



ORIENTATION INFORMATION

FOR TEMPORARY ASSOCIATES

EXPECTATIONS

PAYROLL & POLICIES

CARE PACKAGE

TALENT SOLUTIONS WORKER HUB

EXTRAS

BEST PRACTICES & EXPECTATIONS

FULFILL YOUR COMMITMENT

Be honest and do not commit to work you cannot complete.

BE COMMUNICATIVE

Inform your Atrium Relationship Manager with updates about your assignment such as, a change in responsibilities, work location, duration or an offer for another position.

DRESS APPROPRIATELY

Follow the dress code as provided by Atrium and/or the Client.

WE ARE HERE TO HELP

Don't hesitate to contact your Atrium Relationship Manager for assistance with questions about your assignment, benefits or any other concerns regarding your employment.

PROVIDE ACCURATE CONTACT INFORMATION

Make Atrium aware of any changes to your contact information (email address, mailing address, phone number and emergency contact) to ensure corporate communications arrive to you successfully. These changes can be submitted via the 'Submit your updated employee info' on the Talent Solutions Worker Hub.

LATENESS & ABSENCES

It is important that you inform Atrium as soon as possible with attendance challenges.

BE PREPARED

Don't leave home without your photo ID and any additional information that might have been provided to you by Atrium. If you have any questions, contact your Atrium Relationship Manager for assistance.

HINTS TO ENSURE A GREAT WORKING RELATIONSHIP:

 Use Internet/email for work purposes only

 Be on time to appointments

 Keep your mobile phone on silent or vibrate

 Be proactive and positive while working

 Limit personal calls to break time

 Abide by all Atrium and client policies

POLICIES

Pay Dates

Atrium processes payroll weekly with a pay date of Friday. If a banking holiday falls on a Friday, payments will be issued the prior business day. Only approved timesheets will be processed. Approval deadline is 12PM on Mondays. All approved timesheets will be issued as one payment, even if you have multiple timesheets from various assignments being processed.

Payment Methods

Atrium offers two methods of payment – direct deposit or paper check. For any questions please contact payroll at payrollteam@atriumstaff.com.

Updating Addresses

Please **use this link** to ensure Atrium has your most up to date address for payroll, benefits and HR related information.

FLSA Guidelines

Atrium follows all federal and state FLSA guidelines including, but not limited to minimum wage, final payment and pay rules. You may be eligible for overtime in compliance with federal and state guidelines. Prior to working overtime hours, please seek approval from your on-site manager.

Overtime Hours

You may be eligible for overtime in compliance with federal and state guidelines. Please contact your Atrium Relationship Manager to confirm your status. In the event that your workload necessitates working more than 40 hours per week, please seek written pre-approval from your on-site Client manager before working any overtime hours.

Payroll Resources

Please review the 'Payroll Information' section of the Talent Solutions Worker Hub to access contact information for the payroll team, and Atrium's Payroll calendar which lists pay dates, holidays and benefit schedule, and year end access.

Jury Duty

Atrium honors jury duty statutes if a payment is required by the state in which you reside. Affected states dictate the amount and length of Atrium paid jury duty payment. Please contact Payroll for additional requirements and details.

