



# SYNOPTIC

## WORKFORCE DEVELOPMENT

CIRCULAR ECONOMIES  
INDUSTRIAL SYMBIOSIS

## Job Seeker-Employment Handbook

### General Workplace Policies

A review of general policies and procedures concerning broadly accepted workplace culture and employment practices.



# Job Seeker & Employment Workplace Policies General Handbook



A review of general policies and procedures concerning broadly accepted workplace culture and employment practices.

We provide a General Handbook to summarize personnel and staffing consultancy, general employment rules and regulations, worker rights and responsibilities, and customary first steps of hiring and onboarding processes and expectations.

Our client employers may provide a different version of this information made available through their Human Resources department.

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Updated 11/24

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# Section 1

## Introduction

### 1.1 Welcome to SYNOPTIC Workforce Development

Your job seeker journey and potential employment is important to us.

It can be very exciting and rewarding to have gainful and competitive employment that can lead to progressive family wages which can offer a sense of pride, community, and purpose.

When you engage with SYNOPTIC Circular Economies Workforce Development employment services, or by way of *iSynoptic* Learning Center and Vocational Training, interaction begins when you take action to opt-in by clicking our website links, texting or calling us.

Or by uploading your resume or receiving supported employment services that help you connect to our professional recruiting and onboarding Services for direct hire talent placement, job posting, and enhanced worker experience partnerships.

Our Firm is Office Minority & Women Owned Business Enterprise certified. We are committed to a peaceable logic philosophy and take seriously the EEOC laws or equal employment opportunity.

We are committed to dignified Circular Economies and Industrial Symbiosis Key Sector employment opportunities through authentic conversation, direct hire workforce relationships, and by contributing talent to Just Transition enterprises in Washington State.

Feel free to contact us for any reason and we will lead with a heart for excellence.

### SYNOPTIC

Circular Economies Workforce Development

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### About Job Seeker & Employment General Handbook

We provide this General Handbook to summarize personnel and staffing consultancy, general employment rules and regulations, worker rights and responsibilities, and customary first steps of hiring and onboarding processes and expectations. Our client employers may provide a different version of this information made available through their Human Resources department.

This General Handbook applies to all job seekers and potential or placed employees, and compliance with SYNOPTIC Workforce Development (Agency) and the hiring Company's policies as a condition of employment. This General Handbook supersedes all previous

employment policies, written and oral, express and implied. The Agency and hiring Company reserve the right to modify, rescind, delete, or add to the provisions of this General Handbook from time to time in its sole and absolute discretion. This General Handbook is not a binding contract between the Agency or hiring Company and job seekers or its employees, nor is it intended to alter the at-will employment relationship between the Agency or hiring Company and job seekers or employees. The Agency and hiring Company reserve the right to interpret the policies in this General Handbook and to deviate from them when, in its discretion, it determines it is appropriate.

## 1.2. SMS Texting Campaigns

You may opt-out at any time of SYNOPTIC Circular Economies Workforce Development Agency SMS Texting campaigns by texting STOP. We use texting campaigns for job seeker and/or employee communications, appointment reminders, general career or community event notice, and for marketing purposes.

## 1.3 Changes in Policy

Since our business is constantly changing, the Agency and hiring Company expressly reserves the right to revise, modify, delete, or add to all policies, procedures, work rules, or benefits stated in this General Handbook or in any other document, except for the policy of at-will employment as described below. No oral statements or representations can in any way alter the provisions of this General Handbook. Nothing in this General Handbook or in any other document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Any changes to your at-will employment status, described below, must be in writing and must be signed by the hiring Company. If you are uncertain about any policy or procedure, please check with your manager or human resources.

## 1.4 Expectations of Employment-At-Will

Employment garnered via the Agency or hiring Company is on an at-will basis, unless otherwise specified in a written employment agreement. You are free to resign at any time, for any reason, with or without notice. Similarly, the Agency and hiring Company is free to conclude the employment relationship at any time for any lawful reason, with or without cause, and with or without notice.

Nothing in this General Handbook will limit the right of either party to terminate an at-will employment. No section of this General Handbook is meant to be construed, nor should be construed, as establishing anything other than an employment-at-will relationship. This General Handbook does not limit the Agency or hiring Company discretion to make personnel decisions

such as reassignment, change of wages and benefits, demotion, etc. No person other than the Agency or hiring Company CEO/CFO or HR Director has the authority to enter into an agreement for employment for any specified period or to make an agreement for employment other than at will terms. Only the Agency or hiring Company or HR Director has the authority to make any such agreement, which is only binding if it is in writing and signed by the Agency and hiring Company.



## Section 2

### Employment Requirements

#### 2.1 Employee Workhours/Workweek and Classifications

Washington's Department of Labor and Industries \*interprets<sup>1</sup> hours worked as preparatory and concluding time including any employer having known or reasonable knowledge of employees working. Although Washington minimum wage laws do not specify a constituting workweek only as 168 hours per 7 consecutive 24-hour period beginning any hour on any calendar defaulting Sunday through Saturday day; but remains fixed and permanent so to avoid overtime violation with compensation for all hours worked and wait time/idling authorized or that requiring workers active at the prescribed workplace.

