

SECTION 1.0 – INTRODUCTION

Welcome to All Trades Staffing Services, L.C. (“All Trades”). We are committed to putting forth our best effort to provide you with quality job opportunities and assignments, with reputable and safety conscious companies at the best wages possible. All trades prides itself on having employees that are more reliable, higher skilled and harder working than any of All Trades’ competitors. Because of the reputation All Trades has for the quality of its employees, All Trades is generally able to secure job opportunities and assignments for its employees at an excellent wage. We strive to have the best service in town. We strive to provide the best workers to our customers. We strive to provide more opportunities with better pay to employees who are serious about their work assignments. We cannot do this without your help. We hope that you will contribute to maintaining All trades reputation among its customers. Thank you for choosing All Trades.

Our key company human resource policies are briefly outlined in this handbook. If you have any questions or concerns about this handbook please feel free to discuss these issues with any staff member. The handbook is a guide to our company’s human resource practices. The handbook is not to be considered a contract for employment, either expressed or implied; nor does it guarantee any terms or conditions of employment. This handbook was developed only as an information resource for common questions and concerns.

All Trades is an “at will” employer. All Trades also reserves the right to change any of its policies, procedures, rules, regulations, or practices. Any contrary statements or other representations made by any manager or other employee of All Trades which are in conflict with All Trades’ intention to remain an “at will” employer with the right to amend its policies and practices at its discretion is invalid, unless specifically acknowledged in writing by an officer of All Trades or a designee authorized to act on behalf of All Trades.

All trades complies with all federal, state, and local laws. Should any portion of this handbook conflict with such laws, the laws shall pre-empt this handbook. All trades expects employees and management to abide by the policies set forth in this Employee Handbook. If you have questions or concerns about the policies outlined here, you should contact the manager of your All Trades office.

SECTION 2.0 – EMPLOYMENT POLICIES

2.1 – EMPLOYMENT AT-WILL

Your employment with All Trades is “at-will.” This means that you may terminate your employment at any time and for any reason, with or without notice. Similarly, All Trades retains the right to terminate your employment at any time and for any reason, with or without notice. Nothing in this employee handbook or any other All Trades document should be understood as creating a guarantee of continued employment, a right to termination for specific reason or pursuant to specific procedures, or any other guarantee of continued benefits. All Trades reserves the right to modify future terms of any employee relationship.

2.2 – EQUAL EMPLOYMENT OPPORTUNITY POLICY

All Trades is committed to the principles of Equal Employment. We are committed to complying with all federal, state, and local laws providing Equal Employment Opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment which is free from harassment or discrimination because of sex, race, color, national origin, physical or mental disability, marital status, age, sexual orientation or any other status protected by federal, state, or local laws. All Trades is dedicated to the fulfillment of this policy in regards to all aspects of the employment relationship, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay and other compensation and all other terms, conditions, and privileges of employment. Reasonable accommodation will be made for disability or religion, unless undue hardship to All Trades would result, for both employees and applicants for employment.

All Trades will conduct a prompt, thorough investigation of all allegations of discrimination or any violation of All Trade’s Equal Employment Opportunity Policy in as confidential a manner as possible to take appropriate corrective action, if and where warranted. All Trades prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of discrimination or violation of All Trades’ Equal Employment Opportunity Policy and any claimed violations of that policy should be brought to the attention of your manager and/or human resource personnel.

SECTION 3.0 – HARRASSMENT AND DISCRIMINATION POLICY

3.1 – GENERAL INFORMATION

All Trades has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual’s sex, race, religion, color, national origin, physical or mental disability, marital status, age,

sexual orientation or any other status protected by federal, state or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers and clients are strictly prohibited and will not be tolerated.

Harassment may include, but is not limited to:

- Offensive or derogatory jokes, comments, slurs, or like written, photographic materials; and
- Threatening, intimidating, or unwelcome touching of another person or comments or any language that may be construed as offensive or threatening.

