



# Temporary Employee Corporate Handbook

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**Noor Inc.**

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## HANDBOOK INTRODUCTION

The employee handbook has been prepared to give you general information about some of the work rules, work environment, and policies under which we operate. Please understand that this booklet only highlights Noor's policies, practices, and benefits for your personal understanding, and cannot, therefore, be construed as a legal document. From time to time, you may receive updated information concerning changes in policy. If you have any questions regarding any policies, procedures, or benefits covered in this handbook, you are encouraged to contact your supervisor.

In addition, you may find another brief handbook from your client, which will list the client's policies. Please review both the policies and reach out to your supervisors if you come across any confusion.

Please note that your temporary placement to a client will mean that you will be supervised by a client supervisor. While your job duties will be supervised and monitored by the client supervisor, your operational needs such as payroll, benefits, grievances etc. are going to be handled by your Noor supervisor. On assignment at any Noor Client location, you are and remain an employee of Noor. Upon termination of an assignment, you remain an inactive employee of Noor awaiting an appropriate re-assignment.

## COMPANY VISION AND MISSION STATEMENT

Noor aspires to provide proficient staffing services to its clients. Staffing services must be provided in a comprehensive way, combined with other human services when appropriate. Our staffing is designed to meet the unique needs of clients. Services are tailored to assist clients achieve optimal level of functioning.

Noor also believes in creating a working atmosphere which enables employees to feel valued and encourage personal and professional growth.

If you have any questions or concerns, please bring to the attention of the Company by contacting your recruiter or Noor HR at [hr@noorstaffing.com](mailto:hr@noorstaffing.com).

This handbook replaces all previous handbooks and supersedes all earlier oral and written materials about Company policies and procedures. Noor Staffing Group, LLC, Noor Associates, INC, SearchPoint NY, INC, and Noor, INC, and all other subsidiaries reserves the right to change, add or delete benefits and policies as necessary and at any time. In Addition, Federal, State, and Local posters are in the office. Please make sure that you familiarize yourself with these postings and check all Bulletin Boards.

## **EMPLOYMENT AT WILL**

Noor believes in and adheres to the doctrine of employment at will, unless expressly prescribed by statute or contract. Noor and its employees each have the right to terminate the employment relationship with or without cause at any time for any reason in accordance with company policy.

## **EMPLOYEE CATEGORIES**

Temporary placements are made throughout the year by all Noor entities to various clients. Some employees are placed for short term and some for long term. All temporary placements are non-exempt employees, unless clearly mentioned otherwise in their contracts.

### **Full-Time Non- Exempt Employee**

A regular scheduled full time non-exempt employee is one who is placed to a Noor client on a regular basis on a schedule of 40 hours a week. Full time non-exempt employees receive the overtime provision of Fair Labor Standards Act.

### **Part-Time Non- Exempt Employee**

A regular scheduled part- time non-exempt employee is one who is placed to a Noor client on a regular basis on a schedule of less than 40 hours a week. Part-time non-exempt employees receive the overtime provision of Fair Labor Standards Act.

### **Exceptions**

Based on client contract, some full-time employees may be placed under an exempt position. These positions will be paid a fixed weekly pay and thus will not receive any overtime payment.

## **EQUAL EMPLOYMENT POLICY**

Noor is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, sexual orientation, gender identity, age (40 and over), pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, citizenship status, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

If you have any questions, concerns or believe that this policy has been violated, please contact Human Resources department at [hr@noorstaffing.com](mailto:hr@noorstaffing.com).

Any employee who violates this policy may be subject to disciplinary measures up to and including termination.

## **AMERICANS WITH DISABILITIES ACT**

It is Noor's policy that we will not discriminate against qualified individual with disabilities with regard to any aspect of their employment. Noor is committed to comply with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. Noor recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact your supervisor to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

## **HIPAA: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

The Health Insurance Portability and Accountability Act (HIPAA) was signed into law in 1996. Effective dates were April 14, 2003 for privacy compliance, and October 16, 2003 for the electronic transactions and code sets compliance. HIPAA has multiple initiatives that affect employers, employees and other covered entities. There are numerous requirements for training of employees, patient privacy, recordkeeping, filing certain documents, etc. To stay current, see <http://www.hhs.gov/ocr/hipaa>.

