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Purpose of a handbook

- Inform
- Set expectations
- Convey consistency and fairness
Employment at will

- At the beginning
- In disciplinary section
- In Acknowledgment of Receipt
EEO

- General statement
- ADA
- Non-retaliation
- Anti-harassment
Policy against Harassment

- Company’s view
- Prohibited behaviors
- Process for reporting complaints
- [Internal training for persons who are tasked with investigating complaints]
- Discipline
- Non-retaliation
Timekeeping and Compensation

- Timekeeping procedure
- Span of reporting period, payday
- Safe harbor
Workplace expectations

- Confidentiality
- Ethics
- Use of Company Equipment
- Social Media

**FEMALES**
- Business suit with blouse
- Business pantsuit with blouse
- Skirt or dress slacks with blouse or sweater
- Business dress
- Capris or gauchos with coordinating jacket/suit, worn below the knee
- Dress shoes

**MALES**
- Business suit with collar dress shirt and necktie
- Sport coat, dress slacks, collar shirt, and necktie
- Dress slacks, collar shirt, and necktie
- Banded collar shirt may be worn only if sport coat or business suit is worn
- Dress shoes and socks
Confidentiality
Ethics

the time is always right to do what is right.

martin luther king
Use of agency equipment
Social media
Safety First
Drug testing

This is a Drug-Free Workplace!

We Conduct Drug Testing

- Pre-employment
- Random Testing
- Post-Accident
- Return to work
Weapons

CONCEALED WEAPONS PERMIT

Permit #: 7547219
Issue Date: 7/19/2008
Expiration Date: 7/19/2013

Race: A
Sex: M
Height: 5'8
Weight: 180
Hair: BLK
Eyes: BLK
DOB: 7/3/1977

I HEREBY CERTIFY THAT THE PERSON DESCRIBED HEREON HAS BEEN GRANTED THE PRIVILEGE OF CARRYING A CONCEALED WEAPON IN COMPLIANCE WITH ARIZONA REVISED STATUTE 13-3112.

Director, Arizona Department of Public Safety
Material Safety Data Sheet
Quinine MSDS

Section 1: Chemical Product and Company Identification
Product Name: Quinine
Catalog Code: SLQ1054
CAS#: 130-95-0
RTECS: VA400000
TSCA: TSCA (b) inventory: Quinine
CMT: Not available.

Contact Information:
Sciencelab.com, Inc.
14025 Smith Rd.
Houston, Texas 77306
US Sales: 1-800-901-7247
International Sales: 1-281-441-4400
Order Online: ScienceLab.com
CHEMTREC (24HR Emergency Telephone), call:
1-800-424-9300
International CHEMTREC, call: 1-703-527-3887
For non-emergency assistance, call: 1-281-441-4400

Section 2: Composition and Information on Ingredients
Composition:

Name | CAS # | % by Weight
--- | --- | ---
Quinine | | |

Section 3: Hazards Identification
Potential Acute Health Effects:
Very hazardous in case of ingestion. Slightly hazardous in case of skin contact (irritant), of eye contact (irritant), or inhalation.

Potential Chronic Health Effects:
Very hazardous in case of skin contact (irritant), of eye contact (irritant), or inhalation.

First Aid Measures
Eye Contact: Immediately flush eyes with running water for at least 15 minutes, keeping eyelids open. Cold water may be used.

Section 4: First Aid Measures
Acknowledgment of Receipt

Receipt of Employee Handbook

I, the undersigned, understand that the Employee Handbook describes important information regarding employment at ____________. I understand that I should contact my Human Resources representative with any questions that I may have that are not answered by the Employee Handbook.

Furthermore, I understand that the information, policies, and benefits outlined in the Employee Handbook are subject to periodic change. I also acknowledge that this will cause necessary periodic revisions to be made to the Employee Handbook. I understand that any revised information may supersede, modify, or could even eliminate existing policies.

I acknowledge that this Employee Handbook is not a contract of employment, and that it is not a legally binding document. It is rather, a simple acknowledgement that I have received the Employee Handbook, and that I need to take the time to actually read and understand the information that it contains. Furthermore, I understand that it is my responsibility to understand, and comply with the policies that it contains, as well as any revisions that are made to it in the future.

__________________________________________
Employee’s Printed Name

__________________________________________
Employee’s Signature

______________
Date Signed
KEEP CALM AND READ THE HANDBOOK
Questions?

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