

Cooper Group Staffing, LTD

Our experience in the staffing industry in Southeast Texas gives us a unique insight into the employment needs of our area. Superior service affords us the confidential trust of our customers. That trust allows us to introduce you with the same integrity.

WHAT YOU CAN EXPECT FROM COOPER GROUP STAFFING

FLEXIBILITY

As a Cooper Group Staffing employee you will find the flexibility to choose when and where you want to work. Our short-term assignments will introduce you to a wide range of customers. You will be exposed to many different types of industry and offices that will allow you to determine what you like best. Our long-term assignments offer the security of knowing your assignment will continue for an extended period of time. Our Temp-to-hire assignments give you the opportunity to become acquainted with a company's environment and your co-workers before a commitment is made. And of course, there is never a fee to you.

WEEKLY PAYROLL

Payday is every Friday. You have a choice of having your check mailed or you can pick it up at our office by indicating your preference in the appropriate box on the time sheet. Your time card must be in our office by noon on Monday in order to be included in payroll. We will handle all your deductions, reporting, and furnish you with a W-2 form at year-end for your tax return.

WHEN TO CALL

COOPER GROUP STAFFING

Office 409-832-6500 or 24 hour pager 409-868-4768

1. You must contact Cooper Group Staffing when your assignment is complete and you must call our voice mail line thereafter on the days you are available for work. For your convenience and our record keeping, call our voice mail/available line at 888-408-0636 and leave your name, number and the type of work you are interested in. Calling our main number does not officially report your availability. Failure to do this could be considered a self-termination and may affect your eligibility for unemployment.
2. You must notify Cooper Group Staffing when your phone number, address or any other circumstances change.
3. When you have a question or problem concerning your employment. Remember Cooper Group Staffing is your employer. Any communication that needs to be conveyed to your employer needs to come to our office. We will handle any problems you have at work.
4. If your job description is not what our office told you, or if your job description changes after you are on the job.
5. If you cannot show up for work or are going to be late.
6. If an accident occurs at work.
7. If you have been offered a permanent job by our customer.
8. On your first day of your assignment to inform us of your phone extension and other details.

FAILURE TO COMPLY WITH ANY COOPER GROUP STAFFING RULES AND REGULATIONS COULD BE GROUNDS FOR DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL.

WHAT COOPER GROUP EXPECTS FROM YOU

Professionalism

In order to maintain our reputation and continue to offer you prime job assignments we expect our employees to display the same standards of performance our organization is built on. Handle yourself in a professional manner and remember you are representing Cooper Group Staffing, Ltd.

1. Punctuality - Be on the job and ready to start work at the appropriate time. Take only the allotted time for lunch and other breaks. Do not leave early.
2. Do not handle personal business on company time.
3. When you finish an assignment, report to your Cooper Group Staffing supervisor for further instructions and call the available line daily when you are available for work.
4. Use company equipment and materials only for their designated purpose, and never for personal use.
5. Always follow instructions and ask questions when necessary.
6. Handle all assigned work to the best of your ability.
7. Before accepting an assignment, be sure you do not have any other appointments or activities during that period that would prevent you from being on the job. Complete each assignment as required.
8. Be flexible. Some offices are more formal than others. Remain professional and fit in with the personality of the company you are assigned to work with.

9. Rules of dress have recently been relaxed. We will let you know the dress code requirements of each company you will be assigned to. We expect our employees to observe that code at all times.
10. Confidentiality is extremely important. You may have access to or be instructed to work on correspondence, invoices, or other confidential materials. This knowledge is not to be shared with anyone except those individuals your on-site supervisor explicitly gives you permission to discuss these matters with.
11. Failure to give a minimum of 1 week notice before leaving/quitting an assignment can result in wages being paid at minimum wage as set by the state.

Evaluations

Cooper Group Staffing will request evaluations from all customer companies. That information becomes a part of your permanent record. We have found most ratings come back to us with a superior rating. We will be happy to make this information available to you and discuss it upon your request.

Safety

Safety is one of our strongest considerations when sending you out to work. We comply with all O.S.H.A. rules and regulations. All employees have the responsibility to work safely, eliminate hazards, and aid in the prevention of accidents. You should ask about and learn the safety and emergency procedures at your work site and report all accidents, injuries and unsafe conditions to our office at 832-6500.

Drug Screening Policy

Cooper Group Staffing supports a drug free work place and all employees are subject to that policy. We coordinate pre-employment drug screening with our customers. Drug screening is also utilized after an accident, at random,

and for cause. Failure to submit to a drug screen is grounds for disciplinary action up to and including dismissal.

E. Skills Evaluation

We test our applicants on skills associated with the type of work applied for. The results are used to evaluate the level of expertise or general knowledge of a given skill set in order to match you with the most appropriate job order. We also offer tutorials to help develop your skills. Ask our receptionist about our tutorial schedule.

F. Electronic Monitoring

Some companies use electronic methods to monitor activity on their premises, e-mail or other on-line activities. Please bear this in mind when on an assignment. Use our customer's equipment as directed and remember you are there to work.

G. Medical Tests

Some assignments may require specific medical tests. These tests are mandated by OSHA and will be administered by a qualified medical facility. The results will be kept in accordance with federal guidelines. These tests will be for the purpose of base line, periodic, or exit tests to determine fitness for necessary activities such as breathing fitness.