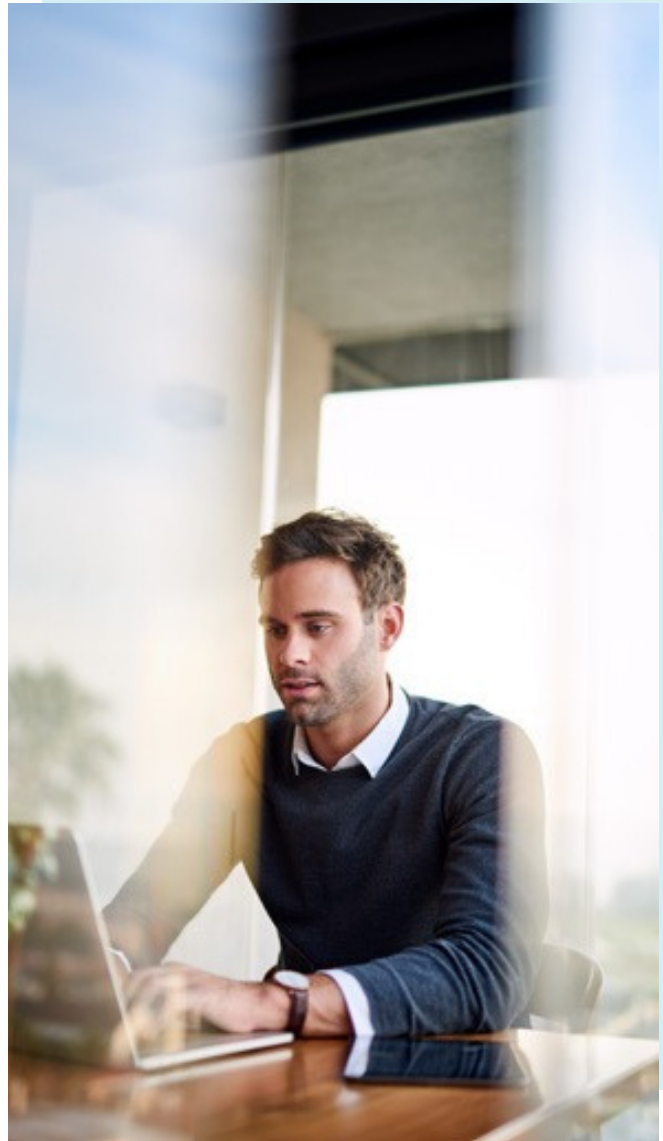
BULLHORN TALENT PLATFORM

Atrium is excited to utilize a new paperless onboarding tool, the Bullhorn Talent Platform. This paperless, secure tool helps to streamline your onboarding experience here at Atrium, while protecting your personal information with the highest level of security. Here is a quick checklist of what you can expect to complete and submit through the portal.

ATRIUM'S ONBOARDING PAPERWORK INCLUDES:

- EEOC
- Terms & Conditions
- Policy Handbook
- Direct Deposit
- Emergency Contact
- References
- I-9
- W4
- State & Local Tax
- Wage Forms
- Client Docs*

*** If applicable**



POLICIES

Equal Employment Opportunity

At Atrium, equal opportunity employment is both policy and practice. Atrium seeks to provide equal employment opportunities to all employees and applicants without regard to race, color, national origin, religion, age, sex (gender), sexual orientation, physical or mental disability, and reprisal in accordance with applicable federal, state and local laws. This policy governs all areas of employment at Atrium, including recruiting, hiring, training, assignments, promotions, compensation, benefits, discipline and termination. In addition, Atrium does not discriminate against any employees or applicants when determining work assignments, does not invite or honor discriminatory job orders or requests by clients and safeguards EEO information in the strictest confidence. Any employee who violates this policy is subject to disciplinary action, up to and including separation.

Prohibition of Harassment Policy

Atrium is committed to ensuring that all employment relationships shall be conducted in a work environment free from harassment and hostility. Harassment based on an individual's race, color, national origin, religion, age, sex (gender), sexual orientation, physical or mental disability, and reprisal in accordance with applicable federal, state and local laws is not tolerated at Atrium. Harassment includes, but is not limited to verbal harassment, physical harassment, visual forms of harassment and sexual harassment. If you witness or experience any form of harassment, please notify the Atrium Human Resources department immediately, so that they may conduct a confidential investigation. Retaliation is strictly prohibited against those who bring forth a claim.

Social Media Policy

As an Atrium Associate, you are required to abide by the Atrium Social Media Policy, which can be viewed in the Benefits & Unemployment section of the Talent Solutions Worker Hub. Based on your assignment, you may also be required to abide by a client Social Media Policy. In general, it is important to exercise caution when using social media. Ultimately, you are solely responsible for what you post online and before creating online content, you should consider the risks and rewards involved. Keep in mind that online conduct that adversely affects your job performance, the performance of other Atrium Associates or otherwise adversely affects the business interests of Atrium or our client's employees, customers or suppliers of Atrium may result in disciplinary action, up to and including separation.