HIPPA rules and regulation: A major goal of the Privacy Rule is to assure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well being. The Rule strikes a balance that permits important uses of information, while protecting the privacy of people who seek care and healing. Therefore, Noor employees should follow HIPPA rules and regulations at all time. This is especially important if you are a healthcare staff working for a client.

Under the HIPAA law, health providers and plans may only use individual health information for necessary treatment, payment, or healthcare operations without obtaining your permission. Personal Health Information (PHI) may generally not be used for purposes "not related" to health care. The release of PHI must be limited to the minimum necessary designated for the purpose of the disclosure.

## **CONFIDENTIALITY AGREEMENT**

All NOOR employees involved in healthcare staffing must hold information concerning the condition, diagnosis, treatment or care of any patient in strict confidence. Under no circumstance should such matters be discussed with anyone outside of NOOR and may be discussed with those within NOOR on a "need to know" basis. Information concerning a fellow employee's health, financial, or personal matters is also subject to strict confidence.

## **DISCIPLINARY ACTION**

When employee violates NOOR's standards, his/her supervisor is responsible for acting promptly to correct the situation and prevent further occurrences for mutual benefit. Often, disciplinary actions such as Verbal Counseling and Written Counseling are taken in order to provide the opportunity for the employee to correct his/her behavior and to meet work standards. There may also be offenses which are deemed sufficiently serious to result in immediate termination.

Information that pertains confidential information which may include, for example, trade secrets, patient lists and company financial information by taking the following precautionary measures: Discuss work matters only with other NOOR employees who have a specific business reason to know or have access to such information.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult your supervisor.

## **HARASSMENT AND DISCRIMINATION**

NOOR strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, terminating, paying, and granting benefits and training.

NOOR does not and will not tolerate any type of harassment of our employees, applicants for employment, or our clients. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

1. is made an explicit or implicit condition of employment
2. is used as the basis for employment decisions
3. unreasonably interferes with an individual's work performance, or
4. creates an intimidating, hostile, or offensive working environment

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

1. repeated sexual flirtations, advances or propositions
2. continued and repeated verbal abuse of sexual nature
3. sexually related comments and joking, graphic
4. degrading comments about an employee's appearance
5. displaying sexually suggestive objects or pictures
6. including cartoons and vulgar email messages, and
7. any uninvited physical contact or touching, such as patting, pinching, or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by non-employees conducting business with the Company, regardless of gender or sexual orientation.

## **HARASSMENT BY NON-EMPLOYEES**

NOOR will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, clients and suppliers.

## **ALCOHOL AND DRUG ABUSE**

Employees are prohibited from using or being under the influence of alcohol or illegal drug(s) while in the work place, on NOOR premises, or while performing supervisory visit(s), home care related work off-site, while operating motor vehicle for any job related purpose or while on job. The possession, use, sale, purchasing or distribution of any illegal drug(s) and alcohol by employees are strictly prohibited at NOOR.

## **COMPLAINT PROCEDURE AND INVESTIGATION**

Any employee who believes they have been harassed, discriminated against or subject to retaliation by a co-worker, supervisor, agent, client, vendor or customer of NOOR in violation of this policy, or who is aware of such harassment, discrimination of or retaliation against others, should immediately provide a written or verbal report to their supervisor, any other member of management or to Human Resources department, HR Manager, Hadja Bangoura, at [confidentialhr@noorstaffing.com](mailto:confidentialhr@noorstaffing.com) or (212) 634-2803 or Scott Weaver Compliance Manager at [compliance@noorstaffing.com](mailto:compliance@noorstaffing.com).



After a report is received, a thorough and objective investigation by management will be undertaken. The investigation will be completed and a determination made and communicated to the employee as soon as practical. The Company expects all employees to fully cooperate with any investigation conducted by the Company into a complaint of proscribed harassment, discrimination or retaliation, or regarding the alleged violation of any other Company policies, and during the investigation, to keep matters related to the investigation confidential.

If we determine that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment or discrimination prohibited by this policy. If a complaint of prohibited harassment, discrimination or retaliation is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

The Equal Employment Opportunity Commission (EEOC) and equivalent state agencies will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party.

## **PROTECTION FROM RETALIATION**

Retaliation is prohibited against any person by another employee or by **Noor Inc.** for using this complaint procedure, reporting proscribed harassment, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Employees should report any retaliation prohibited by this policy to their supervisor, any management team member or Human Resources department, HR Manager, Hadja Bangoura, at [confidentialhr@noorstaffing.com](mailto:confidentialhr@noorstaffing.com). Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken.