On-call is prescribed as the requirement to remain on/nearby a workplace that disrupts personal freedom but does not allow ambiguity or employee liberty whereas sleeping time by reasonable guidance or inquiry. Employers are obligated to oversight if they don't want employees working which is not policy exclusive to avoid paying employees rightful earnings. Employers are obligated to compensate employees for hours actually worked but are not required if no work is performed; no minimum hours are required, and employees may be dismissed prior to completing scheduled shifts.

#### Travel time

Washington State provides travel-time as hours worked in a company provided vehicle and in which employees are attending to prescribed work activities with consideration to occupational drivers and transit workers.

#### \*Meeting, lecture, and training time<sup>1</sup>

Washington State provides all time counted when employees attend meeting, lectures, and training except when all four of the following criteria are met:

- (1) attendance is voluntary.
- (2) employee does not perform any productive work during the meeting, lecture, or training.
- (3) the meeting, lecture, or training takes place outside of regular working hours.
- (4) the meeting, lecture, or training is not directly related to the employee's current work,

as distinguished from teaching the employee another job or a new, or additional, skill outside of skills necessary to perform job.

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<sup>1</sup> Lunt Group. <https://www.employmentlawhandbook.com/employment-and-labor-laws/states/washington/wage-and-hour/hours-worked/>

Employers must count time spent by employees at meetings, lectures, or training as hours worked if the employees believe or are led to believe that their present working conditions or continued employment would be adversely affected by not attending. Employers are not generally required to compensate employees for attending training programs mandated by state or federal regulation, but not by the employer. Employers are also not required to compensate employees when they attend training that is of the type that would be offered by independent institutions that enable individuals to gain or continue employment with any employer which would require the employee to have the training.

For more information, search: Washington Department of Labor & Industries Employment Standards Administrative Policy ESC2.1-10 and WAC 296-126-002.8

The following terms are used to describe employees and their employment status:

- (a) Exempt Employees - Employees whose positions meet specific tests established by the Federal Labor Standards Act ("FLSA") and Washington state law. In general, exempt employees are those engaged in executive, managerial, high-level administrative and professional jobs who are paid a fixed salary and perform certain duties. In addition, certain commissioned sales employees and highly paid computer professionals are exempt. Exempt employees are not subject to the minimum wage and overtime laws.
- (b) Nonexempt Employees - Employees whose positions do not meet specific tests established by the FLSA and Washington state law. All employees who are covered by the federal or state minimum wage and overtime laws are considered nonexempt. Employees working in nonexempt jobs are entitled to be paid at least the minimum wage per hour and a premium for overtime.
- (c) Full-Time Employees - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work a schedule of at least 35 hours per work week.
- (d) Part-Time Employees - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work less than 35 hours per work week.
- (e) Temporary Employees - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of limited duration and the temporary employee can be let go before the end of the defined period. Short-term assignments generally are periods of three months or less, however, such assignments may be extended. All temporary employees are at-will regardless of the anticipated duration of the assignment (see Employment-at-Will Policy). Temporary employees retain that status unless and until notified in writing of a change.
- (f) Independent Contractor or Consultant - These individuals are not employees of the Company and are self-employed. An independent contractor or consultant is engaged to perform a task according to their own methods and is subject to control and direction only as to the results to be accomplished. Independent contractors or consultants are not entitled to benefits.

Each employee will be advised of their status at the time of hire and any change in status. Regardless of the employee's status, the employee is employed at-will and the employment relationship can be terminated by the Company or the employee at any time, with or without cause and with or without notice.

## 2.2 Equal Employment Opportunity & Americans with Disabilities Act

It is the policy of the Agency and hiring Company to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity, age, ancestry, physical or mental disability, genetic information, marital status, or any other classification protected by applicable local, state, or federal laws.

This policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, working conditions, compensation, promotion, benefits, scheduling, training, discipline, and termination.

The Agency and hiring Company expect all employees to support our equal employment opportunity policy, to take all steps necessary to maintain a workplace free from unlawful discrimination and harassment and to accommodate others in line with this policy to the fullest extent required by law. For example, the Agency and/or hiring Company will make reasonable accommodations for employees' observance of religious holidays and practices unless the accommodation would cause an undue hardship on the Agency or hiring Company's operations.

If you desire religious accommodation, you are required to make the request in writing to your manager as far in advance as possible. You are expected to strive to find co-workers who can assist in the accommodation (e.g., trade shifts) and cooperate with the Agency and Company in seeking and evaluating alternatives.

Moreover, in compliance with the Americans with Disabilities Act (ADA), the Agency and hiring Company may provide reasonable accommodations to qualified individuals with disabilities to the fullest extent required by law. The Agency or hiring Company may require medical certification of both the disability and the need for accommodation. Keep in mind that the Agency and hiring Company can only seek to accommodate the known physical or mental limitations of an otherwise qualified individual. Therefore, it is your responsibility to come forward if you need accommodation. The Agency and/or hiring Company will engage in an interactive process with the employee to identify possible accommodation if any will help the applicant or employee perform the job.

## 2.3 Confidentiality

In the course of employment with the hiring Company, employees may have access to "Confidential Information" regarding the hiring Company, which may include its business strategy, future plans, financial information, contracts, suppliers, customers, personnel information, or other information that the hiring Company considers proprietary and confidential. Maintaining the confidentiality of this information is vital to the hiring Company's competitive position in the industry and, ultimately, to its ability to achieve financial success and stability. Employees must protect this information by safeguarding it when in use, using it only for the business of the hiring Company, and disclosing it only when authorized to do so and to those who have a legitimate business need to know about it. This duty of confidentiality applies whether the employee is on or off the hiring Company's premises, and during and even after the end of the employee's employment with the Company. This duty of confidentiality also applies to communications transmitted by the hiring Company's electronic communications. See also Internet, Email, and Computer Use policy, herein.

