



Employee Handbook

HEALTH BENEFITS

All employees of Sterling Office Professionals may be immediately eligible to enroll in the America Protect Program –an extremely affordable way to obtain medical insurance for yourself (and your family). These costs are kept low because Sterling Office Professionals pays all administrative costs

PAYROLL

As a Sterling Office Professionals employee you are paid once a week. Paychecks are dated every Friday. Sterling Office Professionals workweek is Sunday through Saturday. In order to get paid every week you must keep track of hours worked on a time sheet. It must be signed by your supervisor and may be faxed by you, or e-mailed by your supervisor, to arrive no later than 12:00 PM (Noon) on Monday of the following week.

Fax: 412-573-0070 ▲ e-mail: payroll@sterlingofficeprofessionals.com

401K

Sterling Office Professionals offers an employer-matching 401K to all eligible employees. To become eligible to participate in the 401K program an employee must meet the following requirements:

18 years of age ▲ Full-time employee ▲ Employed one year

PROHIBITION OF HARASSMENT

It is Sterling Office Professionals office policy that all employment activities shall be conducted in an environment that is not hostile or offensive. Harassment based on an individual's age, race, creed, color, religion, national origin, sex, sexual orientation, disability, marital status, or any other basis, will not be tolerated by Sterling Office Professionals. Violation of this policy may result in termination of your employment. The applicant understands that this is a synopsis of the Harassment Policy that Sterling Office Professionals has adopted. For a complete copy of this policy, please see a Sterling Office Professionals representative. If you feel you are being harassed, please contact a member of management at 412-798-0999.

SOLICITATION

Employees are not permitted to solicit or distribute printed materials or literature during work time or in working areas. Work time does not include lunch periods, work breaks, or any other periods that employees are not on duty.

PANEL OF PHYSICIANS

Sterling Office Professionals has an established panel of physicians for an injured employee to consult with in the case of any work related injury. A listing is available from your Sterling representative.

SUBSTANCE ABUSE POLICY

The unlawful use, possession, purchase, sale, distribution, or being under the influence, of any illegal drug and/or the misuse of legal drugs while on Sterling Office Professionals or client premises, or while performing services for Sterling or any client, is strictly prohibited. Sterling also prohibits reporting to work or performing services while impaired by the use of alcohol, or by the use of alcohol, or the consumption of alcohol, while on duty. In order to ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

Pre-employment ▲ For cause ▲ Random ▲ Post accident

Compliance with this policy is a condition of employment. Employees who test positive or refuse to submit to substance abuse screening will be subject to termination.

WORKERS' COMPENSATION FRAUD POLICY STATEMENT

Workers' compensation is available for injuries when the following injury conditions are met:

Accidental ▲ Work related ▲ Medically verified

Sterling Office Professionals maintains a zero tolerance policy toward fraudulent workers' compensation claims. Sterling pursues and supports prosecution of claim fraud. Any employee for whom a fraudulent claim can be verified will be terminated. *In order to encourage employees to report fraud, an award system has been established. An employee will receive \$500 if the fraud tip is verified and an investigation enables the company to file charges, or if the tip leads to the dismissal of a claim. To report fraud please call 412-798-0999 or 1-877-798-0999.*

SAFETY RULES

1. Report an injury to your Sterling Office Professionals supervisor as well as your job supervisor.
2. Report any observed unsafe conditions to your supervisor.
3. The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol, or drugs, will not be permitted to work.
4. You should not perform any task unless you are trained to do so and are aware of

the hazards associated with the task.

5. You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required.
6. Always perform your assigned task in a safe and proper manner; do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is a leading cause of employee injury.
7. Maintain a general condition of good housekeeping in all work areas at all times.

I have received and read the Sterling Office Professionals Employee Handbook. I understand the policies and procedures set forth in the Handbook. I also understand that the Handbook is not a contract of employment; is not a guarantee of employment; and may be changed by Sterling Office Professionals at any time at its sole discretion. Applicant agrees to release, absolve, and to hold harmless Sterling Office Professionals, any drug screening clinic or laboratory, and all of their officers, agents and contractors in connection with conducting a drug or alcohol test, even if this should prohibit applicant from keeping or gaining employment. Applicant acknowledges receipt of information on the America Protect Program. Applicant understands the America Protect Program is voluntary and that not all applicants will be eligible due to state mandates or health conditions.

Printed Name _____

Signature _____

SS Number _____ Date _____