

Ojopi Staffing Group Policies

Starting **March 01, 2023**, these are the new Ojopi Staffing Policies:

A. All subcontractors must sign up and download the app **WorkStaff** with a smartphone through Google

Play (Android) or App store (Apple).

All subcontractors must fill out an **I-9** form for taxes purposes by **03/01/2023**.

All subcontractors are to complete, agree and sign the application package prior to their 1st scheduled shift with Ojopi Staffing.

B. Starting **March 1st, 2023**, all "New subcontractor". Your 1st direct deposit payment will be **March 20, 2023**, for the 1st

(2) weeks of March. After that, the new pay cycle will begin, and the direct deposit payment will be every 5th and 20th of each month.

MANDATORY-There will be a charge of 7\$ from the subcontractors paycheck to cover direct deposit fees. To ensure that every subcontractor receives their direct deposit on time and to avoid any delays on their payments.

B-1.

The subcontractor should send a photo proof of the timesheet finished and signed with the clock in and clock out hours to the email invoice@ojopistaffinggroup.com.

Every 15th and 31th of each month the subcontractor must turn in an invoice via email in order to get paid on time every payment cycle. This action is "**MANDATORY**". If an employee fails to submit an invoice on time, they must wait until the next payroll cycle.

B-2.

Starting **March 2023** Ojopi Staffing will be improving our App to book all the subcontractors. It is Mandatory for all subcontractors to download the app **WorkStaff** on their smartphones to work.

invoice@ojopistaffinggroup.com.

All invoice sheets should be completed with clear Start & End Period Dates, Full Name, Current Address, Current Phone Number, Position, Time in & Time out, and Total Hours.

Ojopi Staffing will pay the scheduled subcontractor for **(4)** hours if a cancellation from the Ojopi Staffing client before **24** hours. This does not apply to ANY SNOW (weather) callouts or **COVID-related** cancellations.

Ojopi Staffing will deduct **(4)** hours of pay for subcontractor cancellation or no-show for the scheduled shift before **24** hours.

if a subcontractor shows up late **(3)** times in a **(2)** week pay period, the subcontractor's paycheck will be deducted for **(2)** hours of pay. If the subcontractor shows up late **(4)** times late, he or she will be suspended for **(2)** weeks without pay.

ALL DOCUMENTS SHOULD BE UPLOADED TO THE OJOPI STAFFING GOOGLE DOC. <https://forms.gle/9rHvhnXqhsWdwjXVA>

B-3.

All subcontractors show up to work for your scheduled shift fully dressed in uniform.

All sign-in sheets should be completed clearly with Date, Full Name, Position, Time in & Time out, and Total Hours.

Once the event is over you must send a photo with the entry and exit times to the email **invoice@ojopistaffinggroup.com**.

Every subcontractor is responsible for signing in and out at every location in the Ojopi Staffing binder on site and keeping track of their hours on the invoice sheet provided by Ojopi Staffing.

All Ojopi Staffing subcontractors are independent contractors, not full-time or part-time employees.

All independent contractors should have their own liability insurance.

The Company will not allow:

- Dishonesty
- Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials.
- 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.
- Insubordination, failure to perform assigned duties, or failure to comply with the Company's health, safety, or other rules.
- Unauthorized or careless use of the Company's materials, equipment, and property.
- Unauthorized and/or excessive absenteeism or tardiness.
- Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper in the workplace.
- Sexual or other illegal harassment or discrimination
- Violation of any Company Policy

I _____ acknowledge that I have been provided with company rules and regulations. I understand and agree with all policies listed above.

Print Name _____ **Date** _____

Sign Name _____ **Date** _____