Unemployment Information

For information about unemployment, please review the Benefits & Unemployment section of the Talent Solutions Worker Hub.

Resignations

As a courtesy, it is requested that you provide notice two weeks prior to leaving an assignment.

ATRIUM HEALTH & SAFETY POLICY

All Associates must abide by safety procedures and make a concerted effort to be aware of potential hazards at all times. Should you become aware of a hazard at the Client's worksite or have any questions or concerns about measures being taken to ensure your well-being, please email hr@atriumworks.com or call the anonymous Atrium CARES Hotline at 888.706.0813.

In order to promote safety and prevent accidents, please adhere to the following safety guidelines:

- Familiarize yourself with the safety practices and procedures at your assigned client.
- Devote your full skill and attention to the performance of your job responsibilities, utilizing the highest standard of care and good judgment. When lifting, bend your knees and keep your back straight. If the item is too heavy, obtain assistance before proceeding.
- If you become aware of any potentially hazardous conditions, it is your responsibility to report the situation promptly to your on-site supervisor and your Atrium Relationship Manager.

If you or another Atrium Associate experience an injury at work

- If you experience an injury at work that requires immediate medical attention, call 911. The incident should then be reported to your Atrium Relationship Manager and on-site supervisor.
- If immediate medical attention is not required, the incident still needs to be reported to your Atrium Relationship Manager and on-site supervisor by the end of your shift.
- You (and any witnesses to the injury) should document the incident by taking pictures and providing a written statement to Atrium detailing what occurred. Any information regarding the incident can be reported to workerscomp@atriumworks.com. This information is important to ensure that the Atrium Human Resources Department is able to process any resulting claims in an accurate and timely manner.

KEY INFORMATION TO BE DETAILED IN THE STATEMENT INCLUDES:

1. Who was involved?
2. What happened?
3. Where did the incident occur (be specific)?
4. When did the incident occur (time/date)?
5. How did the incident occur?
6. Were there any witnesses?
7. Did you seek medical attention (where/when)
8. Are you able to return to work?

THE ATRIUM CARE PACKAGE

HEALTHCARE PLANS

Atrium offers comprehensive healthcare plans to eligible Associates who are placed on an assignment, scheduled to work an average of 130 hours per month. All Associates will receive an email from the Atrium Benefits Team regarding their benefit eligibility status the month following their date of hire. Eligible Associates will receive instructions to register in the benefits portal. Elected coverage will be effective the first day of the month following 60 days of employment.

MEDICAL, DENTAL & VISION INSURANCE

Atrium offers Associates the ability to purchase medical, dental and vision insurance. Medical plans provided meet the Affordable Care Act (ACA) minimum essential coverage.

PAID SICK TIME (PST)

Atrium offers paid sick time to Associates working in California. Details for individual mandates can be found on the Talent Solutions Worker Hub in the Paid Holiday Sick Time / Paid Sick Time section.

LIFE INSURANCE

Atrium offers Associates the ability to purchase life insurance for yourself, your spouse, and your dependents. Rates are determined based on age and coverage level.

WORKPLACE ADVANTAGE

Workplace Advantage is an entertainment benefit provided to all Atrium Associates. They specialize in bringing exclusive discounts and access to the hottest entertainment in the major cities around the U.S.

HOSPITAL INDEMNITY INSURANCE

Atrium offers Associates the ability to purchase Hospital Indemnity insurance. Hospital Indemnity insurance is designed to help safeguard your finances by providing a lump-sum payment when you are confined to a hospital, whether for planned or unplanned reasons. This insurance can help fill gaps in medical coverage by providing financial support to help cover deductibles, pharmacy prescriptions and other non-covered expenses that may arise from hospital stays and services.

401(K) RETIREMENT PLAN

Atrium offers a 401(k) Retirement Plan through Ascensus. Associates can begin contributing dollars towards retirement the month after completing 500 hours of service. Eligible Associates will receive an email from the Atrium Benefits Team that includes plan details and enrollment instructions.

