



EMPLOYEE HANDBOOK

MISSION DRIVEN.

PEOPLE FOCUSED.

WELCOME

Congratulations on joining the ARA Family!

Outlined below is a brief description of the types of services available to Ark Resource & Associates (ARA) employees.

STAFF QUALIFICATIONS AND SERVICES

Our staff has extensive experience in recruiting, staffing, business development, and career case management. Our Employee Support Specialists are dedicated to assisting ARA applicants and team members navigate their unique path to success. ARA believes our team members are our greatest resource and goes above and beyond other staffing firms to support our team. ARA demonstrates our employee appreciation by monetarily rewarding the job performance with quarterly bonuses for nominated employees by their site employers.

CUSTOMER SERVICE INITIATIVE

We are committed to meeting our mission through respectful and courteous customer service for everyone. Our staff is committed to:

- Speaking in a courteous, professional manner.
- Treating everyone with the utmost respect.
- Maintaining a fair, open, and honest assessment of a candidate's skills.
- Providing feedback to help improve skills, presentation, and job opportunities.
- Being transparent with what we are and are not capable of providing for both our candidates and customers.

South Carolina Branch

Office Hours: Monday – Friday 8am to 5pm
4000 S. Faber Place Drive, Suite 300, N. Charleston, SC 29405

Main: (843) 213-3818

ARA STAFFING

PURPOSE, MISSION, VISION, & ETHICS

OUR PURPOSE

ARA purpose is to help businesses find and hire the right talent for their needs by connecting employers with qualified individuals seeking employment. ARA serves as an intermediary in the labor market, helping businesses find suitable candidates for their job openings and assisting individuals in securing employment opportunities. Overall, ARA primary purpose is to facilitate the efficient and effective matching of talent with job opportunities, benefiting both employers and individuals in the dynamic and ever-changing job market.

OUR MISSION & VISION

Our mission is to connect exceptional talent with outstanding opportunities, creating a win-win situation for both employers and job seekers. Our Vision is to be the leading provider of innovative and reliable staffing solutions, connecting exceptional talent with progressive organizations. We aspire to empower businesses to thrive and individuals to succeed by fostering meaningful connections in the dynamic world of work.

ETHICS

We strive to operate ethically, dealing honestly with our customers and our employees so that job requests are matched with the most qualified person available. We monitor our team member's performance and the environment in which they work to ensure that both are conducive to safety and excellence.

EMPLOYMENT POLICIES AND PROCEDURES

EMPLOYMENT AT WILL

Employment at ARA is on an at-will basis. This means that either our employee or the company may terminate the employment relationship at any time, for any reason, with or without notice. Nothing in this employee handbook is intended to create an employment agreement, either express or implied. Nothing in this handbook is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act.

EQUAL EMPLOYMENT OPPORTUNITIES

ARA is an Equal Opportunity Employer. ARA complies with laws governing nondiscrimination in employment, training, promotion, transfer, termination, and pay. ARA will proactively seek qualified candidates with disabilities and/or obstacles to employment for job opportunities.

ARA will not discriminate against individuals with disabilities concerning terms, conditions, and privileges of employment. ARA will make every effort to provide reasonable accommodation when necessary.

IMMIGRATION AND EMPLOYMENT ELIGIBILITY

In compliance with the Immigration Reform and Control Act of 1986, ARA employees must demonstrate they are authorized to work in the United States within three days of hire and before placement. All individuals will be required to submit proof of their identity and employment authorization. Employees will also be required to complete Form I-9 and attest the information and documents provided are accurate, valid, and genuine.

All new employee I-9 data will be processed through the Department of Homeland Security (DHS) E-Verify system to ensure the accuracy and validity of the data provided. If employees are authorized to work in this country for a limited time, then before the expiration of that period, the employee will be required to submit proof of their continuing employment authorization to remain employed by ARA.

DRUG-FREE WORKPLACE

In compliance with the Drug-Free Workplace Act of 1988, the use of a controlled substance is inconsistent with the behavior expected of employees, future employees, and visitors to our locations. The abuse of controlled substances creates unacceptable safety risks and undermines the company's ability to operate effectively and efficiently. ARA has a detailed substance abuse policy that is included in this handbook. Please contact your ARA recruiter if any questions arise concerning this policy.