3.2 – SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct constitutes sexual harassment 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 such 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 work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment: (a) unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another employee; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters, notes, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature; (f) continuing to express sexual interest after being informed that interest is unwelcome; (g) offering or providing favors or employee benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and (h) any unwanted physical touching or assaults, or blocking or impeding movements.

3.3 – OTHER WORKPLACE HARASSMENT

Other work place harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation or any other status protected by federal, state or local laws, and that: (1) contributes to or has the effect of creating an intimidating, hostile, or offensive working environment; (2)

unreasonably interferes with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Again, while it is not possible to list all the circumstances that constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic materials that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail or elsewhere on the All Trades' premises, or circulated in the workplace; and (c) a display of symbols, slogans or items that are associated with hate or intolerance towards any select group.

WE WILL NOT TOLERATE ANY FORM OF DISCRIMINATION OR HARASSMENT!

3.4 – REPORTING DISCRIMINATION OR HARASSMENT

Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment must immediately notify their **supervisor at (801) 313-1234 for the Salt Lake office or (801) 399-1234 or Tom Stechschulte at (801) 505-4191**. All Trades prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. All Trades will endeavor to maintain confidentiality throughout the investigatory process, to the extent practicable and appropriate under the circumstances. Discipline for violation of this policy may include, but is not limited to reprimand, suspension, demotion, transfer and discharge. If All Trades determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, All Trades may monitor any incident of harassment or discrimination to assure that inappropriate behavior has stopped. In all cases, All Trades will follow up as necessary to ensure no retaliation for making a complaint or cooperating with an investigation.

SECTION 4.0 – PREVENTION OF VIOLENCE IN THE WORKPLACE

One of All Trades overriding concerns is that its employees and customers are provided with a safe, businesslike work environment. Weapons are prohibited in the workplace unless they are related to your job and are specifically approved. Under no circumstances

will we tolerate physical violence or threatening behavior in the workplace, on company premises, at work-related functions, when you are traveling on business, or working from home or another location. Threatening behavior directed at the workplace from your home is also not tolerated. All Trades reserves the right to determine if particular actions are considered physical violence or threatening behaviors, and you are expected to cooperate in any fact-finding process. Violating the policy against violence or weapons in the workplace is grounds for corrective action, which may include the termination of your employment.

Examples of threatening behavior include, but are not limited to:

- Profane or abusive language
- Threats or insinuations of “getting even”
- Physical aggression, whether its demonstrated or threatened
- Dangerous pranks or practical jokes
- Aggressive horseplay or gestures
- Fighting or other hostile action
- Assault or intimidation
- Any form of harassment

4.1 – FIREARM AND WEAPONS

Possessing firearms and weapons on company premises, at company-sponsored events, and on job assignments is dangerous to employees and All Trades customers and is strictly prohibited. No employee may bring a weapon to the workplace unless specifically authorized by the Human Resource Director. All Trades recognizes applicable state laws regarding guns in employer parking lots.

For purposes of this policy, a “weapon” means any item designed primarily for the purpose of inflicting bodily injury, which may include items that are legal to own. You are not permitted to have these items at work or while you’re conducting business on behalf of All Trades.

4.2 – WHERE TO CALL

Immediately report violent or threatening behavior, and any situation that causes you anxiety or fear, to Tom Stechschulte at: **(801) 505-4191**.

SECTION 5.0 – DRUG AND ALCOHOL POLICY

5.1 – PROHIBITED BEHAVIOR

All Trades Staffing has adopted a zero-tolerance substance abuse policy. Violation of this policy will result in immediate discharge without notice. The following is strictly prohibited by anyone while in the course of performing All Trades Staffing business, while working on assignment for All Trades, or while on breaks during your workday:

- A. Being under the influence of or involved in the manufacture, possession, sale, purchase, transfer, or delivery of any illegal drug; or being under the influence of alcohol.
- B. Being under the influence of or improper use of any substance by applying, inhaling, sniffing, or ingestion of such substance with the result or the intent being to obtain intoxication or impairment.
- C. Illegal, unauthorized or inappropriate use of prescription drugs. This includes but is not limited to:
 - i. Use of drugs prescribed solely for non-work time.
 - ii. Use of drugs in excess of prescribed dosages.
 - iii. Use of drugs prescribed to someone else.

