V.1
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ATRIUM

ORIENTATION INFORMATION

FOR PAYROLLED ASSOCIATES

CARE PACKAGE

PAYROLL & POLICIES

EXPECTATIONS

EXTRAS

THE ATRIUM CARE PACKAGE

HEALTHCARE PLANS

Atrium offers healthcare plan options 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 enroll through the benefits enrollment platform. 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. Associates can choose from several medical plan options that vary in coverage level and cost, including plans that meet the Affordable Care Act (ACA) minimum essential coverage. A Health Savings Account (HSA) is available with the HSA-eligible medical plan.

PAID SICK TIME (PST)

Atrium offers paid sick leave to Associates in accordance with state and local laws. Details for individual mandates and forms to request paid sick leave can be found on the Worker Hub.

LIFE AND AD&D INSURANCE

Atrium offers Associates the ability to purchase life and accidental death and dismemberment (AD&D) insurance for yourself, your spouse, and your dependents. Rates are determined based on age and coverage level.

SUPPLEMENTAL HEALTH INSURANCE

Atrium offers Associates the ability to purchase Accident, Critical Illness and Hospital Indemnity insurance. These plans pay cash benefits after an accident, a critical illness diagnosis or a hospital stay to help cover deductibles, prescriptions and other out-of-pocket expenses that medical insurance doesn't cover.

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.

WORKING ADVANTAGE

Working 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.

THE ATRIUM CARE PACKAGE

DISCOUNT PROGRAM

Atrium Associates have access to an exclusive discount program, offering savings on a wide range of everyday products and services.

SUPPLEMENTAL PRESCRIPTION, VISION AND DENTAL CARD

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

SHORT TERM DISABILITY INSURANCE

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

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.

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

PAYROLL

Worker Hub

The **AtriumWORKS™ Worker Hub** is your online employee account where you can access Timesheets, Paystubs, Payroll and Benefit Information, the Payroll Calendar (which details payroll dates and benefit deduction dates), Holidays and Benefit Schedule, and W-2/Year End Tax information.

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. All approved timesheets will be issued as one payment, even if you have multiple timesheets from various assignments being processed. Please refer to the Payroll calendar for pay dates, available in the Worker Hub.

Payment Methods

Atrium offers direct deposit and paper checks. You'll be asked to select your preferred option during the new hire process; if you'd like to change your payment method during your assignment, contact your Atrium Relationship Manager for assistance.

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.

Updating Addresses

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

Jury Duty

If you're selected for jury duty during your assignment, you may be eligible for compensation in accordance with state regulations. Contact your Atrium Relationship Manager for more details.

Resignations

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

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, sex (including gender, pregnancy, sexual orientation and gender identity), age, color, religion or creed, national origin or ancestry, veteran status, disability (physical or mental), genetic information, citizenship or any other characteristic protected by law. 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, sex (including gender, pregnancy, sexual orientation and gender identity), age, color, religion or creed, national origin or ancestry, veteran status, disability (physical or mental), genetic information, citizenship or any other characteristic protected by law. 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 good-faith claim.

Social Media Policy

As an Atrium Associate, you are required to abide by Atrium's Social Media Policy, which is part of the Atrium Associate Handbook (Section 6) and can be found under Overview & Policies on the AtriumWORKS Worker Hub. Based on your assignment, you may also be required to abide by a client's social media policy. Atrium respects your right to express personal opinions on your own social media and does not retaliate against Associates who use social media for lawful purposes, including activities protected by law. In general, it is important to exercise caution when using social media. Ultimately, you are solely responsible for what you post online, so consider the risks and rewards before creating content. Posts that include Atrium or client confidential information, or online conduct that adversely affects your job performance, the performance of fellow co-workers, or the legitimate business interests of Atrium or its clients, customers, or suppliers may result in disciplinary action, up to and including separation.

Unemployment Information

For information about unemployment, please review the Unemployment Filing Instructions.

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?

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. 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

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.



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