COMPENSATION / TIMECARD SUBMITTAL POLICY

Employees of ARA are paid weekly, on the Friday following the week-ending date of the timecard submitted. Employees are paid for the reported and approved hours worked. Employees are responsible for reporting their hours worked promptly to ensure an accurate payroll. All employees must submit their timesheet no later than 10:00 AM every Monday to payroll@arastaffingcompany.com.

Employees who are using paper timesheets must do so by noon every Monday. Employees must submit time before leaving work on the last workday of each week.

ARA will pay its employees either through direct deposit into an employee's account through the ADP payroll system or paper checks. **All employees must choose one of these options during the onboarding process.** With direct deposit, an employee's paycheck is deposited directly into the checking or savings account of his/her choice. Paper checks will be mailed to the address selected at the onboarding process. **Please Note: paper checks take longer to receive and process than direct deposit.** Forms and ADP instructions for electing direct deposit will be given out during onboarding and the employee must complete the forms within the first three days of employment.

OVERTIME COMPENSATION

In compliance with state and federal laws, overtime is paid to non-exempt employees for all hours worked more than 40 in a work week, beginning on Monday and ending on Sunday. Overtime is paid at a rate of 1.5 times your base hourly rate of pay. Hours worked means time spent on the job. Unpaid leave, holidays, or any other time away from work are not considered hours worked to calculate overtime.

For employees working on state contracts, employees are not allowed to work overtime, unless overtime is included on a purchase order and is otherwise approved by ARA Leadership.

Payroll Deductions

ARA is required by law to make proper deductions from your earnings on your behalf. The following mandatory deductions are made until the maximum amount is reached:

- Federal Income Tax Withholdings (Based on the number of exemptions on your W-4 form)
- FICA (Social Security)
- Medicare

No money is ever deducted from your pay unless we are required by law to deduct it, or you have provided written authorization for ARA to make deductions. If an employee believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to his/her recruiter. The report will be promptly investigated and if it is found that an improper deduction has been made, ARA will reimburse the employee for the improper deduction.

DIRECT DEPOSITS ISSUED INCORRECTLY

If the amount of pay issued is incorrect, it is the responsibility of the employee to notify the ARA Team immediately at info@arastaffingcompany.com.

Suppose direct deposit items are returned because of invalid account information or because the account is closed. In that case, the paycheck will not be reissued until the original direct deposit funds have been returned to ARA from the bank. After a check is returned, direct deposit will be canceled, and paychecks will be issued with a company check until corrected account information is provided.

FINAL CHECKS

Employees who are terminated will be paid their final check no later than the sixth calendar day, following the date of discharge. For employees who have voluntarily left ARA employment, final paychecks will be received on the next regularly scheduled payday.

SUBMITTAL OF TIMECARDS

Hours worked are to be submitted using the approved method of reporting time. While most employees will be using the online time and attendance system supplied at their perspective sites, some worksites may require the use of hard-copy timecards.

Hours worked must be approved by the manager at the site where the employee is working. If using a hard copy timecard, this approval must be part of the submitted timecard.

GRIEVANCES

Employees should bring any work-related problems and concerns to the attention of the ARA recruiter as soon as possible.

1. Present your grievance in writing to your recruiter or a member of ARA Leadership. Contact your recruiter to request a copy of the ARA Grievance Form, then complete, and submit your form to your recruiter.
2. If your grievance is not resolved within five working days, you may present your grievance in writing to the ARA Director of Operations. Call ARA at (843) 213-3818 for more contact information.
3. If your grievance has still not been resolved within five additional working days after following step 2 above, you may present the grievance in writing to the Owner of ARA by calling the main number and selecting option 4 or emailing owner@arastaffingcompany.com. The Owner of ARA, or their authorized delegate, will review the grievance and make a final decision.

