



Employment Guidelines

Commitment to Success - Yours!

Tips For Success!

- Be punctual for your assignment, eager to work, and friendly.
- Dress appropriately for the job.
- Observe all the rules and safety regulations.
- Treat all Client information as confidential.
- Do not use Client computers or phones for personal use.
- Observe the policies of the Client Company as well as your employer, Leddy Group.
- Make a great impression!

-  Bedford 603.666.4051
-  Concord 603.225.7300
-  Dover 603.749.4810
-  Lebanon 603.727.0102
-  Rutland 802.786.2222

leddygroup.com



Getting Started:

- If you are not free to accept an assignment, please let us know.
- If you do accept an assignment, we will expect you to complete it.
- If you do accept an assignment and cannot complete it, we expect appropriate notice to be given.
- Be sure you have all necessary directions to and details about the assignment, including a time card.
- Remember to call your Staffing Manager after your first day on the assignment—we look forward to hearing about your day!
- Please call once every week for the duration of your assignment to check in.
- Electronic time cards need to be approved by 10:00 a.m. Monday.
- Payday is Friday- YEAH!

Stay in touch!

Communication is the key to keeping busy and enjoying your assignment with Leddy Group.

Our hours are 8:00 a.m. to 5:00 p.m. and we have a 24-hour answering machine for your convenience.

Please Call Us Immediately If:

- You are unable to work for any reason.
- You will be late for work (please give at least one hour notice).
- You need to take time off.
- You are involved in a work-related accident, whether or not you need medical treatment.
- You need medical treatment. We will direct you to a medical provider within our network.
- You are asked to work directly for a client company.
- Your job description is not accurate or changes.
- You believe you have been subjected to harassment.
- You have a change of address, name or phone number.
- You have any questions concerning Leddy Group policies.

**We look forward to
working with you!**

Leddy Group Harassment Policy

Leddy Group is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, marital status, disability, genetic information or any other legally protected characteristic will not be tolerated. Harassment undermines the employment relationship by creating an intimidating, hostile work environment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser and behavior that creates an intimidating, hostile or offensive work environment.

Individuals who believe they have been subjected to harassment should make it clear to the offender that such behavior is offensive to them, and should immediately bring the matter to the attention of their Regional Director, Staffing Manager or the Vice President of Human Resources, Susannah Chance (603-267-8626 or schance@leddygroup.com). In fulfilling our obligation to maintain a positive and productive work environment, all employees of Leddy Group are expected to immediately help to halt any harassment which they become aware of by emphasizing this policy and by bringing the matter to the attention of one of the individuals listed above.

It is important for employees who feel that they have been harassed to report incidents to management so that an investigation may be immediately undertaken and appropriate action taken. An employee will not be retaliated against for pursuing a claim of harassment.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. Employees involved in a harassment investigation will be expected to maintain confidentiality, and not engage in discussions of the incident either in or out of the workplace. Upon conclusion of the investigation, the employee will be notified of the outcome, and advised of any corrective, preventative, or disciplinary action to be taken.

We consider harassment and retaliation against any employee reporting harassment to be unacceptable. Any employee found to have engaged in harassment or retaliation will be subject to disciplinary action, up to and including immediate termination of employment.