## 2.4 Employment of Minors

The FLSA's child labor provisions, which the Agency and Company strictly adhere to, are designed to protect the educational opportunities of youth and prohibit their employment in jobs that are detrimental to their health and safety. The FLSA sets the minimum age for employment (14 years for non- agricultural jobs), restricts the hours youth under the age of 16 may work, and prohibits youth under the age of 18 from being employed in hazardous occupations. In addition, the FLSA establishes subminimum wage standards for certain employees who are less than 20 years of age, full-time students, student learners, apprentices, and workers with disabilities. Employers generally must have authorization from the U.S. Department of Labor's Wage and Hour Division (WHD) to pay sub-minimum wage rates.

## 2.5 Employment of Relatives

The Agency and hiring Company recognize that the employment of relatives in certain circumstances, such as when they will work in the same department, supervise or manage the other, or have access to confidential or sensitive information regarding the other, can cause problems related to supervision, safety, security, or morale, or create conflicts of interest that materially and substantially disrupt the hiring Company's operations. When the Agency and/or hiring Company determine any of these problems will be present, it will decline to hire an individual to work in the same department as a relative. Relatives subject to this policy include father, mother, sister, brother, current spouse or domestic partner, child (natural, foster, or adopted), current mother-in-law, current father-in-law, grandparent, or grandchild.

If present employees become relatives during employment, the Agency and hiring Company should be notified so that we may determine whether a problem involving supervision, safety, security,

morale, or a conflict of interest that would materially and substantially disrupt the hiring Company's operations exists. If the Agency and/or Company determines that such a problem exists, the hiring Company will take appropriate steps to resolve the problem, which may include reassignment of one relative (if feasible) or asking for the resignation of one of the relatives.

## 2.6 Introductory Period

The first 30 days of employment are considered an introductory period for all newly hired employees. During this time, you will learn your new responsibilities, get acquainted with fellow employees, and determine whether you are happy with the position. Also, during this time, the Agency and hiring Company will monitor your performance. Upon completion of the introductory period, the Agency and hiring Company will review your performance. If the hiring Company finds your performance satisfactory and decides to continue your employment, you will be advised of any improvements expected. This is also an opportunity for you to make suggestions to improve the hiring Company's efficiency and operations. Completion of the introductory period does not entitle you to remain employed by the hiring Company for any definite period of time, but instead allows both you and the hiring Company to evaluate whether or not you are right for the position. Your status as an at-will employee does not change - the employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the hiring Company.

## 2.7 Personnel Records and Employee References

The Agency and/or hiring Company maintains a personnel file and payroll records for each employee as required by law. Personnel files and payroll records are the property of the Agency and/or hiring Company and may not be removed from Agency or hiring Company premises without written authorization. Because personnel files and payroll records are confidential, access to the records is restricted. Generally, only those who have a legitimate reason to review information in an employee's file are allowed to do so. Disclosure of personnel information to outside sources will be limited. However, the Agency and hiring Company will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Employees may contact the Agency and/or hiring Company Human Resources Department representative to request a time to review their payroll records and/or personnel file. With reasonable advance notice, an employee may review their own records in the Agency and/or hiring Company's offices during regular business hours and in the presence of an individual appointed by the Agency and/or hiring Company to maintain the records. No copies of documents in your file may be made, except for documents that you have previously signed.

You may add your comments to any disputed item in the file. By policy, the Agency and/or hiring Company will provide only the former or present employee's dates of employment and

position(s) held with the hiring Company. Compensation information may also be verified if written authorization is provided by the employee.

## 2.8 Privacy

The Agency and hiring Company are respectful of employee privacy. All employee demographics and personal information will be shared only as required in the normal course of business. Healthcare enrollment information is kept in a separate folder from other human resources forms. Workers' Compensation information is not considered private healthcare information; however, this information will be released only on a need-to-know basis. The Agency and hiring Company does not make or receive any private healthcare information through the course of normal work. If any employee voluntarily shares private healthcare information with the Agency and/or hiring Company Human Resources Department representative this information will be kept confidential. If applicable, the Agency and/or Company will set up guidelines for employees and management to follow to ensure that the Agency and hiring Company employees conform to the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

## 2.9 Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 on the date of hire and present documentation establishing identity and employment eligibility within three business days of date of hire. Former employees who are rehired must also complete an I-9 form if they have not completed an I-9 form with the Agency and/or hiring Company within the past three years, or if their previous I-9 form is no longer retained or valid. You may raise questions or complaints about immigration law compliance without fear of reprisal.

## 2.10 Political Neutrality

Maintenance of individual freedom and our political institutions necessitates broad-scale participation by citizens concerning the selection, nomination, and election of our public office holders. The Agency and hiring Company will not discriminate against any employee because of identification with and support of any lawful political activity. Agency and hiring Company employees are entitled to their own personal political position. The Agency and hiring Company will not discriminate against employees based on their lawful political activity engaged in outside of work. If you are engaging in political activity, however, you should always make it clear that your actions and opinions are your own and not necessarily those of the Agency or hiring Company, and that you are not representing the Agency or hiring Company.

