

D-TECH STAFFING: OUR VALUES, YOUR SUCCESS



EMPLOYEE HANDBOOK

D-TECH STAFFING

Phone: +1-888-688-5010

Email: admin@dtech-staffing.com

Website: DTech-Staffing.com

EXCELLENCE IN SERVICE

INNOVATION IN SOLUTIONS

PARTNERSHIP IN GROWTH

Table of Contents

<u>Introduction</u>	2
Mission Statement	2-3
Core Values	3
Equal Employment Opportunity	4
<u>Assignments and Employment Policies</u>	4-5
Employment Relationship	4
Assignment Expectations	4
Background Screening and Security Clearances	4-5
<u>Compensation and Benefits</u>	6-7
Getting Paid	6
Time Reporting	6
Direct Deposit and Pay Options	6
Benefits Overview	6
Paid Holidays	6-7
Referral Bonuses	7
<u>Workplace Conduct and Policies</u>	8-9
Attendance and Punctuality	8
Substance Abuse Policy	8
Violence-Free Workplace	8
Anti-Harassment/Anti-Discrimination	8-9
Solicitation and Distribution	9
Employee Citations and Corrective Actions	9
<u>Workplace Safety and Security</u>	10-11
Safety Protocols	10
If Injured on the Job	10
Emergency Procedures	10-11
Data Protection and Information Security	11
<u>Legal and Compliance Policies</u>	12-14
At-Will Employments	12
Family & Medical Leave Act (FMLA)	12
Pregnancy Rights and Accommodations	12-13
Reasonable Accommodation	13
Privacy Notice for Employees	13
Use of Technology Resources	13-14
Non-Disclosure of Confidential Information	14
Intellectual Property	14
<u>Additional Information</u>	15
<u>Employee Handbook Acknowledgment</u>	16

Welcome to D-Tech Staffing

We are excited to have you join our team of dedicated professionals. As a premier provider of staffing solutions across both government and private sectors, we specialize in connecting exceptional talent with opportunities that drive both career and organizational success. Whether you're an employer seeking the perfect candidate or a professional looking for your next career opportunity, we strive to empower businesses and professionals in the dynamic world of employment.

This handbook contains important information on our company policies, procedures, and the core values that define our culture and drive our success. We look forward to partnering with you to achieve shared goals and foster a positive and productive work environment.

Our Mission

At D-Tech Staffing, our mission is to provide significant and meaningful employment opportunities that enrich the lives of our candidates while delivering outstanding staffing solutions that empower our clients to achieve their operational goals. We are committed to:

- Connecting top talent with rewarding career opportunities
- Providing flexible staffing solutions for government contracts and private sector engagements
- Fostering an inclusive, growth-oriented workplace environment
- Delivering exemplary service and expertise in talent acquisition and management

Core Values

Our core values guide every aspect of our operations and relationships:

- **Excellence:** We are committed to the highest standards in all our endeavors, consistently striving to exceed expectations.
- **Integrity:** We conduct our business with unwavering honesty, transparency, and ethical practices.
- **Innovation:** We embrace forward-thinking solutions and cutting-edge technologies to meet the evolving needs of our clients and candidates.
- **Collaboration:** We build lasting partnerships based on trust, open communication, and mutual success.
- **Diversity:** We celebrate and promote diversity in our workforce and client base, recognizing that varied perspectives strengthen our mission and drive innovation.

Our Commitment to Diversity

D-Tech Staffing is dedicated to building a stronger workforce through workplace diversity. We believe that a diverse and inclusive work environment fosters creativity, enhances problem-solving, and leads to better business outcomes. Our commitment to diversity includes:

- Actively seeking out diverse talent pools
- Providing equal opportunities for all qualified individuals
- Promoting inclusive practices in our own workplace and encouraging the same in our client organizations
- Offering diversity and inclusion training and resources

Equal Employment Opportunity

D-Tech Staffing is an equal opportunity employer. We make all employment decisions based on merit and qualifications without discrimination on any legally protected basis. This includes, but is not limited to:

- Race
- Color
- Religion
- Gender
- Sexual orientation
- National origin
- Age
- Disability status
- Veteran status

We are committed to providing reasonable accommodations to qualified individuals with disabilities and ensuring that our workplace is accessible and inclusive for all.

By joining D-Tech Staffing, you become part of a dynamic organization that values your unique talents and is dedicated to your professional growth and success. We look forward to partnering with you to advance your career and contribute to the success of our clients.