THE ATRIUM CARE PACKAGE

LEGAL SERVICES PLAN

Atrium offers Associates the ability to purchase a Legal Services Plan, providing access to a large network of experienced attorneys by phone, email or in person for some of the most frequently needed personal legal matters.

IDENTITY THEFT PROTECTION PLAN

Atrium offers Associates the ability to purchase an Identity Theft Protection Plan, which provides members with unlimited access to identity consultation services such as the monitoring of your identity from a variety of sources.

SUPPLEMENTAL PRESCRIPTION, VISION AND DENTAL CARD

All Associates are immediately eligible to use the WellDyne discount card, available in the Atrium Talent Solutions Worker Hub. Associates can save up to 65% on prescriptions, as well as enjoy discounts at participating vision and dental providers.

COMMUTER BENEFITS

Atrium offers a Commuter Benefit program that enables Associates to use pre-tax dollars toward commuting expenses for parking and transit (subway, bus, train or ferry). Associates are eligible to enroll the month following 30 days of employment.

PAID HOLIDAY SICK TIME (PHST)

Atrium offers paid, holiday, sick time for actively working Associates (outside of California work locations). Associates may accrue one hour for every 30 hours worked, meet a 90 day waiting period (with the exception of Associates working in New York state) and use no more than 64 PHST hours in a calendar year. This program is not paid out at termination and is forfeited after 6 months break in service. A request for this time must be submitted via the Talent Solutions Worker Hub and details for the Atrium PHST program are available in the Talent Solutions Worker Hub in the Paid Holiday Sick Time / Paid Sick Time section.

SHORT TERM AND LONG TERM DISABILITY INSURANCE

Atrium offers Associates the ability to purchase Short and Long Term Disability insurance, which provides income replacement in the event that you are unable to work due to an illness or injury.

ACCIDENTAL AND CRITICAL ILLNESS INSURANCE

Atrium offers Associates the ability to purchase Accident and Critical Illness insurance, designed to help pay for out of pocket expenses that insurance doesn't cover in the event of an accident or critical illness diagnosis.

THE ATRIUM CARE PACKAGE



REFERRAL BONUS PROGRAM

Earn \$100 for each candidate referral successfully placed in a temporary position, with the tenth referral paid at \$500. Or earn between \$100 and \$250 (based on experience level) for each candidate referral successfully placed in a direct hire position.

In order to receive a candidate referral bonus for a temporary or direct hire position:

- a)** You must be a registered Associate of Atrium
- b)** Temporary candidate must work a minimum of 260 hours for which Atrium billed
- c)** Eligibility for the special bonus at ten referrals requires the ten temporary candidates to be placed within a 12-month period
- d)** Direct hire candidate must have met required guarantee period (if applicable)

Earn \$500 for referring a new client to Atrium. In order to receive a client referral bonus:

- a)** You must be a registered Associate of Atrium
- b)** Atrium must have billed and received payment on a minimum of 500 temporary hours worked; or billed, received payment, and met required guarantee period (if applicable) on a direct hire placement