## 2.11 Additional Protections for Pregnant Employees

If you are pregnant, recovering from childbirth, or have a pregnancy-related medical condition, you have the right to breastfeeding accommodations in the workplace.

Under the Providing Urgent Maternal Protections for Nursing Mothers ("PUMP") Act, employers are required to provide:

- 2.11.1 Reasonable break time for you to express breast milk for your nursing child as needed; and,
- 2.11.2 A lactation space, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.

This accommodation must be provided for one year after the child's birth and be available each time an employee needs it. Additionally, under the Pregnant Workers Fairness Act ("PWFA"), covered employers are required to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions. Under the PWFA, your employer cannot:

- (a) Require you to accept accommodation without a discussion about the accommodation between you and your employer.
- (b) Deny a job or other employment opportunities to you based on your need for reasonable accommodation.
- (c) Require you to take leave if another reasonable accommodation can be provided that would let you keep working.
- (d) Retaliate against you for reporting or opposing unlawful discrimination under the PWFA or participating in a PWFA proceeding (such as an investigation); or
- (e) Interfere with your rights under the PWFA.
- (f) For more information regarding your rights under the PUMP Act, review the U.S. Department of Labor Field Assistance Bulletin No. 2023-022. PUMP Act rights are not provided to you if you are a crewmember employed by an air carrier, or if there are less than 50 employees in your organization and such requirements would pose an undue hardship on your employer.
- (g) For more information regarding your rights under the PWFA, review the U.S. Equal Employment Opportunity Commission guide at <https://www.eeoc.gov/wysk/what-you-should-know-about-pregnant-workers-fairness-act>. PWFA rights are provided to you if you work for a covered employer, including private and public sector employers with at least 15 employees, Congress, Federal agencies, employment agencies, and labor organizations. These rights are not provided to you if such requirements would pose an undue hardship on your employer.

## Section 3

### Hours of Work and Payroll Practices

#### 3.1 Pay Periods and Paydays

Employees are paid on a bi-weekly basis. All employees will be paid on the 1st and 15th of the month and/or by hiring Company policy. All employees are paid by check or direct deposit on the above-mentioned payday. If the regular payday falls on a weekend or Company holiday, employees will be paid on the last business day before the holiday and/or weekend.

#### 3.2 Overtime

Nonexempt employees will be paid in accordance with federal and Washington state law.

In Washington, with some exceptions, the standard work week for employees should not exceed 40 hours per week. Should the hiring Company find it necessary to employ an employee in excess of this standard, overtime hours shall be compensated at the rate of one and one-half times the regular rate of pay. All overtime work by nonexempt employees must be authorized in advance by their manager. Only hours actually worked will be used to calculate overtime pay.

#### 3.3 Rest and Meal Periods

All rest and meal periods will be in accordance with Washington state law. Nonexempt employees will be provided with a 10-minute rest break for each four-hour work period, scheduled as near as possible to the midpoint of each work period. This time is counted and paid as time worked. Nonexempt employees scheduled to work more than five consecutive hours will be provided a 30-minute meal period, not less than two hours nor more than five hours from the beginning of the shift. This time is paid if the employee is on duty or is required to be at a site for the employer's benefit. Employees who work three or more hours longer than a regular workday are entitled to an additional half hour, before or during overtime.

#### 3.4 Timecards

Nonexempt employees are required to keep an accurate and complete record of their attendance and hours worked. Timecards are official business records and may not be altered without the Agency and/or hiring Company Human Resources Department representative approval and may not be falsified in any way.



### 3.5 Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: Federal and State Income Tax Withholding, Social Security, Medicare, State Disability Insurance and Family Temporary Disability Insurance, and other items designated by you or required by law (including a valid court order). You can adjust your federal and state income tax withholding by completing the proper federal or state form and submitting it to accounting or Human Resources. At the start of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form for the prior year. This statement summarizes your income and deductions for the year.

### 3.6 Wage Garnishment

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once the Agency or hiring Company receives the legal papers ordering a garnishment, we are required by law to continue making deductions from your check until we have withheld the full amount or until we receive legal papers from the court to stop the garnishment. Even if you have already paid the debt, we still need legal papers to stop the garnishment.

### 3.7 Working From Home

The COVID-19 global pandemic changed the way that job seekers, workers, and employers manage the workweek while not physically present or clocking in for work through a company office or plant or other enterprise type. Flexible work from home policies may be established by the Agency or hiring Company and enforced through online timecard products or a simple spreadsheet submitted as a routine event. Written agreements may accompany WFH policies which can become part of the personnel file records management practices.

### 3.8 Direct Deposit

All employees are encouraged, but not required, to use direct deposit and have their paychecks deposited into a bank account of an accredited participating bank or credit union.

## Section 4

### Privacy and Other Workplace Rules

#### 4.1 Anti-Harassment/Discrimination

##### Diversity & Inclusion Policy

The Agency and hiring Company are dedicated to creating and maintaining an atmosphere of diversity and inclusion for all. Company values are important and are only made better by gathering the experiences, knowledge, and perspectives of people from all walks of life. We celebrate differences in age, race, ethnicity, national origin, religion, physical and mental ability, sexual orientation, gender identity or expression, family and marital status, and all the various backgrounds that help shape us all. The Agency and hiring Company's commitment to diversity applies to hiring practices, promotions, pay and benefits, terminations, training, team building, and more. Prospective employees and current employees alike are expected to treat each other and be treated with respect and dignity.