Assignments and Employment Policies

Employment Relationship

Employment with D-Tech Staffing is considered "at-will." This means that either you, as the employee, or D-Tech Staffing, as the employer, may terminate the employment relationship at any time, with or without cause, and with or without prior notice. Neither party is obligated to provide a reason for termination, nor is there an expectation of advance notice unless specified otherwise by law or contractual agreement. This "at-will" employment relationship can be modified only by a written agreement signed by authorized representatives of D-Tech Staffing.

Assignment Expectations

Assignments are communicated to employees through your designated D-Tech Staffing representative. You are expected to perform all duties assigned to you in a professional manner, maintaining a high standard of conduct and adhering to the requirements specified for each assignment. It is your responsibility to notify your representative promptly of any changes to your availability, including but not limited to personal circumstances, scheduling conflicts, or any other factors that may affect your ability to meet assignment expectations. Non-compliance with assignment requirements or failure to communicate changes in availability may result in reassignment or termination of your employment.

Background Screening and Security Clearances

D-Tech Staffing conducts comprehensive background screening for all employees to ensure compliance with client requirements and regulatory standards. This process includes:

E-Verify Participation

D-Tech Staffing participates in E-Verify, an internet-based system that compares information from your Form I-9 to records available to the U.S. Department of Homeland Security (DHS) and Social Security Administration (SSA) to confirm work authorization in the United States.

Key points about E-Verify:

- After accepting employment and completing Form I-9, your information will be entered into E-Verify
- Results are typically provided within 3 to 5 seconds
- If there's a mismatch, you'll be given the opportunity to resolve it
- D-Tech Staffing cannot take adverse action against you based on a mismatch while you're resolving the issue

Additional Background Checks

Depending on the position and specific client requirements, additional background checks may include, but are not limited to:

- Criminal history checks
- Employment verification
- Education verification
- Professional license verification
- Drug screening

D-Tech Staffing conducts these checks in compliance with applicable federal, state, and local laws to ensure the suitability of candidates for the roles they are assigned.

Security Clearances

For positions that require security clearances, the following conditions apply:

- You must obtain and maintain the necessary clearance level for the duration of your assignment.
- Periodic reinvestigations may be required to ensure compliance with clearance standards.
- You are required to report immediately to your supervisor any changes in circumstances that may impact your clearance status, such as legal issues, financial problems, or significant changes in personal circumstances.

Your Rights

As part of the background screening process, you have the following rights:

- The right to review and contest any information contained in your background check report.
- The right to a background check process that adheres to all applicable laws, including the provisions of the Fair Credit Reporting Act (FCRA).

Commitment to Excellence

D-Tech Staffing is committed to maintaining rigorous background screening processes to ensure a safe and secure work environment. These practices allow us to meet the high standards expected by our clients in both government and private sectors.

Compensation and Benefits

Getting Paid

Employees are paid bi-weekly. Submit accurate timesheets via the company portal at <https://dtech-staffing.com/timesheet/> by the specified deadline.

Time Reporting

Submit hours worked precisely to ensure accurate billing and payroll processing. Obtain supervisor approval for all timesheets.

Direct Deposit and Pay Options

Direct deposit is encouraged for secure, timely payment. Additional payment options are available upon request.

Benefits Overview

D-Tech Staffing is proud to offer a range of benefits to eligible employees, subject to client agreements and compliance with applicable laws. These benefits include:

- Health insurance plans (including COBRA continuation coverage for eligible individuals in accordance with federal law)
- 401(k) retirement options
- Paid time off (PTO)
- Holiday pay
- Professional development resources

Eligibility: Eligibility for benefits may vary depending on the specific terms of your assignment, the client contract, and applicable federal, state, and local laws. Detailed information regarding benefit options, coverage levels, and enrollment procedures will be provided during the onboarding process.

Health Insurance & COBRA: If your employment ends or your hours are reduced, you may be eligible to continue your health insurance coverage through COBRA (the Consolidated Omnibus Budget Reconciliation Act). Further details on COBRA rights and responsibilities will be provided as needed.

Paid Holidays

Paid holidays are determined by client contracts and applicable state and federal laws. The specific paid holidays for each assignment will be outlined in your onboarding documentation.

Eligibility: To qualify for paid holidays, employees must meet the criteria outlined in their assignment-specific terms, which may include active employment on the holiday date and compliance with minimum hours worked requirements.

Referral Bonuses

D-Tech Staffing values employee referrals and offers bonuses for the successful referral of qualified candidates.

Eligibility: Referral bonuses are paid after the referred individual meets the following conditions:

1. The referred individual is successfully placed in an assignment through D-Tech Staffing.
2. The referred individual completes the required probationary period or minimum hours of work as specified in the referral program terms.

Tax Implications: Referral bonuses are considered taxable income under federal law and will be reported accordingly. Employees will be responsible for any taxes associated with these bonuses.

