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# ATS Staffing Team Member Handbook

For a Successful BioLab Assignment



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## Welcome to the ATS Team!

You are an ATS Team Member representing ATS Staffing on assignment at BioLab. In all that you do, the quality service that you deliver to your company and your client will set you apart from the rest.

We are committed to providing you with all the tools for your success. Please follow the guidelines outlined in this handbook.

Please advise your ATS Supervisor at once of any changes in your assignment. If you are sick, or must be absent for any reason, you must contact the ATS Staffing On-Call Coordinator at **(770) 483-2600, ext. 8232**.

At the end of your assignment, please return your ATS badge and personal protective equipment to the ATS On-Site office.

## Safety & Policy/Procedure Sign-off

My signature below indicates that I have read and fully understand all safety instructions, policies and procedures, and other information contained in the **ATS Staffing Team Member Handbook for a Successful BioLab Assignment**.

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Employee signature

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Date

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ATS Supervisor signature

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Date



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## Team Member Benefits

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## Do's & Don'ts

Obedying the rules in this column will insure a long, happy assignment at BioLab!



**DO** wear your personal protective equipment.

**DO** be honest.

**DO** be truthful.

**DO** smoke in authorized areas only.

**DO** play nice with others.

**DO** obey orders.

**DO** take care of company property.

**DO** remain on company premises during your shift.

**DO** stay awake on your shift!

**DO** conduct yourself morally and speak nicely.

**DO** leave company property where it belongs.

**DO** stay on the job during your shift.

**DO** be careful when working.

**DO** be nice to your fellow employees.

**DO** report accidents and injuries.

Doing the things in this column will immediately end your assignment at BioLab.



**DON'T** forget to wear all of your required safety equipment

**DON'T** steal.

**DON'T** falsify personnel or other documents.

**DON'T** use tobacco in restricted areas.

**DON'T** fight on the premises at any time.

**DON'T** refuse to obey orders from managers/supervisors.

**DON'T** abuse or deface company property.

**DON'T** leave company premises without permission.

**DON'T** sleep on the job.

**DON'T** engage in immoral conduct or use profanity.

**DON'T** remove company property without authorization.

**DON'T** walk off the job.

**DON'T** be careless in the performance of your assigned duties.

**DON'T** threaten or intimidate your co-workers.

**DON'T** fail to report accidents/injuries.

## Scholarship Fund

ATS awards two scholarships per year to eligible Team Members and/or their dependants. Awards are \$2,500 and \$1,500. Applications are available in July.

## Team Member of the Month

Each month, every ATS office recognizes a Team Member of the Month who has demonstrated quality service and followed the ATS Way.



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## Medical and Life Insurance

Basic coverage is available immediately through the American Staffing Association. HMO coverage is available after 90 days of employment. This coverage includes lower premiums in most cases, more usable coverage and a prescription drug plan!

### 401K

Team Members are eligible for the ATS 401K plan after meeting the following criteria:

- Have completed one year of service
- Have worked 1000 hours
- Are at least 21 years of age

**Note:** Enrollment in the 401K plan is offered on a quarterly basis.

### Career Development Counseling

ATS can help assist Team Members with career advice. Ask your local ATS office for additional details.

### Skill Enhancement

Team Members can utilize our computerized tutorial programs to enhance their computer skills.

### Safety Incentive Bonus

- Safety Day is recognized in each ATS office on a monthly basis. Team Members are offered a chance to win extra money or prizes. Safety incentives are also awarded based on case-by-case occurrence.



**DO** leave your friends, family and pets at home!

**DO** be nice to BioLab customers.

**DO** refrain from soliciting.

**DO** make calls only during an emergency and if authorized by a supervisor.

**DO** refrain from horseplay that may endanger yourself or others.

**DON'T** invite unauthorized personnel to the premises without authorization.

**DON'T** be discourteous to customers.

**DON'T** solicit sales of any kind.

**DON'T** make long-distance calls or receive personal calls on BioLab's WATS lines.

**DON'T** roughhouse or indulge in horseplay.

## What Not to Wear

- No open-toed shoes or sandals allowed. Wear hard leather shoes or sneakers.
- Shorts and sleeveless shirts are not allowed. You may wear jeans and T-shirts.
- Loose-fitting clothing.
- Jewelry. Leave your jewelry at home.
- Any violations of the dress code will result in you being sent home without working. The first violation will result in you being sent home with no pay. The second violation will result in you being removed from the assignment.



## Lunch & Breaks

- Smoke only in designated smoking areas.
- Smoking is prohibited in vehicles. You cannot return to your vehicle during lunch or breaks.



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## Work Practices & Clocking In

- The work week consists of 40 hours when work is available. The ATS work week begins on the **first** scheduled shift on Monday and ends on the **last** scheduled shift on the following Saturday/Sunday.
- Overtime is paid at 1 ½ times the normal hourly rate for any hours worked over 40 hr. Management must authorize any overtime.
- Employees may clock in no earlier than 10 minutes before their scheduled shift time.

