

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK

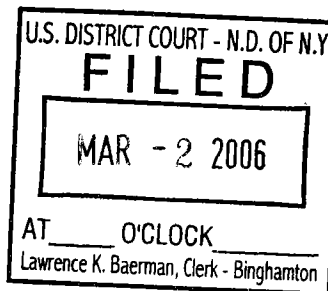
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EQUAL EMPLOYMENT OPPORTUNITY
COMMISSION,

PLAINTIFF,

v.

LABOR READY,

DEFENDANT.
-----X



CIVIL ACTION NO.

05-CV-0645 (TJM) (DEP)

CONSENT DECREE

This cause of action was initiated on March 31, 2005, by the United States Equal Employment Opportunity Commission ("EEOC") alleging that Labor Ready, Inc. ("Labor Ready" or "Defendant") engaged in unlawful employment practices on the basis of sex, in violation of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e et seq. ("Title VII"). The EEOC alleged that Labor Ready discriminated against Kimberly Latorrey (now Demchak) ("Demchak") by not promoting her to a Branch Manager's position because of her sex, female.

The Parties hereto desire to settle this action, and therefore do hereby stipulate and consent to the entry of this Decree as final and binding between the Parties and their successors or assigns. Labor Ready denies that it engaged in any unlawful employment practices as alleged by the Commission or that it otherwise violated Title VII.

This Decree resolves all matters related to Civil Action 05-CV-0645 (TJM) (DEP), now pending in the United States District Court for the Northern District of New York. The Parties agree that this Decree may be entered into without Findings of Fact and Conclusions of Law being made and entered by the Court. No waiver, modification or amendment of any provision of this Consent Decree shall be effective unless made in writing, approved by all

Parties to this Consent Decree and approved or ordered by the Court. No representations or inducements to compromise this action have been made other than those recited or referenced in this Consent Decree.

In consideration of the mutual promises and agreements contained in this Decree, the sufficiency of which is hereby acknowledged, the Parties agree as follows, the Court finds appropriate, and it is therefore **ORDERED, ADJUDGED AND AGREED THAT:**

1. This Consent Decree resolves all issues raised in EEOC Charge Number 165-2003-00528 and all issues that were raised in the Complaint filed by EEOC. The Decree does not resolve any other charge of discrimination currently pending before the EEOC against Labor Ready, or any charge that may be filed in the future against Labor Ready.
2. The Parties agree and the Court finds that this Court has jurisdiction over the subject matter of this action and the Parties to this action, that venue is proper, and that all administrative prerequisites have been met. No party shall contest the validity of this Decree or the jurisdiction of the federal district court to enforce this Decree and its terms.
3. This Decree is issued with the consent of the Parties.
4. This Consent Decree, being entered into with the consent of the parties for purposes of settlement, shall not constitute an adjudication on the merits of this lawsuit and shall not be construed as an admission by Defendant of any violation of Title VII or any executive order, law, rule or regulation dealing with or in connection with discrimination, harassment, or retaliation in employment over which the EEOC has jurisdiction.
5. ~~This Consent Decree constitutes the complete agreement between the~~
EEOC and Labor Ready with respect to the matters referred to herein. No waiver, modification or amendment of any provision of this Consent Decree shall be effective unless made in writing, approved by all Parties to this Decree and approved or ordered by the Court.

6. In settlement of this dispute, Labor Ready shall pay to Kimberly Demchak Eighteen Thousand Seven Hundred and Fifty Dollars and no cents (\$18,750.00) in backpay damages, and Eighteen Thousand Seven Hundred and Fifty Dollars and no cents (\$18,750.00) in compensatory damages.

(a) The backpay amount of Eighteen Thousand Seven Hundred and Fifty Dollars and no cents (\$18,750.00) shall be reduced only by any applicable deductions for the employee's portion of FICA and by applicable federal and state income tax withholdings related to the payment of employees' wages. In addition, Labor Ready will be responsible for the employer contributions to FICA and for all taxes and deductions regularly paid by employers.

(b) As the Parties agree that an amount of Eighteen Thousand Seven Hundred and Fifty Dollars and no cents (\$18,750.00) represents compensatory damages under Title VII, Labor Ready is not required to withhold taxes or to make any employer contributions for FICA. Labor Ready will issue a Form 1099 for this amount.