We seek to foster an environment that promotes:

- (a) A healthy, collaborative, and courteous atmosphere.
- (b) Engagement from all employees that allows for more varied insights.
- (c) Adjustability, where appropriate, allows for an individual's personal needs.
- (d) Initiatives from the Company and the employees that encourage growth in the community.

The Agency and hiring Company are committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals based on race, religion, creed, color, national origin, sex, pregnancy, sexual orientation, gender identity or expression, age, ancestry, physical or mental disability, genetic information, marital status, or any other classification protected by local, state, or federal laws is illegal and prohibited by the Agency and hiring Company policy. Such conduct by or towards any employee, contract worker, customer, vendor, or anyone else who does business with the Agency and/or hiring Company will not be tolerated. Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of their employment or engagement. To the extent a customer, vendor or other person with whom the Agency and/or hiring Company does business engages in unlawful harassment or discrimination, the Agency and/or hiring Company will take appropriate corrective action.

##### Names/Pronouns:

Employees have the right to be addressed by the name and pronoun that correspond to the employee's gender identity, upon request. A court-ordered name or gender change is not

required. The intentional or persistent refusal to respect an employee's gender identity (for example, intentionally referring to the employee by a name or pronoun that does not correspond to the employee's gender identity) can constitute harassment and is a violation of this policy. If you are unsure what pronoun a transitioning coworker might prefer, you can politely ask your coworker how they would like to be addressed.

### Prohibited Conduct:

Prohibited harassment or discrimination includes any verbal, physical, or visual conduct based on sex, race, age, national origin, disability, or any other legally protected basis if:

- (a) submission to such conduct is made either explicitly or implicitly on a term or condition of an individual's employment or engagement.
- (b) submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement; or
- (c) it creates a hostile or offensive work environment.

Prohibited harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors and lewd, vulgar, or obscene remarks, jokes, posters, or cartoons, and any unwelcome touching, pinching, or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters, or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories. Prohibited harassment might also be transmitted using the Company's electronic communications system, or through other online conduct.

### Complaint Procedure:

Employees or contract workers who feel that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, contract worker, customer, vendor, or anyone else who does business with the Agency and/or hiring Company, should immediately report such conduct to their supervisor or any other member of management. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, customer, vendor, or other person who does business with the Agency or hiring Company is exempt from the prohibitions in this policy. In response to every complaint, the Agency and hiring Company will investigate which may involve interviewing witnesses if warranted and, if improper conduct is found, take appropriate corrective action. To the extent that an employee or contract worker is not satisfied with the Agency and/or hiring Company's handling of a harassment or discrimination complaint, they may also contact the appropriate state or federal enforcement agency for legal relief.

## 4.2 Attendance

Punctuality and regular attendance are essential to the successful operation of the Agency and hiring Company's business. If an employee is unable to report to work (or to report to work on

time) for any reason, the employee must notify their supervisor before their starting time. If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of their supervisor prior to leaving. Excessive absenteeism or tardiness may subject the employee to disciplinary action, up to and including termination.

### 4.3 Discipline and Standards of Conduct

As an at-will employer, the Agency and/or hiring Company may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment, or termination. The discipline imposed will depend on the circumstances of each case; therefore, discipline will not necessarily be imposed in any sequence. Moreover, at any time the Company determines it is appropriate, an employee may be terminated immediately.

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit the Agency or Company's right to impose discipline for any other conduct it deems inappropriate). Keep in mind that these standards of conduct apply to all employees whenever they are on the Agency and/or hiring Company property and/or conducting Company business (on or off the Agency and/or hiring Company property). Engaging in any conduct the Agency and/or Company deems inappropriate may result in disciplinary action, up to and including termination.

- 4.3.1 Dishonesty.
- 4.3.2 Falsification of the Agency and/or hiring Company's records.
- 4.3.3 Unauthorized use or possession of property that belongs to the Agency and/or hiring Company, a coworker, or of the public.
- 4.3.4 Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials.
- 4.3.5 Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes or other disorderly conduct that may endanger others or damage property.
- 4.3.6 Insubordination, failure to perform assigned duties or failure to comply with the Agency and/or hiring Company's health, safety or other rules.
- 4.3.7 Unauthorized or careless use of the Agency and/or hiring Company's materials, equipment, or property.
- 4.3.8 Unauthorized and/or excessive absenteeism or tardiness.
- 4.3.9 Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace.
- 4.3.10 Sexual or other illegal harassment or discrimination.
- 4.3.11 Unauthorized use or disclosure of the Agency and/or hiring Company's confidential information.
- 4.3.12 Violation of any Agency or hiring Company policy.

## 4.4 Dress Code

What we wear to work reflects the pride we have in the Agency and hiring Company, in what we do, and in ourselves. Although dress code requirements will vary according to job responsibilities, we ask that your appearance always shows discretion, good taste, and appropriateness for the safe performance of your job. Uniforms may be required as part of a specific job description and there may be additional paycheck deductions for uniform purchases and regular cleaning, or damage as determined by the hiring Company that will be made clear to workers so that charges are visibly located on payment stubs and can be understood in the appropriate language.

## 4.5 Employee Parking

Follow employee parking directions for designated areas and emergency routing and exits so that order is maintained for health and safety of everyone and so that your vehicle is not unexpectedly towed. When offsite and in publicly accessible locations, parking areas may be marked, and metering may be enforced.

