Employee Handbook

Revised September 15, 2026

humanix.com

LOCATIONS

Spokane, Washington
Corporate Office
(509) 467-0062

Coeur d'Alene, Idaho
(208) 664-8958

24-hour message service is available at each location

Welcome!

Dear Associate,
Welcome to Humanix! We are glad that you applied with us for work.

Since 1986 we have been the leading staffing service in the Inland Northwest. At Humanix, our partnerships with our clients and associate employees create the best job placements the first time, every time. We will continue to take our vision to the next step with exceptional customer service and employment opportunity connections. We pride ourselves on being able to offer you jobs in quality companies throughout the area.

We trust you will see that investing your time with us is a good decision. We want every employee to feel proud of being a member of our team. We take our jobs 100% serious on your behalf and incorporate fun at work as we do this.

Thank you for choosing the Humanix Team!

Mark Qualley

President

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Purpose of the Handbook

This handbook has been prepared to acquaint you with our company and give you a ready reference to answer most of your questions regarding your employment with us. Please read it carefully. We intend for this handbook to offer two-way communication: what you can expect from us, and what we can expect from you. However, the contents of this handbook constitute only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication.

This handbook supersedes all previous handbooks, policies and practices that are in any way inconsistent with the contents herein. Finally, this handbook should not be construed as creating any kind of employment contract, since Humanix reserves the right to add, change or delete benefits and policies as it deems appropriate.

ALL POLICIES HEREIN MAY BE CHANGED FROM TIME TO TIME EXCEPT THE AT-WILL POLICY, WHICH CAN BE CHANGED ONLY BY WRITTEN NOTIFICATION FROM THE CORPORATE PRESIDENT OR VICE PRESIDENT.

EMPLOYMENT AT WILL

The statements contained in these guidelines are not contractual and are here fore subject to change without notice.

Employee agrees to conform to the rules of employment and understands that employee's employment and compensation can be terminated, with or without cause, and without notice, at any time, at the option of Humanix or employee.

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General Information

WE ARE YOUR EMPLOYER - you work directly for Humanix. There are no fees to pay or contracts to sign. Our customers pay Humanix for our total personnel help service and Humanix pays you. If anything is unclear to you, please call us.

⇒ In order to be employed by Humanix, you must have dependable transportation, a telephone, and a mailing address.

⇒ Before accepting any assignments, please check your calendar for any prior commitments; once you accept an assignment, we expect you to complete it.

⇒ Avoid outside appointments or interviews while on assignment except during your set lunch break or before or after work. Check with us on these occasions.

⇒ Pay rates are to be discussed only with your Humanix Recruiter. If you have any questions, call our office. It is unprofessional to discuss your pay rate with co-workers.

⇒ Remember, when you call our office, you may talk with any one of the Humanix staff. We are all there to help you with any questions or concerns you may have.

⇒ If you are unable to report to an assignment, you must notify our office immediately. If you do not show for your assignment and do not call our office before your designated start time, walk off the job, or voluntarily quit with no notice, you may be subject to a warning and/or discharge. Any accumulated hours for which you have not been paid may revert to minimum wage. This will also result in an unfavorable reference. This can also be considered a voluntary quit which may affect your future unemployment compensation benefits.

⇒ If you are asked to drive your vehicle or a client's vehicle on client business, notify your Humanix Recruiter immediately. Do not proceed without permission from your Recruiter.

⇒ Because your assignment can end at any time, we suggest that you do not leave personal items at the client's place of business. If you do leave personal items on site, we cannot guarantee they can be retrieved.

On each assignment, our customer is asked to comment on your job performance as part of Humanix's ongoing Quality Control Program. These evaluations are put in your Humanix work record, and good evaluations mean more assignments.

Employees are encouraged to contact their Humanix Recruiter if they do not understand statements in these guidelines.

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Assignment

OUR PURPOSE

Humanix's business is to fill temporary, contract-to-hire, and direct-hire positions for our many client companies. These companies need our employees because of vacancies, special projects, peak work loads, vacations, illness, and a multitude of other reasons.

WHEN WILL YOU START WORK?

Our office will begin matching you with potential work assignments as soon as your application has been approved. **However, we are not able to guarantee work. This will depend on the needs of our clients**. Employees are considered for assignments according to their job suitability. When your Recruiter receives an assignment for which you are the best qualified candidate, he/she will call you to discuss the assignment with you. You are under no obligation to accept the assignment. (Exception: If you are drawing unemployment against our account, refusing suitable work could affect your unemployment benefits.)

If you do accept the assignment, you are expected to complete it in a professional manner. Your work ethic should be no different than on a career job. Please do not request time off for interviewing, personal leave, picking up your paycheck, etc.

WHAT TO EXPECT

When you accept an assignment, we'll give you the assignment's approximate length and describe the details. We'll also tell you about the worksite environment, so you will know how to dress. We'll tell you how to get there, where to park, and about lunch facilities. We know that the more we can tell you, the more confident you'll be and the better you'll perform.

ASSIGNMENT DURATION

Of course, we can't guarantee that you'll work a definite number of hours or days. Frequently, assignments last a little longer than estimated, so keep this in mind before you make a commitment.

ASSIGNMENT COMPLETION

You are not obligated to accept every assignment, but we expect you to complete each one you do accept. When you know the completion date of your present assignment, contact Humanix so we will know when you are available for another assignment. Failure to contact Humanix for reassignment prior to filing for unemployment benefits may be considered a voluntary quit which could affect or even deny your unemployment claim.

CONTRACT-TO-HIRE POSITIONS

If you are interested in contract-to-hire positions, contact your Recruiter. If your qualifications match open positions, you will be contacted. Or if you notice an opening on our website that you are qualified for, respond directly through the posting for immediate consideration. Qualified candidates' resumes will be forwarded to the client and interviews scheduled at the discretion of the client. The chosen candidate will remain a Humanix employee for an agreed length of time, at the end of which you and the client will review the option of transferring to the client's payroll. There are NO GUARANTEES of being hired by the client after the trial period.

On contract-to-hire placements, communication is the key. When you are placed in a contract-to-hire position, we will check with you periodically to see how the job is progressing. Your Recruiter will also talk with you just prior to the anticipated hire date. Please feel free to call at any time with questions or concerns.

DIRECT-HIRE POSITIONS

If you are interested in direct-hire positions, contact your Recruiter. As stated in the Contract-to-Hire section, if your qualifications match the open positions you will be contacted. Qualified candidates will be submitted to our client and interviews scheduled at the discretion of the client. The selected candidate will become an employee of the client and go directly on their payroll.

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Assignment

WHEN TO CALL HUMANIX

There will be times when the information that we are given may differ from the actual job requirements. We attempt to communicate to you everything you need to know to be successful on the job. If job conditions change or the job is not what you were led to expect, do not complain to your immediate client supervisor. Let your Humanix Recruiter know right away. It is our job to straighten out misunderstandings. As our employee, it is very important that you check with us if you have any problems or concerns. Do not contact the client directly unless instructed to do so by your Recruiter.

Late: If you are going to be late for an assignment or can't find the job site, CALL IMMEDIATELY. The answering machine is on at all times when we are out of the office. Leave a message and we will get back to you as quickly as we can. We access messages as early as 7:00 a.m. BE SURE TO LEAVE YOUR NAME AND PHONE NUMBER WITH YOUR MESSAGE.

Illness: If you become ill and/or unable to attend work, call a minimum of two hours before your shift begins. If early morning, leave a message (see above).

Cannot Complete Your Assignment: Call Humanix if you are unable to complete your assignment for any reason. Humanix expects to receive five working days notice. Quitting an assignment without notice could affect your eligibility for future placement or be grounds for termination.

Accident or Injury: Call your Humanix Recruiter immediately if you have an accident or injury while on the job (see Safety, pages 27-29).

Asked to Drive: Under no circumstances are you to drive your vehicle or a client's vehicle on client business without permission from your Humanix Recruiter.

Changes on the Job: Call us if you discover that the job skills required are significantly different than those described to you by our Recruiter, or if there is a change in your assignment hours.

Completed Assignment: You need to contact Humanix after completing any assignment to determine if there is other work for you. If you do not contact Humanix upon completion of an assignment, we will assume that you are not available for work.

Change of Address/Allowances: Call us with any change in your address, phone number or withholding allowances as soon as possible. We need this information immediately, so your paycheck will reflect the change(s).

Termination of Employment: As a courtesy to us, your employer, we ask 5 working days notice if you find a full-time job while on assignment. (This does not apply to job offers from the client.)This applies to jobs which you have solicited from non-client companies. Job Offer: If you are offered a job by the client while you are on assignment there, we are delighted for you. However, we do require that you continue on our payroll for a certain number of weeks (credit given for time already worked on that assignment).There is never any charge for placement to you, the employee.

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Assignment Standards

We at Humanix guarantee your performance. That is why we work extra hard to make a good match between employee and client. Your SKILL LEVEL and ATTITUDE are items that we evaluate.

DRESS CODE

Please report for work appropriately attired. Your Recruiter will be glad to instruct you as to what is appropriate for each assignment. We expect all employees to present a neat, clean, and well-groomed appearance at all times. Please avoid extremes in dress and behavior. Flashy or revealing clothing, offensive T-shirts, shorts, and other non-business-like clothing are unacceptable.

BE ON TIME

Being on time daily for your assignment is a requirement for continued employment with Humanix. Arrive 5-10 minutes early so you are all set to start at the appropriate start time. Leave home a little early the first day of an assignment to allow for time to locate a client's office or building.

BE PRODUCTIVE

Do your best. Check your work for accuracy. When you complete your work, offer to do additional work; take initiative.

PERSONAL USE OF THE TELEPHONE

Personal calls are to be made during breaks, lunch period, or before or after working hours unless it's an emergency. No long-distance calls are to be placed from client phones.

PERSONAL VISITS

Visits by friends or relatives can be disturbing to our clients' operations; therefore, we strongly discourage such visits during your work hours. Our clients are our business. Any misuse of our clients' time may result in disciplinary action, including discharge.

CLIENT PROPERTY

There will be no personal use of client's computer, copier, fax machine, or other equipment.

LEAVE A GOOD IMPRESSION

When completing an assignment, take a few minutes to let the client know where your work stands. Leave your materials or tools neat and organized. Don't forget to say goodbye to the people with whom you have worked.

SOLICITATIONS AND DISTRIBUTION OF LITERATURE

Employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause while on client company premises.

THEFT OF MONEY AND/OR GOODS

Theft of any kind while on an assignment will be cause for immediate termination, and the employee may be prosecuted.

SAFETY

Follow all safety rules and regulations of the client.

INQUIRIES ABOUT BEING HIRED

Your Recruiter will tell you if a position has the possibility of becoming a full-time position with the client. Constant inquiries of the client (whether on or off the job site) to hire you as their employee could result in your dismissal from the assignment and termination by Humanix.

