

## CONSTRUCTION RECRUITERS AMERICA STAFFING, INC. POLICIES AND PROCEDURES AGREEMENT

**BACKGROUND CHECK** I authorize CRAS to obtain a background report, a pre-assignment drug screen and history of prior employment. I acknowledge CRAS conducts random and post-accident drug testing and has the authority to request additional screenings at any point during my employment term. **INITIAL** \_\_\_\_\_

**MEDICAL** CRAS provides Blue Cross/Blue Shield PPO Health Insurance to all active employees. If you do not wish to participate in CRAS' medical plan feel free to visit [www.healthcare.gov](http://www.healthcare.gov) to view other coverage options not affiliated with CRAS. **INITIAL** \_\_\_\_\_

**ASSIGNMENT CONCLUSION** I agree to contact CRAS upon completion of current project for possible re-assignment. In choosing to leave a jobsite prior to completion lacking justifiable reasoning I understand I may be deemed ineligible for unemployment pay. **INITIAL** \_\_\_\_\_

### DIRECT DEPOSIT/PAYCARD

I understand CRAS offers either direct deposit or a pay card and does not issue any live check to employees. A pay card will arrive in the same manner as a live check to the address I provide to my recruiter. **INITIAL** \_\_\_\_\_

**MISSED TIME/LATE FOR WORK ATTENDANCE HOTLINE 1-954-649-8403** I acknowledge in the event in which I may be late for work or incapable of reporting on any given day I must notify the attendance hotline to avoid probable termination of employment. **INITIAL** \_\_\_\_\_

**SUBSTANCE ABUSE** CRAS has a zero tolerance for drugs and/or alcohol. I understand if I am under the influence of any controlled substance without medical documentation within my term of employment I agree to self-terminate my employment. **INITIAL** \_\_\_\_\_

**EMPLOYMENT AT WILL** This agreement nor any other agreement between myself and CRAS is an employment agreement, and to the extent that I am employed, it is at-will. I may be terminated with or without cause at any time and without advance notice. **INITIAL** \_\_\_\_\_

**CELL PHONE USE** Cell phones are allowed for breaks and lunch time in designated areas **ONLY**. Failure to comply with cell phone policy can lead to my dismissal. **INITIAL** \_\_\_\_\_

**JOB CLASSIFICATION** Should I be asked to perform job duties other than my current responsibilities I agree to contact CRAS immediately. I have the right to refuse work in another job classification. **INITIAL** \_\_\_\_\_

**ONSITE JOB SITE ORIENTATION** I understand my first day at the job site will include a safety orientation and I agree to comply with verbal and written safety instructions. **INITIAL** \_\_\_\_\_

**UNSAFE WORK ENVIRONMENT** If I witness or have knowledge of an unsafe work practice or unsafe work environment I agree to contact CRAS immediately. I understand any information I provide is confidential and CRAS will make every effort to reassign me to another project. **INITIAL** \_\_\_\_\_

**WORKER'S COMPENSATION FRAUD** CRAS has a zero tolerance for fraud and will prosecute to the fullest extent suitable by law. Reporting fraud is imperative and ultimately protects everyone involved. **INITIAL** \_\_\_\_\_

**SMOKING POLICY** I understand that smoking is only tolerated within designated areas on approved breaks with acknowledgment from a direct supervisor. **INITIAL** \_\_\_\_\_

**DRIVING WITHOUT A LICENSE** I understand driving without a valid license is prohibited. I agree not to drive a personal or company vehicle and/or operate heavy machinery if I do not hold a valid license or applicable certification authorizing me to do so. I understand this is cause for immediate termination from the job site. **INITIAL** \_\_\_\_\_

**ACCIDENT/INJURIES/INCIDENTS** Injuries that do not require medical attention still must be reported. I recognize I am required to go to the CRAS assigned medical facility unless this is a 911 emergency. If I do not see this information posted on the job site, I will contact CRAS immediately for further instruction and to make a report. **INITIAL** \_\_\_\_\_

**PRIVACY POLICY** I have read CRAS' privacy policy and agree to adhere within the confines of said policy for the protection of myself and others. **INITIAL** \_\_\_\_\_

**ANTI-HARRASSMENT/ANTI-RETALIATION** I acknowledge reading CRAS' Anti-Harassment policy and agree to report such incident within the proper chain of command implicated in such event. **INITIAL** \_\_\_\_\_

**EQUAL OPPORTUNITY EMPLOYER** I understand CRAS follows the guidelines within the EEOC policy regarding laws applicable to all types of work situations, including hiring, firing, promotions, harassment, training, wages, and benefits. I acknowledge the information discussed within this policy is available for my review at any time on [www.cstaffing.com](http://www.cstaffing.com) **INITIAL** \_\_\_\_\_

**EMPLOYEE SAFETY MANUAL** I acknowledge receiving applicable employee safety manual as pertaining to my job classification. **INITIAL** \_\_\_\_\_

*CRAS reserves the right to make changes, modify, or suspend any part of the agreement as deemed necessary with or without notification at any time. CRAS complies within all privacy laws. I understand failure to comply within the confines of signed agreement can lead to my termination.*

*It is the responsibility of the employee seeking employment with CRAS to acknowledge understanding of the topics within the agreement. Should you have any questions or require clarification on any topics be sure to contact your CRAS recruiter.*

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE/LAST 4 OF SOCIAL SECURITY #

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
CRAS HR MANAGER SIGNATURE