

Welcome to  
Your Assignment at

*Illume*

As an employee of



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## INTRODUCTION

***WELCOME*** to Corporate Management Group (CMG). We are glad you have chosen CMG as your employer, and we hope you will enjoy your assignment at ***Illume***.

### ***ABOUT THIS HANDBOOK***

This associate handbook is designed to provide basic information about the working conditions, philosophies and some of the policies affecting you in your assignment at ***Illume***.

Obviously, no handbook can anticipate every circumstance or question about policy. As we continue to grow, business conditions and needs may arise that may change some of the policies described in this handbook.

In order to retain the necessary flexibility in the administration of policies and procedures, we reserve the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only valid exceptions to these stated policies are those authorized in writing by CMG.

This handbook is not a contract, expressed or implied, guaranteeing employment for any specific duration.

CMG and ***Illume*** are both committed to comply with relevant federal, state and local laws with regard to equal opportunity.

***PLEASE KEEP***

**THIS HANDBOOK  
FOR FUTURE  
REFERENCE**

## YOUR CMG ACCOUNT MANAGER

All CMG Associates at **ILLUME** are employees of CMG and not **ILLUME**.

If you have any questions regarding your employment, contact your CMG Account Manager. You must contact your CMG Account Manager should you become unable to report to work. ***In the event of an illness or emergency that causes you not to be able to complete this or any job assignment, immediately notify your CMG Account Manager.*** It is recommended that you notify CMG within a reasonable amount of time to allow us to adequately obtain a replacement. In the event you are injured while working at **ILLUME**, please report all on-the-job injuries to your CMG Account Manager, as well as your **ILLUME SUPERVISOR**.

## ILLUME SUPERVISORS

Your **ILLUME SUPERVISOR** will explain the details of your job, introduce you to your co-workers, assign your work area and answer questions you may have.

Your **ILLUME SUPERVISOR** will see that you are trained to do your work and will advise you about your hours of work, rules of attendance and workplace practices. Ask questions when you are not certain about what you are to do or how you are to do it. Then perform your duties efficiently, safely and with initiative.

## TIME KEEPING

**Automated Time System-** **ILLUME** uses an automated time and job tracking system. It is **your responsibility** to punch in and out correctly. Missed punches could result in loss of wages due to unrecorded hours worked. Any missed or forgotten punches **MUST** be approved in writing by your **ILLUME SUPERVISOR**.

## PAYCHECKS

For your convenience CMG offers direct deposit for all CMG Associates, as well as the option to pick up your paycheck with your CMG Account Manager. Paychecks are delivered to all CMG locations no later than 12pm (weather permitting) Central Standard Time. In the event you are not present or **ILLUME** is closed for the regularly scheduled check distribution, your check will be returned to the CMG office for you to pick-up or you may instruct your CMG Account Manager to mail it to you. If you would like someone else to pick up your paycheck, you must notify CMG in writing with the name of the person who will be picking up your paycheck. This person will be asked to show a valid photo ID before your paycheck is released to them. If this person **DOES NOT** have a valid ID, your paycheck will not be released to them.

## OVERTIME

Your **ILLUME SUPERVISOR** will give you as much advance notice as possible about any overtime requirement. Overtime is based on each hour over 40 worked in a regular work week

(Sunday-Saturday).



## ATTENDANCE

CMG and **ILLUME** need a reliable workforce. When you are on the job and on time each working day, you contribute to the team effort and the continuous workflow. When you are absent or tardy, even for a valid reason, it places an extra burden on other CMG Associates/**ILLUME TEAM MEMBERS** and could reduce the quality of the finished product or service at **ILLUME**.

CMG Associates are expected to be at their workstations ready to begin work at their assigned starting time. You should return promptly from lunch and break periods. You are also expected to remain on the job during working hours. If you wish to leave the premises for any reason (other than lunch) you must receive permission from your **ILLUME SUPERVISOR**. Your attendance record is part of your total work record, and could affect your future with CMG and **ILLUME**.