For more information about the referral process, eligibility criteria, and applicable terms, please contact HR.

Disclaimers

D-Tech Staffing complies with all federal, state, and local labor laws, including but not limited to the Fair Labor Standards Act (FLSA), the Affordable Care Act (ACA), and COBRA regulations. Benefit availability, eligibility, and terms may vary based on client agreements and state-specific laws. This document is for informational purposes only and does not create an employment contract or guarantee the provision of any specific benefit.

Workplace Conduct and Policies

Attendance and Punctuality

Regular attendance and punctuality are essential to maintaining a productive and efficient work environment. Employees are expected to adhere to their assigned schedules and be present at their designated work locations on time. If you are unable to report to work or will be delayed, it is your responsibility to notify both your supervisor and D-Tech Staffing as soon as possible. Failure to communicate absences or delays in a timely manner may result in disciplinary action. Repeated or unexplained absences may lead to corrective measures, including termination of employment.

Substance Abuse Policy

D-Tech Staffing is committed to maintaining a drug-free and safe workplace. The use, possession, distribution, or being under the influence of illegal drugs or alcohol during working hours, on company property, or while performing job-related duties is strictly prohibited. Violations of this policy may result in immediate disciplinary action, up to and including termination. Employees who are found to be under the influence or in possession of unauthorized substances may be subject to further investigation, drug testing, and legal action, as necessary. Employees are encouraged to seek assistance through available employee assistance programs (EAPs) or other support services if needed.

Violence-Free Workplace

D-Tech Staffing has a zero-tolerance policy for workplace violence or threats of violence. Any form of physical aggression, verbal threats, bullying, intimidation, or harassment will not be tolerated under any circumstances. Employees are expected to treat each other with respect and professionalism at all times. If you witness or experience any violent behavior or threats, you are required to report the incident immediately to your supervisor, HR, or any other designated personnel. D-Tech Staffing will take all reports seriously, conduct thorough investigations, and take appropriate corrective actions to ensure a safe and secure work environment for all employees.

Anti-Harassment/Anti-Discrimination

D-Tech Staffing is committed to fostering a respectful, inclusive, and diverse workplace free from discrimination, harassment, or any other form of misconduct. Discrimination or harassment based on race, color, religion, gender, gender identity, sexual orientation, age, disability, national origin, or any other protected status is strictly prohibited. This policy applies to all employees, applicants, and any other individuals involved in workplace interactions, including clients and vendors.

Employees who experience or witness any form of harassment or discrimination are encouraged to report the incident immediately to HR or their supervisor. All complaints will be investigated thoroughly and promptly.

Employees who engage in harassment or discrimination will face disciplinary actions, up to and including termination of employment. D-Tech Staffing strictly prohibits retaliation against employees for reporting harassment, discrimination, or any other misconduct.

Solicitation and Distribution

To ensure a productive and efficient work environment, solicitation and distribution of materials, including but not limited to flyers, advertisements, or petitions, are prohibited during work hours and on company premises without prior approval from management. Employees are discouraged from engaging in personal solicitation or distributing materials during work time or in work areas. If you wish to engage in such activities, please consult with HR for guidelines and necessary approvals. Failure to adhere to this policy may result in disciplinary action.

Employee Citations and Corrective Actions

Employees who violate company policies, procedures, or workplace conduct standards may receive documented corrective actions. These actions are intended to address and resolve issues in a professional and constructive manner. The specific corrective action taken will be based on the severity and frequency of the violation and may range from verbal warnings to written warnings, suspension, or termination of employment. D-Tech Staffing strives to maintain an open and fair process, where employees are given an opportunity to explain their side of the situation and correct their behavior. Repeated or severe violations may result in more serious consequences.

Workplace Safety and Security

Safety Protocols

D-Tech Staffing is committed to providing a safe and secure work environment for all employees. Employees are required to comply with all applicable workplace safety guidelines, protocols, and standards, including those set forth by D-Tech Staffing, the client company, and relevant local, state, and federal laws. It is essential to attend all required safety training sessions and to follow all safety procedures specific to your job role and worksite.

Employees must immediately report any unsafe conditions, hazards, or incidents to their supervisor, D-Tech Staffing, or the designated safety officer. Failure to comply with safety protocols may result in disciplinary action, up to and including termination of employment.