5.2 – DRUG TESTING

To insure compliance with this policy All Trades Staffing has elected to perform the following types of screening:

- A. Pre-Employment Drug Screen
- B. Random Drug Test
- C. For-Cause Drug Screen
- D. Post-Incident Drug Screen

All Trades Staffing has determined the use of a 10-panel pre-test is in its best interest.

SECTION 6.0 – PAYOUT, COMPENSATION, & PAYROLL DEDUCTIONS

6.1 – WAGES

Your wage will be influenced by several factors personal to you such as your work history, skills, reliability, and past performance. Therefore, the wage paid to you may vary from other All Trades employees on the same assignment. Discussion of your wage with other All Trades' employees, the All Trades' customer, or the All Trades' customer's employees is prohibited. If you have concerns about your wage, please speak with All Trades' management directly.

6.2 – PAYOUT HOURS

PAYOUT HOURS ARE 3:30PM TO 6:00PM MONDAY, WEDNESDAY, and FRIDAY. Payouts will not be made at any other time of day. This schedule is subject to change at any time without notice as necessity dictates.

6.3 – PAY PERIOD

The pay period for all employees starts on Monday and ends on Sunday. Overtime is paid on hours worked in excess of 40 hours within the pay period.

6.4 – PAYOUT PROCEDURES

In order for All Trades to pay you, one of the following procedures *must be followed!*

1. A complete and accurate time slip must be presented to our office with the following information: (1) the company name for whom you worked (2) the job site name and address (3) your name (4) the correct dates (5) the correct hours worked (6) the supervisor's signature.
2. A photo image of the completed time slip may be emailed to our office at etimecards@alltradestemp.com for the Salt Lake office or etime@alltradestemp.com for the Ogden office.
3. Your supervisor can send in your work time via our electronic time slip system.

If you need someone else to pick up your pay check for you, that individual must have a signed note of authorization from you.

6.5 – JOBS CANCELLED DUE TO WEATHER

No pay will be provided to you when a job assignment is cancelled due to weather. If you have questions regarding a cancelled job, please contact All Trades immediately.

6.6 – UNEMPLOYMENT BENEFITS

Failure to report your availability for work upon completion of any job assignment or to advise All Trades of any changes to your work status, address, phone number, or any failure to maintain communication with All Trades regarding acquiring new work assignments may affect your future eligibility for receiving unemployment benefits.

SECTION 7.0 – SAFETY

7.1 – SAFETY 1ST – It is more than a slogan!

All Trades Staffing believes that safety is everyone's responsibility. As such you are required to adhere to all OSHA and job site safety policies and procedures. With the

training, equipment and techniques available today, injuries should be rare. Sadly, they are not! Remember, injuries can last a lifetime and be painful for you AND your family or friends. Injuries can be costly to everyone resulting in lost wages, lost work time, pain, inconvenience, emotional stress and other problems. Injuries can affect an employer's ability to provide better wages and benefits. There are a number of things you can do to help insure safety. Please consider the following as you perform your work for All Trades' customer:

1. Always remember that no job is worth the risk of injury.
2. If you do not know if you can perform a particular task safely, do not do it. Ask your project supervisor if for any reason you do not know what to do regarding a particular task or how to safely perform a particular task. Do not be afraid to ask for help or instructions.
3. Safety starts with awareness. Always stay alert and be aware of any potential dangers around you.
4. When you start a job. Be sure to look over the job site. Pay particular attention to the location of cranes, lifts, and other heavy machinery and take notice of where they are operating. When using ladders, scaffolds, lifts or stairs, do not assume that these items are safe. Take the time to examine them yourself.
5. Pay attention and watch for holes, weak embankments, shoring, rebar and other obstacles on or below ground level.
6. Stay off high objects and away from edges unless you have been properly trained to work above ground and have the proper equipment! More than half of all falls less than 11 feet are fatal!
7. USE THE PROPER SAFETY EQUIPMENT SUCH AS HARD HATS, GLOVES, BOOTS, SAFETY GLASSES AND OTHER ITEMS ISSUED BY YOUR JOB SUPERVISOR.
8. USE THE PROPER EQUIPMENT AND TOOLS FOR THE JOB YOU ARE PERFORMING! KEEP ANY AND ALL GUARDS ON EQUIPMENT AND TOOLS IN PLACE.
9. Know the emergency escape routes and where safety equipment, such as fire extinguishers are located.
10. Be alert to the following: morning frost which may make surfaces slippery, chemical spills, overheating and dehydrating in the afternoon sun, wind-chill factors, dust and other conditions that may change with the season or time of day.

11. FAILURE TO FOLLOW SAFETY PRECAUTIONS MAY RESULT IN DEATH OR PERMANENT INJURY. VIOLATIONS OF SAFETY RULES OR USE OF DRUGS AND/OR ALCOHOL ON THE JOB MAY RESULT IN YOU ASSUMING SOME OR ALL OF THE MEDICAL COST!!!!

12. WE REQUIRE A POST-INCIDENT DRUG AND ALCOHOL TEST.

Safety is for everyone's benefit! Safety is everyone's responsibility. Please do your part!

All Trades will issue you a complete safety manual at the end of your application process.

7.2 – USE OF EQUIPMENT, MACHINERY AND VEHICLES

You are not allowed to operate equipment, machinery, or vehicles which were not included in the job description provided by the customer for each job you are assigned, unless you were previously given express approval by All Trades to do so. If you are asked to operate equipment, machinery or vehicles for which you are not approved, please notify All Trades immediately.

7.3 – ABOVE GROUND AND BELOW SURFACE WORK

You are not allowed to work eight (8) feet or more above ground or two (2) feet or more below ground, unless you were previously given express approval by All Trades to do so. If you are asked to work eight (8) feet or more above ground or two (2) feet or more below ground, please notify All Trades immediately.

SECTION 8.0 – WORK RELATED ACCIDENTS

8.1 – WORKER'S COMPENSATION

All Trades provides workers' compensation in accordance with state law.

8.2 – WHAT TO DO IF YOU ARE INVOLVED IN A WORK RELATED ACCIDENT

In the event that you are involved in a work related accident while you are on a job assignment for an All Trades customer, it is your responsibility to do the following:

1. Notify your supervisor of the incident immediately, no matter how minor.
2. Seek medical treatment with the All Trades designated physician as soon as possible. Call All Trades for the provider's information.

3. All Trades' workers compensation insurance carrier is the Workers Compensation Fund of Utah (WCF).
4. Complete and sign your portion of the employer's FIRST REPORT OF INJURY or ILLNESS FORM.
5. Give your physician the same information you gave All Trades regarding the accident.
6. Sign your name on all the forms the same way it appears on all your All Trades Staffing payroll information.
7. If you receive additional medical services such as x-rays, lab tests or prescriptions, be sure to tell the professional providing these services that you are insured by the WCF.
8. Keep your claims representative informed of your current mailing address and whereabouts. If you have a P.O. Box for a mailing address give the WCF your home address.
9. Remain in the state of Utah and in the treatment of your doctor. If you intend to leave the state, notify the Industrial Commission.
10. Provide all information requested by WCF in a timely fashion.
11. Include your claim number on all correspondence with WCF. This number will be provided to you by WCF. Keep copies of all correspondence to and from WCF.
12. Keep All Trades informed of your progress and when you will be able to return to work.
13. Inform WCF about any changes in your employment status while your claim is open. IT IS A FELONY TO COLLECT WORKERS COMPENSATION BENEFITS THROUGH FRAUDULENT PRETENSES, MISREPRESENTATIONS OR MATERIAL OMISSIONS.