(c) Labor Ready will make such payments within thirty (30) days after receiving notice of the Court's entry of this Consent Decree, or Demchak's execution of a separate Settlement Agreement and Release, whichever occurs later, Defendant shall deliver to Ms. Demchak, by United States Postal Service, certified mail return receipt requested, separate business checks for each of the amounts set forth in paragraphs 5(a), (b), and (c) above, as well as the required statement of all payments and deductions and 1099's. Labor Ready shall, at the same time it makes said payments, mail to counsel for the EEOC in the instant lawsuit, by United States Postal Service, certified mail return receipt requested, copies of the checks and check stubs, which shall show the applicable deductions.

(d) Kimberly Demchak shall address all requests for a reference or employment verification to the Employee Services Department (1-800-610-8920 x8511), who shall provide a neutral reference confirming Demchak's dates of employment and last position held of CSR II.

(e) Labor Ready agrees to pay \$600 to Ms. Demchak to consult with counsel regarding the Release Agreement between Labor Ready and Ms. Demchak. However, no such Release Agreement shall prevent Ms. Demchak from cooperating in any way with the EEOC.

7. Labor Ready shall ensure that EEO posters pertaining to laws prohibiting discrimination and sexual harassment are posted in conspicuous places where employee notices are usually placed in all of its locations in accordance with 29 C.F.R. 1601.30. This shall remain in place for the duration of this Decree.

8. Within seven (7) days following the effective date of this Consent Decree, Labor Ready agrees to post a remedial Notice in conspicuous places where employee notices are usually placed at its Binghamton office specifying the terms and conditions of the settlement of this case, in the form attached as Exhibit A.

9. Neither Labor Ready nor its managers, officers, agents, successors, or assigns will discriminate against any individual because of the individual's sex, or retaliate against any individual for participating in this matter in any way, for assisting or providing information to the EEOC, or for asserting his or her rights under Title VII. Labor Ready further agrees that it will not discriminate against any individual because of the individual's sex in regard to promotion.

10. Within one (1) year of the date of this Decree, Labor Ready will require all supervisory personnel and all employees in the Northeast Pa District to take, or re-take, Labor

Ready's Human Resources anti-discrimination training. In addition, within one (1) year of the date of this Decree, Labor Ready will also provide one (1) to two (2) hours of sex discrimination training with a focus on promoting and retraining female employees for supervisory positions within the Northeast Pa District at Labor Ready. Within thirteen (13) months of this Decree, Labor Ready will provide a sworn statement to the undersigned counsel for the EEOC that all such training has taken place.

11. Labor Ready will utilize the anti-discrimination policy in the form appended as Exhibit B, which shall be reviewed by all its employees in the course of Labor Ready's anti-discrimination training.

12. The effective date of this Decree shall be its date of entry as an order of the Court.

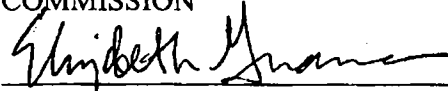
13. This Decree will remain in effect for two (2) years from the date it is signed by the Court.

14. Nothing in this Decree shall be construed to preclude the EEOC from enforcing this Decree in the event that Labor Ready fails to perform the promises and representations contained herein. The Court shall retain jurisdiction over any such enforcement proceedings during the duration of this Consent Decree.

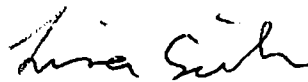
15. The Parties agree to bear their own attorneys' fees and costs associated with this case.

SO ORDERED, ADJUDGED AND AGREED this 23rd day of Feb 2006.

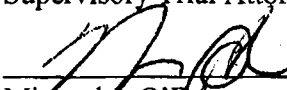
EQUAL EMPLOYMENT OPPORTUNITY
COMMISSION



Elizabeth Grossman
Regional Attorney



Lisa Sirkin
Supervisory Trial Attorney



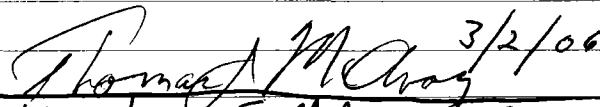
Michael J. O'Brien
Senior Trial Attorney

New York District Office
33 Whitehall Street, 5th Floor
New York, NY 10004-2112
Phone: (212) 336-3694
Fax:: (212) 336-3623

LABOR READY INDUSTRIES, INC. ("LABOR READY")