If Injured on the Job

In the event of an injury on the job, it is crucial that employees take the following steps to ensure their well-being and comply with company and legal requirements:

1. **Seek Medical Attention:** Your health and safety are the top priority. If you are injured, seek appropriate medical treatment immediately, regardless of the severity of the injury. If emergency medical assistance is needed, dial emergency services (e.g., 911) or follow the workplace's emergency procedures.
2. **Report the Incident:** Notify your supervisor and D-Tech Staffing as soon as possible, providing details of the injury or incident. Timely reporting is necessary to ensure that all appropriate actions are taken, including workplace injury documentation and worker's compensation claims if applicable.
3. **Complete Documentation:** Employees must complete all required incident reports, including but not limited to worker's compensation forms and any documentation required by D-Tech Staffing or the client company. Failure to submit the necessary paperwork within the designated time frame may result in delays or denial of benefits.
4. **Follow Up:** Employees must follow up with D-Tech Staffing to ensure that all documentation is filed correctly and any necessary accommodations are made if the injury requires time off or modified work duties.

Emergency Procedures

Employees must familiarize themselves with the emergency procedures specific to their assigned worksite. This includes knowledge of:

- **Emergency Exits:** Know the location of all emergency exits within your worksite.
- **Assembly Points:** Understand where the designated assembly points are in case of evacuation.
- **Safety Protocols:** Follow all emergency procedures for fire, medical, and other safety incidents, including evacuation routes and emergency contacts.

If you are unsure about the emergency procedures at your worksite, immediately ask your supervisor or the designated safety officer for guidance. It is critical to remain calm and follow instructions during any emergency situation to ensure your safety and the safety of others.

Data Protection and Information Security

D-Tech Staffing is committed to protecting the confidentiality, integrity, and security of employee and client information. Employees must adhere to all company information security policies and procedures to safeguard sensitive data, including but not limited to personal, financial, and health-related information.

- **Authorized Devices:** Employees are required to use only authorized devices and systems to access, process, and store company or client data. Unauthorized access to any system or data is strictly prohibited.
- **Report Potential Breaches:** Employees must promptly report any potential data breaches, unauthorized access, or suspicious activity related to company or client information. This includes reporting lost or stolen devices, suspicious emails, or system vulnerabilities.
- **Compliance with Legal Standards:** Employees must adhere to all relevant privacy and data protection laws, including those specific to the industry or worksite (e.g., HIPAA, GDPR, or any state-specific regulations). Failure to comply with data protection policies may result in disciplinary action, up to and including termination.

Legal and Compliance Policies

At-Will Employment

Employment with D-Tech Staffing is at-will, unless otherwise specified in a written employment agreement. This means that either you or the company may terminate the employment relationship at any time, for any reason, with or without notice. Nothing in this handbook or any other company document should be understood as creating a guaranteed or continued employment relationship.

Family & Medical Leave Act (FMLA)

D-Tech Staffing complies with the Family and Medical Leave Act (FMLA). Eligible employees may take up to 12 weeks of unpaid, job-protected leave per year for certain family and medical reasons. To be eligible, an employee must have worked for the company for at least 12 months and have worked at least 1,250 hours over the previous 12 months.

Qualifying reasons for leave include:

- Birth and care of a newborn child
- Placement of a child for adoption or foster care
- Care for an immediate family member with a serious health condition
- Medical leave when the employee is unable to work because of a serious health condition

Employees should provide 30 days advance notice when the need for leave is foreseeable. Contact HR for detailed information on eligibility, processes, and required documentation.

Pregnancy Rights and Accommodations

D-Tech Staffing is committed to providing equal employment opportunities and accommodations for pregnant employees. In accordance with the Pregnancy Discrimination Act and applicable state laws, we will:

- Treat pregnancy, childbirth, and related medical conditions the same as other temporary disabilities for all employment-related purposes
- Provide reasonable accommodations to pregnant employees who need them to perform their job duties
- Ensure that pregnant employees are not discriminated against in hiring, promotion, or any other employment decisions

Employees needing pregnancy-related accommodations should contact HR to discuss their specific needs.

Reasonable Accommodation

D-Tech Staffing is committed to providing equal employment opportunities to qualified individuals with disabilities. We will make reasonable accommodations for employees and applicants with known disabilities, provided the accommodation does not create an undue hardship for the company.

Employees should notify HR to request an accommodation. The company will engage in an interactive process to determine the appropriate accommodation on a case-by-case basis.

Privacy Notice for Employees

D-Tech Staffing collects and processes personal data of employees for legitimate business purposes only. We are committed to protecting your privacy and handling your personal information in compliance with applicable data protection laws.

Key points of our privacy policy include:

- We collect only necessary personal information for employment-related purposes
- Your data is stored securely and accessed only by authorized personnel
- We do not sell or share your personal information with third parties, except as required by law or for legitimate business needs
- You have the right to access and request corrections to your personal information

For a complete privacy notice detailing the types of data collected, purposes of processing, and your rights, please contact HR.