## **LATENESS OR ABSENTEEISM FROM WORK**

It is the responsibility of all employees to meet standards of attendance as per the offer letter. Chronic, habitual, and/or excessive lateness or absenteeism, as determined by NOOR, will not be tolerated. Lateness, excessive absenteeism, and failure to follow call-in procedures, are cause for disciplinary action up to and including termination.

Late arrivals or sick calls must be reported to Supervisors and/or by 8:30 am (EST).

## SMOKING

NOOR is a smoke-free work environment. Smoking is not permitted inside the office building. Smoking is allowed in designated outdoor areas as indicated.

## DRUG TEST

NOOR may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

## CONDUCT STANDARDS AND DISCIPLINE

NOOR expects every employee to adhere to the highest standards of job performance and of personal conduct, including involvement with company personnel, clients and patients.

The company reserves the right to discipline or discharge any employee for violating any company policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that NOOR retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for misconduct, including, but not limited to the following:

- unsatisfactory quality or quantity of work
- repeated unexcused absences or lateness
- failing to follow instructions or company procedures, or
- failing to follow established safety regulations

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- falsifying an employment application or any other company records or documents
- failing to record working time accurately or recording a co-worker's timesheet
- insubordination or other refusal to perform
- using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- disorderly conduct, fighting or other acts of violence
- misusing, destroying or stealing company property or another person's property
- possessing, entering with or using weapons on company property
- violating the company's computer or software use policies, and
- being convicted of a crime that indicates unfitness for a job or presents a threat to the company or its employees in any way

- use of personal cell phones for non-emergency purposes during work hours.

## **ZERO TOLERANCE FOR WORKPLACE VIOLENCE**

NOOR has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment

Employees are not permitted to bring weapons of any kind onto company premises, to company functions, or to have such weapons in their possession when caring for patients. Any employee who is suspected of possessing a weapon will be subject to a search at the company's discretion. Such searches may include, but not be limited to, the employee's personal effects, desk and workspace.

If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, patient, or client, the employee should notify his or her supervisor.

## **WORKPLACE SOLICITATION**

To promote a professional and collegial workplace, prevent disruptions in business or interference with work, and avoid personal inconvenience, NOOR has adopted rules about soliciting for any cause and distributing literature of any kind in the workplace.

Employees may not solicit on NOOR property or use company facilities, such as email, voicemail or bulletin boards during working time for solicitation. This policy applies to collecting funds, requesting contributions, selling merchandise, gathering employee signatures and promoting membership in clubs or organizations.

Working time means time during which employees are expected to be actively engaged in their assigned work; it does not include scheduled meal or break periods.

You may solicit another employee only if both you and the other employee are not on working time, and you may distribute literature only in nonworking areas and while not on working time to other employees who are not on working time.

Non-employees may not make solicitations or distribute literature at any time.

NOOR may grant limited exemptions from these rules for charitable purposes at its discretion.

## **GIFTS AND TIPPING**

The acceptance of tips, gratuities or gifts of any kind from the client for services performed as part of your job is strictly forbidden.

## APPEARANCE / DRESS GUIDELINES

NOOR wants to ensure that the appearance of each employee is consistent with a professional image and standards of hygiene and safety. NOOR personnel may wear the following “business casual” attire except for the dress down day.

The following dress code applies for men and women, unless clients have specific dress-code.

### Men

- Dress or Casual Pants
- Shirt, Polo Shirts, Sweater or Turtleneck
- Casual Shoes & Socks

### Women

- Dresses, Skirt, Dress Pant, or Casual Pants
- Blouse, Sweater, Vest or Turtleneck
- Casual Shoes, Sandals or Dress Boots

## Dress Down Day

Each Friday has been chosen as a dress down day. Employees are expected to exhibit good judgment in clothing choices on dress down day. Consider the day’s activities when determining what to wear.

## COMMUNICATION, TELEPHONE AND PERSONAL BUSINESS

All personal mails must be directed to your home. Personal calls and internet usage during office hours are prohibited. Personal business activities are not to be carried on during working hours.

All electronic and telephonic communication system and all communications and information transmitted by, received from, or stored in these systems are the property of the client and as such are to be used solely for job-related purposes. The use of any software and business equipment, including, but not limited to, facsimiles, computers, and copy machines for private purposes is strictly prohibited.