Eric C. de los Santos
Corporate Attorney



3/2/06
Hon. Thomas J. McAvoy, SP5DJ

EXHIBIT A



**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
New York District Office**

**33 Whitehall Street, 11th Floor
New York, New York 10004-2112
Telephone: (212) 336-3620
TDD: (212) 336-3622
General FAX: (212) 336-3625**

NOTICE TO EMPLOYEES OF LABOR READY

This notice is being posted pursuant to a Consent Decree entered into between Labor Ready and the United States Equal Employment Opportunity Commission ("EEOC"), in resolution of Case No. 05-CV-0645 filed in the Northern District of New York. In that lawsuit, EEOC alleged that Labor Ready violated Title VII of the Civil Rights Act of 1964, as amended, by failing to promote a female employee because of her sex.

Federal law and the Consent Decree prohibit discrimination against any individual because of his or her sex in any and all aspects of the employment relationship, such as pay, promotion, assignments, hours, and any other terms, conditions or privileges of employment.

Federal law also prohibits retaliation against any individual by an employer because the individual complains of discrimination, cooperates with the government's investigation of a charge of discrimination, participates as a witness or potential witness in litigation, or otherwise exercises his or her rights under the law.

Should you have any complaints of discrimination, you may contact the

**Equal Employment Opportunity Commission
6 Fountain Plaza, Suite 350
Buffalo, New York 14202
(800) 669-4000**

**THIS IS AN OFFICIAL NOTICE
AND SHALL NOT BE DEFACED BY ANYONE**

This notice must remain posted until two (2) years from the date of posting and may not be altered, defaced or covered by any other material.

EXHIBIT B

► **EQUAL EMPLOYMENT OPPORTUNITY**

Labor Ready is committed to providing equal employment opportunity for all persons regardless of race, color, gender, creed, religion, age, marital or family status, national origin, citizenship, mental or physical disabilities, veteran status, ancestry, citizenship, HIV or AIDS, sexual orientation, on-the-job-injuries, or the assertion of any other legally enforceable rights.

Equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, termination, working conditions, compensation, benefits, and other terms and conditions of employment.

Labor Ready complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of illegal harassment/discrimination, including sexual harassment. Labor Ready considers illegal harassment/discrimination in all forms to be a serious offense.

Employees who believe that they have been subject to prohibited discrimination or harassment should immediately report the incident to the Labor Ready CareLine toll free at (888) 843-4360, or any member of Labor Ready management.

For the complete harassment/discrimination reporting policy, see page 13 of this handbook.

Labor Ready ensures that employees following this complaint procedure are protected against illegal retaliation.

Generally, any reported violations of EEO law or this policy are investigated. Employees found to have engaged in discriminatory conduct or harassment may be subject to immediate disciplinary action, up to and including possible termination.

▶ **AMERICANS WITH DISABILITIES ACT**

Labor Ready offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but are still able to perform the essential functions of the job, with or without reasonable accommodation.

Reasonable accommodation may be available to employees and applicants, as long as the accommodation does not cause undue hardship on the organization.

Individuals who may have a disability should discuss their need for possible accommodation with their supervisor, manager or the Human Resource Department. You may be asked to have your doctor assist us in determining reasonable accommodations.

▶ **HARASSMENT/DISCRIMINATION**

Labor Ready will not tolerate conduct by any employee (or non employee) that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile working environment based upon their membership in a protected class.

We want to maintain a working environment free from all forms of harassment, whether based upon race, gender, color, religion, ancestry, national origin, age, marital or family status, veteran status, physical or mental disabilities, on-the-job injuries, citizenship, HIV or AIDS, sexual orientation or the assertion of any other legally enforceable rights.

Behavior such as telling ethnic jokes, making religious slurs, using offensive "slang" or other derogatory terms denoting a person's race, age, national origin, disability, or mimicking one's speech, accent or disability, are examples of prohibited conduct and will not be tolerated in our organization. Retaliating against or harassing individuals by making derogatory comments regarding protected statuses or characteristics and any other words or conduct that might create a hostile or offensive working atmosphere are also prohibited.

While all forms of harassment are prohibited, it is our policy to emphasize that sexual harassment is specifically prohibited. The following may be considered examples of sexual harassment:

If submission to the conduct is in any way deemed to be a term or condition of employment; if submission to, or rejection of, the conduct is used as the basis for any employment-related decisions; if the conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.