## TARDINESS AND ABSENCE REPORTING

Regular and timely attendance is essential to performing your job.

**If you find it necessary to be absent from work due to illness or other emergency, you must first call your CMG Account Manager. If you reach your CMG Account Managers voice mail, leave your name, SS #, the reason why you will not be reporting for work and a telephone number where you can be reached.**

**Absenteeism and tardiness are the most common reasons for removal from assignments at Illume. Make it a priority to be on time and at work every day that you are assigned.**



## SAFETY

Safety is everyone's responsibility. We all benefit when high standards of safety are maintained and observed. You are expected to adhere to all safety standards set forth by **ILLUME**. As a CMG Associate, you will be given an orientation of general safety policies. Your **ILLUME SUPERVISOR** will also explain any job-specific safety policies. Certain assignments may require the use of additional safety equipment (i.e.: caps, gloves, safety glasses, special footwear, ear plugs). As stated above, CMG Associates will be advised of general safety policies; however, be sure to ask your **ILLUME SUPERVISOR** about safety equipment required in your work area. **ILLUME** also has specific procedures for evacuation, fire and severe weather emergencies. (Contact your CMG Account Manager or **ILLUME SUPERVISOR** to find out where this information is posted.)



## ON-THE-JOB INJURIES & MEDICAL EMERGENCIES

CMG supports all federal and state OSHA laws and regulations and requires that all injuries -- no matter how slight -- be reported to your CMG Account Manager and **ILLUME SUPERVISOR** immediately.

In the event of an injury that requires immediate medical attention, CMG or **ILLUME** will make arrangements for you to be transported to receive medical attention. All medical paperwork is to be submitted to your CMG Account Manager who will then forward it to the CMG corporate office. CMG reserves the right to have you examined by a physician. If you are unable to return to your assignment after an injury, you are expected to keep in regular contact with your CMG Account Manager.

**If an on-the-job injury should occur, you must contact your Illume Supervisor and file a first-report-of-injury *AND* contact your CMG Account Manager. This must be done in order for your medical bills to be covered. IF YOU DO NOT FILE A FIRST-REPORT-OF-INJURY, NO BILLS WILL BE PAID!**



## DRESS CODE

Your **ILLUME SUPERVISOR** will address any special dress code requirements during your orientation to the company.

If you are working in an office area, proper business attire is required.

***Professional slacks, shirts, sweaters, dresses or skirts are appropriate.***

If you are working in the factory area, business casual is required.

***Jeans, short sleeve T-shirts, & sweatshirts are appropriate. No open toed shoes are permitted on the factory floor. Long hair must be tied back.***

### **For Your Information:**

1. Offensive, provocative or profane words/pictures on clothing are strictly prohibited.
2. No tank tops, "short shorts" or overly revealing clothing is allowed.
3. Persons working with or near moving machinery must wear shirts with sleeves rolled above the elbow.



## LUNCH/BREAKS

Lunch breaks at **ILLUME** are thirty (30) minutes with two ten (10) minute breaks per shift. If you need accommodations for personal needs, or religious practices it is **YOUR** responsibility to use your regularly scheduled lunch or break time for these special needs.



## SMOKING POLICY

Contact your **ILLUME SUPERVISOR** for the best area closest to your department. Make sure that all cigarette butts are disposed of in the proper containers – not on the ground.



## COMPUTER USAGE

The unauthorized possession, use, or removal of property belonging to co-workers, CMG, or and **ILLUME**, will be grounds for dismissal. This includes use of the Internet, installing programs, or downloading information on computers as well as use of such equipment like photocopiers, fax machines, etc.



## PARKING

Parking is provided. Please note CMG Associates are not permitted to park their vehicles in areas marked for visitors, reserved for disabled individuals or fire zones.

Lock your car when using the parking lot. Neither CMG nor **ILLUME** are responsible for damage or loss of your property while you are on the premises.