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About Your Pay

PAY PERIOD

The Humanix pay period is weekly and begins on Sunday and ends Saturday. Exceptions may be made based on client requirement. Paydays are on the Friday following the end of the pay period. If a bank holiday falls on a Friday, pay will be issued on Thursday.

VERIFIED HOURS WORKED

Submitting verified hours worked will be done depending on the client company and supervisor preference. You will be instructed on each placement the steps to take to report your hours worked.

HUMANIX EMPLOYEE WEB PORTAL

For the majority of Humanix job assignments you will be instructed to login to Humanix's Employee Portal to record hours worked each week. The Humanix Employee Portal can be accessed by either cell phone or computer. Hours submitted and verified by your supervisor will automatically be reported to Humanix. You will be provided instructions and login information upon placement.

TIMESHEETS

For some job assignments your pay is based on a submitted Humanix paper Timesheet. To ensure prompt payment each week, your Timesheet must be filled out correctly - see the instructions on Page 12.

ONE JOB - ONE TIMESHEET

A separate Timesheet must be used for each assignment within a one-week period.

CLIENT AUTHORIZATION

Timesheets for each assignment must be authorized (signed) by the client before we can pay you. It is your responsibility to get the client supervisor's signature on your Timesheet. If the client supervisor is not available to sign, call your Humanix Recruiter for instructions.

WHEN TO COMPLETE A TIMESHEET

Every single day that you work on the assignment, fill in your Timesheet legibly. You or our client can fax, text a photograph, or e-mail your completed client signed Timesheet to Humanix's accounting department.

TIMESHEETS DUE

Your Timesheet must be in our office: *Monday before 12:00 noon*.

Without a signed, completed Timesheet in our office by Monday at 12 noon, we cannot pay you promptly. Timesheets can be faxed, photograph texted, emailed, or dropped off at a Humanix office during business hours.

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NOTE: When Monday is a holiday, you have until 8 a.m. on Tuesday to submit your Timesheet.

Timesheets must be processed through Payroll within 30 days of work completed. Unsigned Timesheets over 30 days may not be processed.

CHANGES TO TIMESHEETS

Any alterations made after you have had the supervisor sign must be initialed by the supervisor. Humanix accounting staff will verify the changes made. Changes that are not initialed may result in a delay in processing your paycheck.

ANY INTENTIONAL FALSIFICATION OF TIMESHEETS WILL RESULT IN TERMINATION OF YOUR EMPLOYMENT AND MAY RESULT IN PROSECUTION.

ADDITIONAL TIMESHEETS

Additional Timesheets are available at Humanix's web site, www.humanix.com in the Employee Center. You can also contact our office, and we are glad to mail Timesheets to you.

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Completing Your Timesheet

1. COMPANY NAME - The client company where you worked.

2. DATES WORKED - Must be indicated on each Timesheet and noted by “Month/Day.” For example, Jan 15 should be written as “1/15.”

3. HOURS WORKED - Enter the time started, time finished and deduct any time taken out for meals. Do not leave the space for lunch hour blank. Round your hours worked to the nearest quarter hour. For example, 15 minutes should be noted as “15” (not “.25”), 30 minutes should be noted as “30” (not “.50”).

4. TOTAL HOURS FOR THE WEEK

5. MARK OUT DAYS NOT WORKED

6. SUPERVISOR’S SIGNATURE - You must get the client supervisor’s signature for your Timesheet to be valid for processing.

7. YOUR NAME (PRINTED) - Please be sure to PRINT your name. If it is not readable, we cannot pay you. Also, YOUR SIGNATURE is needed.

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Your Pay

PAY RATES

Your hourly pay rate is determined based on the requirements of each assignment. If you have any questions about your pay rate, please discuss this ONLY with your Humanix Recruiter.

OVERTIME

For **Washington** and **Idaho** employees, it is required by law that a non-exempt employee be paid overtime for all hours worked in excess of 40 hours in one work week,

Overtime is paid no matter how many temporary assignments you may have been on during the week. Week-ending dates may be different based on client requirements. You are permitted to work overtime only if the client requests and approves such work. Approval must be obtained by Humanix before overtime can be authorized.

If, during a given week, you were away from the job because of a job-related injury, paid holiday or jury duty, those hours not worked will not be counted as eligible for overtime pay.

DEDUCTIONS

The only deductions from your pay are those required by local, state, and federal laws for Social Security, withholding taxes, the employee's portion of Workers' Compensation insurance, or garnishments, if applicable.

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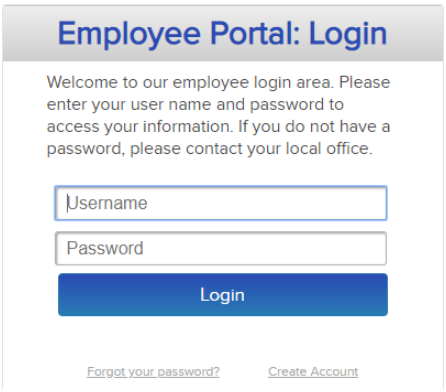
Your Pay

GET YOUR PAY ONE OF TWO WAYS

Payroll will be in your account on Friday. Payroll stub Information can be obtained at www.humanix.com, Employee Center – Employee Login – Employee Portal: Login. You will be texted your Username and Password prior to your first job assignment.



YOUR OPTIONS INCLUDE:

DIRECT DEPOSIT ACCOUNT
Direct deposit of your paycheck is available into a checking and/or savings account.

PAYCARD ACCOUNT
Humanix has contracted with a third-party provider for paycards. You will receive instant pay weekly using your four (4) digit Personal Identification Number (PIN).
Cash access at the nearest ATM.

24/7 LIVE phone Bilingual customer service at 866-313-6901

For additional Visa Card ATM Debit Card Usage Fees see:
https://info.mywisely.com/pay/gcc-to-wisely

Idaho employees may request a paper check per Idaho State guidelines.
Paychecks will be mailed from corporate office Friday evenings.

W-2s are issued annually by end of January and available at www.humanix.com, Employee Center – Employee Portal: Login.

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Benefits

HOLIDAY PAY

You may be eligible for up to six paid holidays per year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. To qualify for holiday pay, you must:

•Work 1500 hours preceding the holiday without a break in service (see Break in Service, Page 19).

•Work the scheduled business day before and the business day after the holiday at the same assignment.

Holiday pay will be calculated at your current rate of pay and your regularly scheduled hours, NOT TO EXCEED 8 HOURS.

Keep track of your hours and write "HOLIDAY PAY" in the Special Information area on your Timesheet for that week. DO NOT INCLUDE HOLIDAY HOURS IN TOTAL HOURS WORKED. We will verify your eligibility and include the holiday pay in a separate pay transaction within the next two pay periods. The holiday pay must be claimed no later than the week following the holiday.

WASHINGTON STATE PAID SICK LEAVE

Humanix non-exempt employees working at Washington state clients will begin accruing paid sick leave on the first day of employment and are eligible to use paid leave after 90 calendar days of employment.

You will earn one hour of paid sick leave for every 40 hours worked. You will be able to use paid leave for any of the following reasons:

- To care for yourself or your child, spouse, registered domestic partner, parent, spouse's parent, grandparent, grandchild or sibling with an illness, injury, or health condition and for medical/dental/optical appointments.
- When you or a family member is the victim of sexual assault, domestic violence, or stalking.
- In the event our business or your child's school or place of care is closed by a public official for any health-related reason.

Employees do not accrue paid sick leave for time not worked (e.g., paid holiday hours).

You may carry over 40 hours of unused accrued leave into the next year of employment.

Paid sick leave hours accrued, used and available hours will be recorded on your paystub.

Please provide reasonable notice of an anticipated absence.

You may be required to provide verification that leave is for a covered purpose. Pay for leave time may be delayed to the pay period in which verification is provided.

You will be paid your current assignment hourly rate for paid leave. If paid leave is taken during hours involving overtime, you will be paid sick leave at your hourly rate, not at overtime rate. Paid leave may be used in increments of 15 minutes. Paid sick leave will be paid in a separate pay transaction.

Upon employment separation with Humanix, unused paid leave will not be paid out. If you leave employment with Humanix and are rehired within 12 months, your unused accrued paid sick leave hours will be reinstated. Your previous employment period is counted for purpose of determining your eligibility to use at 90 days.

You will not be retaliated against for using paid sick leave for the described covered purposes.

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WASHINGTON STATE PAID FAMILY AND MEDICAL LEAVE (PFML) Effective January 1, 2019

OVERVIEW

Family and medical leave will be available beginning January 1,2020 through a Washington State administered plan to employees who have worked at a Humanix Washington state client. This leave does not apply to employees who work at a Humanix Idaho client. Funded by premiums paid by both the employer and employee, family and medical leave insured benefits will be payable to employees during a period in which you are unable to perform your regular work because of the need for a family and medical leave.

Premium assessments begin January 1, 2019, for both the employer and employee.

EMPLOYEE ELIGIBILITY

To be eligible for PFML benefits, you must have worked at least 820 hours for a Washington based employer during the “qualifying period” (the first four of the last five completed calendar quarters).

BENEFIT PREMIUMS

PFML is funded by premiums paid by both employer and employee which begins January 1, 2019. The amount of gross wages subject to a premium assessment is 0.4 % and is capped at the maximum wages subject to social security tax.

- Humanix is responsible for 27 percent.
- Employee is responsible for 73 percent.

All employees working at a Humanix Washington state client must pay the employee share of the premiums. Per state guidelines, an employee cannot opt out.

REASONS TO REQUEST PFML

PFML provides eligible employees up to 12 weeks of PFML benefits annually for the following reasons:

- An employee’s own serious health condition, as defined in the federal FMLA regulations.
- Bonding after the birth or placement of a child who is under the age of 18.
- A family member’s serious health condition.
- Certain military assignments, such as leave for short notice deployments, military events, urgent childcare and related activities, and post-deployment activities.

WEEKLY BENEFIT

Employees will receive wage replacement benefit between $100 and $1000 per week, depending on your earned wages, the state median income, and other factors.

Weekly Wage		Weekly Benefit
$480	→	$432
$576	→	$524
$961	→	$764
$1923	→	$1000

LENGTH OF LEAVE

Generally, an employee is entitled to a total of 12 weeks of paid leave in a year for any combination of qualifying purposes. Employees may use an additional 4 weeks of PFML (16 weeks total) if you experience both your own serious health condition and one of the covered reasons for family leave and an additional 2 weeks (18 weeks total) for a serious health condition related to pregnancy.

