

AVANT ASSOCIATE HANDBOOK

WELCOME TO YOU, OUR NEW ASSOCIATE!



Welcome to AVANT. We are pleased that you have chosen to apply with our company. Meeting our hiring criteria and being selected as an AVANT associate means that you are among the best, and we are delighted to welcome you aboard. As an AVANT associate, you have the opportunity to enhance your career development through work in challenging and fulfilling assignments. Additionally, AVANT offers many benefits for which you may qualify, and they are outlined in the following sections of this handbook. We offer job assignments that are temporary, short-or long-term, temp-to-hire and direct-hire. On each assignment, your employer is AVANT. When we select you for an assignment, we are confident of your abilities. Because of this we offer our clients a guarantee on the quality of your work

JOB ASSIGNMENTS

Assignments may last a day, a week, a month, or longer. When we call you for an assignment, we give you information about the client, the assignment, and the pay rate. You will then have the option to accept or decline the position. **YOU ARE NOT OBLIGATED TO ACCEPT ANY ASSIGNMENT, BUT IF YOU DO ACCEPT, WE EXPECT YOU TO COMPLETE THE ASSIGNMENT.** Failure to show up for an assignment without notifying AVANT may result in termination. Remember, it is important to be on time each day, and it is helpful to you and the client if you are early on your first day. When your assignment is over, notify AVANT within 24 hours. We may have other opportunities to present to you. AVANT is the sole employer for all associates assigned to client companies. In no way is our client your “joint employer,” as the client has no meaningful effect in matters relating to your employment. Should another opportunity present itself that requires you to end your assignment, we ask that you give AVANT reasonable notice.

TEMP-TO-HIRE AND DIRECT-HIRE ASSIGNMENTS

Many of our jobs are temp-to-hire or direct-hire opportunities. On a temp-to-hire assignment, you remain an AVANT associate until the contract period is over. If you and our client reach an agreement at that time, you may go onto the client’s payroll and become their regular associate. On a direct-hire assignment a client may choose to hire you immediately as a regular employee of their company without having you work any temporary hours through AVANT.

ON THE JOB

On the assignment, report to your supervisor for work instructions. Be flexible; a good attitude can create more job opportunities because satisfied clients may ask for you in other departments or on future assignments. Follow the client’s policies on breaks, lunch hours, dress, smoking, and use of the telephone. Do not make or receive personal calls on the job. It is not advisable to take personal items of any nature to the assignment with you. If you choose to do so, it is at your own risk.

Certain positions require strict confidentiality, and for our client’s protection you may be required to sign a confidentiality agreement. If you are asked to perform duties other than what was described to you, please notify AVANT immediately. If you are running late or have an emergency that prevents you from going to work, call our office and your job-site supervisor immediately. Failure to call in may result in disciplinary action or possible termination. AVANT has an after hours emergency line to ensure that your call is received.



TIME CARDS AND PAYMENT

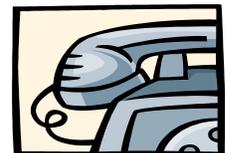
Always follow the instructions on your time card. AVANT’s workweek is Monday through Sunday. If you start an assignment in the middle of the week, fill out your time card for days worked through Sunday. If you work more than one assignment, fill out a separate card for each one. All time cards must be in our office no later than 12:00 pm on the Monday following the week you worked. Failure to turn in your time card on time will delay your check until the next week.



As your employer, AVANT issues your check. You will receive time and a half for time over forty hours physically worked during AVANT’s workweek. AVANT takes deductions required by law: state and federal withholding taxes, and social security; Insurance premiums are deducted when applicable. AVANT sends out W-2 forms in January, so please notify us if you change your address. All tax information changes must be in writing. Contact your AVANT representative if you have questions about your check. Payroll checks will be available for pick-up each Friday following the week worked.

CALL-IN-POLICY

Associates not on assignment must call in once a week to see if work is available. If you fail to call during five consecutive working days, you are considered to have voluntarily resigned. Your application will remain active for 30 days, after that time you must call or stop by our office to reactivate. If you have been on an assignment and your assignment is over, it is required that you call AVANT within 24 hours to remain active.



ON-THE-JOB INJURY POLICY

Report any on-the-job injuries to your job supervisor and to AVANT immediately. If medical treatment is required, you must report the injury to AVANT before treatment. If you make any job-related medical visits without authorization from us, our insurance carrier may deny payment. Drug and alcohol testing will be required for all injuries that require treatment other than first aid. We offer an early return to work or light duty program. AVANT wants your job with us to be a safe and enjoyable experience. For this reason, we have designed policies to create an ideal working situation for all associates. Please feel free to ask your AVANT representative if you have any questions about this important part of your employment with AVANT.



