



**DUAL TEMP COMPANY, INC.
HIRING POLICY**

It is the policy of Dual Temp Company, Inc. (the “Company”) to be an equal opportunity, non-discriminatory employer. We do not discriminate on the basis of race, sex, color, age, religion, national origin, non-job related disability, marital status, union affiliation (if any), or *any other* lawfully protected status. Accordingly, we make every effort to abide by all federal, state and local laws governing all aspects of the employment relationship with our employees, including respecting the rights of our employees under Section 7 of the NLRA. Should any of our employment policies or practices be in conflict with any such federal, state or local laws, our policies and practices will be considered amended or revised to the extent necessary in order to conform to the law.

We base hiring decisions on a variety of lawful considerations, including: our assessment of the applicant’s qualifications, skills and ability to perform the job involved; prior satisfactory employment with us; availability; referrals by employees and customers; employment references; willingness to work; ability to work with others; willingness to accept the offered salary; relevant employment experience; geographic and transportation considerations; and, personal interviews.

Because of varying production/customer staffing needs, required overtime work assignments and safety considerations, we consider employment with us to be not only primary, but it must also be exclusive. Accordingly, full-time employees can work only for us and cannot also be employed by any other employer while employed by the Company.

To seek employment, potential applicants must appear in person and fill out, sign and submit the Company’s “Request For Application” form. Upon receipt of the signed, completed form, an Application will be provided. Applicants must personally and completely fill out a Company-supplied application at the Company’s office between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Individual or group applications sent by mail, email, fax, hand-delivery or otherwise, or photocopied applications, are not considered “applications” and, therefore, persons submitting same are not considered eligible applicants. An applicant must not put any information on the Request for Application or Application which is not requested.

Persons submitting unsolicited resumes which show, in our opinion, that they may be qualified for needed positions, may be contacted and asked to come to our office to complete a “Request for Application” form in order to be properly considered.

If the Company has a sufficient number of completed applications to meet its hiring needs in the foreseeable future, in order to avoid unnecessary costs and waste of the Company's finite

administrative resources, the Company reserves the right to decline to accept and/or process additional Applications and/or Requests for Application.

The Company only interviews applicants when there are jobs available. When openings exist, only “active” applications are reviewed. Applications are considered “active” and eligible for consideration for a period of time not to exceed thirty (30) days from receipt.

All information given by the applicant in the Application and all other information supplied by the applicant before, during or after any interview, is considered to be important to hiring and/or the continuation of employment. Upon request, applicants must also furnish other documents or written proof of the facts given in the Application. Also, applicants (waiving any right of privacy and confidentiality) may be asked to take and pass any lawful tests, including drug screens, if required by the Company. If an applicant refuses to take, or fails to pass, a test requested by the Company, or refuses to provide information requested by the Company, the Company shall have no duty to further process the Application.

Any material and/or intentional misrepresentation, exaggeration, fraud, withholding or other misconduct involved in the preparation or submission of the Application or in any information given by the applicant before, during or after the hiring process, or with respect to any qualification tests, will be sufficient reason for refusal to hire or termination of employment, at any time during employment, regardless of the time that has passed between the hire and termination.

Certain positions at the Company have physical requirements, such as repetitive motion, lifting, reaching, etc. Successful applicants must be able to perform the essential functions of the positions involved, with or without reasonable accommodation.

If an applicant is applying for a position that may require driving a Company vehicle, the applicant must provide a valid driver’s license for review and copying by the Company. That copy will be provided to our insurance company.