H. Harassment Policy

Cooper Group Staffing is committed to a harassment free work place. We specifically prohibit any form of harassment by or towards any employee, contractor, supplier, customer and/or customer's representative. Abuse of dignity of anyone through ethnic, racial or sexist slurs or through other derogatory or objectionable conduct is considered harassment and will not be tolerated. Report any allegation of harassment to your staffing representative. Any employee who is found to be guilty of violating this policy will be subject to disciplinary action, up to and including dismissal.

Cooper Group Staffing is an equal employment opportunity employer. We adhere and uphold the regulations of Title VII that prohibit discrimination based on age, color, disability, race, religion, national origin or sex.

Again, welcome to Cooper Group Staffing, LTD. We are confident you will find your association with our company a rewarding, interesting, and challenging experience. Our pledge is to assist you in your professional growth. Please feel free to contact us with any concern you may have or assistance you may need.

Τηε Μοναγεμεντ
Χοοπερ Γρουπ Σταφφινγ, Λτδ.

**FOLLOWING IS YOUR COPY OF THE AGREEMENT
SIGNED ON THE APPLICATION**

Revised 02/16/2010

The submission of this application authorizes investigation of my background references and all statements contained herein. I understand and agree that any misrepresentation (including omission of information) by me in this application will be sufficient cause for termination of this application and/or my employment with Cooper Group Staffing. Additional information concerning the background investigation will be provided upon written request.

I understand that submitting my application and receiving a handbook from Cooper Group Staffing does not constitute an employment contract.

I understand that my employment with Cooper Group Staffing is “at will” and can be ended as deemed necessary by Cooper Group Staffing. The “at will” statement may only be modified in writing and must be authorized by the President of the company.

I understand I may be expected to take skills, aptitude and/or ability assessment tests. These tests will be used to evaluate my level of expertise or general knowledge of the work I am applying for or may be assigned to.

I understand some customer companies I may be assigned to may utilize electronic monitoring of their premises, email or on-line activities. I willingly agree to these practices and release Cooper Group Staffing of any liability whatsoever arising from this monitoring and any decision made concerning my employment or continued employment based on this monitoring.

I understand I may be asked to submit to certain specific medical tests. These tests will be administered by a qualified medical facility for the purpose of base line, periodic, or exit tests, or for determination for certain necessary activities (i.e. breathing fit test). I hereby and herewith release Cooper Group Staffing of any liability whatsoever arising from this request and any decision made concerning my application for employment or my continuing employment based on the results of the analysis. I authorize Cooper Group Staffing to release (on a need-to-know basis) the results of the analysis to any customer company I am assigned to work.

I understand that Cooper Group Staffing may require me to submit a sample of blood and/or urine for chemical analysis. I consent freely and voluntarily to the request for a blood and/or urine specimen. I understand that this analysis will be collected and processed by a qualified laboratory for the purpose of determining the presence of illegal drugs or alcohol. . I hereby and herewith release Cooper Group Staffing from any liability whatsoever arising from this request to furnish the blood and/or urine specimen, and the decision made concerning my application for employment or my continued employment based on the result of the analysis. I authorize Cooper Group Staffing to release (on a need-to-know basis) the results of the analysis to any client company upon which I am assigned to work.

Cooper Group Staffing complies with all OSHA safety and health rules and regulations. We are committed to a safe and hazard free workplace. We expect our employees to perform all assigned work activities in a safe manner. Report any unsafe act or condition to our office.

Cooper Group Staffing is an equal opportunity employer. We adhere and uphold the regulation of TITLE VII that prohibit discrimination based on age, color, disability, race, religion, national origin, or sex. Each individual that is employed by us is entitled to be free of harassment and discrimination in the workplace. The definition of sexual harassment is as follows: unwelcome physical contact; sexually explicit language or gestures; uninvited or unwanted sexual advances; an offensive overall environment that includes the use of vulgar language, the presence of sexually explicit photographs or other materials, or stories of a sexual nature being told. Men, as well as women, are capable of being victimized by sexual harassment from their superiors, fellow employees or customers.

Cooper Group Staffing is committed to a safe and harassment free workplace. We encourage the reporting of any adverse acts or conditions. We will support any employee experiencing any of the above mentioned harassment or exposure to unsafe acts or conditions. We will file an Incident Report and intercede to rectify the situation. If such an experience occurs, notify any Cooper Group Staffing management personnel. All personnel matters are handled confidentially. After a thorough investigation, if the allegations are found to have merit, the responsible party will be disciplined. If harassment continues or there is retaliation, the responsible party will be terminated.

I have received an employee handbook containing a timesheet and I understand the following about being an employee of Cooper Group Staffing: (1) I recognize Cooper Group Staffing as my employer and agree to report and obtain permission for any absenteeism, notify Cooper Group Staffing if I am going to be late, and inform Cooper Group Staffing of any discussion of either permanent employment or a call-back for additional assignment with the customer-company I am assigned to. (2) I will give a one-week notice if I am unable to complete an assignment. (3) Failure to provide Cooper Group Staffing with my current telephone number is grounds for termination. (4) I understand I am responsible for calling the available line(888-408-0636) at Cooper Group Staffing every day I am available for assignment. Failure to do so may be considered a voluntary quit and may affect my eligibility for unemployment compensation. (5) I agree to never accept any employment with any customer company or agent of a customer company within one year of employment where Cooper Group Staffing has employed me without written approval from Cooper Group Staffing. Should I accept such employment without the required written approval, I agree to pay an Employment Fee of 1% per thousand of my yearly estimated wage not to exceed 15% to Cooper Group Staffing. Cooper Group Staffing has given me an orientation of their conditions of employment, company practices, procedures and safety rules. I have

further been instructed that specific training for each assignment, if needed, will be given by the appropriate entity.