



EMPLOYEE HANDBOOK

Employee Procedures, Policies and Rights

This EMPLOYEE HANDBOOK is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook which provides answers to many common questions concerning employment with Landmark, but cannot anticipate every situation or answer every question. It is not an employment contract and is not intended to create contractual obligations of any kind.

In order to retain necessary flexibility in the administration of policies and procedures, Landmark's management reserves the right to change, revise or eliminate any of the policies and/or benefits described in this handbook. The EMPLOYEE HANDBOOK is available online at www.landmarkstaffing.com and a paper copy may be requested.

Questions can be directed to Landmark's Human Resources department at 920.257.2300.

Welcome to Landmark Staffing

We are glad to welcome you to Landmark. We will do everything possible to present and prepare you for work assignments which will utilize your skills and foster your personal growth. This guide gives you important information that will help you take an active role in your employment. Please review the handbook online and use it as your reference guide.

LANDMARK "OUR MISSION STATEMENT"

Together We Make a Difference!

Since 1986, our award winning company continues to be recognized for the quality of our employees and our excellence in service. Your outstanding work and commitment to the companies we serve has built this long standing tradition. Landmark supplies temporary and permanent employees in office, administrative, customer service, accounting, finance, legal, marketing and human resources, from entry level to management. We offer innovative and customized staffing solutions to meet the needs of our clients. We wish you ongoing success with your new career opportunities through Landmark!

LANDMARK VALUES

<i>INTEGRITY</i>	Honesty in our actions and demonstrate a strong sense of character.
<i>RESPECT</i>	Be polite, show consideration to others, and honor those we serve.
<i>LEADER SHIP</i>	Our role is to serve others and make a difference in all we do.
<i>EXCELLENCE</i>	Achieve not the standard, but set the standard.
<i>DETERMINATION</i>	Commitment to be the BEST and to hold firm our resolve to achieve it.

LANDMARK'S PARTNERSHIP

Landmark is a member of the **American Staffing Association**, and abides by its Code Of Ethics, while conducting business with employees and clients.

YOUR ROLE & RESPONSIBILITIES

Your performance is based upon the quality and quantity of work you perform while on assignment(s) with Landmark. There are additional areas that are also included in your overall performance assessment:

- Maintain integrity, respect and confidentiality at all times
- Arrive to work on time and be responsive to the client's needs
- Complete timecards accurately and submit weekly by 1 pm on Mondays
- Work your weekly scheduled hours as assigned
- Time off requests are approved in advance of your assignment for the first 90 days
- Complete time off request form and send to timeoff@landmarkstaffing.com
- Conduct yourself professionally and wear appropriate attire
- Limit personal phone calls and emails for emergency purposes only
- Maintain contact with Landmark through out your assignment and after assignment ends
- Update all personnel information with your Landmark contact
- Adhere to Landmark and client policies and procedures

WORK STATUS

Landmark is a staffing service and for that reason Landmark is unable to guarantee any employee ongoing and continuous work. It is important for Landmark to maintain ongoing communication with employees while working on an assignment or during the job search process. If Landmark is unable to communicate an offer of work due to an incorrect address, telephone number, or other contact information, this will be deemed a voluntary quit of your employment status with Landmark. By doing so, this could affect your unemployment benefits.

It is the employee's responsibility to stay in direct contact with Landmark. While seeking work, the employee is required to notify Landmark by phone or by email their availability for the upcoming week. The email is sent to mystatus@landmarkstaffing.com. Your name should be listed on the subject line and in the body of the email, provide your weekly availability for work assignments and for scheduling interviews with our clients. If contact with Landmark is not ongoing, Landmark will make the determination that the employee has voluntarily quit.

If an employee fails to contact Landmark within 2 business days after an assignment ends, or prior to the end of the first full business day when notified, or refuses without good cause an additional suitable assignment; Landmark will make the determination that the employee has voluntarily quit. This will end employment with Landmark and may impact the eligibility of unemployment benefits. If an employee does not show up for an assignment and/or quits without giving two weeks notice, the employee will have an ineligible hire status with Landmark.

A suitable assignment offered by Landmark meets the conditions stated in the employee's application at the time of hire as acceptable and willing to work, to include type of work, rate of pay, days and hours available, distance willing to travel, and available modes of transportation. Any updates to the original application will be mutually agreed upon by the employee or candidate and Landmark. Once the work relationship has ended, a new application will have to be submitted or the original application may be resigned if there are no changes.

ATTENDANCE, TARDINESS, SICK CALLS AND TIME OFF REQUESTS

Upon accepting a work assignment, Landmark expects all employees to work the hours as scheduled and without variation. Regular and punctual attendance is mandatory. Dependability is an important work requirement and frequent absenteeism or tardiness may impact offers for future work assignments.