	Qualifying Reasons	Length of Leave
1.	Employee's serious health condition	Up to 12 weeks paid leave
2.	Employee's serious health condition + covered family reason	Up to 16 weeks paid leave
3.	Pregnancy Disability Leave+ bonding leave following disability period	Up to 18 weeks paid leave

INTERMITTENT LEAVE

Leave may be taken intermittently in 8-hour increments. The maximum duration of paid medical leave may not exceed 12 times the typical workweek hours during a period of 52 consecutive calendar weeks.

JOB REINSTATEMENT

An employee is eligible for job restoration under PFML if the employee:

- Has been employed by Humanix for 12 months or more.
- Has worked at least 1,250 hours during the 12 months immediately preceding the date on which leave will commence.

An employee that meets these conditions is entitled to be restored to an equivalent position with equivalent employment benefits, pay, and other terms of employment.

As a condition of restoration for an employee who has taken medical leave, Humanix may ask the employee to receive certification from the employee's health care provider that the employee is able to return to work.

EMPLOYEE NOTICE OF LEAVE

Humanix may require up to 30 days' advance notice before leave is to begin if the need for the leave is foreseeable, e.g., expected birth, placement of a child for adoption or foster care, planned medical treatment for a serious medical condition of the employee or a family member, etc. Employees must make a reasonable effort to schedule the treatment so as not to disrupt the operations of the employer.

EMPLOYEE APPLICATION FOR BENEFITS

Employees will file an application for benefits to Washington State. The Employment Security Department will administer the plan and pay the benefit directly to employees on a bi-weekly basis, much like unemployment benefits. The employee must provide documentation to support the need for leave, as well as consent to the disclosure of information or records related to the employee or family member's serious health condition. Employees must disclose an applicable child support obligation.

Following a waiting period of 7 calendar days, benefits will be payable when family or medical leave is required. However, no waiting period is required for leave for the birth or placement of a child.

Successive periods of leave caused by the same or related injury or sickness will be considered a single period of family and medical leave only if separated by less than 4 months.

Benefits will be paid periodically and promptly. The department will send the first benefit payment to the employee within 14 calendar days after the first properly completed weekly application is received by the department. Subsequent payments will be sent at least biweekly thereafter. If Humanix contests an initial application for family or medical leave benefits, Humanix will notify the employee and the department within 18 days of receipt of notice from the department of the employee's filing of an application for benefits.

If eligibility for benefits is questioned by the department or contested by the employer, the employee will be conditionally paid benefits for any periods for which the employee files a claim for benefits, until the employee has been provided adequate notice and an opportunity to be heard. The employee's right to retain such payments is conditioned upon the department's finding the employee to be eligible for such payments. If it is determined that the employee is ineligible for the weeks paid conditionally, the overpayment cannot be waived and must be repaid.

MAINTENANCE OF HEALTH & OTHER BENEFITS DURING PFML

If you are enrolled in Humanix's health insurance plan, we will maintain health insurance coverage for employees on PFML. This coverage will be continued for the duration of the paid leave and will be provided under the same terms and conditions as if the employee were continuing to work.

An employee's normal monthly contribution toward health insurance premiums will be paid to Humanix while on PFML, including the costs of dependent coverage, if applicable. If an employee does not pay their share of insurance premium during the leave, Humanix may discontinue benefit coverage.

Upon reinstatement, employee will receive the same degree of coverage and benefits you were entitled to prior to the leave. However, if the benefits have been altered or eliminated, they need not be restored.

EMPLOYER NOTICE

When an employee who is eligible for PFML benefits is absent from work to provide family care or takes medical leave for more than 7 consecutive days, Humanix will provide the employee a written statement of the employee's rights to take leave under this law. Statement will be provided to the employee within 5 business days after the employee's seventh consecutive day of absence due to a family or medical leave, or within five business days after Humanix has received notice that the employee's absence is due to a family or medical leave, whichever is later.

ENFORCEMENT

PFML is enforced by the Washington State Employment Security Department. Retaliation for the lawful exercise of leave under this law is prohibited.

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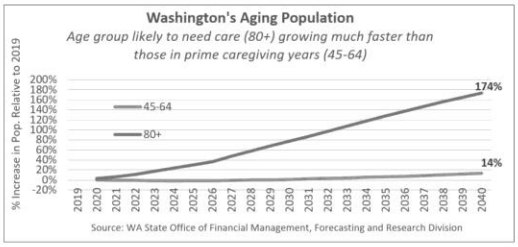
Washington State Department of Social & Health Services
Transforming lives

Aging and Long-Term Support Administration
Long-Term Services and Supports Trust Act

The Challenge



7 in 10 of Us Will Need Long-Term Care as We Age

Families are becoming less able to meet the needs of older adults. The ratio of potential caregivers to older adults will decline from 7:1 in 2019 to 3:1 in 2040.

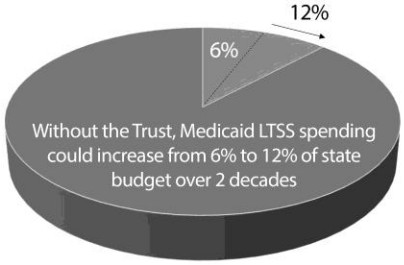
Long-Term Care is Expensive

$33k to $66k annually for 20 to 40 hours/week of home care
$69k to $131k annually for facility care

Most Seniors Can't Afford Long-Term Care

$56k is the median income of Washington seniors
Half have no 401(k) or pension income

$↓ Without the Trust, people must spend down their savings to qualify for Medicaid long-term services and supports (LTSS).



The LTSS Trust

2019 Governor Inslee signs the bill into law.

2022 Working Washingtonians begin paying premiums.

2025 Benefits begin for qualified beneficiaries.

Like Social Security:

- LTSS Trust is affordable insurance to protect us all against a risk most of us will face.
- We pay in while working and receive benefits when we need them.
- Contributions can only be used for Trust benefits.

0.58% of wages

A typical Washington earner making $52,075 annually will contribute $302 a year, or $25.17 a month.

If you are **self-employed**, you can opt into the Trust.

The Benefits

The benefit can be used for a range of services and supports, such as:

- Professional in-home care, nursing home stays and other long-term care
- Adaptive equipment and assistive technology
- Home accessibility modifications
- Support for family members who are providing care
- Home-delivered meals
- Rides to the doctor

To receive the benefit, you must have contributed:

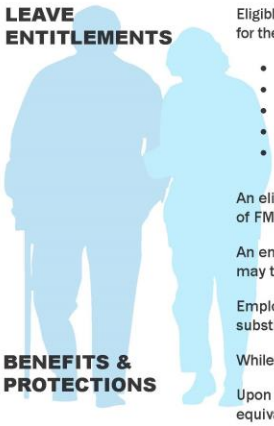
- At least 10 years without a break of 5 or more years, or
- 3 of the past 6 years and have a need for assistance with activities of daily living

$36.5K Each person is entitled to a lifetime benefit of $36,500 to pay for long-term services and supports.

$3.7B By reducing the burden on the state's Medicaid system, the Long-Term Services and Supports Trust Act will save taxpayers $3.7 billion by 2052.

EMPLOYEE RIGHTS
UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION



LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

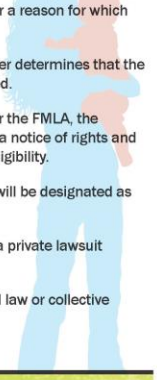
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

WH1420 REV 04/16

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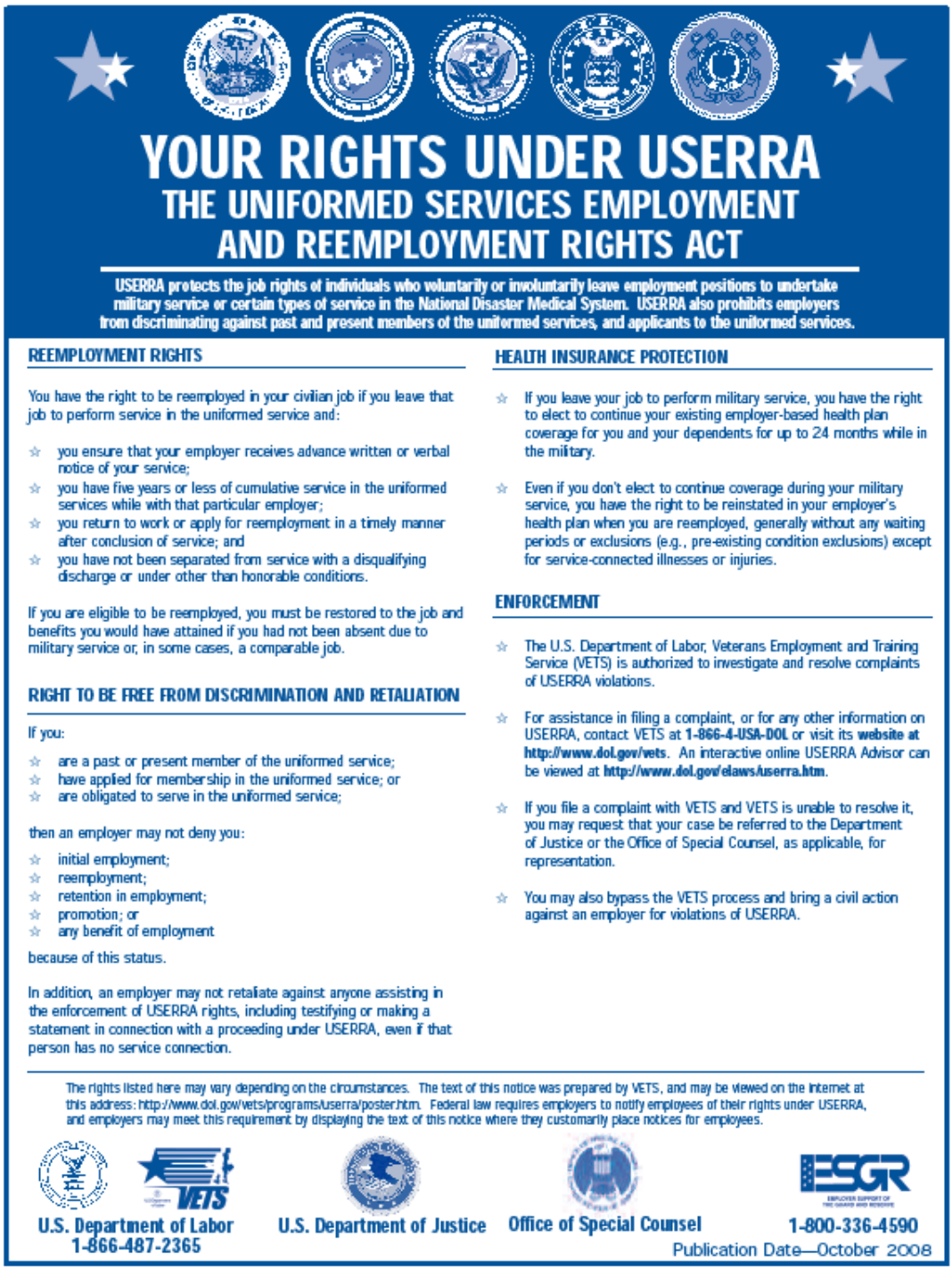

YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its **website at http://www.dol.gov/vets**. An interactive online USERRA Advisor can be viewed at **http://www.dol.gov/elaws/userra.htm**.
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the Internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

U.S. Department of Labor
1-866-487-2365

U.S. Department of Justice

Office of Special Counsel

1-800-336-4590

Publication Date—October 2008

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Washington State Department of Labor & Industries

April 2008

Leave for spouses of deployed military personnel

The new law allows:

- **Spouses of military personnel deployed or on leave from deployment during times of military conflict to take 15 days unpaid leave from work.**
- **Leave is without pay, but accrued leave may be substituted.**
- **Leave for public employees who also serve in the reserves or national guard has been increased from 15 to 21 days.**
- **All employers, public and private, are covered, regardless of size.**
- **An employee is one who works on average 20 or more hours a week.**
- **Effective June 12, 2008**

What is the new law?