8.3 – ALL TRADES RETURN TO WORK PROGRAM

If you are injured on the job, All Trades will get immediate, appropriate medical attention for you and will attempt to find opportunities for you to return to safe, productive work as soon as medically possible.

Our ultimate goal is to return you to your original job or some comparable job. If you are unable to perform all the tasks of the original job, All Trades will make every effort to provide transitional, alternative, productive work that meets your medical restrictions.

Any employee who is injured on the job site must immediately report the injury to his/her supervisor or an appropriate person in management (i.e. supervisor, foreman, shop manager, shop foreman, human resource department, etc.).

Employee Responsibilities:

1. Making sure that you understand All Trades procedure for reporting work place injuries.
2. Notify a supervisor immediately of any injury. Notify All Trades immediately.
3. You will be required to sign a medical release form.
4. If the doctor restricts you from working completely, call the All Trades Safety/Risk Manager weekly to provide updates of your progress and/or physical therapy schedule.
5. If the doctor releases you to work, inform the All Trades Safety/Risk Manager and coordinate your return to work with the staff at All Trades.
6. If the doctor gives you medical restrictions, follow the doctor's orders. Do not exceed the physical restriction placed upon you by the treating physician!
7. You will be required to provide All Trades Staffing with an alternative work agreement listing your restrictions.

VIOLATION OF THIS POLICY WILL AFFECT YOUR ABILITY TO BE COMPENSATED FOR YOUR INJURY.

A complete copy of the RETURN TO WORK policy may be obtained upon written request to All Trade Staffing.

SECTION 9.0 – LIST OF IHC WORKMED LOCATIONS

If you are injured on any job you are assigned and the injury is a non-life threatening injury, All Trades requires you to go to the nearest WorkMed facility. YOU MUST USE THE ALL TRADES' MEDICAL PROVIDERS.

9.1 – DAVIS AND WEBER COUNTY PROVIDERS

IHC WorkMed (Ogden)
1335 West Hinckley Drive
Ogden, Utah 84401
(801) 387-6150

IHC WorkMed (Layton)
2075 University park Blvd.
Layton, Utah 84041
(801) 776-4444

IHC Health Core Center (Layton)
(801)779-6200

9.2 – SALT LAKE COUNTY PROVIDERS

IHC WorkMed (Salt Lake City)
1685 West 2200 South
Salt Lake City, Utah 84119
(801) 972-8850

IHC WorkMed (Murray)
201 East 5900 South, Ste. 100
Murray, Utah 84107
(801) 288-4900

9.3 – UTAH COUNTY PROVIDERS

IHC WorkMed (Orem)
830 North 930 West
Orem, Utah 84057
(801) 724-4000

IHC WorkMed (Springville)
385 South 400 East
Springville, Utah 84663
(801) 491-6400

SECTION 10.0 – ETHICAL STANDARDS AND PERSONAL BEHAVIOR

Failure to adhere to and follow these policies may result in your termination or other disciplinary action. As with all information contained in this employee handbook, it is your responsibility to know, understand and follow these policies.

10.1 – JOB ACCEPTANCE

You are not required to accept any work that is offered to you by All Trades. Please do not accept any assignment from All Trades that you do not want, that you cannot commit to, or that you are not capable of performing. It does not affect your status with All Trades to refuse an assignment. Once you accept a job assignment, you become part of a team and others are depending on you. In particular, our customers are depending on you to be at the job assignment, on time, ready to perform and complete your assignment without delay. If you do not want to return to a job assignment, you must inform All Trades the night before your next scheduled work day. If you are not satisfied with an assignment or are having problems with the assignment, please discuss this with the All Trades staff.

