

TEMPORARY EMPLOYEE POLICIES AND ACKNOWLEDGMENTS

Huff Consulting employees assigned to client worksites

These general policies apply unless Huff Consulting provides a written assignment-specific rule or a client worksite has a stricter lawful safety or conduct requirement. Employees should ask Huff Consulting whenever instructions conflict or are unclear.

1. Employment and Assignment Relationship

- Huff Consulting LLC is the staffing employer and may assign employees to perform work at a client or host-employer worksite.
- The client generally directs day-to-day work at the worksite. Huff Consulting remains the employee's primary contact for pay, assignment status, workplace concerns, accommodations, and employment questions.
- An assignment is not a guarantee of a minimum number of hours, a specific duration, continued placement, or employment by the client.
- Unless a written agreement signed by an authorized Huff Consulting representative states otherwise, employment is at will and may be ended by either the employee or Huff Consulting at any time, subject to applicable law.
- Only an authorized Huff Consulting representative may confirm or change the employee's pay rate, employment status, or assignment terms. Client supervisors should not be relied upon to promise a pay increase or continued employment.

2. Attendance, Tardiness and Call-Outs

- Report to every scheduled shift on time, ready to work, and with required clothing, identification, and personal protective equipment.
- If you will be absent or late, notify Huff Consulting as soon as possible before the scheduled start time. Also notify the client supervisor when instructed to do so.
- A message to a coworker is not sufficient unless Huff Consulting specifically authorizes that method. Continue attempting contact until the absence or delay is reported to an authorized person or system.
- Provide an honest reason and your expected return date. Do not submit false documents or information.
- Repeated absences, tardiness, failure to call, leaving early without authorization, job abandonment, or failure to follow the call-out procedure may result in removal from the assignment or other corrective action, up to termination.
- Emergencies and legally protected absences will be addressed consistent with applicable law. Contact Huff Consulting promptly if you believe an absence may require an accommodation or protected leave.

3. Timekeeping, Pay and Overtime

- Accurately record all time worked using the method required for the assignment. Never work off the clock, falsify time, clock in for another person, or ask another person to record your time.
- Record required meal periods and promptly report any missed, interrupted, or inaccurate time entry to Huff Consulting.
- Overtime should be approved in advance when required; however, all hours actually worked must still be reported. Unauthorized overtime may lead to corrective action but will not be removed from reported time.
- Review pay information promptly and report suspected errors to Huff Consulting. Do not rely solely on the client to correct payroll records.
- Huff Consulting will provide written assignment and wage information. Changes to promised wages or pay practices will be communicated as required by applicable law.

4. Client Worksite Rules and Professional Conduct

- Follow lawful client rules, work instructions, security procedures, quality standards, dress requirements, and workplace conduct expectations.
- Do not report to work impaired, possess prohibited drugs or weapons, engage in violence or threats, steal, damage property, falsify records, or engage in unsafe or disruptive conduct.
- Do not perform duties outside the assignment, operate equipment, drive a vehicle, access restricted systems, or use tools unless you are authorized and properly trained.
- Do not accept cash, gifts, loans, or personal arrangements that create a conflict of interest with the client, its employees, or applicants.
- Report any proposed change in job duties, schedule, worksite, equipment, exposure, or supervisory responsibility to Huff Consulting when the change is material or raises safety, pay, or qualification concerns.

5. Safety, Training and Injury Reporting

- Huff Consulting and the client worksite share responsibilities for temporary-worker safety. Employees must participate in general and worksite-specific safety training and ask questions before performing unfamiliar work.
- Use required personal protective equipment and follow machine guarding, lockout/tagout, hazard communication, forklift, fall protection, bloodborne pathogen, ergonomics, heat, and other applicable safety rules.
- Stop and report work that you reasonably believe presents an immediate danger or for which you have not received required training. Do not bypass guards or safety devices.
- Immediately report every injury, illness, exposure, near miss, unsafe condition, or property incident to both the client supervisor and Huff Consulting, even if the issue seems minor.
- Seek emergency assistance when needed. Cooperate with incident reporting, medical instructions, and return-to-work procedures.
- Huff Consulting prohibits retaliation for raising a good-faith safety concern, reporting an injury, participating in an investigation, or exercising a protected workplace right.