A new law passed by the 2008 Legislature allows spouses of military personnel to take up to 15 days unpaid leave while their spouse is on leave from deployment, or before and up to deployment, during times of military conflict declared by the President or Congress.

An employee must provide his or her employer with notice of the employee's intention to take leave within five business days of receiving official notice that the employee's spouse will be on leave or of an impending call to active duty.

An employee may substitute accrued leave for any part of the family military leave.

An employee who takes family military leave is entitled to job protection and the same benefits as under the state Family Leave Act.

Who is covered?

An employee is defined as a person who works an average of 20 or more hours weekly, excluding independent contractors.

An employer is any person, firm, corporation, partnership or other business entity, state agencies and institutions, and local government.

What is L&I's role?

L&I's role is to inform employers and workers about the new law through outreach and education. Complaints filed by employees will be investigated, and L&I will enforce job protection for employees who need this leave.

Additional information may be obtained by calling Janis Kerns at 360-902-5552 or e-mail to kerj235@Lni.wa.gov, or by calling the L&I Employment Standards Program toll-free at 1-866-219-7321.

Updates regarding this new law will be posted on www.Lni.wa.gov/WorkplaceRights/LeaveBenefits/FamilyCare

4/4/2008

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Benefits

MEDICAL INSURANCE

Once an employee has been offered a position through Humanix, you will be notified of open enrollment for Humanix's group health insurance plan through the mail. Please **update your address on your registration on our Humanix website** and notify our office immediately if you have a change in address. Eligible employees for group health insurance plan are based on variable, nonvariable, seasonal or part-time classification upon hire date.

PENSION PLAN

ESOP: Humanix employees become participants in the Employee Stock Ownership Plan if they are 21 years of age and after they have worked 1000 hours per year for two years.

EMPLOYEE REFERRAL BONUS

Know someone else looking for work? Refer your family and friends to Humanix! Once they work 100 hours or get hired by one of our clients, we'll pay you $200! Please tell your friends to list you on their applications as their referral source.

COMPANY REFERRAL BONUS

If you know a company that could benefit from Humanix's services, please fill out the Referral Bonus Certificate. If the company you refer pays for 100 hours of our services, we will pay you a $200 bonus!

BREAK IN SERVICE

You will be designated as inactive for any of the following reasons:

- ⇒ At your request, written or verbal;
- ⇒ If you have not contacted us within the past thirty (30)days, unless prior arrangements have been made with your Humanix Recruiter;
- ⇒ If your employment is terminated by our office.

Designated inactive means you have been separated from employment and forfeit all hours you have accrued at Humanix. This will affect your benefits, including PTO, holiday pay and pension plan.

If you reactivate within 30 days after we designate you as inactive, the hours you have previously accrued will be reinstated. If you reactivate after 30 days, you may have to resubmit your application.

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Company Policies

SUBSTANCE ABUSE POLICY

DATE ISSUED: 03/01/1994
DATE REVISED: 09/15/2026

Mark Qualley
COMPANY PRESIDENT

I. NEED, INTENT AND SCOPE

A. The nationwide problem of alcohol and drug abuse in the workplace has reached a level which warrants a policy to deal with the issue. In a company such as ours, our safety and that of the public depends upon complete abstinence from mind and mood-altering drugs while at work and safe and sane "use" of legal substances while off-duty. One person's aberrant behavior can have grave consequences.

B. Our employees deserve the right to work for a company which makes every effort to provide a safe workplace and to conduct operations with public safety uppermost in our minds.

C. Although Washington State has legalized marijuana for medicinal or recreational purposes, Humanix is not required to allow the medicinal or recreational use of marijuana in the workplace. Using, possessing, or being under the influence of marijuana is strictly prohibited on Humanix and client property and while conducting company business. Additionally, some customer clients that we partner with have a zero-tolerance policy that will prohibit placement of an employee who tests positive for any detectable level of marijuana.

D. This policy applies to all employees of Humanix, a division of Humanix Corp.

II. COMPANY POLICY

A. HUMANIX regards any misuse of drugs or alcohol by employees to be an undesirable practice that can result in poor health and unacceptable work performance. Employees using any drugs or other substances in an improper or illegal manner create an increased risk to the safety of themselves, the public and their fellow employees.

B. It is the intent of this policy to prohibit and discourage any drug use which is actually or potentially harmful to the user or to those who may come into contact with the user. "Prohibited substances" are therefore defined by the following descriptions:

1. Any drug which is illegal according to federal, state or local statutes;

2. Any prescription drug when used in a way which is inconsistent with a medical doctor's prescription, or which may lead to impaired judgement or physical abilities;

3. Any over-the-counter medication when used in a way which is inconsistent with a manufacturer's directions, or which may lead to impaired judgement or physical abilities;

4. Alcohol when used in sufficient quantities to affect judgement or physical abilities;

5. Other commonly available substances such as glue, gasoline, white-out, nitrous oxide and others which may be sniffed or ingested and whose use may lead to impaired judgement or physical abilities.

C. Employees engaged in the use, sale or possession or distribution of prohibited substances as defined in this policy are not satisfactory employees. Such employees shall be subject to disciplinary action up to and including discharge if they participate in such activities on or off the employer's premises and/or the

customer client's premises.

D. It is strictly forbidden to arrive for work or be on duty while "under the influence", "impaired", or in any other way affected by (as exclusively determined by supervisory personnel) prohibited substances.

Failure to cooperate with the test, to submit to observed urine/breath/saliva/blood drug or alcohol testing, or any tampering with a sample will provide grounds for termination.

E. Alcoholic beverages are forbidden from HUMANIX'S property, operations and the property and operation of its clients, at all times unless specifically authorized by the company president.

F. This policy has been adopted in the interest of safety and of maintaining a healthy and productive work environment. It will be strictly enforced. With reasonable suspicion, the company specifically reserves the right to carry out searches of individuals, their persons, effects and vehicles when entering, while on or while leaving company or client company property. Company vehicles may be searched at any location.

A search may be conducted without any prior announcement other than the posting of this policy. Submission to such a search of individuals, their persons, effects and vehicles is strictly voluntary; however, refusal may be cause for expulsion from the premises or provide grounds for termination. The company president is empowered to authorize a search or to delegate that authority to a direct subordinate. Search of company or client company's vehicles is not voluntary. Refusal shall be cause for expulsion from the premises or provide grounds for termination.

G. Any individual found in violation of this policy shall be subject to expulsion from the company and/or company client's premises and/or termination of employment. Any individuals who are in violation of local, state or federal law(s) may be reported to the appropriate law enforcement agency.

III. SUBSTANCE ABUSE TESTING

A. PRE-EMPLOYMENT TESTING

1. HUMANIX reserves the right to implement pre-employment substance abuse testing in accordance with state and federal guidelines at any time and without notice. Upon its implementation, a positive pre-employment substance abuse screening may be considered grounds for denial of employment.

B. PRE-PLACEMENT TESTING

1. It is the policy of HUMANIX to reserve the right to require employees to submit to a drug and/or alcohol-screening test as required by customer clients and that refusal to do so is grounds for termination or disqualification from eligibility for the placement. Upon client request, Humanix will provide drug test results to assigned clients. Employee agrees to hold HUMANIX harmless as a result of releasing such information.

2. Drug testing will be applied consistently with the policies of the customer clients in which the employee may be placed. Any detectable level of marijuana could exclude the employee from placement with certain customer clients.

3. It is the policy of HUMANIX to perform pre-placement urinalysis substance abuse screening on all employees subject to testing under the United States Department of Transportation regulations. A positive pre-placement test will be considered grounds for termination of employment. All testing under USDOT regulations will conform to 49 CFR PART 40 and all applicable amendments. Changes to federal drug and alcohol testing regulations and provisions of the Omnibus Employee Testing Act of 1991 are incorporated by reference.

C. RANDOM TESTING

1. Employees assigned to customer clients with company substance abuse policies containing random drug testing may be subject to engage in random testing for drugs. Generally, random testing involves the blind and random selection of a predetermined number of employees for drug testing without notice.

2. For positions requiring a DOT drug test, assigned employees will enter into a DOT random drug testing program as required by the Department of Transportation regulations.

3. An individual may be selected once, more than once or not at all during any particular period. Once

notified, an employee shall, as soon as possible, proceed to the nearest specimen collection site for such random test. Any delay in obtaining the random test shall be regarded as a positive test.

D. **REASONABLE CAUSE TESTING**

1. Upon reasonable suspicion (as determined by supervisory personnel), any employee may be required to undergo urine drug screening and/or alcohol breath, blood and saliva analysis as a condition of continued employment. This may be occasioned by changes in job performance or changes in attitude suggestive of the possibility of drug or alcohol abuse or upon reasonable suspicion of such actions by co-workers or supervisors. Any person undergoing a "reasonable cause" test shall either be tested at the client company's premises or shall be escorted to the testing facility and then home. They shall be placed on administrative leave without pay pending the outcome of the test results, if necessary.

2. Any individual involved in an accident that is reportable under workers' compensation may be subject to post-accident substance abuse testing. In the event that emergency care is required, post-accident testing shall be performed as early as is practicable.

3. A workplace accident is defined as any mishap that causes or has the potential to cause bodily harm to an employee or any other person, or any damage to any property whatsoever.

4. Any employee subject to USDOT post-accident testing regulations shall be tested if they are involved in a DOT reportable accident.

E. **POST-REHABILITATION**

Employees who have successfully completed a chemical dependency treatment program may be required to obtain periodic or random drug/alcohol screens as a condition of continued employment. Such a testing program would be administered as part of a comprehensive "aftercare" program and in conjunction with employee assistance or other professional counselors. In such a case, the individual involved will be required to execute the appropriate releases of confidential information to the company president or his or her delegate.