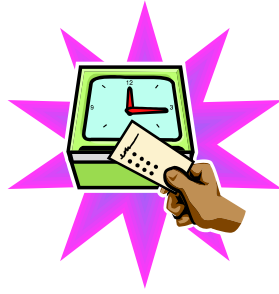
**Shift times may vary. Periodic overtime may be required with little or no notice. ATS Team Members are expected to be flexible in order to meet these demands based on business needs at the time.**

- You are given two 15-minute breaks a day. You do not have to clock out and in for these breaks.
- You do not have to clock in and out for your lunch break.
- Your supervisor will inform you of scheduled lunches and breaks.

## Attendance

All ATS Team Members are expected to arrive on time and check in with Security. Once you arrive for work, you cannot return to your vehicle for any reason, including lunches and breaks.

If you are unable to make your scheduled work time, you must call the ATS Staffing office before the start of your shift with an acceptable reason for tardiness or absenteeism. Twenty-four hours notice is required for a scheduled absence. **The phone number is (770) 483-2600, ext. 8232. This number is available 24 hours a day, 7 days a week.**



## Team Member Benefits

### Vacation Pay

ATS offers vacation pay to Team Members who meet the criteria outlined below:

- Work 1500 hours annually
- Are presently working
- Request time off in advance (at least 24 hrs.)
- Vacation pay rate is based on average pay rate of assignments
- When requesting vacation time, please fill out the Vacation Pay Request form and return it to the ATS On-Site office



### Holiday Pay

Team Members must have worked 1200 hours (36 weeks) to be eligible. A Team Member must work the day before and the day after the holiday. The current pay rate will apply.

When requesting holiday time off, please fill out the Holiday Pay Request form and return it to the ATS On-Site office.

### Child Care Discounts

- La Petite Academy and ATS have partnered together to offer a 15% discount for children ages 2-12.
  - Care for infants up to 2 years old is offered at a 5% discounted rate.
  - All children must be enrolled full time at La Petite. Some locations vary; so please contact your local office for details.
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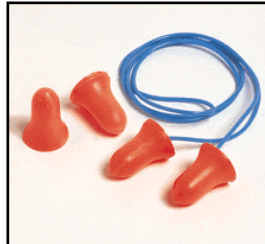
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## Hearing Protection

Hearing protection devices are a common item of Personal Protective Equipment (PPE). Here are some types of hearing protectors that you may see at your worksite:

### Foam Ear Plugs

- Ear plugs come in a variety of sizes and types.
- Normally, ear plugs are compressed with the fingers and inserted directly into the ear canal. The ear plugs expand and form a sound-reduction barrier to lessen the effects of the surrounding noise.
- Since there are such a wide variety of ear plugs, be sure to read the package directions carefully to insure they are inserted correctly.
- Always remember to wash your hands before inserting your ear plugs. Handling ear plugs with dirty hands may cause ear infections.



- Failure to maintain consistent attendance will be grounds for termination and will disqualify you from any other assignment ATS may have to offer.
- You cannot leave early and work half days. You must work the entire shift or we will need to find a substitute for you for the day you must have off.

### Getting Paid

- Paychecks may be direct deposited or picked up at the ATS On-Site office at BioLab from 12:00 to 5:30 p.m.

1<sup>st</sup> shift: 3:30 pm. - 5:30 p.m.

2<sup>nd</sup> shift: 12:00 p.m. - 3:30 p.m.

- Make sure to update the ATS On-Site office with any address changes promptly. Failure to do so may delay the delivery of your check.
- If you feel there are errors on your paycheck, contact the ATS On-Site office and fill out a BioLab Payroll Discrepancy form. Corrections should appear on your check for the following pay period.



### Referral Jackpot

When you refer employees to ATS, they must work 40 hours before the referral bonus is distributed. Team Members who make referrals have the opportunity to be included in a monthly drawing for exciting prizes such as televisions, DVD players and other cool rewards!



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## Your Assignment

The five main job functions at BioLab are described as follows:

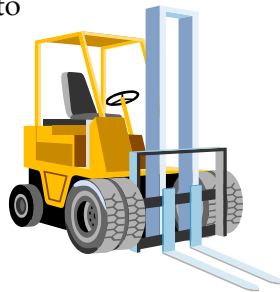
### Packer

- Packaging quality products using specified materials, ensuring weights and components are correct.
- Assisting with set up and cleaning of production lines.
- Lifting 20 lbs. (constantly)
- Lifting 50 lbs. (frequently)
- Lifting 100 lbs. (occasionally)



### Warehouse/Forklift

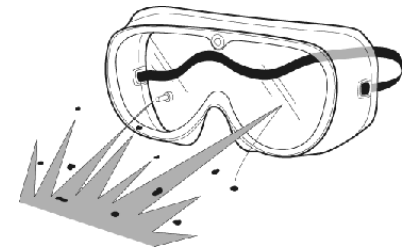
- Keeping packaging materials supplied to the department
- Keeping palletized goods wrapped, tagged and shipped properly.
- Placing stock in proper storage area and discarding waste cardboard.
- Stacking off lines as needed.
- Ensuring proper forklift operation before startup.
- Must obtain forklift certification within 2 weeks of start date.