DRESS CODE

The actions and professional appearance of ARA employees reflect on ARA as a whole and contribute to the favorable impression of ARA throughout the community. The ARA Dress Code guides appropriate attire and appearance depending on your work location.

The ARA expectation is that employees will make their best efforts to foster positive relationships with the community by presenting themselves in a professional and trustworthy manner. The dress code allows for a wide range of options; there are a few clothing options that are specifically designated as inappropriate for work at ARA.

INAPPROPRIATE

- Any jewelry or clothing item that presents a safety hazard
- Open-toed shoes/heels in non-office environments
- Exposed undergarments
- Headwear (except where appropriate and as otherwise required by law)
- Torn, discolored, or tattered attire

PERSONAL GROOMING

Personal Grooming expectations include everything from personal hygiene to body art to clothing maintenance.

- Employees shall maintain a personal grooming regimen to avoid overpowering personal odors, including cologne and perfume.
- Employees are expected to wear appropriate undergarments, including appropriate support garments. Clothing that reveals undergarments is inappropriate at ARA.
- Employees may not have visible tattoos that contain nudity, profanity, gang insignias, or racial/ethnically offensive language.
- Torn, discolored, or tattered clothing is not acceptable work attire.
- Clothing shall fit properly and allow the full range of motions required to perform the essential functions of the job.

BUSINESS CASUAL DRESS CODE

Employees working in a professional setting will be expected to comply with the following minimum guidelines.

- Dresses and skirts shall be hemmed to a modest length of not more than 3 inches above the knee.
- Dresses, sweaters, blouses, and shirts shall be of sufficient length to cover the midriff and fit properly.
- Suits, blazers, vests, and pants in business-suitable fabrics.
- Jeans may be worn with appropriate business casual tops.
- Any type of business shoe, including dress sandals.

EMPLOYEE RIGHTS

YOUR RIGHTS REGARDING PRIVACY AND CONFIDENTIALITY

ARA is required to provide you with this information and to obtain your signature to acknowledge that you have read and understood this form. An ARA representative will answer any questions you may have. The information you provide is private and confidential to the extent required by state and federal laws. This includes phone calls, text messages, appointments, e-mails, and written communication.

Although your information is private, there are limits to the guarantee of confidentiality. There are a few narrow exceptions to confidentiality that are put in place to protect you and others. We are required by law, and this policy, to reveal information shared during our meetings or discussions to other persons or agencies without your permission when one or more of the following situations occur:

- To regulatory agency personnel in cases of reasonable suspicion of abuse or neglect of a minor or dependent adult
- To law enforcement and/or medical personnel in emergency cases of threat or actual harm to yourself or another person(s)
- Under subpoena or court order

If disclosure of confidential information becomes necessary, only the information necessary to protect you and/or another person will be released.

ARA policy also states that information disclosed to ARA personnel concerning unsafe working conditions or illegal actions toward ARA as an organization must be reported to ARA Leadership. This policy is in place to protect the safety of all ARA employees. Examples include but are not limited to, the use of controlled substances or impairment on the job, theft, and damage or destruction of property. Employees can report any of these actions to ARA Leadership.

As outlined in the Health Insurance Portability and Accountability Act (HIPAA), we may use or disclose your Protected Health Information (PHI) for Health Care Operations. Health Care Operations are activities that relate to the performance and operation of the program, which include activities such as internal and external auditing, accounting procedures, and client tracking system administrative support.

From time to time, the ARA Leadership Team may find it necessary to consult about your case with other support staff to seek additional guidance to best support your needs. In these consultations, your ARA Leadership Team will make every effort to avoid revealing your identity.

Services provided by the ARA Leadership Team include counseling on issues surrounding family/relationships, finances, work/life balance, mental health, and stress management. The only requirement for utilizing the ARA Leadership Team is that an employee is currently on an active assignment. Time spent with the ARA Leadership Team to resolve employee matters is unpaid.