- Since Landmark is your employer, only Landmark can approve any time off request. After receipt of the request, Landmark will review and if approved by human resources, they will contact the client for consideration and you will be notified by a Landmark representative. A time off request cannot be approved by a client prior to the notification of Landmark.
- Time off requests must be submitted 2 business days prior to the date requested or the time off taken will be unexcused.
- Time off requests will not be approved during the first 6 months while on assignment unless discussed with Landmark in advance and approved prior to accepting an assignment. Personal appointments should be scheduled before or after work or during the lunch hour.
- For those employees on longer term assignments and have completed 6 months working continuously for the same client, then up to 5 days of unpaid time off will be approved for every 6 months while on the assignment.
- All time off requests must be written and submitted using Landmark's Time Off Request Form (found at www.landmarkstaffing.com). Only a completed time off request form will be accepted. . Forms need to be filled out, signed and emailed to timeoff@landmarkstaffing.com or faxed to 920.731.6827.
- Landmark reviews all timecards submitted to ensure the time card has been properly authorized by the client. Landmark also reviews the hours worked compared to the hours scheduled for the assignment. If there is any time off taken of which Landmark is not aware then it will be documented as an unexcused and unapproved absence for each day/appointment/time off that the employee was absent from work.
- Unexcused tardiness and absenteeism may affect one's unemployment status and continued employment with Landmark.
- Sick calls need to be received before your scheduled start time. Our answering service is available 24/7. If you are absent for 2 or more days, a doctor's excuse is required to obtain an excused absence.
- If you are injured while on assignment, contact Landmark immediately. To request a medical leave or the need for reasonable accommodations under ADAA , contact our Human Resources Department.
- During the winter season, the majority of our clients do not close their offices. Our employees are expected to attend work. We want employees to use their best judgment and travel safe. On extreme weather days, a delayed start is acceptable and will be an excused absence. Not reporting to work will be an unexcused absence. Planning ahead for backup daycare is recommended in the event schools close early or close for the entire day. Such an incident will not be an excuse for not reporting to work.
- Violations to our attendance policy may result in disciplinary actions, which may include verbal or written warnings and/or immediate termination depending upon the severity of the offense and may jeopardize your eligibility for unemployment benefits.

OFFICE ATTIRE

While on an assignment, you represent both yourself and Landmark. Landmark's dress code is professional unless you have been advised differently by your Staffing Consultant prior to the assignment.

Unacceptable Attire

- Wrinkled, torn or frayed clothing
- Facial jewelry or piercing
- Strong fragrances
- Body piercing or visible tattoos
- Unnatural hair coloring
- Excessive hair styling

Landmark reserves the right to request appropriate attire based upon the client's expectations. Inappropriate attire may result in time off without pay.

JOB OFFER RECEIVED

During the course of your assignment(s), a client company may decide to offer you a permanent position. Or, you may become interested in a posted work opportunity within the company. If so, notify Landmark immediately. We will contact the company to review the assignment status and our client agreement. Landmark will notify you if the job offer is approved or if there are hiring limitations.

TIMECARD REPORTING

Complete your timecard carefully and accurately. Go to www.landmarkstaffing.com on the Applicants Page to download a timecard and find instructions on how to complete the form accurately.

As a Landmark Employee, you will be paid the week following the week you work. **Timecards are due by 1:00 p.m. on Monday.** Timecards received late will be paid with the following week's payroll and may affect your eligibility for benefits. You may deliver your timecard in any of the following ways:

- **Fax.** You may fax your timecard to **920.731.6827** before 1:00 p.m. on Mondays. Save the original of your timecard for your records. Verify that the transmission has been accepted on the fax machine.
- **Scanning Timecard.** Timecards may be scanned and emailed to timecard@landmarkstaffing.com. Copy must show employee and client's signatures.

RECEIVING YOUR PAY

Upon submission of your timecard, you will be paid weekly for hours worked. As your employer, Landmark will deduct all taxes and other authorized items from your pay. You may receive your paycheck in any of the following ways:

Direct Deposit

Your net pay will be deposited directly into either your checking or savings account (your designation) at the financial institution of your choice. The direct deposit is initiated on Tuesdays, and may take 24-48 hours to post to your account.

Direct deposit authorization forms can be found on our webpage: www.landmarkstaffing.com in the Applicants page (left menu) on the right side of the screen. Until your direct deposit is setup and verified, you will be issued a paycheck (this may take 2 to 3 weeks). Your direct deposit will be mailed unless you would like to verify your information online and go paperless (see [Going Green](#) section).

