

ATRIUM ORIENTATION

FOR PAYROLLED ASSOCIATES

Expectations

Payroll & Policies

Care Package

Extras

Best Practices & Expectations

The below provides suggestions for professional etiquette and best practices to help you make a great impression.

Fulfill Your Commitment

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

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.

Lateness & Absences

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

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.

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.

Dress Appropriately

Your Atrium Relationship Manager will inform you of the appropriate attire for your assignment before your first day of work.

We Are Here to Help

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

A few helpful 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

ATRIUM PAYROLL & POLICIES

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Payroll Enrollment Form

Atrium offers two methods of electronic payment - Direct Deposit and the Money Network Card.

Direct Deposit

Atrium initiates deposits for your net pay to the financial institution of your choice for weekly electronic payment.

Money Network Pay Distribution Service

The Money Network payroll debit card provides a dependable, safe and convenient way to receive your pay if you don't have a bank account. Atrium initiates deposit for your net pay to the card; once deposited, you can use your funds immediately in the same way a traditional debit card is used. To learn more about this option, visit <http://www.firstdata.com/moneynetwork/>

Policies

Equal Employment Opportunity

Equal Employment Opportunity is both policy and practice at Atrium. Atrium seeks to provide equal employment opportunities to all employees and applicants for employment without regard to age, race, color, creed, religion, sex, marital status, national origin, ancestry, citizenship, disability, and/or veteran status or other protected status 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 employee or applicant in work assignments, does not invite or honor discriminatory job orders or requests by clients and does not "code" applications or other documents to record the protected status of any applicant or employee. Any employee who violates this policy is subject to discipline, up to and including, the possibility of termination.

Prohibition of Harassment Policy

Atrium is committed to ensure that all employment relationships shall be conducted in a work environment free from harassment and hostility. Harassment based on an individual's age, race, creed, color, religion, national origin, sexual orientation, disability, marital status, or any other basis is prohibited by applicable federal, state or local law and 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 Atrium's Social Media Policy, which can be viewed in the Benefits & Forms section of the Atrium eOffice. 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 termination.

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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 pre-approval from your on-site supervisor.

Unemployment Information

For information about your unemployment rights, visit the Benefits section of the Atrium eOffice at www.atriumeoffice.com.

Resignations

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

Atrium Health & Safety Policy

Atrium strives to provide our Associates with a safe and healthy work environment. All Associates must make a conscious effort to be aware of and abide by safety procedures and potential hazards at all times.

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 or providing a written statement to Atrium detailing what occurred. Any information regarding the incident can be reported to workerscomp@atriumstaff.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 includes:
 1. Who was involved?
 2. What happened?
 3. Where did the incident occur (specific location)?
 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?

ATRIUM CARE PACKAGE

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The Atrium Care Package

Healthcare Plans

Atrium offers comprehensive healthcare plans to eligible Associates that meet the Affordable Care Act (ACA) minimum essential coverage. Medical plans are provided through Empire BCBS. Dental plans are provided through CIGNA and a Vision plan through VSP. If you are eligible for medical coverage through Atrium, you will also have the ability to enroll in our dental and vision plans.

Eligibility for these benefits requires that you work an average of 130 hours per month AND are placed on an assignment lasting at least 5 months. Associates will receive an email from the Atrium Benefits Team regarding your benefit eligibility status the month following your date of hire. Eligible Associates will receive login instructions to our benefit portal, Benefits Insight, which includes plan details, pricing and enrollment instructions. Elected coverage will be effective the first day of the month following 60 days of employment.

Supplemental Prescription, Vision and Dental Discount Card

Regardless if you are eligible for healthcare plans, all Associates can request a WellDyne discount card. With this card, you can save up to 65% on prescriptions, as well as enjoy discounts at participating vision and dental providers. Cards can be printed from the Benefits section of the Atrium eOffice.

Commuter Benefits

Atrium offers a Commuter Benefits program through Infinisource that enables you to use pre-tax dollars for commuting expenses. You are eligible to participate in Atrium's Commuter Benefit the first of the month following 60 days of employment. A Prepaid Benefits Card will be mailed to each participant to provide an easy, automatic way to pay for commuter expenses. The card is loaded with the elected funds each month. Federal law permits up to \$255 per month to be deducted for transit (ie subway, bus, train, ferry) and up to \$255 per month to be deducted for parking.