## TIME OFF

NOOR employees are entitled to time-off and days off, however non-compensated by NOOR. Request to use time-off and day-off must be approved in advance by your client supervisor and your NOOR supervisor before taking the time and day off. All requests for more than 2 consecutive days off require a minimum of 2 weeks’ notice.

## ABSENCE DUE TO ILLNESS

Employees who work more than eighty (80) hours in a calendar year on a full-time, part-time or temporary basis are eligible for paid sick leave which accrues at the rate of 1 hour for every 30 hours worked to a maximum of 40 hours in a calendar year. Employees begin accruing sick leave at the commencement of employment and may begin to use their accrued sick leave after 120 days of

employment (accruals for all existing employees begins April 1, 2014 and will be available for use July 30, 2014). Sick leave must be taken at a minimum of four hour increments. All sick leave periods run on a calendar year basis – January 1st – December 31st.

Employees are entitled to use sick time for absences from work due to: (i) the employee's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment, or need for preventive medical care; (ii) care of a family member needing such medical diagnosis, care, treatment or preventive medical treatment; (iii) closure of the place of business due to a public health emergency (as declared by the commissioner of health and mental hygiene or the mayor) or to care for a child whose school or child care provider is closed due to a public health emergency. Family members include an employee's child (biological, adopted, foster or to whom the employee stands in loco parentis), spouse, domestic partner, parent, sibling (including half-sibling, step sibling, or sibling related through adoption), grandchild, grandparent, or the child or parent of an employee's spouse or domestic partner.

Employees may carry over unused accrued sick time from one calendar year to the next; however an employee will be allowed to take no more than 40 hours of sick time in a calendar year. Employees who are granted a minimum of 40 hours of sick time at the beginning of the calendar year cannot roll over sick time. Employees are not paid for unused sick days either at the end of the calendar year or upon termination.

- To be eligible for sick pay, employees unable to report to work due to illness must email or fax a note to their NOOR supervisor directly, each day of their absence, as far in advance as possible, but no later than one hour before their scheduled arrival time. When the timing of the leave is not foreseeable, the employee must provide NOOR with notice of the need for leave as soon as practicable. The supervisor at NOOR must be contacted, either by email or fax each day of absence. If an employee is unable to write a note personally, a family member or a friend should contact the NOOR supervisor. An employee who fails to contact his/her immediate supervisor and NOOR supervisor may be considered as having voluntarily resigned.
- For absences of more than three consecutive days, written certification from a physician or licensed health care professional indicating the need for the amount of sick time taken is required. Written confirmation that an employee used sick time pursuant to this policy is also required.

Employees are protected from retaliatory action or from being subjected to any adverse personnel action for exercising or attempting to exercise their rights under the sick leave policy. Any employee who believes he/she has been subjected to retaliatory action in violation of this policy should report such action immediately to HR Manager, Hadja Bangoura at 212-634-2803 at NOOR. NOOR will promptly investigate any claims of retaliatory action and taken any necessary corrective action where appropriate.

Employees have a right to the notice in English and, if available on the DCA website, their primary language. The notice is available in Spanish, Chinese, French-Creole, Italian, Korean, and Russian at [nyc.gov/PaidSickLeave](http://nyc.gov/PaidSickLeave).

## NOTICE OF EMPLOYEES RIGHTS: SAFE AND SICK LEAVE EMPLOYEES THAT WORK IN THE STATE OF NEW YORK

If you work part time or full time at any size business or nonprofit in New York State or if you work in an New York State household as a domestic worker, you have the right to safe and sick leave to care for yourself or anyone you consider family. You have this right regardless of your immigration status. Your employer must give you this notice explaining your rights.

### AMOUNT OF SAFE AND SICK LEAVE:

- All employers must provide up to 40 hours of safe and sick leave each calendar year.

### Beginning January 1, 2021:

- **Employers with 100 or more employees** must provide up to **40 (56) hours** of safe and sick leave each calendar year.

Your employer's calendar year is: January 1<sup>st</sup> to December 31<sup>st</sup>

You earn safe and sick leave at a rate of **1 hour for every 30 hours worked**.

You have a right to PAID safe and sick leave if:

- Your employer has 5 or more employees.
  - Your employer has fewer than 5 employees but a net income of \$1 million or more.
  - You work in someone's home as domestic worker; for example, babysitter, housekeeper or companionship worker.
- (effective January 1, 2021)

*Note: The law covers 1 or more domestic workers working in a household.*

You have a right to UNPAID safe and sick leave if:

- Your employer has fewer than 5 employees and a net income of less than \$1 million.