## Personal Protection Equipment (PPE)

### Eye Protection

- Safety glasses are the most commonly used form of eye protection.
- Glasses should be equipped with side-shields to improve the level of protection from flying objects.
- Never alter a set of safety glasses, such as removing the side-shields. This will affect their ability to protect your eyes as intended. All glasses are *not* safety glasses. ***Make sure that the glasses you use are rated as safety glasses!***
- If safety glasses do not provide enough protection, you may be required to wear goggles.
- Goggles work best when handling liquids or working in dust since they provide a tighter seal around your eyes.
- Since goggles form a seal, they may be prone to “fogging up” when the temperature changes or if you sweat heavily. Applying an anti-fog agent to the inside surface of the goggles will prevent this problem.



***If you have questions about which eye protection is correct for your assignment, ask your Supervisor.***

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- If you witness an emergency situation, pick up the nearest phone and dial **804**. This allows you to announce the emergency code over the PA system. Emergency codes are shown on the following page.
  - Codes for emergencies are as follows:
    - Yellow: Weather related
    - Blue: Medical
    - Green: Fire or spill with departmental evacuation
    - Red: Fire or spill with entire plant evacuation

## Accidents/Injuries

- Report accidents or injuries **immediately** to your BioLab Supervisor and/or the **ATS Supervisor** by calling **(770) 483-2600, ext. 8232**.
- In the event of an accident or injury, do **not** transport yourself to a medical facility. ATS will arrange transportation for you.
- ATS policy requires that drug screening be performed on Team Members who have been injured. This screening will be performed at the medical facility where you are being treated.
- Following an accident or injury, ATS will conduct an investigation to determine the cause of the accident and identify corrective measures.
- Failure to follow accident/injury reporting procedures may jeopardize your insurance benefits.



## Warehouse/Forklift (cont.)

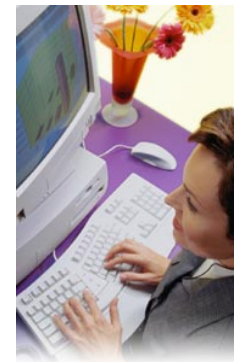
- Lifting 10 lbs. (constantly)
- Lifting 20 lbs. (frequently)
- Lifting 50 lbs. (occasionally)

## Material Handler

- Insuring that all containers are filled with the proper material at all times.
- Recording all lot numbers and provide to supervisor on a daily basis.
- Working in Dust Collector at required rates.
- Working in other departments as needed.
- Lifting 20 lbs. (constantly)
- Lifting 50 lbs. (frequently)
- Lifting 100 lbs. (occasionally)

## Administrative

- Basic data entry.
- Basic office skills (typing, filing, telephone skills).
- Familiarity with Microsoft Office.



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## Security

- You must have and wear your ATS badge before coming onto BioLab property. You will not be allowed to work without your badge. If you forget your badge, you must go to the ATS On-Site office and get a replacement badge.

**Note:** The charge for a new badge will be deducted from your paycheck. Should you need a new badge, please fill out a BioLab Equipment Payroll Deduction form at the ATS On-Site office.



- Team Members must have a parking decal in order to come onto BioLab property and park in the employee lot. Contact the ATS On-Site office for a replacement if your decal is lost or misplaced.
- Security personnel at BioLab should be treated courteously and obeyed at all times. Failure to comply with requests or instructions from Security personnel will result in immediate termination.

## Emergencies

For any and all emergencies, contact the **ATS Supervisor** at (770) 483-2600, ext. 8232.

## Safety

- Wear the required protective equipment as explained by your Supervisor (steel-toed boots, safety glasses, earplugs, etc.).
- Personal Protective Equipment (PPE) is provided for *your* safety. Team Members are responsible for having this equipment and will not be allowed to work without it.



- If your protective equipment is lost or damaged, you will be financially responsible for replacing it.

**Note:** These charges will be deducted from your paycheck automatically when you fill out the BioLab Equipment Payroll Deduction form at the ATS On-Site office.

- Do not operate any equipment you have not been trained on.
  - Report any malfunctions of equipment to your supervisor *immediately*.
  - Report any medications you must take during your shift to the ATS On-Site Manager or Coordinator.
  - Know and follow all the safety rules in your department.
  - Maintain good housekeeping in your work area.
  - Failure to follow all safety rules will result in disciplinary action and/or termination.
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