Plum Benefits

Plum Benefits is an entertainment benefit provided to all associates of Atrium Staffing. They specialize in bringing exclusive discounts and access to the hottest entertainment in the major cities around the U.S. As an associate of Atrium Staffing, signing up is free and easy. Visit www.plumbenefits.com/signup. Use Atrium's access code (ac1226143) and your personal email address.

401(k) Retirement Plan

Atrium offers a 401(k) Retirement Plan through PNC Investments. Through the convenience of payroll deductions, you can make combined before-tax or Roth after-tax contributions up to the lesser of \$18,000 or 100% of includible compensation. Participants who are age 50 or over at the end of the calendar year can also make catch-up contributions based on the IRS contribution limits. You will be able to participate in this plan after completing 1,000 Hours of Service. The month following the completion of 1,000 hours, you will receive an email from the Atrium Benefits Team that includes plan details and enrollment instructions.

Paid Sick Time

Atrium offers sick pay to Associates working in cities and states with applicable sick pay mandates. A paid sick time request must be submitted via your eOffice. Details for individual mandates can be found on the Atrium eOffice in the Benefits/Forms/Paid Sick Leave section.

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Short Term Disability Insurance

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

- STD benefit is equal to 60% of weekly earnings up to a maximum benefit of \$1250 per week
- STD benefits available for up to 12 weeks, with medical certification.

Long Term Disability Insurance

Atrium offers Associates the ability to purchase Long Term Disability Insurance (LTD), which protects you from loss of income in the event that you are unable to work due to illness, injury, or accident for a long period of time. LTD begins after the Short Term Disability ends.

- LTD benefit is equal to 60% of weekly earnings up to a maximum benefit of \$5,000 per month.
- LTD benefits are available until employee is able to return to work or is eligible for Social Security benefits

Life Insurance

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

\$5,000 Referral Bonus Program

You are able to earn up to \$5,000 in bonuses for referring friends to Atrium. You will earn \$100 for the first friend, \$200 for each additional, \$500 for the fifth and \$3,000 for the tenth – totaling \$5,000 for referring 10 friends! Referrals must work 80 hours in a temporary position or be placed in a full-time position for a period of at least 90 days. All referrals must be placed within a 12-month period for bonus eligibility. You must be a registered Associate of Atrium to be eligible for referral payments. In addition, if you refer a new client with whom Atrium fills an order, you can earn a \$500 bonus. You are eligible for this bonus once the client bills 500 hours and/or makes a direct hire placement with a minimum fee of \$5000. The direct hire placement must exceed the 90 day guarantee period.

\$5,000 REFERRAL BONUS!

The Atrium Applicant-Centric™ philosophy helps ensure Associates are happy and fulfilled with the positions carefully selected for them. The Atrium Referral Bonus program rewards your efforts for referring your friends, family, neighbors, schoolmates and colleagues who may be interested in utilizing Atrium as a resource in their career search. Below is a sampling of positions staffed by Atrium:

Administrative Support

- Administrative Assistant
- Customer Service Rep
- Data Entry
- Event Staff
- Executive Assistant
- Office Manager
- Paralegal
- Project Coordinator
- Receptionist
- Research Assistant

Finance & Accounting

- AP Specialist
- AR Specialist
- Controller
- Payroll Associate
- Payroll Manager
- Senior Accountant
- Staff Accountant
- Supply Chain
- Tax Manager/Analyst
- VP/Director of Finance

Marketing & Creative

- Art Director
- Copywriter
- Desktop Support
- Email Marketing
- Graphic Designer
- Marketing Coordinator
- Marketing Manager
- Photo Retoucher
- Presentation Designer
- Social Media Manager

Fashion & Retail

- Allocator
- Apparel Designer
- Footwear & Accessory Designer
- Merchandiser
- Patternmaker & Sewer
- Production & Product Dev
- Retail & Wholesale Planner
- Sales Assistant
- Store Manager
- Technical Designer

Scientific & Clinical


- Drug Safety Associate
- Chemist
- Food Scientist
- Formulation Chemist
- Lab Technician
- Medical Writer
- Quality Assurance
- Quality Control
- Regulatory Affairs
- Research Scientist


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Connect with Atrium on the Atrium Career Column, LinkedIn, Facebook and Twitter

Check out the Atrium Career Column for tips and career advice from a team of experienced recruiters and staffing professionals: AtriumStaff.com/Blog. Follow Atrium Staffing on Twitter and 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.



STAFFING SPECIALTIES
MANAGED SERVICES
JOB SEEKER
EMPLOYER
ABOUT
LOCATIONS
CLOSE SEARCH



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