Use of Technology Resources

Employees are expected to use D-Tech Staffing's technology resources responsibly and primarily for business purposes. This includes computers, email systems, internet access, and any other company-provided technology.

Key points:

- Limited personal use is permitted, provided it does not interfere with work duties
- Employees should have no expectation of privacy when using company technology resources
- Downloading or distributing offensive or illegal material is strictly prohibited

- Company data should not be stored on personal devices without authorization

Refer to the full IT policy for detailed guidelines on acceptable use, security practices, and monitoring procedures.

Non-Disclosure of Confidential Information

Employees must maintain the confidentiality of proprietary information and trade secrets of D-Tech Staffing and our clients. Confidential information includes, but is not limited to:

- Client lists and information
- Financial data
- Business strategies and plans
- Technological data and processes

Employees are prohibited from sharing confidential information with anyone outside the company or using it for personal gain. This obligation continues even after employment ends. Breaches of confidentiality may result in disciplinary action, up to and including termination, and potential legal action.

Intellectual Property

Any inventions, ideas, discoveries, or improvements conceived, developed, or reduced to practice by an employee during the course of employment with D-Tech Staffing are the sole property of the company. This includes:

- Patents, copyrights, and trademarks
- Software and computer programs
- Written materials and creative works

Employees may be required to sign specific agreements regarding the assignment of intellectual property rights as a condition of employment or specific projects.

By adhering to these policies, we ensure a compliant and ethical work environment that protects both our employees and the company. If you have any questions about these policies, please contact HR for clarification.

Additional Information

Assignment Availability

Maintaining open and consistent communication with D-Tech Staffing regarding your assignment availability is essential to ensure continuous placement opportunities. Employees should promptly inform D-Tech Staffing of any changes to their availability, including scheduling conflicts, preferences, or geographic constraints. Timely updates will help us connect you with opportunities that align with your availability and career objectives. Failure to maintain open communication may impact your eligibility for future assignments.

Meal and Rest Periods

D-Tech Staffing is committed to complying with applicable state and federal laws concerning meal and rest periods. Employees are entitled to breaks in accordance with the laws of the state in which they are employed, as well as any client-specific requirements. For detailed information about meal and rest periods, consult your state's labor laws or reach out to your supervisor for guidance. Please be sure to take your scheduled breaks to maintain your well-being and productivity. If you have any questions, please contact your supervisor or HR for further clarification.

Unemployment Compensation

Eligibility for unemployment compensation is determined by state laws and regulations. If you are separated from employment, you may be eligible for unemployment benefits depending on your circumstances, such as job loss or reduction in hours. To determine eligibility and apply for benefits, please contact your local state employment office or unemployment agency. For additional assistance or guidance, you may also reach out to D-Tech Staffing's HR department.

Biometric Information Handling

D-Tech Staffing respects and safeguards your privacy and is fully committed to complying with all applicable laws concerning the collection, use, and storage of biometric information. Any biometric data collected by D-Tech Staffing, such as fingerprints or facial recognition, will be handled securely and in compliance with relevant privacy laws. This data is used solely for legitimate business purposes and will not be shared with unauthorized third parties. For further information or if you have any concerns about the collection or handling of biometric data, please contact Human Resources.

Employee Handbook Acknowledgment

I hereby acknowledge that I have received a copy of the **D-Tech Staffing Employee Handbook**. I understand that it is my responsibility to read, become familiar with, and adhere to the policies, procedures, and guidelines outlined within the handbook.

I acknowledge that the policies and procedures contained in the handbook are intended to serve as a guide for my employment and do not constitute a contract, either express or implied, of employment or any other legal rights. Furthermore, I understand that my employment is **at-will**, meaning that either I or D-Tech Staffing may terminate the employment relationship at any time, with or without notice and with or without cause, unless otherwise specified by law or a separate written agreement.

I also understand that D-Tech Staffing reserves the right to modify, amend, or revoke any policies, benefits, or procedures described in this handbook at any time, with or without notice.

By signing below, I confirm that I have read, understood, and agreed to comply with the policies set forth in the **D-Tech Staffing Employee Handbook**.

Company Information

D-Tech Staffing
202 Blum Ct. #1301
Bel Air, Maryland 21014
Email: recruitment@DTech-Staffing.com

Submission Instructions

Please return the signed acknowledgment form via one of the following methods:

- **Email:** Scan and email the completed form to recruitment@DTech-Staffing.com.
 - **Mail:** Send the signed form to the address listed above.
-

Employee Name: _____

Employee Signature: _____

Date: _____