## 4.6 Visitors

Visitors are usually required to sign a visitor log, pass security clearance which can include search of personal belongings and detectors to prevent weapons on premises or unauthorized access. Be sure to inform building security, reception, and any notifying personnel on the hiring Company premises day of an expected visitor by phone, text, email or some other means of communication. Be advised photo identification may also be required when entering a building. Park in visitor designated areas and check out when the purpose of the visit has been completed.

## 4.7 Solicitation

Job seekers may normally solicit hiring Company Human Resources departments to provide resumes or participate in assessments or scheduled interviews. However, building security and appointments may also be required so be sure to plan so that processes are timely. Be informed that companies normally restrict solicitation at the workplace and sometimes provide a community space for this purpose.

## 4.8 Pets in the Workplace

Animals that are considered registered service animals or emotional support animals will be permitted in the workplace. Please inform a supervisor if you intend to bring an animal to the workplace.

## 4.9 Safety

The Agency and hiring Company are committed to providing a safe workplace. Accordingly, the Agency and hiring Company emphasize "safety first." It is the employee's responsibility to take steps to promote safety in the workplace and work in a safe manner. By remaining safety-conscious, employees can protect themselves and their coworkers. Employees are expected to promptly report all unsafe working conditions, accidents, and injuries, regardless of how minor so that any potential hazards can be corrected.

## 4.10 Substance and Abuse

The Agency and hiring Company is committed to providing its employees with a safe and productive work environment. In keeping with this commitment, it maintains a strict policy against the use of alcohol and the unlawful use of drugs in the workplace. Consequently, no employee may consume or possess alcohol, or use, possess, sell, purchase, or transfer illegal drugs at any time while on the Agency and/or hiring Company's premises or while using the hiring Company vehicles or equipment, or at any location during work time.

No employee may report to work with illegal drugs (or their metabolites) or alcohol in his or her bodily system. The only exception to this rule is that employees may engage in moderate consumption of alcohol that may be served and/or consumed as part of an authorized Company social or business event. "Illegal drug" means any drug that is not legally obtainable or that is legally obtainable but has not been legally obtained. It includes prescription drugs not being used for prescribed purposes or by the person to whom it is prescribed or in prescribed amounts. It also includes any substance a person holds out to another as an illegal drug. Any violation of this policy will result in disciplinary action, up to and including termination.

Any employee who feels they have developed an addiction to, dependence upon, or problem with alcohol or drugs, legal or illegal, is strongly encouraged to seek professional qualified medical, mental health, or other qualified assistance before a violation of this policy occurs. Any employee who requests time off to participate in a rehabilitation program will be reasonably accommodated. However, employees may not avoid disciplinary action, up to and including termination, by entering a rehabilitation program after a violation of this policy is suspected or discovered.

## 4.11 Workplace Searches

All offices, desks, file drawers, cabinets, lockers, hiring Company vehicles, and other hiring Company equipment (including but not limited to computers, email and voice mail) and facilities or any area on hiring Company premises are the property of the hiring Company ("Company Property") and are intended for business use. Employees should have no expectation of privacy with respect to the hiring Company Property and/or items stored within the hiring Company Property or on the hiring Company's premises. Inspection may be conducted

at any time, without notice, at the discretion of the hiring Company. In addition, when the Agency and/or hiring Company deems appropriate, employees may be required to submit to searches of their personal vehicles, parcels, purses, handbags, backpacks, briefcases, lunch boxes, or any other possessions or articles brought onto the Agency and/or hiring Company's premises.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. All employees must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including termination.

#### 4.12 Internet, Email, and Computer Use Policy

The Agency and hiring Company uses various forms of electronic communication including, but not limited to: computers, email, telephones, voicemail, instant message, text message, Internet, cell phones, and smart phones ("electronic communications"). Electronic communications, including all software, databases, hardware, and digital files, remain the sole property of the Agency and/or hiring Company and are to be used only for Company business and not for personal use.

The following rules apply to all forms of electronic communications and media that are: (1) accessed on or from the Agency and/or hiring Company's premises; (2) accessed using the Agency and/or hiring Company's computer or telecommunications equipment, or via Agency and/or hiring Company-paid access methods; and/or (3) used in a manner which identifies the Agency and/or Company. The following list is not exhaustive, and the Agency and/or hiring Company may implement additional rules from time to time.

- 4.12.1.1.1 Electronic communications and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Agency or hiring Company policy, or not in the best interest of the Agency or Company. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline, up to and including termination. Employees may not install personal software on the Agency or hiring Company's computer systems.
- 4.12.1.2 Employee's own electronic media may only be used during breaks. All other company policies, including the Agency and hiring Company's no-tolerance for discrimination, harassment, or retaliation in the workplace apply.
- 4.12.1.3 All electronic information created by any employee on the Agency and/or hiring Company's premises or transmitted to Agency and/or hiring Company Property using any means of electronic communication is the Agency and/or hiring Company Property and remains Agency and/or hiring Company Property. You should not assume that any electronic communications are private or confidential and should transmit personal sensitive information in other ways. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the

Agency and/or hiring Company's ownership of the electronic information. The Agency and/or hiring Company will override all personal passwords if necessary for any reason.