NAVIGATING BULLHORN

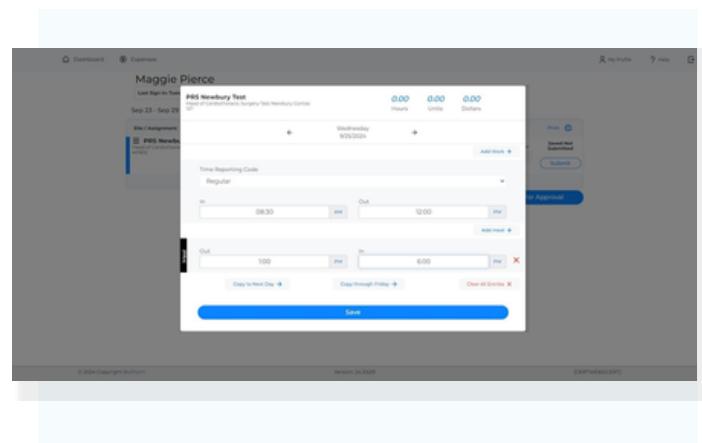
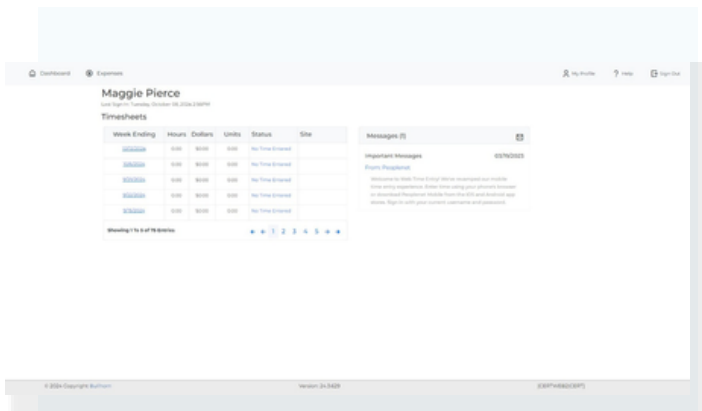
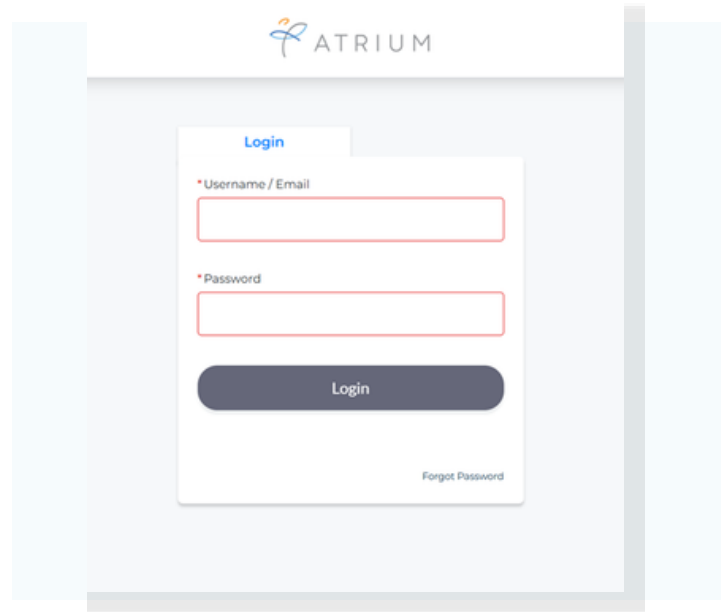
LOGIN

Login to the eTimesheet portal at

<https://app.ableteams.com/profile/#/atstaff/hq/login>.

Use your email address and the password you created to login.

NOTE: for your first time logging in, Atrium will send you a login email that you will use to access Bullhorn Talent Platform.



ENTERING TIME

To begin, select Time Entry from the Bullhorn Talent Platform homepage, and navigate to the appropriate week. Select the week ending date to open your timesheet. If you have multiple assignments, choose the correct assignment from the dropdown before entering any hours.