Until your direct deposit starts, if your paycheck becomes lost, stolen or otherwise damaged and cannot be cashed, Landmark will issue a stop payment on the original check and will re-issue a duplicate check. A Bank

Handling Fee is assessed for this service (currently \$50). The Post Office asks you to allow up to two weeks for delivery of your payroll advice or check by mail

Note: *Holidays may cause timecard and payroll dates to change.*

GOING GREEN

All our payroll information is available on our website. If you wish to not have a payroll advice mailed to you, please email us at paperless@landmarkstaffing.com. You can also check the paperless box on the direct deposit form that can be downloaded on our webpage www.landmarkstaffing.com under Applicants on the right side of the page.

DEFINING BASE HOURLY WAGE

Many benefits are paid using your average Base Hourly Wage. The Base Hourly Wage is the wage you are paid for all hours worked before considering differential for overtime or shift—or paid benefits.

BENEFITS

A voluntary benefit package is offered through **Essential StaffCare** offering flexible options for health, dental, vision, life and short term disability insurance. Health insurance must be obtained to be eligible for the other insurance offerings. All employees with a working status are eligible.

Additionally, Landmark offers holiday pay, 401k retirement plan and group life insurance. To be eligible for these benefits, there is a waiting period, a minimum hours worked requirement, and an active work status. *Payroll Service Employees are not eligible for these benefits.*

Contact Human Resources for more information.

INSURANCE

Life Insurance

Eligible after completing 1000 worked hours. Landmark pays the full premium for a Life Insurance Policy in your name, as long as you continue to be an active Landmark employee and averages 120 hours worked per month.

PAY FOR TIME OFF

Holiday Pay:

You become eligible for holiday pay:

- Employee has worked 1000 hours or more in the past 12 months.
- A minimum of 440 hours worked in the past 12 weeks prior to the week of the holiday.
- To qualify for 8 hours of holiday pay, employee must have worked 24 hours during the week of the holiday. Holiday pay is not pro-rated.
- Holiday pay is paid on the same check as the regular hours worked during the holiday week.
- Landmark recognizes these 6 paid holidays per year: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

Additionally, employees must have an active employment status with Landmark on the day of the holiday to be eligible for holiday pay. Active status is defined as available or working. Terminated employees are not eligible for holiday pay.

RETIREMENT

401(K)/Retirement Plan:

Eligibility begins when you have reached the age of 21, completed one full year of employment with Landmark, and have accumulated at least 1000 hours during the year. You may also elect to defer up to 75% of your before-tax-wages into your account by payroll deduction (*annual dollar limits apply*). *Payroll Services employees do not qualify for benefits.*

BONUS OPPORTUNITIES

Referral Bonus:

You can earn a \$50 Referral Bonus if you refer someone to Landmark and they begin their work assignment within 60 days of your recommendation.

Note: *You must be employed by Landmark when your referral begins work to receive this bonus.*

AVOIDING ON-THE-JOB INJURIES

Your health and safety are important to us. To help you avoid potentially dangerous injuries, please keep these safety tips in mind.

Avoiding Injuries

Avoid lifting heavy objects of 20 pounds or more. If you must lift or move objects, ask for assistance. If you must lift heavy objects alone, here are tips to help you do it safely:

- Get a firm footing. Keep your feet apart to create a stable base and point your toes outward.
- Bend your knees to a comfortable degree.
- Tighten your abdominal muscles.
- Bring the load as close to your body as possible.
- Lift the load straight up in a slow continuous motion, avoiding jerky movements.
- Lift with the power of your legs rather than with your back.
- To set the load down, bend your knees and set it down slowly in a straight motion.
- Never lift or carry a load above your head or on the side of your body.

Avoiding Slips and Falls

Think ahead will avoid dangerous slips and falls. Familiarize yourself with your environment including:

- Be aware of uneven walking surfaces.
- Make sure you can see where you are going.
- Be cautious on surfaces that may become slippery due to weather conditions (parking lots, sidewalks, crosswalks).

- Be alert and slow down in hallways, bathrooms and offices.
- Keep your hands free for balance.
- Wear proper shoes.

Avoiding Repetitive Motion Injuries

Follow these suggestions to maximize your comfort and to avoid carpal tunnel syndrome and other ailments resulting from repetitive motion.

- *Chair.* Your chair should be at a height where your forearms are parallel to the floor when placed on the desktop. Your feet should rest firmly on the floor with 3-6 inches of leg room between your lap and the desk or keyboard tray.
- *Monitor.* The top of the monitor should be at or below your eye level. The screen should be 18-30 inches from your eyes, about arm's length.
- *Keyboard.* Your wrists should be straight and relaxed.

REPORTING ON-THE-JOB INJURIES

If you sustain any on-the-job injury, please follow these procedures:

- Report the injury immediately to your on-site supervisor, and to Landmark, so that he or she can document the incident for insurance purposes.
- Call Landmark. As your employer, Landmark must be informed of any work related incidents or injuries so that an incident report can be completed.
- Make arrangements for medical evaluation or treatment if necessary.
- Report your diagnosis or work limitations to Landmark.
- Have all bills, doctor's reports, releases and limitations sent directly to Landmark's Fox Cities office at PO Box 1755, Appleton, WI 54912-1755. We will forward them to our insurer for review.
- Keep Landmark fully informed of your progress. If the injury causes you to take time off from work, you must inform your Landmark when you are available to return to work.