You can carry over unused safe and sick leave to the next calendar year.

### USE OF SICK AND SAFE LEAVE:

- Use it for your health, including to get medical care or to recover from illness or injury.
- Use it when your job or your child's school closes due to a public health emergency.
- Use it to care for a family member who is sick or has a medical appointment.
- Use it for your safety or for a family member's safety because of domestic violence, unwanted sexual contact, stalking, or human trafficking.

Your employer can require you to give advance notice of a planned use of safe and sick leave; for example, to attend a scheduled doctor's appointment or court hearing. You do not have to give advance notice of an unexpected use of safe and sick leave; for example, a sudden illness or medical emergency.

You have a right to privacy. You do not have to give your employer details about why you used safe or sick leave.

If you use more than three workdays in a row of safe and sick leave, your employer can require documentation. Your employer must reimburse you for any fees you pay for required documentation. Documentation should not include the details of your private medical or personal situation.

#### REQUIRED WRITTEN DISCLOSURES ABOUT SAFE AND SICK LEAVE:

Your employer must:

- Give you a written safe and sick leave policy that explains how to use your benefits.
- Tell you how much safe and sick leave you have used and have left each pay period.

#### NO RETALIATION:

It is illegal to punish or fire employees for requesting or using safe and sick leave or for reporting violations.

### HEALTH INSURANCE

Noor offers group medical, dental and vision Insurance through Essential Staff Care (ESC), for all temporary employees. The employee is fully responsible for the insurance premium. The premium is made by employees through weekly payroll deductions.

Eligible employees may enroll for Medical insurance on the 1st day of the month following the date of hire, a life changing event, or during open enrollment in May.

For more information or to receive an enrollment packet, please email [benefits@noorstaffing.com](mailto:benefits@noorstaffing.com).

### CONTINUATION OF HEALTH INSURANCE BENEFITS

If you discontinue your employment with NOOR, you will be eligible to continue the present level of insurance coverage at your own expense through COBRA. Contact your NOOR supervisor for additional information.

### WORKER'S COMPENSATION

Worker's Compensation Insurance provides statutory benefits for work related injuries. The entire cost of this coverage is paid by Noor. Each case is evaluated by Worker's Compensation to determine if a compensable injury has occurred.

If you have an accident while at work, no matter how small, it is essential that you report immediately to your client supervisor and your Noor supervisor. Your NOOR supervisor should complete an incident

report and forward it immediately to the Operations Team. You may also be referred to a physician by Noor for your treatment.

## **CONFIDENTIAL INFORMATION**

It is your responsibility to maintain the confidentiality of all confidential information you receive or obtain access to in your capacity as an employee, officer or director of our Company. Confidential information includes, among other things, any nonpublic information concerning our Company, its operations, employees, financial condition or performance, prospects or information that may provide our Company with a competitive edge. Confidential information also includes any nonpublic information provided to us by a third party with the expectation that such information will be kept confidential and used solely for the purpose for which it was shared. Company confidential information may not be disclosed to anyone unless such disclosure is properly authorized. You should use reasonable care to protect the confidentiality of all Company confidential information. When your employment or position with the Company ends, you must return all confidential information to our Company. Confidential information of third parties is usually disclosed to our Company pursuant to nondisclosure agreements. These agreements generally restrict our disclosure and use of the subject confidential information. You are required to comply with these contractual provisions, in addition to the Code provisions, with respect to all third party confidential information in your possession or control. You may not disclose, or induce any other employee to disclose, any former employer's confidential information.

## **WORK SCHEDULES**

The normal work-week is from Monday to Sunday. It may consist of 40 hours for full-time employee, not including meal periods. Your work schedules are given to you by the client and thus may vary. If a change in your work schedule is necessary to meet operational requirements, your client supervisor may make such changes at his/her sole discretion.

## **REST PERIOD**

Employees will receive one 1 hour unpaid meals break if they are employed in a factory. For all other establishments, employees will receive 30 minutes unpaid meal break. Meal break is not included in the eight (8) hours work shift. In general, lunch hours are from 11:00am – 2:00pm.

Employees working for a period or shift of more than 6 hours starting between 1 pm and 6 am, shall be allowed at least 1 hour for a meal period when employed in a factory, and 45 minutes for a meal period when employed in all other establishment, at a time midway between the beginning and end of such employment.