TESTING POLICY

Some of our clients require associates to complete certain tests (i.e. motor vehicle, credit, drug, computer, and math) before being assigned to their company. You are only required to take these tests if you want to be considered for these assignments.

TERMINATION POLICY

It is AVANT's goal to place our associates on assignments that are enjoyable, personally rewarding, and professionally stimulating. However, on rare occasions, after an assignment begins, there are times where it is evident that an assignment may not be a good match for an associate's background and level of experience. AVANT encourages mutual communication between associates and AVANT supervisors concerning any job related issues. If an associate is terminated from an assignment, the associate may not return back to the job site or contact the client for any reason, unless specified by an AVANT supervisor. An AVANT representative will make one attempt to collect any personal items left on the assignment site. It is your responsibility as an AVANT Associate to provide a list of personal items to be retrieved within 24 hours of the assignments termination. AVANT is in no way responsible for any personal items; lost, stolen or un-returned from the assignment site. Failure to return any company material will result in deductions from your check, based on the value of the material. An AVANT representative will have your time card signed by the client and turn it in for payroll processing.

SUBSTANCE ABUSE POLICY

AVANT prohibits the use, possession, distribution, solicitation or sale of narcotics or other controlled substances. AVANT also prohibits substance abuse which takes place off the company or client premises, but which adversely affects the associate's work performance, his/her or others' safety at work, or the employer's reputation. Violation of AVANT's substance abuse policy will result in discharge.

VIOLENCE POLICY

AVANT prohibits violence in the workplace, whether on AVANT or a client's property. Threats, intimidation, harassment, destruction of company or client property, theft of money or property involving violence, or acts of physical violence toward an associate will not be tolerated. Weapons of any kind are prohibited at AVANT and the clients' workplace at all times.

HARASSMENT POLICY

Believing that the workplace is for work, AVANT strives to provide a workplace free of tension unrelated to work, particularly, tension created by remarks or animosity concerning race, age, national origin, color, gender, disability, personal appearance or religion. Unwelcome sexual advances, request for sexual favors, or other misconduct of a sexual nature does not belong in the workplace and will not be tolerated from associates or non-associates.

Any associate who believes he or she has been subjected to any type of harassment should report the alleged misconduct (within 48 hours of the incident) to an AVANT manager, and the company will conduct a full and fair investigation. After the investigation the company shall take appropriate corrective action.

AVANT has an open-door policy whereby associates can deliver complaints to anyone in management without fear of retaliation.

UNION POLICY

AVANT is a nonunion company. This means that all our associates can deal with us directly, without third party intervention. Feel free to talk with your AVANT representative about your assignment. They will be happy to answer questions and discuss your concerns.

AVANT BENEFITS

AVANT offers associates benefits when eligibility is met. These include:

- PAID VACATION**-after working 1,000 hours, you will receive a vacation certificate for every additional 200 hours you work. After earning five vacation certificates, you can earn additional ones for every 400 hours you work. **
- HOLIDAY PAY**-after working 1,000 hours you will receive paid holidays on New Year's Day, July 4th, Thanksgiving Day, and Christmas Day. (To receive pay for these days, you must work the client's scheduled days before and after the official holiday.) **
- MEDICAL INSURANCE**-Associates who work 520 hours (13 weeks) within a 600-hour period (15 weeks) are eligible to participate in the medical insurance plan. * Please check with your local branch to see the directory of providers and other details, including costs.
- REFERRAL BONUS**-AVANT Associates, working on an assignment, who refer applicants to us, can earn \$15 after the applicant works 80 hours. After referring five applicants to AVANT (and earning \$75) associates will receive an extra \$25 for a total of \$100 for referring AVANT good applicants!



Contact your AVANT representative to learn more about these benefits.

*To become and remain eligible, you must work at least 30 hours a week. If associates enroll after their eligibility period (after the 520 hours) or wish to change their coverage by adding dependents (spouse &/or children), you will be required to provide evidence of insurability. This does not include any involuntary changes, such as spousal layoff or life-changing events (birth, death, marriage, divorce).

**If an Associate is not actively working an assignment for any 90 consecutive day period, then accrual of hours for vacation and holiday pay will be reset to zero.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

AVANT is committed to a workplace free of discrimination. AVANT's Equal Opportunity Employer guidelines are in strict accordance with state and federal laws.