Important Employment Policies & Rights

EQUAL OPPORTUNITY EMPLOYMENT

Landmark does not discriminate based upon race, color, religion, sex, national origin, age, disability or any other characteristic protected by law.

Landmark will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Contact our Human Resources Department.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

AT WILL EMPLOYMENT

The position you are applying for at Landmark is an at-will position and your employment can be terminated by either party at any time for any reason, with or without cause.

CONVICTIONS

You must notify Landmark of any felony, misdemeanor or other convictions which occur while you are employed by Landmark. Communication of this information will not automatically disqualify you from employment. This is to ensure that the offense doesn't substantially relate to the work assignment. Falsification or misrepresentation of information on your application will result in an immediate termination.

ZERO TOLERANCE - ILLEGAL DRUG & ALCOHOL POLICY

Landmark enforces a zero tolerance policy against illegal drug and alcohol use. No employee shall be on Landmark property or on the property of a Landmark client to use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a manner that does not endanger other individuals in the workplace. Landmark has the right to require testing upon suspicion of alcohol or drug use/influence on-the-job.

CONFIDENTIALITY & NON-DISCLOSURE

The protection of confidential business information and trade secrets is vital to the interests and the success of Landmark and our client companies. All employees may be required to sign a non-disclosure agreement as a condition of the assignment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

560 HOUR AGREEMENT

The 560 Hour Agreement limits the company from extending a job offer to you until you have worked at that company on assignment continuously for at least 560 hours in the position you would be assuming. This time period gives provides you with a full understanding of the job requirements and allows you to determine whether you would like to continue working for the company. It also gives the company time to review your work performance and evaluate your potential as an internal employee.

The 560 Hour Agreement does not require a company to extend a job offer to you, nor does it require you to accept one. By signing the 560 Hour Agreement you have agreed to:

- Ask Landmark to present you for available positions at companies to which you are assigned.
- Direct all communication while on assignment through Landmark and not through the client.
- Not apply directly for a position with a client company during an assignment or within 90 days after an assignment ends.
- Notify Landmark if you are approached by your assigned company for an internal position, before or after you have completed 560 hours with that company. Our client companies have agreed to pay a settlement to Landmark for job offers accepted prior to 560 hours.
- Notify Landmark if your assigned company refers you to another company or friend for work. Our client companies are required to pay a referral fee.
- Notify Landmark if you are approached by a company to which you have been assigned to perform work without Landmark's involvement.

PERSONAL EFFECTS/ITEMS ON ASSIGNMENTS

Landmark strongly recommends very few or no personal effects/items be taken on assignment to the client companies. If Landmark must pick up any personal effects/items from a client company, a Landmark representative will call the employee to inform them their effects/items are at a Landmark office. The employee will have 48 hours to pick up their personal effects or items. Items that are not picked up in 48 hours will be donated to a local charity.

ZERO TOLERANCE - ELECTRONIC COMMUNICATION

Client Company

As a Landmark employee, you have access to Landmark or Landmark Client Company's electronic processing and communication systems, which includes, but is not limited to, telephone, computer, voice mail, facsimile machines, e-mail, internet and use of software.

Landmark's policy provides that each of the electronic technologies is for business or job-related use only. Improper usage may be subject to disciplinary action, up to and including termination of employment. Landmark employees are specifically prohibited from using the electronic communication systems in an offensive, harassing, illegal, defamatory manner or encrypting files for personal use, or from using destructive programs. (i.e., viruses, and/or self-replicating code). Electronic communication systems may not be used to solicit for commercial activities, religious or political causes, outside organizations or other non-Landmark or non-Landmark Client Company's business related matters.

Landmark employees are also prohibited from loading or downloading any personal or unauthorized software into a Landmark or Landmark Client Company's computer or network system, and from using the internet to connect to personal e-mail systems or instant messaging services during position or assignment hours, or while in our learning labs. Landmark does not condone the illegal duplication of software.

Landmark and/or the Client Company may intercept, monitor, copy, review and download any communications or files you create or maintain on their systems, which are considered property of the Client and Landmark. The Electronic Communication Policy applies whether working within a physical Landmark or Landmark Client Company's location.

PERSONAL COMMUNICATION

Landmark employees are prohibited from using cell phones without the written consent of Landmark or with the client's advanced approval. In the event there is a family emergency, please contact Landmark for approval.

All cell phones should be disabled during the working hours. Text messaging is not allowed. Messages may be checked ONLY at approved times during the working day, such as, on breaks or at lunch.