If you would like us to release information to someone, we may do so with your consent. You will be asked to sign an authorization for this purpose. The authorization must specify what information can be released, to whom, and for what purpose. The dates during which the authorization is valid must be indicated on the form. You may cancel your authorization at any time in writing. In addition:

- You have the right to indicate how you would like the ARA Leadership Team to contact you when needed.
- Your personal information is entered into a locked electronic file.
- All paper records are kept secure in locked cabinets in the offices of ARA.
- Electronic records are also kept secure in encrypted company laptops and computers that are only accessed by the ARA Leadership Team.
- You may ask to correct the information you provided in your first meeting with our executive administrator by calling 843 213-3818 or emailing a request to execadmin@arastaffingcompany.com.
- You may review your personal information and, if requested, you will be allowed to review your file unless the ARA Leadership Team believes this could be detrimental to you.
- If you believe your privacy rights have been violated, you may file a written complaint with the Owner of ARA. ARA will not retaliate against you in any way if you file a complaint.

CODE OF CONDUCT

As an Ark Resource & Associates (ARA) employee, you are required to represent the company professionally and ethically and avoid the appearance of impropriety. Any violation may result in disciplinary action, up to and including termination.

Although this list is not all-inclusive, you must adhere to the following standards and use good judgment in all instances:

- ◆ Arrive promptly at the start of your shift and do not exceed your designated break and lunch times.
- ◆ Dress according to the standards of the workplace where you are assigned. If your assignment outlines a specific uniform, follow those guidelines.
- ◆ Acceptance of an assignment means you agree to work the required schedule of the assignment. You also understand that schedules may be changed based on business needs, and whenever possible will be communicated as early in advance as possible.
- ◆ Excessive absenteeism and/or tardiness may result in limited future placement opportunities or termination of employment with ARA.
- ◆ If you are late or miss work for any reason, notify both your work supervisor and ARA recruiter immediately. Failure to notify both parties can result in disciplinary action up to and including termination from this assignment and future assignments.
- ◆ Do not take any property for personal use. This includes merchandise, supplies, telephones, copy machines, fax machines, computers, etc.
- ◆ Do not check your email on office computers and do not use the internet for personal reasons. Computers to which you have access may be monitored.
- ◆ Do not use your mobile phone during work hours unless it is an emergency.
- ◆ Do not conduct personal business during office hours. This includes soliciting, reading personal material, making personal phone calls, eating while on duty, etc.
- ◆ Employees are paid for the reported and approved hours worked. Employees are responsible for accurately reporting their hours worked promptly to ensure an accurate payroll.
- ◆ Employees agree to maintain confidentiality and privacy of any information made available to them during the completion of a temporary assignment. Distribution, dissemination, or improper use of any confidential records will lead to disciplinary action, up to and including termination.
- ◆ Notify ARA promptly when you become available for work. Failure to notify us of your availability within one working day after the end of an assignment will affect your eligibility to receive unemployment benefits and future assignments with ARA.
- ◆ ARA may terminate an employee on the first instance of a 'no call, no show' offense. If the employee is not terminated, the employee will be issued a written warning.
- ◆ Employees who have a second instance of a 'no call, no show' offense will be escalated to ARA Leadership for a decision on termination.
- ◆ 'No call, no show' infractions will reset after 6 months with exhibited improvement. This can be demonstrated through Employment Verification showing 6 months of employment somewhere else or by taking a soft skills class.

REHIRE POLICY

To be eligible for rehire, returning employees must complete the same process as all other applicants to include:

- Submit a new application with a current address, phone number, work, and education history since the last employment with ARA.
- ARA Leadership will review the circumstances of previous employment to determine current eligibility for rehire.
- The recruiter will review qualifications and decide if skills match the position requirements.
- If selected, the returning employee must pass all pre-employment screenings as determined appropriate for the position.

POLICY FOR ELIMINATING DRUG ABUSE

To help ensure a safe and productive work environment. ARA prohibits the use, possession, manufacture, distribution, transportation, or sale of controlled substances, inhalants, and/or alcoholic beverages while an employee is on duty or at a job site. ARA further prohibits any employee from working while impaired using such substances. Any violation of this may result in disciplinary action, up to and including termination.