## PHONE CALLS

It is the policy of **ILLUME** to limit phone calls to **EMERGENCIES ONLY** during your shift. Abuse of this policy may be grounds for termination.

**Please turn off** all cell phones during your regularly scheduled shift. In the event you transmit or receive calls during your scheduled shift, you will be given a warning. Use your cell phone only during your scheduled break/lunch times.



## HOSPITALITY RULES

**ILLUME** periodically has customers touring the manufacturing floor. It is your responsibility to keep the facilities as clean as possible. It is imperative that you be responsible for **YOUR** own workstation, restroom usage and break room usage.

**Workstations:** Please clean your workstation before you leave for the day, so the next employee can start their shift in a clean environment.

**Restrooms:** **Please keep the bathroom as clean as possible.**  
**Do not flush** anything down the toilets unless it is a paper product. If in the event you are practicing cleansing procedures. It is your responsibility to clean up after yourself.

**Parking Lot:** Do not leave glass or pop bottles, or any type of litter in the parking lot.

**Break rooms:**

- ✓ The refrigerators are for storage of your food.
- ✓ Do not put ***open containers*** in the fridge.
- ✓ Do not eat other people's food.
- ✓ Please clean tables after using.

**Respect your coworkers and work areas.**  
**Every area should be left the way you would like to find it!**



**BEHAVIOR and STANDARDS OF CONDUCT**

CMG and ***ILLUME*** have instituted certain rules and regulations to safeguard the interest of all its associates. Refer to your Policies and Procedures Statement. A copy of this statement was shown to you during your orientation. Agreement to abide by these policies and procedures is a condition of your employment with CMG. Your failure to comply with any of these policies will result in disciplinary action up to, and including, discharge. If you have any questions or concerns about any aspect of your work as an associate, contact your CMG Account Manager.



**CONDITIONS OF EMPLOYMENT**

Failure to comply or infractions of the below conditions of employment may result in discipline, up to and including termination of employment.

**Attendance /Punctuality**

- Absent without a valid reason
- Late for work/leaving early
- Failure to work and/or abuse of overtime

**ILLUME Policy/Practice**

- Carelessness in protecting company information.

**Company Property**

Improper use and care of physical assets e.g. equipment, facilities, copiers

**Safety**

- Violating safety practices
- Carelessness
- Safety shoes/glasses
- Misuse of equipment
- Failure to follow procedures

### **Liquor and Drugs**

- The illegal or improper use, distribution, sale, dispensation or possession of any drug on *ILLUME* property or during work time is prohibited.

### **Solicitation**

- Sale of items on company time is prohibited
- No distribution of materials, flyers

### **Firearms/Explosives**

- Not allowed on Company property

### **Personal Conduct**

- Attitude
- Difficult to work with others
- Negative
- Bad influence on others

### **Insubordination**

- Failure to follow management directions

### **Dishonesty**

- Stealing
- Lying
- Falsifying company records (e.g.. timecards, expense accounts, records)

### **Employee Abuse**

- Mistreatment of others
- Verbal/Physical abuse ....on or off the job
- Sexual or other harassment

### **Improper Behavior**

- Unprofessional conduct
- Derogatory Comments
- Harassment

### **Quality Workmanship/Quality Results**

- Failure to follow procedures
- Failure to document results when required

### **Productivity**

- Failure to make proper use of work time
- Failure to stay on task as assigned



## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER STATEMENT OF POLICY**

CMG is committed to providing work environments that are free of discrimination. In keeping with this commitment, we will not tolerate any form of unlawful discrimination or harassment against our employees by anyone, including supervisors, other employees, vendors or clients. There will be no retaliation against anyone for reporting discrimination or harassment, or for cooperating with an investigation of a complaint of discrimination or harassment.

In compliance with federal statutes, we prohibit any form of unlawful employee harassment based on race, color, religion, sex, national origin, citizenship, age, disability, status as a veteran, or status in any group protected by state or local law where we operate. All employees are expected to avoid any behavior or conduct that could be interpreted as harassment. Harassment consists of unwelcome conduct, whether verbal, physical or visual. Harassment includes conduct that shows a lack of respect, hostility or aversion toward an individual because of his or her protected status or that of his or her relatives, friends or associates.