SAFETY/REPORTING OF INJURIES

To assist in providing a safe and healthy work environment for employees, customers, and visitors, Landmark has established a workplace safety program. This program is a top priority for Landmark. Its success depends on the alertness and personal commitment of all.

Each employee is expected to obey safety rules, exercise caution in all work activities and familiarize themselves with the safety policies and procedures of the client company. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, who fail to report, or where appropriate remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Employees who sustain work-related injuries or illnesses should inform their onsite supervisor immediately. No matter how minor an on- the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Landmark nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Landmark or a client company.

ACCESS TO PERSONNEL FILES

Personnel files are the property of Landmark, and access to the information they contain is restricted. Internally, only supervisors and managers of Landmark have access.

Employees who wish to review their own file should contact our Human Resources Department. With a reasonable advance notice, employees may review their personnel file in Landmark's office with a Landmark representative

present. In addition, employees may request a copy of their file. There will be a charge for these copies and all requests must be submitted in writing. Personnel files include application, time-off requests, unemployment forms, or any written disciplinary actions if applicable.

PERFORMANCE/CONDUCT - IMPROVEMENT PLAN (EMPLOYEE COUNSELING)

Landmark considers discipline to be a serious responsibility. It is a necessary part of the job of managing the business so that employees can be treated fairly and work safely and efficiently. At Landmark, we do not believe "discipline" should be punitive or threatening. When we use those terms, we think in terms of corrective action and willing cooperation, not threats against an employee.

The framework of employee-employer relationship at Landmark involves:

1. Telling employees what is expected of them in the way of work performance and conduct.
2. Telling employees whether or not they are performing satisfactorily.
3. Treating all employees fairly.
4. Providing coaching and mentoring to employees with performance difficulties so that they may improve their performance.

Under normal circumstances, Landmark endorses a proactive Performance/Conduct Improvement Plan, which attempts to provide employees with notice when they are not meeting expectations and an opportunity to improve. It does, however, retain the right for Landmark to administer any degree of discipline in any manner it sees fit. This policy does not modify the status of employees-at-will or in any way restrict Landmark's right to bypass this procedure ([At-Will Employment](#)). There is no mechanical formula for establishing disciplinary action, but four important factors are considered in each case:

1. Seriousness of the offense
2. Employee's past record
3. Circumstances surrounding the particular incident or pattern of behavior
4. How we have handled similar situations with similar circumstances in the past

Depending on the type of problem or rule infraction, your supervisor/manager may begin a Performance/Conduct Improvement Plan listed below.

1. **Verbal Warning:** This is the first step of the Performance/Conduct Improvement Plan. The supervisor/manager will discuss this conduct with the employee, determine actions to be taken by the employee and set a date to review their performance or behavior. This process will be documented for the supervisor's own records indicating that this step has taken place. This will become part of the employee file, but will become inactive if the same infraction doesn't occur within two months. Follow up between the supervisor and the employee will occur within two weeks (pending on the issue at hand).
2. **Written Warning:** If objectionable conduct is not corrected by date specified through Verbal Warning, the Written Warning process will begin. In this process, the supervisor/manager will review this conduct and address it with the employee. This process will be documented on the Performance/Conduct Improvement Plan form and signed by the supervisor/manager and the employee and will become part of the employees personnel file at Landmark, but will become inactive if the same infraction doesn't occur within six months. Follow up between the supervisor and the employee will occur within two weeks (pending on the issue at hand).
3. **Termination:** This is the final action taken when previous steps have not corrected the problem or the employee's actions are so serious that immediate discharge is appropriate.

Examples of actions that normally result in initiating a Performance/Conduct Improvement Plan include:

- Attendance issues
 - Unauthorized absence or tardiness from work
 - Failure to report unscheduled absence at least one hour before scheduled start time
 - Unexpected absences
 - Taking extended lunch periods or breaks
 - Often absent from work station
- Attitude issues
- Hygiene issues
- Inappropriate dress

- Inappropriate language (use of obscene, abusive, or threatening language)
- Inadequate performance (i.e. skills, deadlines, and expectations)
 - Insufficient skills
 - Late or missed deadlines
 - Careless mistakes or irregular or inconsistent quality or quantity of work
 - Failure to work diligently during scheduled work hours
- No show for interview
- Other issues
- Policy violations

Examples of actions that may be considered cause for immediate dismissal include:

- Refusal to comply with a supervisor's instructions (insubordination)
- Refusal to accept a proper job assignment
- No show – no call for an assignment
- Walked off job
- Giving false information on Landmark's employment application
- Falsifying records, including employee's own time card or a co-worker's time card
- Fighting or horseplay
- Malicious damage to or gross negligence of company property
- Theft from Landmark, its employees, a client of Landmark, or anyone doing business with Landmark
- Intoxication or being under the influence of alcohol or illegal drugs
- Bringing any of the following to work: Firearms, knives, or any weapon, illegal drugs, alcohol or fireworks
- Unauthorized use of confidential information
- Abuse of an employee's authority to represent the company
- Any behavior during work hours or on company premises that violates the law or infringes on another's legal rights
- Sexual and other unlawful harassment

The actions listed above are only examples and do not represent all actions that may result in discipline or dismissal.