- 4.12.1.4 The Agency and hiring Company reserve the right to access and review electronic files, messages, internet use, blogs, "tweets", instant messages, text messages, email, voicemail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Agency or hiring Company policy or any law occurs. All such information may be used and/or disclosed to others, in accordance with business needs and the law. The Agency and hiring Company reserve the right to keep a record of all passwords and codes used and/or may be able to override any such password system.
- 4.12.1.5 Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by the hiring Company's Human Resources Director or Chief Executive Officer. No employee may install or use anonymous email transmission programs or encryption of email communications.
- 4.12.1.6 Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voicemail communications are required to use these methods in strict compliance with the Confidentiality section of this General Handbook. These communications tools should not be used for communicating confidential or sensitive information or any trade secrets.

Access to the Internet, websites, and other types of Agencies and/or hiring Company-paid computer access are to be used for Agency and/or hiring Company-related business only. Any information about SYNOPTIC Workforce Development, Violet Lone Kashewa LLC, its products or services, or other types of information that will appear in the electronic media about the Agency and hiring Company must be approved by the Agency and/or hiring Company before the information is placed on any electronic information resource that is accessible to other social media Policy

SYNOPTIC Workforce Development and hiring Company is committed to utilizing social media to enhance its profile and reputation, to listen, and respond to customer opinions and feedback, and to drive revenue, loyalty, and advocacy. We encourage employees to support our activities through their personal social networking channels while adhering to the guidelines outlined in this section. Voluntarily.

For this section, social media and networking refers to the use of web-based and mobile applications for social interaction and the exchange of user-generated content. Social media channels can include but are not limited to: Facebook, x/Twitter, LinkedIn, YouTube, blogs, review sites, forums, online communities, and any similar online platforms.

Employees are expected to conduct themselves in a professional manner and to respect the views and opinions of others. The Agency and hiring Company and its employees are committed to conducting themselves in accordance with best industry practices in social networking, to being responsible citizens and community members, to listening and responding to feedback, and to communicating in a courteous and professional manner.



Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing, or damaging to the Agency and/or hiring Company's interests or reputation or workforce are not permitted. The use of social media channels on Agency and/or hiring Company time for personal purposes is not allowed. Any social media contacts, including "followers" or "friends," that are acquired through accounts (including but not limited to email addresses, blogs, x/Twitter, Facebook, YouTube, LinkedIn, or other social media networks) created on behalf of the Agency and/or hiring Company will be Agency and/or hiring Company Property.

Employees must not disclose private or confidential information about the Agency and/or hiring Company, its employees, clients, suppliers, or customers on social networks. Employees must respect trademarks, copyrights, intellectual property, and proprietary information. No third-party content should be published without prior permission from the owner of the content OR platform.

The Agency and hiring Company maintains the right to monitor Agency and/or hiring Company-related employee activity on social networks. Violation of policy guidelines is grounds for discipline, up to and including termination.

#### 4.13 Cell Phone Policy

The use of personal cell phones at work is discouraged because it can interfere with work and be disruptive to others. Therefore, employees who bring personal cell phones to work are required to keep the ringer shut off or placed on vibrate mode when they are in the office, and to keep cell phone use confined to breaks and meal periods. Conversations should be had away from areas where other employees are working. When cell phone use interferes with the satisfactory performance of an employee's duties or disturbs others, the privilege of using a personal cell phone at work may be taken away, and other disciplinary action, up to and including termination, may be imposed.

The hiring Company may provide cell phone allowances to employees in certain positions in an effort to improve efficiency and effectiveness. When cell phones are used for Company business, employees must comply with all hiring Company policies governing conduct, including our policies prohibiting discrimination, harassment, and violence in the workplace. When using the cell phone in a public place, please remember to maintain the confidentiality of any private or confidential business information. As a courtesy to others, please shut cell phones off or place them on vibrate mode during meetings.

## Section 5

### Employee Benefits and Coverage Considerations

#### 5.1 General

Aside from those benefits required by state and federal regulations, from time to time, benefits may be added or deleted by the hiring Company reserving the right to make such changes.

This General Handbook does not contain the complete terms and/or conditions of any of the hiring Company's current benefit plans. It is intended only to provide general explanations regarding some coverage areas. For information regarding employee benefits and services, job seekers and employees should contact the Agency and/or hiring Company Human Resources Department or 'PEO' professional employer organization.

Coverage examples:

- Medical, Health, Dental, Vision and Life Insurance Plans
- Health Savings & Flexible Spending Accounts
- Profit Sharing
- 401K Plans & Retirement Benefits
- Tuition Reimbursement
- Employee Assistance Programs
- Gym Membership, Transit Pass and Other Perks
- COBRA Continuation Health Coverage
- Short-Term & Long-Term Disability
- Unemployment Insurance
- Volunteering

#### 5.2 Workers' Compensation

All states have Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment through any hiring Company.

SYNOPTIC Workforce Development is a direct hire Agency and does not manage Workers' Compensation Insurance for any hiring Company employees and who may or may not pay the entire cost of the insurance program. An employee who suffers an injury or illness in connection with the job at any hiring Company is usually eligible to receive payment through the insurance company for lost wages. In addition to disability payments, necessary hospital, medical, and surgical expenses are covered under Workers' Compensation, with payments

being made directly to the hospital or physician. Workers' Compensation benefits to injured workers also include assistance to help qualified injured employees return to suitable employment.