F. **PRESCRIPTION DRUGS**

All employees who are required to take prescription drugs which would impair their work performance must report this to their supervisor. The report should include the name of the drug, possible side effects, and the name of the doctor who prescribed the drug. Misuse of legally prescribed drugs may subject an employee to the same disciplinary procedures as for those who abuse illegal drugs.

G. **POSITIVE TEST RESULTS**

1. Any employee who tests positive for prohibited substances, other than marijuana, or who is under the influence of prohibited substances, including marijuana, will be subject to disciplinary action, up to and including termination.

2. Such action, however, may be held in abeyance pending referral to a qualified substance abuse treatment program, cooperation with the program, and successful completion of any recommended rehabilitative program(s).

3. Any job applicant who tests positive for a prohibited substance, other than marijuana, shall be regarded as unemployable.

4. A positive test result may be confirmed at company expense by an independent and scientifically different method. All positive drug tests will be reviewed by a Medical Review Officer, who is a licensed medical doctor knowledgeable about both substance abuse and laboratory testing procedures. An alcohol test shall be considered positive at a level of .02mg% or greater when performed by a qualified operator of an evidence-quality breath alcohol analyzer or be a legal blood test.

5. Any individual who tests positive for prohibited drugs may have an opportunity to discuss the test results with the company president or delegate and a representative of the employee assistance program, when applicable.

6. Those with a confirmed positive test result may, at their option and expense, have a second confirmation test made on the same specimen. They will not be allowed to submit another specimen

for testing.

H. **COLLECTION PROCEDURES**

1. Collection procedures shall conform to standards as listed in "Procedures for Transportation Workplace Drug Testing Programs", 49 CFR PART 40, and applicable subparts and amendments.

2. Urine samples for substance abuse screening shall be collected unobserved by collection personnel but may be obtained under direct observation by a person of the same sex or a medical professional if reasonable concern for sample integrity exists (such as a for-cause test, a previous attempt to adulterate a specimen, a previous positive test result or submission of a previous sample with a temperature measurement thought to be inconsistent with fresh voiding or in the case of post-rehabilitation testing).

I. **RESULTS**

All substance abuse test results will remain confidential except where necessary to protect the interest of Humanix clients, and for any other reason as deemed necessary by the company.

J. **REFUSAL TO TEST**

Any person refusing to submit a sample for substance abuse testing shall be considered in violation of this policy and subject to immediate termination.

K. **DRUG FREE WORKPLACE ACT OF 1988**

1. It is the policy of HUMANIX to comply with all aspects of the Drug Free Workplace Act of 1988.

2. A Drug Free awareness program is established to inform employees about the dangers of drug abuse in the workplace, the company's policy of maintaining a drug free work environment, the availability of assistance for an alcohol or drug problem and the penalties that may be imposed upon an employee for drug abuse violations. Information will be provided to familiarize all employees with the above items.

L. **EMPLOYEE RESPONSIBILITIES**

1. Abide by the terms of this Substance Abuse Policy.

2. Notify HUMANIX of any drug charge or conviction not later than 5 days after the employee becomes aware of such a charge or conviction. Failure to comply with this provision may result in termination.

3. Employees who are terminated for a positive substance abuse test may reapply for employment after six months. Upon reapplying, they will be required to resubmit to and pass a substance abuse test prior to being rehired.

M. **MISCELLANEOUS MATTERS**

1. This substance abuse policy primarily governs company actions in the area of alcohol, drugs, or other controlled substances. Other company policies may be applicable in this area to the extent they do not conflict with this policy.

2. No part of this policy, nor any of the procedures thereunder, is intended to affect Humanix's right to manage its workplace, to discipline its employees, or guarantee employment, continued employment or terms or conditions of employment. The Substance Abuse Program in no way creates an obligation or contract of employment. Humanix reserves the right to alter or amend the program at any time at its sole discretion without notice.

3. If any part of this policy is determined to be void or unenforceable under state or federal law, the remainder of this policy, to the extent possible, will remain in full force and

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Company Policies

CONFIDENTIAL NON-DISCLOSURE

All work assigned to you at our client companies may involve material and information of a highly sensitive, confidential, and proprietary nature. Keep all information confidential and proprietary that you have acquired during assignments which relates to Humanix or to our client companies, except as may be authorized by the client company in writing.

EQUAL OPPORTUNITY EMPLOYER

Humanix is an equal opportunity employer. We will not discriminate against anyone with respect to compensation, terms, conditions, or privileges of employment because of race, creed, color, age, marital or veteran status, sex, national origin, or mental or sensory handicap, sexual orientation, or any other legally protected status.

SAFETY POLICY, WEAPONS AND WORKPLACE VIOLENCE

It is our goal to endeavor to maintain a safe work environment free from intimidation, threats, or violent acts. To that end, Humanix has adopted a zero-tolerance policy regarding violence in the workplace. This includes, but is not limited to, intimidating, threatening, or hostile behaviors; physical abuse; vandalism; arson; sabotage; use of weapons; and carrying weapons of any kind onto Humanix or client company property, including the Humanix and client company parking lots. Employees may not store weapons in their car on Humanix or client company property, even if the employee has a concealed weapons license.

Weapons are defined as any instrument or device for use in or that could be used in attack or defense in combat, fighting, or war, for example; a sword, rifle, handgun, or cannon. This also includes ceremonial or decorative objects such as bayonets and any knife with a blade that is 4 inches or longer.

Employees who feel they have been subjected to any of the behaviors listed above are requested to immediately report the incident to their supervisor and Humanix. Complaints will be fully investigated. Based upon the results, disciplinary action will be taken against the offender, if appropriate.

Employees who observe or have knowledge of any violation of this policy should immediately report it to management and Humanix. Employees are empowered to contact the proper law enforcement authorities without first informing management or Humanix if they believe a threat to the safety of others exists.

In the course of an investigation with the purpose of enforcing this policy, Humanix and client company reserves the right to conduct searches of company and employee property that is pertinent to the investigation including but not limited to lunch pails, boxes, thermoses, purses, lockers, desks, personal files stored on a company computer, cabinets, file drawers, packages, or vehicles without notice. Any illegal and unauthorized articles discovered may be taken into custody and may be turned over to law enforcement representatives. Any Humanix employee who refuses to submit to a search or is found to be in possession of prohibited articles will be subject to disciplinary action, up to and including termination.

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HARASSMENT IN THE WORKPLACE

It is illegal and against Humanix policy for any worker, male or female, to harass another worker by making unwelcome sexual advances, favors, or other verbal or physical conduct of a sexual nature, a condition of any worker's employment; using a worker's submission to, or rejection of, such conduct as the basis for, or as a factor in, any employment decision affecting the individual; or otherwise creating an intimidating, hostile, or offensive working environment by such conduct.

The creating of an intimidating, hostile, or offensive working environment may include such actions as persistent comments on a worker's sexual preferences, unwelcome sexual flirtation, advances or propositions, verbal abuse of a sexual nature, jokes, subtle pressure or request for sexual activities, or the display of obscene or sexually oriented photographs, objects, or drawings in the workplace. However, conduct or actions that arise out of a personal or social relationship and that are not intended to have a discriminatory employment effect may not be viewed as harassment. The employer will determine whether such conduct constitutes workplace harassment, based on a review of the facts and circumstances of each situation.

This policy applies to all employees. It covers harassment by employees of Humanix (including supervisor and management), customers, applicants, vendors, students, or other third parties with whom Humanix has business dealings.

Any employee who thinks he or she is a victim of workplace harassment, including but not limited to any of the conduct listed previously, by any supervisor, management official, other employee, client, or any other person in connection with employment at Humanix, should bring the matter to the immediate attention of his or her Recruiter or any member of Humanix management.

Humanix will not condone any workplace harassment of its employees. All workers, including supervisors and managers, will be subject to severe discipline, up to and including discharge, for any act of workplace harassment.

Recruiters and managers who receive a workplace harassment complaint should promptly and carefully investigate the allegations of harassment, questioning all employees who may have knowledge of either the incident in question or similar problems.

Both the complaint and the investigative steps and findings will be documented thoroughly as confidentially as possible.

Employees who are dissatisfied with the investigating manager's resolution of a workplace harassment complaint may file a complaint with a corporate officer. No Humanix employee, client, employee, or witness will be subject to any form of retaliation or discipline for pursuing a workplace harassment complaint

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Company Policies

DISCIPLINE/GRIEVANCE POLICY

Possible actions which may result in disciplinary action and/or dismissal:

- ⇒ Theft
- ⇒ Falsifying Application for Employment
- ⇒ Falsifying Timesheet
- ⇒ Tampering with or Forging a Timesheet or Any Other Document
- ⇒ Failure to Follow Company Guidelines as Described Herein
- ⇒ Reporting to Work Under the Influence of Alcohol or Illegal Drugs
- ⇒ Failing Drug or Alcohol Screening
- ⇒ Fighting, Threats, or the Possession of Weapons on Humanix or Client Premises
- ⇒ Unauthorized Use or Disclosure of Information or Records
- ⇒ **"**No-Show/No-Call" to an Assignment
- ⇒ Repeated Tardiness/Absenteeism
- ⇒ Unwillingness to Perform an Assigned Task (If there is a problem on the job, let us know.)
- ⇒ Non-Compliance of an Assignment (Don't walk off a job without contacting us - call before you do anything impulsive.)
- ⇒ Rudeness, Insubordination, Use of Obscene, Abusive or Threatening Language
- ⇒ Unprofessional Conduct
- ⇒ Quitting Without Notice
- ⇒ Felony Conviction Received During Humanix Employment

This is not a complete listing of all possible conduct for which an employee may be disciplined/terminated. Disciplinary action up to and including termination will be imposed for any conduct which threatens the health and well-being of fellow employees or the continued productivity of the company.

Employee agrees to conform to the rules of employment and understands that employee's employment and compensation can be terminated, with or without cause, and without notice, at any time, at the option of Humanix or employee.

The President or Vice President of Humanix will make the final decision on any disputed complaints.

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Safety

INJURIES AT WORK

Humanix is your employer, and you are insured through Workers' Compensation insurance. The insurance premium for this coverage is calculated and paid by Humanix. In Washington, a minimal portion of this premium is paid by you and deducted from your paycheck. As your employer, we will file a Workers' Compensation report (claim) for any on-the-job injury requiring medical attention. Benefits, including medical expenses and time-loss compensation, if appropriate, may be awarded to employees who have had a work-related illness or injury.

IF AN INJURY OCCURS IN THE COURSE OF YOUR JOB, PLEASE DO THE FOLLOWING:

1. All work-related injuries must be reported IMMEDIATELY to both the client job site supervisor and a Humanix Recruiter. Failure to report immediately will endanger the validity of a Workers' Compensation claim.