SEXUAL & OTHER UNLAWFUL HARASSMENT POLICY

Landmark is committed to providing a professional work environment which is free from discrimination and unlawful harassment. This means that Landmark will not accept harassment directed at an employee, customer, or vendor, whether sexual harassment or harassment, because of his/her gender, race, color, national origin, age, ancestry, disability, creed, use of statutory family/medical leave, or other legally protected characteristic.

Sexual harassment is defined as unwelcome sexual advances or other verbal or physical conduct of a sexual nature where submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or a basis for any employment decision, or such conduct creates an intimidating, hostile or offensive work environment. The following are examples of unwelcome conduct which could violate this policy:

- sexual advances or requests for sexual favors;
- verbal conduct of a sexual nature (e.g. comments about an individual's body, physical attributes, sexual activities, etc.);
- displays of a sexual nature (e.g. calendars, photographs, magazines, etc.);
- offensive sexual jokes.

As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

If you are aware of, or are subject to sexual or other unlawful harassment, promptly report this immediately to Landmark. If your Landmark contact is unavailable or you feel it would be inappropriate to contact that person, this matter should be brought to Landmark's Human Resource Department or any member of the Executive Management Team.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Executive Management Team, who will handle the matter in a timely and confidential manner. Information you provide will only be shared with others on a need-to-know basis.

Complaints will be promptly and thoroughly investigated. Depending on the nature of the alleged harassment, interim measures may be taken. These measures might include: temporary reassignments or separating the alleged harasser and complaining employee. Appropriate disciplinary action will be taken against any employee found to have violated this policy. Such discipline can range from warning, demotion, suspension, to termination of employment. In the case of customer or vendor harassment, Landmark will act promptly to remedy the harassment and prevent further occurrences.

There will be no retaliation against anyone who in good faith makes a report of a violation of this policy or who assists in the investigation of such a complaint. Anyone who retaliates against another for making a complaint under this policy will be subject to discipline.

FAMILY & MEDICAL LEAVE

You may be entitled to a family or medical leave under both state and federal laws. Qualifying employees may take family leave for the birth, placement, or adoption of a child; to care for a child, spouse or parent who has a serious health condition; or because you have a serious health condition that renders you unable to perform the duties of your job.

You must give Landmark notice of your intention to take leave at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. You will then be provided notification of your eligibility for the leave. Landmark may require medical certification of the reason for the leave or before allowing you to return to work.

To view a full copy of [Landmark's Family and Medical Leave Policy](#), [click here](#) or contact Landmark's Human Resource Department at 920.257.2300.

LANDMARK CONTACT INFORMATION

Mailing Address: PO Box 1755, Appleton, WI 54912-1755

Corporate Office – 920.257.2300
2901 E Enterprise Ave. Suite 600 – Appleton, WI 54913

On the web – www.landmarkstaffing.com
E-Mail – landmark@landmarkstaffing.com

IN THE EVENT OF A LOCAL EMERGENCY

In the event of a natural disaster or emergency affecting any of our physical offices, we will make every attempt to share information with you through:

Posting Updates on our Website at www.landmarkstaffing.com

Direct Phone Contact or Email Contact

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Family and Medical Leave Policy

A. General Provisions

It is the policy of Landmark Staffing Resources, Inc. to grant up to 12 weeks (or 26 weeks, if leave is taken to provide care for wounded military personnel) of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA), and 2 and/or 6 weeks of leave under the Wisconsin Family and Medical Leave Act (WFMLA). In most cases, FMLA and WFMLA will run concurrently, so that employees will generally be limited to a maximum of 12 weeks of leave in any 12-month period.

B. Eligibility

Under the FMLA, the employee must meet all of the following conditions:

1. The employee must have worked for Landmark Staffing Resources, Inc. at least 12 months (these 12 months need not have been consecutive);
2. The employee must have worked at least 1250 hours during the 12-month period immediately before the date when the leave would begin (this calculation includes only actual hours worked, and will not include any holiday, vacation, sick time, or other forms of paid leave that may occur during the relevant 12-month review period, regardless of whether such time is counted as hours worked for overtime purposes); and
3. The employee must work in an office or worksite where 50 or more employees are employed within 75 miles of that office or worksite. (Remote employees with no fixed office or who work out of their home will be treated as though they work in the office to which they report.)