If ARA has reasonable suspicion that an individual is working while impaired by a controlled substance, an inhalant, and/or alcohol, ARA may refuse to permit that employee to continue to work, pending further investigation. Should this occur, ARA will offer to provide transportation for the employee to take a 'Reasonable Suspicion' drug test. If the employee refuses to be escorted and/or to submit to a drug screen, the employee will be deemed to have screened positive which will result in immediate termination. An investigation, which includes a substance abuse test, will be performed expeditiously. The confidentiality of the information developed in such an investigation will be preserved to the extent reasonably possible. However, such confidentiality will not apply to information supplied to law enforcement personnel in their official capacity.

ARA requires a pre-placement drug screen for individuals who are selected for placement with customers who have made such screening a condition of placement. Where a pre-placement drug screen is subject to government regulations or agency protocol, the appropriate drug screen procedure will be followed.

Employees who incur an on-the-job injury requiring more than basic first aid will be subject to a drug screen concurrent with treatment.

If an individual has a positive result for a prohibited substance, the employee is not eligible for employment and will be subject to termination. Similarly, if an individual refuses to take a drug screen or attempts to tamper with the specimen provided or otherwise alter the sample or results, the individual will be deemed to have a positive drug screen with the same consequences. Where the drug screen is the result of a work-related injury, the Workers' Compensation insurance carrier will be notified of the positive drug screen. The individual may be declined Worker's Compensation insurance coverage for the injury due to a positive drug screen.

Pre-employment drug testing may be conducted by ARA through a third party. If additional testing is indicated, the additional testing will be conducted by a National Institute on Drug Abuse (NIDA) certified facility selected by ARA and the collection procedures established by the drug testing facility will be followed. Additional testing may be required if there is reason to believe the individual is under the influence of a prohibited substance not detected by the initial drug test.

EEO, DIVERSITY, and HARASSMENT POLICY

ARA is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, ARA expects that all relationships among co-workers will be business-like, free of bias, prejudice, and harassment.

EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy), national origin, age, physical or mental disability, genetics, sexual orientation, gender identity, veteran status, or any other protected status under applicable federal, state and local laws. Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of ARA. ARA will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels that he or she has been subjected to any such retaliation, he or she should bring it to the attention of the recruiter.

COMMITMENT TO DIVERSITY

ARA is committed to fostering, cultivating, and preserving a culture of diversity and inclusion in which all employees are valued for their skills, experience, and unique perspectives. This commitment is embodied in our company policies and in the way we do business. Working together as a diverse and inclusive organization is essential to our success.

We embrace and encourage our employees' differences in age, disability, race, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, religion, sexual orientation, socioeconomic status, veteran status, and other characteristics that make our team members unique.

DEFINITIONS OF HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- unwanted sexual advances or requests for sexual favors
- sexual jokes and innuendo; verbal abuse of a sexual nature
- commentary about an individual's body, sexual prowess, or sexual deficiencies
- ogling, whistling, or touching; insulting or obscene comments or gestures
- display in the workplace of sexually suggestive objects or pictures
- other physical, verbal, or visual conduct of a sexual nature

Harassment based on any protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his /her membership in a class protected by law. This would also include the presumption of membership in a protected class or association with others in a protected class, such as relatives, friends, or associates, and that:

Has the purpose or effect of creating an intimidating, hostile, or offensive work environment?

Has the purpose or effect of unreasonably interfering with an individual's work performance?

Harassing conduct includes, but is not limited to epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that denigrates and/or shows hostility or aversion toward an individual or group and that is placed anywhere on the employer's premises or circulated in the workplace.

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to ARA (e.g., customer). Conduct prohibited by these policies is unacceptable in the workplace and any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

REPORTING HARASSMENT

Every member of management must maintain a workplace free of harassment. This duty includes discussing the policy with all employees and assuring them that they are not required to endure insulting, degrading, or exploitative treatment.

Employees who believe that they have been subjected to or witnessed harassing behavior by co-workers, our customers, customer's employees, or our staff should report the alleged act immediately to their recruiter. If the harassment involves any of these people, the complaint can be taken to the Owner.

All actions taken to resolve complaints will be conducted discreetly and confidentially. Employees shall not be retaliated against for reporting harassment or for participating in investigatory procedures.

