

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 vandalization 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.