6. Equal Employment Opportunity, Anti-Harassment and Anti-Retaliation

Huff Consulting prohibits discrimination, harassment, and retaliation based on race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or related conditions), national origin, age, disability, genetic information, veteran status, or any other status protected by applicable law.

Prohibited conduct may include offensive comments, slurs, threats, unwanted sexual attention, unwelcome touching, display or transmission of offensive material, repeated mocking, intimidation, exclusion, or other conduct that creates an unlawful hostile environment or affects employment opportunities. The policy applies at Huff Consulting, client worksites, work-related travel or events, and employment-related electronic communications.

Employees who experience or observe possible discrimination, harassment, retaliation, or other serious misconduct should report it promptly through any available route:

- Your Huff Consulting representative or recruiter.
- Any other Huff Consulting manager or company owner, especially if the concern involves your usual contact.
- The client's human resources representative or another client manager when appropriate, while also notifying Huff Consulting.
- The reporting telephone number, email, or kiosk assistance option designated by Huff Consulting.

Reports will be reviewed promptly and as impartially as reasonably possible. Information will be shared only with people who need it for a fair investigation, response, safety, or legal compliance. Retaliation against a person who makes a good-faith report, requests an accommodation, participates in an investigation, or exercises a protected right is prohibited.

7. Confidentiality, Client Information and Property

- Protect confidential business information, customer information, employee or patient information, credentials, pricing, processes, trade secrets, and personal data learned through Huff Consulting or a client assignment.
- Access, use, copy, photograph, transmit, or remove information and property only as required for authorized work. Follow all client privacy, security, clean-desk, device, and document-disposal rules.
- Return badges, key fobs, uniforms, equipment, documents, and other property immediately when requested or when an assignment ends.
- Do not post worksite images, confidential information, client names, employee information, or incidents on social media unless authorized.



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- Nothing in this policy prohibits employees from discussing wages, hours, or working conditions; reporting suspected unlawful conduct; cooperating with a government agency; engaging in protected concerted activity; or exercising any other legally protected right.

8. Electronic Communications, Records and Signatures

- Huff Consulting may send employment-related notices by text message, email, secure link, portal, or kiosk, including interview, onboarding, assignment, schedule, timekeeping, payroll, policy, and emergency communications.
- Employees must keep contact information current and notify Huff Consulting if they cannot access an electronic notice or need a reasonable alternative format.
- Electronic signatures, check boxes, typed names, and secure acknowledgments may be used to sign employment records. Employees may request a paper copy of a signed record.
- Employees must not share access codes, impersonate another person, or sign for another applicant or employee.
- Consent to ordinary employment communications does not authorize Huff Consulting to send Social Security numbers, full banking information, or other highly sensitive data through unsecured text or email.

9. Questions, Reporting and Policy Changes

Employees should contact Huff Consulting with questions about these policies, pay, assignments, accommodations, safety concerns, or conflicts between Huff and client instructions. Huff Consulting may revise policies or issue assignment-specific rules. No oral statement changes this packet unless confirmed in writing by an authorized Huff Consulting representative.

Acknowledgment

I acknowledge that I received and reviewed the Huff Consulting Temporary Employee Policies and Acknowledgments. I understand that I am responsible for following these policies and assignment-specific instructions, asking questions when needed, and promptly reporting concerns. I understand that this packet is not a contract guaranteeing employment, hours, or assignment duration and does not alter the at-will relationship except through a written agreement signed by an authorized Huff Consulting representative.

Employee legal name: _____	
Primary phone/email: _____	
Assigned client/worksites, if known: _____	
Employee Signature: _____	Date: _____
Huff Representative: _____	Date: _____