10.2 – USE OF COMPANY PHONES, COMPUTERS, INTERNET & EMAIL

Employees should generally not use All Trade's phones, computers, internet and email for personal use. All Trades reserves the right to access and read any and all information contained in company computers, computer files, cell phones, email

messages, messages, or voice mail messages. Please note that employees should have no expectation of privacy when using All Trades' phones, computers, internet or email. Employees will be in violation of All Trades' discrimination and harassment policy if they send, receive, or access discriminatory, harassing, or otherwise inappropriate emails or voicemails.

Employees are not permitted to use phones or other hand-held devices while driving for All Trades, except that employees may utilize technology to speak on the phone via a hands-free device, provided they can do so safely and without violating federal, state, and local laws.

10.3 - USE OF PERSONAL ELECTRONIC DEVICES

You may not use personal electronic devices including, but not limited to, cell phones, mp3 players, tablets, iPads or iPods while you are working on any job assignment. The only time it is acceptable to use these devices is during your scheduled breaks and lunchtime.

10.4 - DIRECT HIRING OF EMPLOYEE BY ALL TRADES' CUSTOMERS

In the event that an All Trades' customer desires to hire you to work directly for them, you must work a minimum of 400 hours for All Trades before you may begin your employment directly with the All Trades' customer.

10.5 - ABSENCE AND TARDINESS

If you will be absent or late to any assignment, you must notify All Trades at least sixty (60) minutes prior to your designated start time. Failure to do so will result in your being paid minimum wage on the next pay check. You can leave a message on the All Trades phone system 24 hours a day.

10.6 - EMPLOYEE AVAILABILITY FOR WORK

It is your responsibility to notify us of your availability for work and any changes to your work availability. It is also your responsibility to notify us as soon as possible of any changes to your phone numbers, addresses, emergency contacts, transportation, and acquisition of new skills or tools, and completion of assignments.

10.7 - DRESS CODE

Every job assignment requires All Trades' minimum dress code which consists of: long pants, shirts with sleeves, work boots, gloves, safety glasses, a safety vest, and a hard hat. Some assignments may require additional clothing. Any change to this minimum dress code for a particular assignment will be communicated directly to you by All Trades' staff.

10.8 – SOCIAL MEDIA

All Trades respects the right of its employees to use and participate in social media sites as a valuable means of sharing and communicating. Social media sites include, but are not limited to, Facebook, Twitter, LinkedIn, YouTube, Vine, Instagram, Snapchat, and any blog. The purpose of these guidelines is to ensure procedures are in place to minimize the business, legal, and personal risks that may arise from participation on social media sites and protect the privacy and safety of our employees and customers. These guidelines are not intended to restrict useful and appropriate information. All Trades social media policy specifically does not apply to employees engaging in any protected concerted activity or protected and lawful activity.

Any employee who makes a public comment that violates All Trades' policies regarding customers (including citing customer names or using customer photographs or images), employees, or All Trades that is not otherwise protected by law may be subject to corrective action, which may include termination of employment.

You may not post the confidential or proprietary information of All Trades. Additionally, you may not post the confidential or proprietary information of All Trades' customers.

Employees who choose to create their own personal website or social media sites (such as personal blogs, wikis, and social networks), which may only occur during non-work time and on non-work systems and equipment, must take care not to imply that their sites are endorsed or approved by All Trades. If you chose to create a personal site or to post content on an external social media site that is not related to All Trades, its offices, services, customers, employees, or competitors, please take the following actions.

- Create an email alias that does not identify your or your status as an All Trades employee – this will protect you as well as All Trades.

- Do not use any All Trades logo or other “brand” identifying elements because these might imply that the site is endorsed by All Trades and that content reflects the values of All Trades.
- Do not use your company email address if you are issued such an email address.

Please note that contributing to public forums in the name of, representing, or on behalf of All Trades, its customers, or its employees is restricted to approved All Trades personnel only.

These policies and procedures may be changed, modified or added to at any time and without prior notification. All Trades will do its best to notify all employees of any changes and encourages employees to utilize our website – www.alltradestemp.com to keep up with various changes in operation, policies, procedures, safety regulations, and helpful tips.