Under the WFMLA, in order to qualify to take family and medical leave the Wisconsin employee must meet all of the following conditions:

1. The employee must have worked for the Landmark Staffing Resources, Inc. for more than 52 consecutive weeks; and
2. The employee must have worked at least 1000 hours during the 52-week period immediately before the date when the leave would begin (this calculation includes holiday, vacation, sick time, or other forms of paid leave).

C. Reasons for Leave

In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one of the reasons listed below:

1. The birth of a child; *(also qualifies for WFMLA leave);*
2. The adoption of a child, or the placement of a child with the employee for foster care; *(adoption of a child also qualifies for WFMLA leave);*
3. The employee's own serious health condition (a "serious health conditions" under the FMLA includes those requiring inpatient care, those involving a doctor's visit plus follow up treatment that results in more than 3 days of incapacity, or chronic health conditions accompanied by continuing care from a licensed health care provider); *(also qualifies for WFMLA leave);*
4. To care for a spouse, child or parent with a serious health condition; *(also qualifies for WFMLA leave, and additionally the WFMLA allows leave to care for an in-law or stepparent with a serious health condition);*
5. To care for a domestic partner (registered or unregistered) with a serious health condition; or to care for a domestic partner's parent with a serious health condition *(only permitted under the two-week family leave allotment under WFMLA);*
6. Due to a "qualifying exigency" for the spouse, children or parents of individuals who are on, or are about to be on, "covered active duty";

(A “*qualifying exigency*” includes attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings as defined in applicable Department of Labor regulations)

(“*Covered active duty*” means members of either the regular or reserve components of the Armed Forces who have been deployed to a foreign country)

7. To provide care for a “covered servicemember” with a serious injury or illness incurred or exacerbated in the line of duty while on active duty (employees eligible to take caregiver leave include the spouse, children, parents and next of kin of military personnel).

Employees with questions about whether their leave needs may be covered under this policy are encouraged to consult with the Human Resource Department.

D. Duration of Leave

12 Weeks

Under the FMLA, eligible employees can take up to 12 weeks of leave under this policy during any 12-month period (except for leaves taken to provide care for wounded military personnel). Landmark Staffing Resources, Inc. will use a calendar year as the 12-month period.

2 or 6 Weeks

Under the WFMLA, eligible employees can take up to 6 weeks of leave in a calendar year for the birth or adoption of a child, up to 2 weeks of leave in a calendar year for their own serious health condition, and up to 2 weeks of leave in a calendar year to care for a spouse, domestic partner (registered or unregistered), parent (including parents in-law or your domestic partner’s parents) or child with a serious health condition.

In most cases, absences under this policy will be covered by both the FMLA and the WFMLA. As a result, the FMLA leave and the WFMLA leave will run concurrently, i.e., the leave will be counted against the employee’s leave allowances under both leave programs.

26 Weeks

For all FMLA covered leaves taken to provide care for wounded military personnel, eligible employees can take up to 26 weeks of leave under this policy during any single 12-month period. Leave under this provision of the FMLA is limited to a single 26-week leave period on a per covered service member, per injury basis (i.e., employees will not be eligible for anything more than 26 weeks of leave for any single injury that an individual service member may suffer).

As required by law, the 12 month period for determining whether an employee has exhausted his or her 26 weeks of leave will be on a looking forward basis that will begin on the first day that leave begins to provide care for wounded military personnel (this is true regardless of the 12 month period Landmark Staffing Resources, Inc. uses for all other forms of FMLA leave). Leave taken to provide care for wounded military personnel is not exclusive of other forms of FMLA leave, and any leave taken for other FMLA purposes will count against the 26 weeks that may be available to provide care for wounded military personnel. Similarly, any leave taken to provide care for wounded military personnel will be applied against the 12 weeks available for other forms of FMLA leave.

Husband & Wife

Under the FMLA, if a husband and wife both work for Landmark Staffing Resources, Inc., and each wishes to take leave for the birth or adoption of a child, placement of a child in foster care, to care for a parent with a serious health condition, or to provide care for wounded military personnel, the husband and wife will be limited to a total of 12 (or 26) weeks of leave between the two of them.

E. Employee Benefits during Leave

While an employee is on leave under this policy Landmark Staffing Resources, Inc. will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on a paid leave, Landmark Staffing Resources, Inc. will continue to make payroll deductions as normal to collect the employee's share of the premium.

While on unpaid leave, employees will continue to be responsible for their share of the insurance premiums, and will be required to make monthly payments while out on leave. The premium payments must be received in the Accounting Department by the 1st day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

If the employee chooses not to return to work, for reasons other than a continued serious health condition, Landmark Staffing Resources, Inc. may require the employee to reimburse Landmark Staffing Resources, Inc. the amount it paid for the employee's health insurance premium during the leave period.