If an investigation results in findings that an employee did harass another employee or client in any form, the employee in question will be subject to disciplinary action, up to and including termination.

RIGHTS AND RESPONSIBILITIES OF EMPLOYEES

1. You have a right to be always treated with dignity and respect, and you are responsible for treating others with respect.
2. You have a right not to be discriminated against based on membership in a protected class, and you are also responsible for treating others fairly and not discriminating against them.
3. You have a right not to be subjected to retaliation, neglect, humiliation, harassment, exploitation (financially or otherwise), or abuse in any manner (physical, sexual, psychological, or otherwise), and you are also responsible for working and socializing properly.
4. You have a right to be given access to available software training programs to enhance your job performance and you are responsible for utilizing that resource.
5. You have a right to seek medical and other treatment with your resources, and you are also responsible for informing your supervisor and ARA if you plan to be absent.
6. You have a right to have information regarding your qualifying medical condition kept confidential, and you are responsible for keeping private information to yourself.
7. While you are an employee, you have a right to review your personnel file, question and receive timely answers to anything in which you do not agree, and you are responsible for keeping private information to yourself.
8. You have the right to access self-help and advocacy support services, and you are responsible for utilizing these services.
9. You have a right to take personal items to your assignment, and you are responsible for their safekeeping and appropriate use.
10. You have a right to receive payment for work that you do and are responsible for putting forth your best effort at work and turning in weekly, legible timecards.
11. You have a right to be referred to other organizations, including legal entities, for services and you are responsible for informing staff if there is something you need.
12. You have a right to communicate with your on-site supervisor and with any of the ARA Team Members, and you are responsible for communicating any needs to the appropriate party.
13. You have the right and responsibility to report incidents to your on-site supervisor and your designated ARA Representative if you believe your rights are being violated. You have the right to use the ARA Grievance Procedure and to ask for an investigation of any infringement of rights. You are responsible for stating your grievance in a respectful and timely manner.
14. You have the right to accept or refuse any assignment offered, and it is your responsibility to understand how this could affect your unemployment benefits.

WORKPLACE VIOLENCE

ARA has a Zero Tolerance Policy concerning workplace violence. Any act or threat of physical violence, including any form of intimidation, harassment, and/or coercion, which involves ARA staff or customers, when it occurs in connection with employment will not be tolerated at any time. Violations of this policy will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

SAFETY PROCEDURES

Your safety is of primary importance to ARA. As an employee, you are our most asset. As an ARA employee, you are expected to help yourself and others avoid accidents. Communication is the key to an effective safety program.

While there is no substitute for practicing common sense and being alert to hazards in the work area, you must comply with the following requirements to make the workplace safe for yourself and your fellow employees. You must:

- Follow safe practices for the work area and your job. If you are unsure of policies/practices, then ask your supervisor.
- Report all unsafe work conditions or instructions to your ARA recruiter immediately for assistance.
- If you are injured or become ill on the job, you must report the injury or illness to ARA. If you seek medical care concerning your injury, please contact ARA before obtaining medical care.

In keeping with the policy to provide a workplace free of known hazards and to provide effective safety for all employees, this program is established to help reduce the risk of work-related injury and illness to ARA employees.

In addition to reporting your injury or illness, you must also do the following:

- If it is necessary for you to go to the doctor or hospital, notify ARA of your expected recovery time immediately after you receive primary medical treatment and after each succeeding appointment with the doctor. Provide a completed 'Work Status Report' after each visit with the doctor and submit all paperwork from the physician to your ARA recruiter or a member of ARA Leadership.
- If possible, contact the ARA Leadership Team for assistance with completing the employee injury report before receiving medical care. If placed on work restrictions, we will make every effort to accommodate those restrictions.
- Submit to drug and alcohol screening by the doctor at the time of primary medical treatment.
- Follow the instructions, advice, and medical treatment prescribed by the doctor and keep to all scheduled appointments to fulfill the prescribed medical treatment plan.

"Connecting Talent with Opportunity: Your Success, Our Expertise!"