2. A Humanix Employee Accident Report will be furnished to an injured worker at the job site. If there is not one available at the jobsite, the injured employee must come into the Humanix office to complete an Accident Report. In either case, the Accident Report must be completed and returned to our office as soon as possible following an incident. The Accident Report must be completed no matter how minor the accident or injury.

3. If medical attention is required, make ABSOLUTELY SURE the medical personnel know that your employer is HUMANIX. All injured employees are asked to cooperate fully with medical personnel to aid in treatment and recovery. If a minor injury occurs (something not urgent) during regular business hours, Monday -Friday, contact your on-site supervisor and report the injury to your Humanix Recruiter. A doctor's appointment may be made for you with one of our designated physicians.

For after hours, and weekends, obtain first-aid assistance and go to an Emergency/Minor Care facility if needed.

Please leave a detailed message regarding your injury on our answering machine and indicate if you did seek medical attention. Please also state if you are returning to your job assignment.

Idaho employees are required to go directly to Kootenai Urgent Care facilities located in Coeur d'Alene, Hayden, or Post Falls. Seeking medical attention from any other medical provider without permission from a Humanix representative could result in the denial of Workers' Compensation claim.

4. Should employees experience problems with their recovery, be dissatisfied with medical treatment, or need help understanding the industrial insurance system, a Humanix Recruiter is available to provide any assistance or support.

5. Employees are asked to honor management requests to seek second opinions prior to surgery or when treatment does not appear to be effective.

6. Employees are expected to accept temporary, modified, or light-duty work assignments once specific duties have been approved by their doctor.

7. If you are recovering at home from a work-related injury or illness, you are required to call the Humanix office once a week. This call is intended as a continual follow-up on your injury status or if you have any additional questions or concerns.

8. Safety is essential. All employees must comply with the Occupational Safety and Health Administration (OSHA), Washington Industrial Safety and Health Act (WISHA), and any other Federal or local regulatory agency. If you are not familiar with these requirements, ask the immediate job site supervisor or a Humanix Recruiter. You may refer to the Safety Policies and Procedures in your orientation packet. Failure to comply with safety rules/regulations (including wearing safety equipment as instructed) may be grounds for dismissal.

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Humanix
the best people for the job

New Employee Safety Orientation

This Safety Orientation Handbook has been prepared to introduce you to the policies and procedures used to maintain and improve a safe and healthy work environment. The client supervisor will be providing you with additional job specific safety training and information about the facility in which you will be working. We expect and encourage you to ask questions when you are unsure.
If you don't know – ASK!

A Message from Management

As a new member of the Humanix family, you are a valuable asset to Humanix. I wish to take this opportunity to express to you our continued commitment to safety and to providing a safe workplace for all Humanix employees. Each employee has an important role to play in meeting this goal: **Z**ero **A**ccidents and **Z**ero **I**njuries. Each employee must assume their responsibility for full cooperation in preventing accidents. Safety, production, and quality go hand in hand. Humanix is committed to your safety. I ask you to do the same.

Mark Qualley
Mark Qualley, President

Before Starting the Job

- **Ask**--Ask your Humanix Account Manager for a detailed description of your new job duties. Always perform your assigned task in a safe and proper manner.

- **Dress**--Dress appropriately. Your Humanix Account Manager will inform you of the dress code for the job. If the assignment requires steel toed boots, goggles, gloves, and hearing protection--wear and use them.

- **Medication--**Cold medicines and certain types of other medications can make you drowsy. Use good judgment when selecting a medicine. Remember, any employee discovered under the influence of alcohol or drugs will not be permitted to work.

New Assignment and Work Area

- **Hazards--**Your supervisor will familiarize you with your work area.

    - Take a minute to notice any hazards such as uneven floors, holes in the ground, electrical cables.

    - Do not take shortcuts. Shortcuts and the disregard of established safety rules are the leading causes of employee injury.

    - Report any potentially hazardous situations to your supervisor. Such situations should be immediately corrected. If they are not, contact Humanix.

- **Fire Exits--**Note the locations of fire exits, fire extinguishers, and fire alarms.

- **Training--**You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task.

- **PPE--**You may be assigned certain **P**ersonal **P**rotective safety **E**quipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required.

Safety Policy

The Management of Humanix believes it is essential to ensure a safe and healthy workplace for all employees. Therefore, it is the policy of Humanix that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of Humanix management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of Humanix, our client companies and their operations. It is, therefore, a basic requirement that each supervisor makes the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Why do accidents happen?

Basically, there are two reasons: **UNSAFE ACTS** and **UNSAFE CONDITIONS**. An **unsafe act** is when someone does something that is unsafe such as removing safety shields, running at work, not using proper personal protective equipment, violating safety rules, or performing a task for which they are not trained.

Violating safety rules is never a smart move as they are put in place to protect you. An **unsafe condition** is a situation where the workplace hazards have not been eliminated or controlled. These include conditions such as slippery floors, improper lighting, and exposed machine hazards.

Safety Rules for All Employees

It is the policy of Humanix that everything possible will be done to provide protection from accidents, injuries, and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive and prompt action must be taken to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following general safety rules will apply:

- Immediately Report to Humanix and the Client Supervisor:
  - All Work-related Injuries and Illnesses
  - All Unsafe Acts or Unsafe Conditions
  - All Property Damage or Near Miss Accidents

- Only Authorized and Trained Employees may:
  - Operate, repair, adjust machinery and equipment
  - Work on or near Exposed Energized Electrical Parts or Electrical Equipment
  - Enter a Confined Space
  - Use or dispense Chemicals
  - Use Forklifts or other vehicles

- All Employees must:
  - Know the location of all Fire and Emergency Exits.
  - Keep exits, fire extinguishers and emergency equipment clear of all obstacles.
  - Use Seatbelts in all vehicles.
  - Follow all safety rules and precautions.

- Do not bring firearms, weapons, or explosives on Humanix or client property.
- Do not use, possess, sell, or be under the influence of illegal drugs.
- Do not misuse prescription drugs.
- Do not be under the influence of alcohol on Humanix or client property or while “on duty”.

- All Humanix held medical records, such as hearing tests, required physical examinations, etc., are available for your review. Please arrange an appointment with an Account Manager to review your medical file.

Hazard Communication

As an employee, you must recognize and exercise your “Right to Know” and “Right to Understand” the hazards in your workplace.

If you are assigned a job that involves the use of chemicals, you will be provided training by the client supervisor. Some chemicals are explosive, corrosive, flammable, or toxic; they may have properties that combine these hazards. To avoid injury and/or property damage, persons who handle chemicals in any area of the Client Company must understand the hazardous properties of the chemicals with which they will be working. All employees who use hazardous chemicals will be required to demonstrate that they can:

- Understand and use Safety Data Sheets (SDSs)
- Safely use the material including proper use of Personal Protective Equipment
- Conduct necessary procedures for emergencies
- Use the eyewash and or drench shower system
- Safely evacuate the area in the event of an emergency

General safety precautions that must be observed when working with chemicals:

- Keep work areas clean and orderly.
- Report any problems with the storage or use of chemicals.
- Immediately report spills or suspected spills of chemicals.
- Use only those chemicals for which you have been trained.
- Use chemicals only for specific assigned tasks in the proper manner.
- Use proper safety equipment.
- Label containers with identity of contents and hazard warnings.
- Store incompatible chemicals in separate areas.
- Limit volume to the minimum needed.
- Obtain and read the Safety Data Sheets.

General Classifications and Types

Manufacturers, importers, and distributors must evaluate and classify chemicals produced in their workplace in accordance with the Globally Harmonized System (GHS) classification section.

They must take the full range of available scientific information concerning all potential hazards into consideration.

Information is compiled on the SDS, including specified criteria for each health and physical hazard and detailed instructions for how to evaluate a hazard.

Physical hazards
are physical threats from fire, explosion, or reactivity to the facility and personnel within the area.

Examples:
Explosives
Flammable gases, aerosols, liquids, or solids
Oxidizers, including liquids, solids, or gases
Self-reactive chemicals
Pyrophoric liquids or solids
Self-heating chemicals
Chemicals containing organic peroxide
Corrosive to metal
Gases under pressure

Health hazards
pose a threat to the health of facility personnel.

Examples:
Acute toxicity via any route of exposure
Skin corrosion or irritation
Serious eye damage or eye irritation
Respiratory or skin sensitization
Germ cell mutagenicity
Carcinogenicity
Reproductive toxicity
Specific target organ toxicity
Aspiration hazards

Routes of Entry

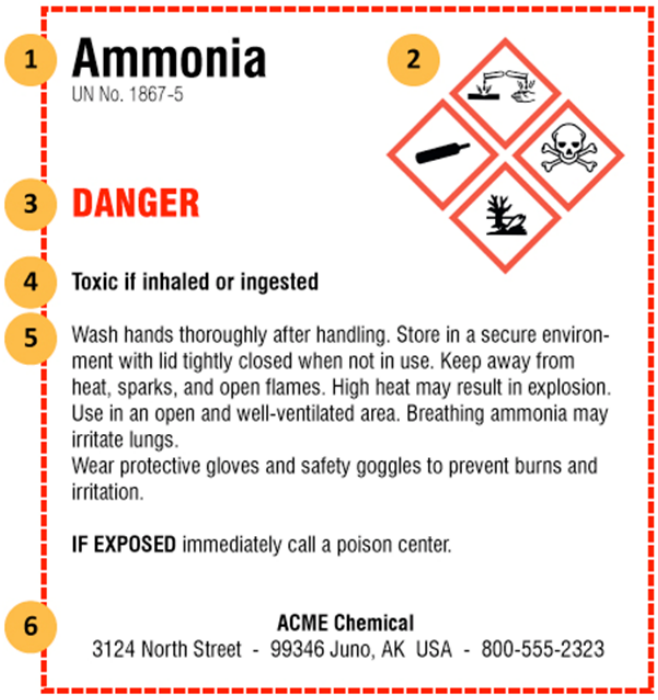
Routes of entry are ways that a substance can enter the body.

- **Ingestion**
  Through the digestive tract by swallowing
- **Absorption**
  Through the eyes, skin, or mucous membranes
- **Inhalation**
  Through the respiratory tract by breathing
- **Injection**
  Piercing the skin, i.e., through cuts or needle insertion

GHS-Compliant Labeling

The Globally Harmonized System (GHS) establishes a standardized approach to classifying harmful chemicals and communicating hazard information on container labels. This new standard improves worker awareness by mandating that safety and handling information be visible on hazardous containers.