## **REGULAR PAY PROCEDURE**

All Noor employees are normally paid on Fridays on a weekly basis. If a scheduled payday falls on a company observed holiday, you will usually be paid the day before the holiday. All required deductions,



such as federal, state, and local taxes, and all authorized voluntary deductions, such as health insurance contributions, will be withheld automatically from your paycheck.

### **DIRECT DEPOSIT**

For receiving their payroll, employees have a choice between checks and direct deposits. If employees choose to be compensated through direct deposit, they must have a checking or savings account for direct deposit. Your paycheck will be deposited at no cost to you at your choice of financial institution. You may obtain a “Direct Deposit” form from your Noor supervisor or Noor Payroll. In addition, please collect a “Direct Deposit” form from your bank and submit it to your Noor supervisor.

Please note that if you receive your paychecks via mail, there may be a delay at times due to inclement weather.

### **TRAVEL EXPENSE**

Some clients may reimburse employees for their travel expenses. Expenses may be submitted on a weekly basis on the approved Reimbursement Form. All requests for reimbursements must be accompanied by detailed explanation of expense, receipts and attached to a separate sheet of paper (hard receipts may be taped to a blank sheet of paper).

### **SUBMISSION**

All expenses must be submitted to your supervisor for approval on Mondays following the week ending. Expenses are then forwarded to the Operations Team for Payment. Expense reports must be received by Tuesday for Payment of Friday.

### **INCLEMENT WEATHER**

In the event that hazardous weather conditions exist, your arrival time will be considered by your client supervisor. Requests to work from home due to inclement weather must be communicated to you Client Supervisor and approved by your Client Supervisor.

## POSTER AND REPORTING COMPLIANCE POLICY

### **Purpose**

The purpose of this policy is to establish how [Company Name]'s human resource (HR) department will ensure policy compliance with government-mandated posting and reporting requirements.

### **Posters and Postings**

Noor Inc. will maintain mandated federal and state posters at all company worksites and will post the links to posters on the company intranet site. Hardcopy posters will be mailed to remote employees and full-time teleworkers.

Noor Inc. will verify new posting requirements for worksites on an annual basis and will ensure that new and/or revised posters are posted and made available.

Noor Inc. will prepare and post its Occupational Safety and Health Administration (OSHA) 300-A form by February 1 annually at all company worksites and on the company intranet.

The company will update and post its commitment to equal employment opportunity (EEO) in December of each year at worksites and on the intranet site.

### **Reporting**

Noor Inc. will prepare and submit reports as required for federal and state tax withholding reporting.

The 940 series reports present [Company Name]'s consolidated quarterly tax reporting requirements; state withholding reports will be submitted to each jurisdiction in which they are required within 20 days of the end of each quarter.

Annually, no later than January 31, the company will report and mail W-2s and 1099s to reporting agencies, employees and contractors.

State new-hire reports will be filed with each state and will be prepared and reported no less frequently than biweekly, in accordance with federal Department of Health and Human Services requirements.

Noor Inc. will prepare and submit our EEO-1 report by March 31 of each year.

The company operates all of its benefits plans on a calendar-year basis; thus, required Forms 5500 and supporting schedules will be prepared and reported no later than July 31 of each year.

Noor Inc. will report to OSHA within 24 hours any inpatient hospitalization, amputation or eye loss that occurs within 24 hours of the incident or accident, and fatalities will be reported to OSHA within 8 hours.

Noor Inc. will report annually to the IRS on the health coverage provided to full-time employees under the shared responsibility portion of the Affordable Care Act (ACA). Statements will also be provided annually to employees regarding health insurance coverage.

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

I acknowledge that I have received NOOR temporary Employee Handbook and that I have read and understand the policies.

I understand that this Handbook represents only current policies and benefits, and that it does not create a contract of employment. NOOR retains the right to change these policies and benefits, as it deems advisable.

Unless expressly proscribed by statute or contract, my employment is “at will.” I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the Company has the same right. I further understand that my status as n “at will” employee may not be changed except in writing and signed by the CEO/President of the Company.

I understand that the information I come into contact with during my employment is proprietary to the Company and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Company. I understand that I must comply with all of the provisions of the Handbook to have access to and use Company resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obliged to familiarize myself with the Company’s safety, health, and emergency procedures as outlined in this Handbook or in other documents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Your Name