. However, the prohibition against the use of the fact of an arrest does not prohibit an employer from obtaining or using other information which indicates that a person actually engaged in the conduct for which he or she was arrested.

State Specific Notices

Minnesota Applicants Only

You have the right to submit a written request to the consumer reporting agency for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered about you. The consumer reporting agency must provide you with this disclosure within five business days after its receipt of your request or the report was requested by the Company, whichever date is later.

☐

Please check this box if you would like to receive a copy of the consumer report if one is obtained by the Company

Oklahoma Applicants Only

☐

Please check this box if you would like to receive a copy of the consumer report if one is obtained by the Company

State Specific Notices

California applicants Only

Under California Civil Code section 1786.22, you are entitled to find out what is in the CRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the CRA file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs. "Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity. The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. A CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.

☐

Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

State Specific Notices

Los Angeles Applicants Only

Please click [HERE](#) to receive a copy of the Notice to Applicants & Employees Fair Chance Initiative for Hiring Ordinance.

San Francisco Applicants Only

Please click [HERE](#) to receive a copy of the Notice to Applicants & Employees Fair Chance Initiative for Hiring Ordinance.

MVP Staffing: COVID-19 Company Guidance

MVP Staffing is committed to ensuring the safety and health for all our employees and visitors. In order to do so, we have developed the following COVID-19 Company Guidance in accordance with recommendations from federal, state, and local agencies. This COVID-19 Company Guidance is susceptible to changes with the introduction of additional governmental guidelines.

To keep our offices safe and to support our employees, we are implementing the following:

- Frequent cleaning and sanitizing of all areas in the work environment.
- Access to hand sanitizer throughout the workplace.
- Staggered shifts so fewer people are on-site at one time.
- Plexiglass barriers.
- Supplying source control masks and gloves to wear in the workplace.
- Signs, tape marks, or other visual cues, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Employees and visitors required to wash or sanitize their hands prior to entering the workplace.
- Signage regarding handwashing, respiratory etiquette, and social distancing.
- Health screening protocols.
- Continual communication and training.

MVP Staffing: COVID-19 Company Guidance

To keep yourself and fellow co-workers safe, we expect you to implement the following:

- Self-monitor for signs and symptoms of Covid-19 <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- Go home if you feel sick. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- Cover your mouth and nose with your sleeve or a tissue when coughing or sneezing. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>.
- Wash your hands frequently for at least 20 seconds with soap and water. <https://www.cdc.gov/healthywater/hygiene/hand/handwashing.html>.
- Dispose of tissues in provided trash receptacles.
- Stay at least 6 feet apart when moving through the workplace. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>.
- Wear a face mask or cloth face covering in the workplace. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.
- Be considerate of your co-workers (remember, we are all in this together).
- Call, email, message, or video conference as much as possible rather than meet face to face.
- Speak with your manager if you have questions or concerns.

Thank you for your help in preventing the spread of COVID-19. We take our employees safety and health seriously at MVP Staffing and we are committed to providing the best work environment possible.

Appendix - Federal, State, Local Agencies COVID-19 Business Guidance Links

To protect the health and safety of all our employees, MVP Staffing 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 Staffing, other than the use of prescribed drugs. Violations will be enforced in accordance with state laws and will subject you to immediate dismissal.

I understand as part of being employed by MVP Staffing:

FEDERAL

- **CDC:**
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html#Cleaning-and-Disinfection-in-the-Workplace>.
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/workplace-decision-tool.html>.
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/workplace-decision-tree.pdf>.
- **OSHA:**
 - <https://www.osha.gov/SLTC/covid-19/>.
 - <https://www.osha.gov/Publications/OSHA3990.pdf>.
 - <https://www.osha.gov/Publications/OSHA4045.pdf>.

- **DOL:**
- <https://www.dol.gov/coronavirus>.

- **EEOC:**
- <https://www.eeoc.gov/coronavirus>.
- <https://www.eeoc.gov/wysk/what-you-should-know-about-ada-rehabilitation-act-and-coronavirus?renderforprint=1>.

STATE

- **New Jersey:**
- <https://www.nj.gov/labor/employer-services/business/covid.shtml>.
- <https://www.nj.gov/labor/worker-protections/earnedsick/covid.shtml>.
- <https://faq.business.nj.gov/en/collections/2198378-information-for-nj-businesses-on-the-coronavirus-outbreak>.
- <https://covid19.nj.gov/>.
- https://nj.gov/infobank/eo/056murphy/approved/eo_archive.html.
- <https://nj.gov/infobank/eo/056murphy/>.

- <https://www.nj.gov/labor/assets/PDFs/FamiliesFirstCoronaResAct.pdf>.
- <https://njbia.org/coronavirus/>.
- **Mississippi:**
- https://msdh.ms.gov/msdhsite/_static/14,0,420.html.
- <https://mdes.ms.gov/news/2020/03/13/novel-coronavirus-covid-19-response/>.
- <https://governorreeves.ms.gov/covid-19/#executiveOrders>.
- <https://governorreeves.ms.gov/covid-19/>.
- **North Carolina:**
- <https://covid19.ncdhhs.gov/>.
- <https://des.nc.gov/need-help/covid-19-nc-unemployment-insurance-information>.
- <https://files.nc.gov/ncdhhs/documents/files/covid-19/NCDHHS-Interim-Guidance-for-Businesses.pdf>.
- <https://www.nc.gov/covid-19/covid-19-executive-orders>.

- **Virginia:**

- <https://www.vec.virginia.gov/covid19>.
- <https://www.virginia.gov/coronavirus/support-for-businesses/>.
- <https://www.virginiassbdc.org/recoveryresourcecenter/>.
- <https://www.governor.virginia.gov/executive-actions/>.
- <https://www.vdh.virginia.gov/coronavirus/vdh-interim-guidance-for-daily-covid-19-screening-of-employees-and-visitors/>.

- **Maryland:**

- <https://govstatus.egov.com/md-coronavirus-business>.
- <http://www.labor.maryland.gov/employment/covidlafund.shtml>.
- <https://governor.maryland.gov/recovery/>.
- <https://governor.maryland.gov/covid-19-pandemic-orders-and-guidance/>.
- [Masks and Physical Distancing](#).

LOCAL

- **Burlington, NJ:**

- <https://www.co.burlington.nj.us/290/Health-Department>.
- <http://www.co.burlington.nj.us/1845/2019-Novel-Coronavirus-Information>.
- <http://twp.burlington.nj.us/COVID-19>.

- **Union City, NJ:**

- <https://www.hudsonregional.org/>.
- <http://www.ucnj.com/Articles/Read.aspx?id=794>.

- **Meridian, MS:**

- <https://www.meridianms.org/covid19/#news>.

- **Charlotte, NC:**

- <https://charlottenc.gov/covid19/Pages/smallbusiness.aspx>.
- <https://www.mecknc.gov/news/Pages/COVID-19-Business-Toolkit.aspx>.
- <https://charlottebusinessresources.com/about-us/big-events-small-business/>.

- ***Raleigh, NC:***
- <https://covid19.wakegov.com/>.
- <https://covid19.wakegov.com/guidance-for-business/>.
- ***Culpeper, VA:***
- <https://culpeperchamber.com/covid-19-resources/>.
- <https://web.culpepercounty.gov/COVID-19Updates>.
- <https://www.culpeperva.gov/>.
- ***Frederick, MD:***
- <http://healthfrederickcountymd.gov/>.
- <https://www.frederickcountymd.gov/8071/Coronavirus---COVID-19-Resources>.