1. **The product identifier**
2. **Pictograms**
   are symbols that indicate the hazard of the material.
3. **Signal words**
   are used to indicate the severity of the hazard. The signal words are “danger” or “warning.” Danger is for more severe hazards.
4. **The hazard statement**
   describes the hazard’s nature and its degree of severity. Example statements are “fatal if swallowed,” “harmful if inhaled,” and “toxic in contact with skin.”
5. **Precautionary statements**
   recommends methods to avoid adverse effects and provides accident prevention, accident response, and storage information
6. **Manufacturer and distributer contact information**



Explosives

Oxidizers

Flammables

Health Hazard

Acute Toxicity

Environmental Toxicity

Corrosives

Irritant

Gases Under Pressure

Symbols that indicate the hazard of the material

Labels for Secondary Containers

When hazardous materials are transferred into secondary containers from their original containers, these must also be labeled with the contents and hazards.

Alternative labels are acceptable as long as they include the product identifier and words, pictures, or symbols that indicate general information about the product and the hazards involved.

Work with Ladders

Employees will use a full body harness when working at greater than 25' and both hands must be used to do the job.

The following safety rules apply to ladders:

- Before you use a ladder check it for defects such as loose joints, grease on steps, or missing rubber feet.
- Do not paint a ladder. You may hide a defect.
- Do not use a ladder as a brace, workbench or for any other purpose than climbing.
- Do not carry objects up or down a ladder if it will prevent you from using both hands to climb.
- Always face the ladder when climbing up or down.
- If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign.
- Only one person is allowed on a ladder at a time.
- Always keep both feet on the ladder rungs except while climbing. Do not step sideways from an unsecured ladder onto another object.
- If you use a ladder to get to a roof or platform, the ladder must extend at least 3' above the landing and be secured at the top and bottom.
- Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders.
- Do not stand on the top step of a step ladder.
- Set a single or extension ladder with the base ¼ of the working ladder length **away** from the support.

Avoid Slips, Trips and Falls

Slips, Trips and Falls can be prevented by using caution and awareness. The following simple rules will help you avoid slips, trips, and falls:

- Wear soled footwear with grip treads.
- Walk at a normal pace. Do not run or hurry.
- Keep a clear view of your route of travel.
- Be aware of your surroundings.
- Do not climb on machinery.
- Stay in authorized walkways.

Hearing Conservation

Conservation of hearing is an important preventative measure. To reduce hearing loss, we provide hearing protection. Base line and exit hearing tests will be provided where applicable.

Loud noise affects your hearing
The damage done by noise depends mainly on how loud it is and how long you are exposed to it. Noise may “tire out” the inner ear causing temporary hearing impairment. With continual exposure to high noise levels, the ear may become permanently damaged.

Rules and Procedures
All Employees shall properly wear hearing protection while working in or traveling through any area that is designated a High Noise Area. The following rules will be enforced:

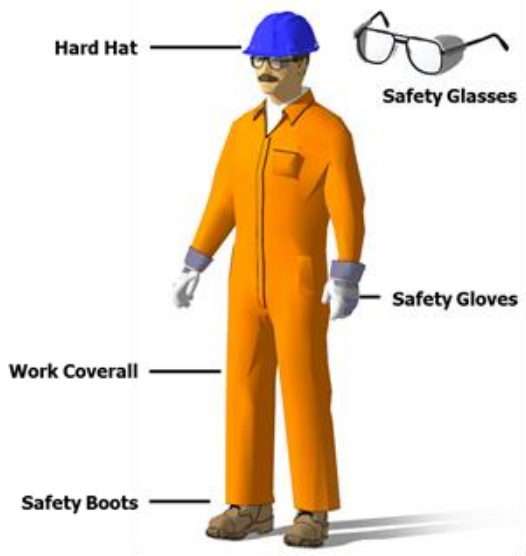
- Personal stereos will not be permitted in any operating area of the client company property.
- Hearing protectors will be provided by Humanix or the client company.
- Hearing protectors and replacements will be provided free of charge.
- Hearing protectors will be properly worn at all times, except in offices, breakrooms, and restaurant facilities.

Where Hearing Protection Must be Worn
Hearing protection must be worn at all times in high noise designated areas. These areas are marked by word and/or picture signs. Generally, if it is noisy, wear hearing protection.

Use and care for hearing protectors
All hearing protection must fit properly and be clean and free of defects. If the hearing protection that you are issued wears out or breaks, request new protection from the client supervisor. Inspect your hearing protection before each use. Keep it clean and it will last longer and provide better service.

Personal Protective Equipment (PPE)

Humanix or the Client Company will be responsible to provide the necessary PPE for all jobs. Client supervisors will ensure that all employees wear PPE properly and are adequately trained in their use, limitations, and other procedures. PPE will be used whenever a hazard cannot be removed by engineering controls.



PPE Rules
- All Employees must use required PPE
- PPE must be approved by the Client Company and meet applicable standards.
- Damaged or worn PPE will not be used.
- PPE will be maintained to prevent abnormal wear.
- Client Company owned PPE will be returned at the end of each shift.

Control of Bloodborne Pathogens

What is a Bloodborne Pathogen
Basically, a Bloodborne Pathogen is any disease that can be transmitted from one person to another by body fluids, such as blood. HIV (AIDS), Hepatitis, or any of many viruses and bacteria are examples of Bloodborne pathogens. To control these pathogens, we follow several simple rules if we are exposed to any body fluids:

- Wash all exposed areas before and after providing first-aid
- Use PPE appropriate for first-aid situations
- Treat all body fluids and soiled items as contaminated. Dispose in Red Bio-Hazard Bags.
- Clean up spills of body fluids with antibacterial solutions.
- Immediately report all suspected exposure to blood or any body fluids to the client supervisor.

Electrical Safety

Only qualified maintenance personnel are authorized to do any work on any electrical equipment. Do not touch electrical equipment or attempt repairs. If you see a potential electrical hazard, inform the client supervisor immediately. A voltage as low as 30 volts can kill you.

Powered Electrical Equipment is defined as cord or plug-type electrical devices, which includes the use of flexible or extension cords. Examples of portable electrical equipment include powered hand tools, powered bench tools, fans, radios, computers, etc. The following safety rules apply to powered electrical equipment:

- Handle in such a manner as not to cause damage. Power cords may not be stapled or otherwise hung in a way that may cause damage to the outer jacket or insulation.
- Visually inspect for damage, wear, cracked or split outer jackets or insulation, etc, before use or before each shift. Any defects such as cracked or split outer jackets or insulation must be repaired, replaced, or placed out of service.
- Check the compatibility of cord sets and receptacles for proper use. Ground type cord sets may only be used with ground type receptacles when used with equipment requiring a ground type conductor.
- Attachment plugs and receptacles may not be altered or connected in a way that would prevent the proper continuity of the equipment grounding conductor. Adapters may not be used if they interrupt the continuity of the grounding conductor.
- Only use electrical equipment that is double insulated or designed for use in areas that are wet or likely to contact conductive liquids.
- Do not touch electrical equipment with wet hands. Personal protective equipment must be used when handling electrical equipment that is wet or covered with a conductive liquid.
- Locking-type connectors shall be properly secured after connection to a power source.
- Extension cords shall be the three-prong grounded type. Electrical cords shall not be run through doorways, windows, and holes on floors or ceilings. Proper hard conduit is required to pass electrical cables through walls, ceilings, and floors.

Handling Machinery

- **Instruction--**Under no circumstances should you operate any machinery until you have been properly instructed in how to operate it and understand all aspects of how it works. Ask questions if you have any doubts.

- **Faulty Equipment--**Never operate a faulty piece of equipment, regardless of assurance of its safety by other employees. If your machine malfunctions, get proper instructions from your supervisor **before you continue.**

- **Guards--**Ensure that all machinery guards and safety devices are securely attached and in proper working order. Report any defects to your supervisor.

- **Pay Attention--**Concentrate on the job being performed. Daydreaming can be extremely dangerous when working around machinery.

- **Dress--**Do not wear loose fitting or baggy clothing around machinery. Remember that rings, necklaces, earrings, and long hair can get caught in machinery. Follow your supervisor's instructions concerning these items.

- **Please**--If you don't know --------ASK!

Lockout & Tagout

When equipment is to be worked on, maintenance personnel will LOCKOUT and TAGOUT all sources of energy associated with that equipment. This is to protect the maintenance worker and anyone nearby. Only qualified maintenance workers are allowed to work on equipment, so only they are authorized to Lockout and Tagout equipment. If you see a Lock or Tag **do not touch the lock, tag, equipment, or controls**.

Proper Lifting Guidelines

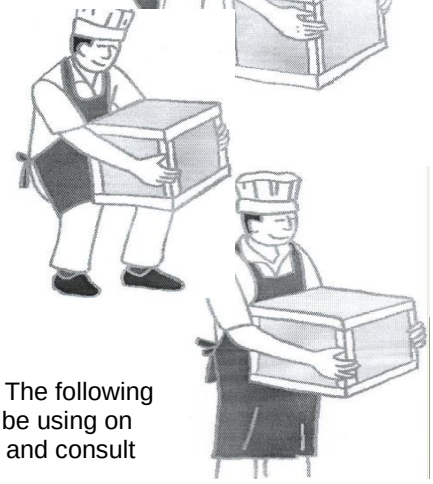
Four Steps to Proper Lifting

1. Size Up the Load
    - Use a hand truck if possible.
    - Get help if you need it.
    - Check for slivers, nails, exposed staples.
    - Use gloves if necessary.
    - Make sure you have a clear path to where you are moving the load.

2. Lift
    - Bring the load as close to you as possible before lifting.
    - Lift with your legs and not your back.
    - Keep your head up, your back straight and bend at your hips.

3. Move
    - Keep the load close to your body.
    - Look where you are going.
    - Shift your feet to turn; don't twist your body.

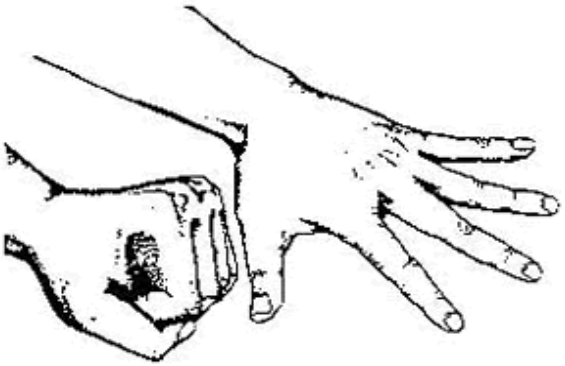
4. Get Set and Lower
    - When setting a load down, let your leg muscles carry it down.
    - Make certain your fingers and toes are clear before setting the load down.



Warm-up Exercises

Many tasks require physical endurance and involve repetitive motions. The following exercises are designed to stretch and loosen the muscles that you will be using on the job. If any of the exercises causes discomfort, **STOP** that exercise, and consult your doctor or ask the supervisor for direction.