### 5.3 Social Security Benefits (FICA)

During your employment at any hiring Company, you and the hiring Company both contribute funds to the federal government to support the federal Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

### 5.4 Unemployment Insurance

The hiring Company pays a state and federal tax to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to circumstances described by law. This insurance is administered by applicable state agencies, who determine eligibility for benefits, the amount of benefits (if any), and duration of benefits. Assistance with filing UI claims can be requested by contacting the hiring Company Human Resources Department and/or Washington State Department of Labor and Industries, or by notifying the Agency if you need help contacting a claims center.

## Section 6

### Employee Leave of Absence and Time Off

#### 6.1 General

While regular attendance is crucial to maintain business operations, the Agency and hiring Company recognizes that, for a variety of reasons, employees may need time off from work. The hiring Company may have available more than 1 type of leave of absence; and requesting process. Some are governed by law, and others are discretionary. For all planned leaves, however, employees must submit a request at least 3 days in advance; in case of emergencies, employees should submit the request as soon as they become aware of the need for leave. All leave requests must have the approval of the hiring Company's Human Resources Department.

If, during a leave, an employee accepts another job, engages in other employment or consulting outside of the referring Agency and/or hiring Company, or applies for unemployment insurance benefits, the employee may be considered to have voluntarily resigned from employment with the Agency and/or hiring Company.

All requests for a leave of absence will be considered for their effect on the hiring Company and its work requirements, as determined by the hiring Company Human Resources Department, which reserves the right to approve or deny such requests in its sole discretion, unless otherwise required by law. For disability-related leave requests, the Agency and/or hiring Company will engage in an interactive process with the employee to determine if leave is the most appropriate accommodation. But this final decision is up to the employee freewill agency. Within the parameters of active employment with any hiring Company, the employee must provide a certification from their healthcare provider to the Agency and/or hiring Company Human Resources Department as to support leave for medical reasons. Failure to provide the required certification to the Agency and/or hiring Company in a timely manner will result in delay or denial of leave. If an employee requires an extension of leave, the employee must request such extension and have it approved before the expiration of the currently approved leave.

While the Agency and hiring Company will make a reasonable effort to return the employee to their former position or a comparable position following an approved leave of absence, there is no guarantee that the employee will be reinstated to their position, or any position, except as required by law.

#### 6.2 Family and Medical Leave

Because of any hiring Company's size, requirements to comply with federal Family and Medical Leave Act (FMLA) may be inquired. However, employees may occasionally need to take unpaid leave to care for a new child, to care for a seriously ill family member, to handle an employee's

own medical issues, or to handle issues relating to a family member's military service, possibly including caring for a family member who is injured while serving in the military. If you anticipate that you might need time off to deal with family and medical issues, please notify the Agency and/or hiring Company Human Resources Department representative. We will seriously consider every request on a case-by-case basis.

### 6.3 Workers' Compensation Leave

Any employee who is unable to work due to a work-related injury or illness and who is eligible for Workers' Compensation benefits will be provided an unpaid leave for the period required. The first 12 weeks will be treated concurrently as family and medical leave under the federal Family Medical Leave Act ("FMLA") for employees eligible for FMLA leave.

### 6.4 Jury Duty

U.S. citizens have a civic obligation to provide jury duty service when called. The employee must provide verification to the Agency and/or hiring Company of the jury duty notice as soon as it is received so that appropriate scheduled shifts arrangements can be made to cover expected absence and related worker duties. Employees are required to call into the Agency and/or hiring Company Human Resources Department for report for work on those days or parts of days when their presence in court is not required.

### 6.5 Voting Time

Employees who are registered voters and who lack two non-work hours when polls are open, or enough time to get an absentee ballot, to vote in any local, state, and national election may rearrange their work schedule to allow enough non-work time to vote or may take off work for a reasonable time (up to two hours) with pay if rearranging is not possible.

**By Clicking Online Download for Review or Provided by the Agency, Readers Acknowledge the Receipt of SYNOPTIC Workforce Development Job Seeker and Employment General Handbook**

I acknowledge that I have been provided with a copy of the SYNOPTIC Circular Economies Workforce Development ("Company") Job Seeker and Employment General Handbook, through clicking an online downloadable document or provided directly by the Agency, which contains important information on broadly acceptable and common or general workplace policies, procedures, and benefits, including the policies on Anti-Harassment/Discrimination, Substance Use and Abuse, and Confidentiality.

- I understand that I am responsible for familiarizing myself with the policies in this General Handbook and agree to comply with all rules applicable to me.
- I understand and agree that the policies described in the General Handbook are intended as a guide only and do not constitute a contract of employment.
- I specifically understand and agree that the employment relationship between the Agency and/or hiring Company and me is at-will and can be terminated by the Agency and/or hiring Company or me at any time, with or without cause or notice.

Furthermore, the Agency and/or hiring Company has the right to modify or alter my position or impose any form of discipline it deems appropriate at any time. Nothing in this General Handbook is intended to modify the Company's policy of at-will employment. The at-will employment relationship may not be modified except by a specific written agreement signed by me and an authorized representative of the Agency and hiring Company. This is the entire agreement between the Agency and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded.

By reviewing this General Handbook, I understand that the Agency and hiring Company reserve the right to make changes to its policies, procedures, or benefits at any time at its discretion. However, the at-will employment agreement can be modified only in the manner specified above. I further understand that the Agency and hiring Company reserve the right to interpret its respective policies independent of another party or to vary its procedures as it deems necessary or appropriate.