With respect to sexual harassment, the following is prohibited:

1. Unwelcome sexual advances, request for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
  - Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
2. Offensive comments, jokes, innuendoes and other sexually oriented statements.

### **If Harassment Occurs:**

1. When possible, confront the harasser and tell him/her to stop. Sometimes a simple confrontation will end the situation.
2. If confrontation is unsuccessful, immediately contact your CMG supervisor to report the harassment.
3. An investigation will be conducted and appropriate action taken, including disciplinary measures. We will investigate, in confidence; all reported incidents of harassment and retaliation.



## OPPORTUNITIES WITH ILLUME

CMG Associates currently on assignment at **ILLUME** are eligible to apply for **externally posted openings only!** To qualify, you must be on your current assignment for at least 90 days and meet the qualifications for the position. Please check with your CMG Account Manager to confirm your assignment status **BEFORE** applying for any opportunities.



## HOLIDAYS

CMG and **ILLUME** observe the following holidays:

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day

In order to receive holiday pay, it is necessary to be at work your last scheduled workday prior to and your first scheduled workday following the holiday. An approved paid day off is considered a day worked for the purpose of holiday pay eligibility. It is your responsibility to contact your CMG supervisor for approval and eligibility for paid holidays.

**\*\* Employees will be paid for holiday pay after 90 days completion with CMG.**

## PTO EARNED THROUGH CMG

1 year of service	Earns 40 hours (5 Days)

**Illume Core Staff** = Long term staff key to operation of essential business functions.

**CMG Long Term Associates** = Long term staff hired to maintain production growth as well as any CMG Associate who has completed 90 day probationary period with **ILLUME**.

**CMG Associates** = Short term staff hired for peak and/or seasonal production as well as temp-hire positions.



# Request for Time off

## Absence Information

Employee

Name: \_\_\_\_\_

Employee

Number: \_\_\_\_\_

Department: \_\_\_\_\_

Manager: \_\_\_\_\_

Type of Absence Requested:

Sick

Vacation

Funeral Leave

Time Off  
Without  
Pay

Military

Jury Duty

Maternity/Paternity

Other

Dates of Absence:

To

From: \_\_\_\_\_

:

Reason for Absence:

*You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.*

Employee Signature

Date

## Manager Approval

Approved

Not Approved

Comments:

<i>Illume Manager Signature</i>	<i>Date</i>
CMG Account Manager Signature	Date



**SUMMARY**

This associate handbook is intended to facilitate communication between you, CMG, and **ILLUME**. It is not to be considered an employment contract obligating you, CMG, or **ILLUME** to any indefinite employment relationship.

Reading the entire handbook at least one time will give you a good idea of its general content. Then, you will be able to use it easily as a quick reference manual. Revisions and updates are made to this information from time to time and will be communicated to you. It is your responsibility to stay informed of all updates to this handbook.

 **ACKNOWLEDGMENT**

The associate handbook was reviewed with me, and I have received my personal copy. I also acknowledge that I have been given the opportunity to ask questions and express concerns during my orientation. Additionally, I understand and support the following:

- 1. This handbook is intended as a guide and **not** an employment agreement that creates a contractual relationship, and that the employment relationship may be terminated at the will of either party at any time.
- 2. The changing needs of the business will require alteration in method, practices and policies, and the company will unilaterally revise, as necessary, to meet these changing needs.
- 3. I agree to **notify** my CMG Account Manager **immediately** of any change in my personal data such as phone number, address, emergency notification, etc.
- 4. I am responsible for the information provided herein and will, upon my separation, return this handbook to my CMG Account Manager.

Date: \_\_\_\_\_

Associate's Signature: \_\_\_\_\_

Associate's Printed Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Orientation provided by: \_\_\_\_\_