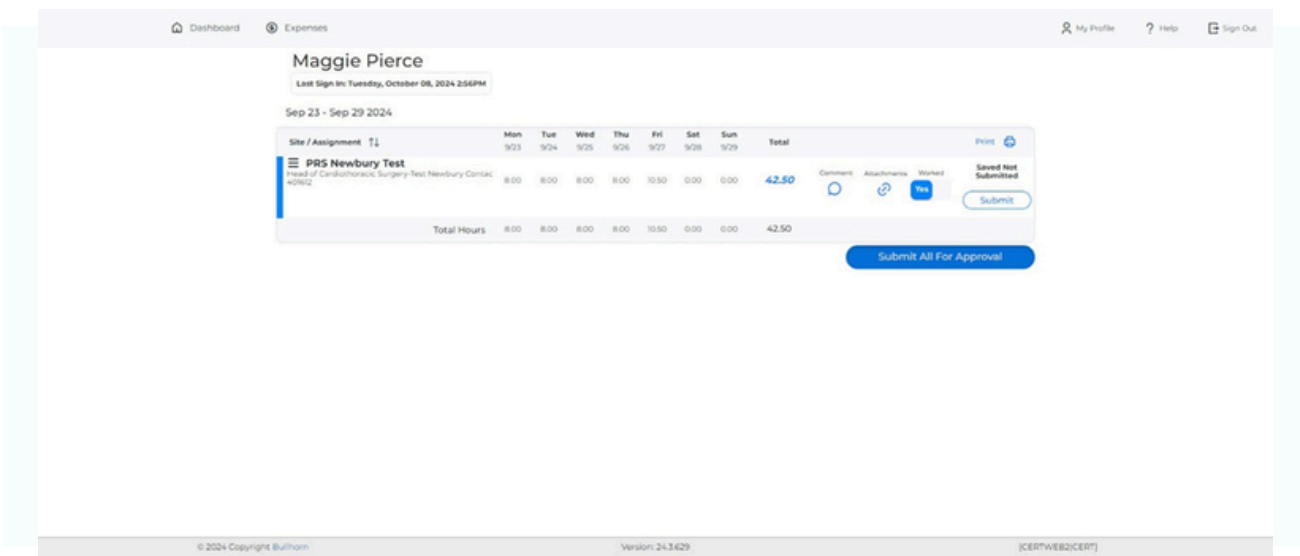
- Click on the day you wish to enter time for. Bullhorn will open a time-entry window where you can add your clock-in and clock-out times, your "cost center" and "department" values (please note that these are client specific so you may not always see them), and any breaks taken throughout the day if applicable.
- For each segment of your workday, such as start time, lunch in, lunch out and end time, add a separate block so your hours calculate correctly. If your schedule is the same each day, you can copy your previous entry to save time.

NAVIGATING BULLHORN

SUBMITTING AN eTIMESHEET

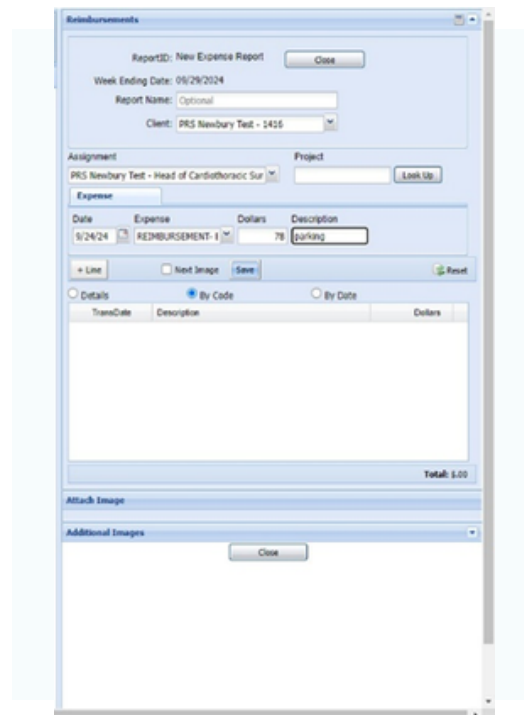
The deadline for submitting your timesheet is end of day Friday. If you work over the weekend, the deadline is end of day Sunday. Your manager is responsible for approving your timesheet by 12:00pm on Monday.

Review your data for accuracy and then click **Submit All For Approval**.



SUBMITTING AN EXPENSE

To submit an expense, start by uploading all required receipt images, then choose the correct date, dollar amount, expense code and description.



CONNECT WITH US

CONNECT WITH ATRIUM ON THE CAREER COLUMN, LINKEDIN, FACEBOOK, AND INSTAGRAM

Check out the [Atrium Career Column](#) for tips and career advice from a team of experienced recruiters and staffing professionals. Follow Atrium Staffing on LinkedIn or like the Atrium Facebook page to see the latest job openings and stay in touch with a community of recruiters and job seekers.



STAY IN TOUCH



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