F. Use and Accrual of Paid and Unpaid Leave

Both FMLA and WFMLA leaves under this policy are unpaid. However, employees may choose to use any available vacation, PTO, and/or sick time during any family and medical leave. Vacation, PTO and sick leave is taken as part of the family and medical leave, not in addition to such leave. Landmark Staffing Resources, Inc. may require employees to use some or all of their vacation, PTO and/or sick time during FMLA leave after any WFMLA leave has expired.

Leave that qualifies for workers' compensation, short-term disability, or other wage replacement benefits may still be covered by the FMLA and WFMLA (even though the leave is paid), and will count against the employee's overall FMLA balance.

Benefit accruals, such as holiday, PTO, vacation and sick leave, will be suspended during the leave, and will resume upon return to active employment.

G. Intermittent Leave or a Reduced Work Schedule

Under the FMLA, in addition to taking leave in consecutive blocks of time, eligible employees may be allowed to take time off intermittently (i.e., reduced workweeks or reduced workdays) if needing leave for one of the following reasons:

1. The employee's serious health condition; *(also qualifies for intermittent leave under the WFMLA)*;
2. The serious health condition of a spouse parent or child; *(also qualifies for intermittent leave under the WFMLA)*;
3. To provide care for wounded military personnel; or
4. Due to a "qualifying exigency" for the spouses, children or parents of individuals who are on, or are about to be on, active military duty.

To qualify for intermittent leave, the employee must show that the intermittent leave is medically necessary or related to a "qualifying exigency." If leave is taken on an intermittent or reduced leave schedule due to foreseeable leave needs (other than qualifying exigencies), Landmark Staffing Resources, Inc. may temporarily transfer an employee to an alternative position with equivalent pay and benefits. Intermittent leave may be available in other circumstances, as required by law.

H. Certification of the Need for Leave

Landmark Staffing Resources, Inc. may ask for certification to verify the need for leave for the reason requested by the employee. The employee must respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of the leave. Landmark Staffing Resources, Inc. may also require recertification during the leave to verify the status of the need for leave.

Landmark Staffing Resources, Inc. may directly contact the health care provider or other third-party to verify and clarify information contained in the certification. Employees are responsible for signing or obtaining any authorization necessary to permit the health care provider or other third party to provide Landmark Staffing Resources, Inc. with the required information.

Landmark Staffing Resources, Inc. has the right to ask for a second opinion of a certification of a serious health condition. Should we choose to do so, we will pay for the employee to get a certification from a second health care provider, which we will select. If it is necessary to resolve a conflict between the original certification and the second opinion, we will require the opinion of a third health care provider. Landmark Staffing Resources, Inc. and the employee will jointly select the third doctor, and we will pay for the opinion. This third opinion will be considered final.

I. Returning From Leave

Employees taking leave under this policy will be returned to the same jobs they held when their leaves began. If this is not feasible, employees will be returned to a position that entails substantially equivalent skill, effort, responsibility and authority as the position they had previously held. The only exceptions to this rule will be in circumstances of layoffs or reorganizations, where the employees' positions would have been eliminated even if they had not been on leave. Employees returning from a leave of absence for their own serious health condition, may be required to provide a fitness for duty assessment.

J. Procedure for Requesting Leave

When an employee plans to take leave under this policy, the employee must give Landmark Staffing Resources, Inc. 30 days notice. If it is not possible to give 30 days notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to Landmark Staffing Resources operations. If an employee fails to provide 30 days notice of foreseeable leave, the leave request may be denied until at least 30 days from the date we received notice.

All employees requesting leave under this policy must submit the request in writing to their immediate supervisors, with a copy to the Human Resources Department. Where the need for leave is not foreseeable, employees must verbally notify their supervisors of the need for leave as soon possible, and follow Landmark Staffing Resources, Inc. normal call-in procedures for unexpected absences. Failure to follow our normal call-in procedures under such circumstances will be treated like any other violation of our call-in procedures, and may result in discipline or termination, even though the leave itself would otherwise be covered by the FMLA. Employees may be required to confirm their need for FMLA leave in writing after giving verbal notice.

While on leave, employees may be required to periodically report to Landmark Staffing Resources, Inc. regarding the status of their intent to return to work.

K. Rights, Remedies, and Additional Information

Landmark Staffing Resources, Inc. fully complies with the provisions of the FMLA. Accordingly, any employee who has questions regarding this policy is encouraged to contact the Human Resources Department. Further information on your rights and remedies under the FMLA can be located on our FMLA poster (which can be found in the lobby area) or online on the Department of Labor's website at: <http://www.dol.gov/esa/whd/fmla/>.

Additional information about the WFMLA may be found at the following website:
http://www.dwd.state.wi.us/ER/family_and_medical_leave/default.htm.