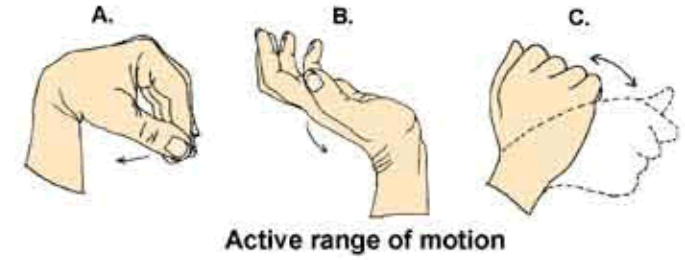
Attached are a few exercises you can do before beginning work and after lunch.



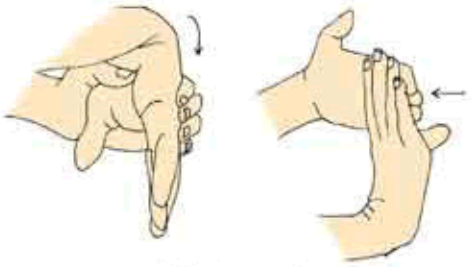
Hand Stretch

Make a fist, then extend your fingers as far apart as possible. Hold for 10 seconds. Relax. Repeat the entire sequence 5-10 times until hands and fingers feel relaxed.

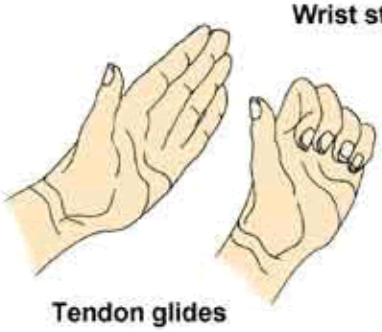
Carpal Tunnel Syndrome Exercises



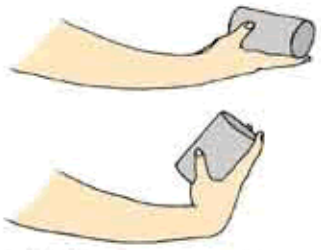
Active range of motion



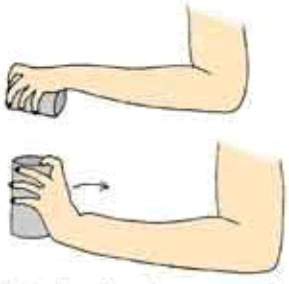
Wrist stretch



Tendon glides



Wrist flexion exercise



Wrist extension exercise

Grip strengthening

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Computer Workstation Self-Evaluation

- This self-evaluation check sheet is to be utilized as a preventive measure when you are spending long periods of time at a computer workstation. In any situation where an injury or symptoms are already being experienced, Humanix will need to be contacted for appropriate follow-up.

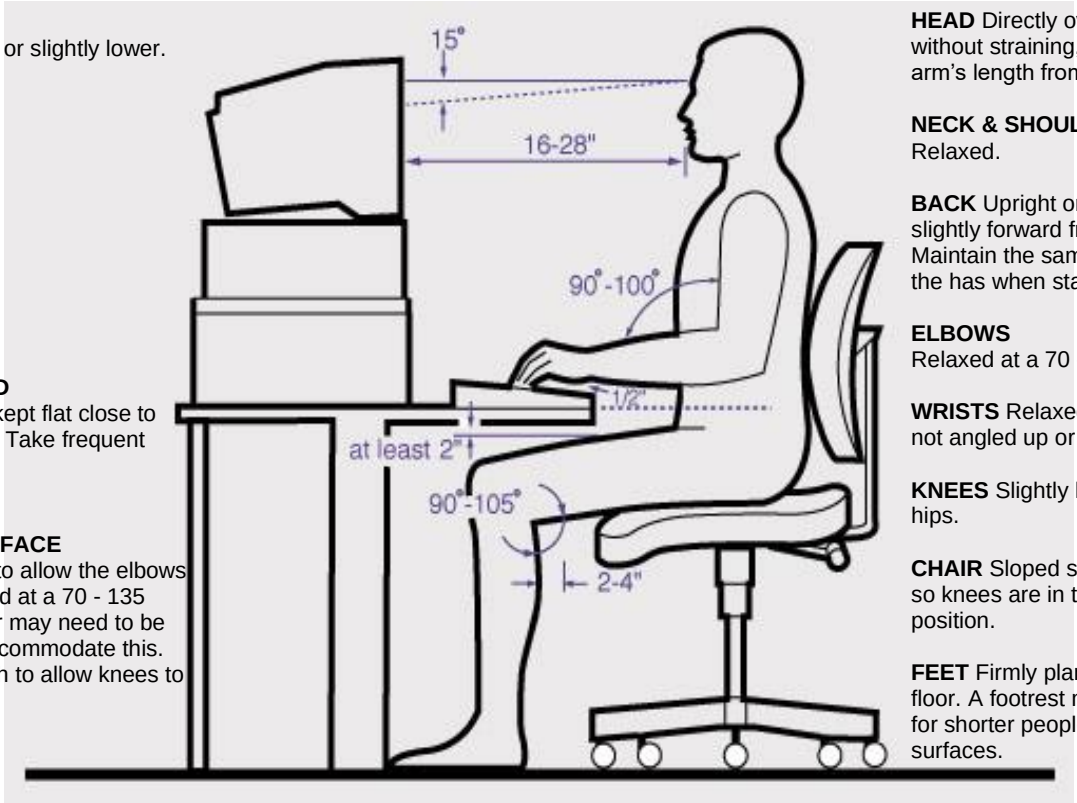
- If you cannot correct the identified deficiencies on your own, you should contact your Humanix Account Manager and provide the completed self-evaluation for further assistance.

Proper Workstation Setup:

SCREEN
At eye level or slightly lower.

KEYBOARD
Best when kept flat close to elbow level. Take frequent rest breaks.

WORKSURFACE
At a height to allow the elbows to be relaxed at a 70 - 135 angle. Chair may need to be raised to accommodate this. High enough to allow knees to fit under.



HEAD Directly over shoulders without straining, about an arm's length from screen.

NECK & SHOULDERS
Relaxed.

BACK Upright or inclined slightly forward from the hips. Maintain the same spinal curve the has when standing.

ELBOWS
Relaxed at a 70 - 135 angle.

WRISTS Relaxed and straight, not angled up or down.

KNEES Slightly lower than hips.

CHAIR Sloped slightly forward so knees are in the correct position.

FEET Firmly planted on the floor. A footrest may be needed for shorter people or high work surfaces.

1. Chair	
Seat height	Adjust seat height so feet are flat on the floor or footrest, knees are bent at right angles and thighs are horizontal to floor.
Seat back	Adjust seat back so it supports the lumbar curve of the spine.
Seat pan depth	Adjust seat pan depth so seat cushion is about 1 - 4" from the backs of knees.
Seat pan tilt	Adjust seat pan tilt so hips and tops of thighs are at right angles or greater.
Armrest position	Adjust armrests so that they are out of the way while typing but may provide support during other activities (i.e., phone use, meetings, etc.).
2. Keyboard and Mouse	
Keyboard height	Adjust keyboard height so arms and forearms are at right angles or slightly greater and forearms and hands form straight lines.
Keyboard-to-user distance	Keyboard-to-user distance should allow user to relax shoulders with elbows hanging close to body.
Keyboard slope	Position keyboard at a flat or slightly negatively sloped.
Mouse-to-user distance	Mouse should be directly next to the keyboard.

Mouse height	Adjust mouse so it is close to and on the same level as the keyboard.
3. Monitor	
Monitor height	Adjust monitor height so top of screen is at or slightly lower than eye level.
Screen-to-user distance	Viewing distance is approximately arm's distance away (16"- 28").
Monitor alignment w/ user	Monitor and keyboard should be placed directly in front of user.
Visual comfort of screen	Monitor should be positioned to avoid glare (perpendicular to window/ strong light source)
4. Work Environment and Work Surface	
Leg clearance at workstation	Width = 2" + hip width, Height= Highest point of thighs or higher, Depth= Allows proper sitting position while giving foot/knee clearance
Placement of frequently used items	Keep frequently used items (i.e., phone) close at hand
General task lighting	Ensure lighting is not direct or overly bright.
5. Work Practices	
Frequency of micro breaks	Get out of chair at least once per hour, micro break every 30 min of keyboarding
Keyboarding posture	Keep wrists straight, avoid supporting wrists on any surface while typing
Sitting posture	Upright or slightly reclined posture, maintain hollow in lower back.
Phoning posture	Avoid tilting head/neck to cradle the phone. Use hand to hold receiver.
Alternate tasks	Break up long periods of continuous computer use by performing small tasks/errands.

Author: Stanford University 2008, Environmental Health and Safety

Emergency Plans and Actions

Humanix has developed general emergency plans to cover actions in a fire, chemical release, medical emergency, and severe weather. You will be provided specific training on your actions in each of these areas by the client supervisor.

Emergency Actions

- **Injury /Illness:** Report all accidents, injuries, or illnesses to the client supervisor. Do not attempt first-aid unless you are trained.
- **Fire or Chemical Release:** Notify any supervisor and other employees. Stand clear of the area. Exit the plant to your designated assembly area.
- **Evacuation:** Remain calm. Do not run. Know the evacuation routes from the building you are assigned. Follow the client supervisor's instructions for exiting the area. Assemble in the designated area for your department. Inform your client supervisor that you are out of the plant.

Reporting Accidents, Injuries, Violations, or Near-Misses

Report all accidents and injuries, no matter how minor, IMMEDIATELY to your supervisor and to HUMANIX! If the injury is serious, dial 911 for medical aid. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury.

All employees are required to report all accidents, injuries, safety violations and near misses to Humanix and the client supervisor. This is an important part of our safety program. To eliminate

hazards, we must be aware of them. Humanix and the client supervisor will discuss the methods of reporting these instances.

Return to Work Policy

Humanix has an aggressive return to work policy. We expect all employees to fully cooperate with all medical staff and investigators with the goal of returning an injured employee to work as soon as medically possible. Light duty, modified duty, and full duty positions may be offered to an injured worker with the expectation that if approved by the attending physician, the injured worker will accept the appropriate position. Failure to accept, or an attempt to fraud Humanix in Washington State, Idaho State, or any agency employed by Humanix may be grounds for termination of time loss benefits.

Safety Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. We have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is not designed to punish the employee. The policy is to bring awareness of unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections.

First Instance:
Verbal Warning with a notation in the performance management file.

Second Instance:
A possible 1-3-day suspension followed by a written reprimand and instruction on proper actions.

Third Instance:
Possible termination of employment.

An employee may be subject to immediate termination when a safety violation places the employee or co-worker at risk of serious injury.

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Work Record

Week Worked	Place Worked	Hours Worked	Accumulated Hours

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