Sexual harassment may consist of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes or innuendo; nude, profane, or obscene cartoons, drawings or photographs; whistling, staring, inappropriate touching, hugging or kissing is strictly prohibited and are not tolerated at Labor Ready. Men and woman can be subjected to sexual harassment and the harasser does not have to be of the opposite gender.

Each employee has a responsibility to maintain the workplace free from any form of sexual harassment. No manager/supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexually harassing conduct in the workplace, whether committed by managers/supervisors, non-managerial employees or outside individuals (vendors, customers, etc.) is prohibited.

This policy covers conduct in the workplace, at social functions sponsored by the organization (such as holiday dinners, picnics, sporting events, etc.), and business functions (such as conventions, trade shows, etc.).

► **HARASSMENT/DISCRIMINATION REPORTING PROCEDURE**

Labor Ready does not tolerate harassment or discrimination:

- By anyone in a Labor Ready Branch, including per-diem or temporary employees;
- By another Labor Ready employee, supervisor or manager,
- By anyone at a customer's job site or any of our customer's employees, supervisors or managers;
- By filling a customer's order; or
- By making dispatch or employment decisions.

Employees are required to immediately report any harassment or discrimination to the Labor Ready CareLine (toll free) at 888-843-4360 or any member of Labor Ready management.

Employees are required to report harassment or discrimination when:

- Any employee believes that he/she has suffered harassment or discrimination;
- Any employee (including per-diem or temporary workers) reports harassment or discrimination to you;
- Any employee (including per-diem or temporary workers) reports that they witnessed another employee being harassed or discriminated against;
- If a customer makes a discriminatory request; or
- Any employee believes that he/she has suffered illegal retaliation for reporting harassment or discrimination.

Labor Ready has a policy of ensuring that employees who report harassment or discrimination will not be subject to illegal retaliation. However, intentionally false reports may subject the employee to disciplinary action. Any employee who believes that he or she is being retaliated against for reporting harassment or discrimination should immediately report the retaliation following the above reporting procedures.

Labor Ready also makes a reasonable effort to keep the report confidential and tells others only on a "need to know" basis.

Labor Ready treats each report on a case-by-case basis, but we generally conduct an investigation into the report and take prompt and corrective action if needed to stop the harassment or discrimination.

► **EMPLOYEE ACKNOWLEDGMENT FORM**

The Employee Handbook is designed to provide important information about this organization. I accept responsibility for familiarizing myself with the information in this Handbook and will seek guidance, verification, or clarification of its terms where necessary.

I acknowledge that the management of Labor Ready reserves the right, to change, revise or eliminate any of the policies and/or benefits described in this Handbook. I also understand that I will be notified of any future changes made by Labor Ready with respect to its policies, procedures, or programs and that any future changes will supersede, modify, or eliminate the policies, procedures, or programs outlined in this Handbook.

I understand that the mention of a range of possible disciplinary action for specific types of misconduct is for purposes of illustration only and does not constitute a contract or a promise of specific treatment in any specific situation.

I understand that Labor Ready is committed to a harassment-free workplace, and therefore has a "no-tolerance" policy when it comes to harassment based on any protected status. I have read and I understand the harassment and/discrimination reporting procedure.

IMPORTANT!	<u>AT-WILL STATEMENT</u>	IMPORTANT!
<p>I acknowledge that this Handbook is neither a contract of employment nor a legal document and nothing in the Handbook creates an express or implied contract of employment. I acknowledge that my employment with Labor Ready is an "at-will" relationship that has no specific duration. This means that I can resign my employment at any time, with or without reason or advance notice, and that Labor Ready has the right to terminate my employment at any time, with or without reason or advance notice.</p>		

With my signature below, I acknowledge that I have received the Handbook, and that it is my responsibility to read and understand the policies contained in this Handbook and any future revisions made to it. I also acknowledge that I have read Labor Ready's vacation policy and I authorize Labor Ready the deduction of any advanced vacation time from my final paycheck, if any. Fax to: 877-877-9608.

Employee Signature Date Employee's Name (Typed or Printed)



My LaborReady

- Contact Info
- Commissions
- Branch Ops Manual
- Captura Expense
- Ceridian Expense
- Conduct & Ethics
- Credit Requests
- Employee Handbook
- External Links
- Health Plan Documents
- Mission & Values
- My Information
- [8] Online Training
- Order Supplies
- Spirit of Excellence
- Suggestion Box
- Tax Forms
- Time Clock
- Workers' Comp. Manuals - Silver Plume



employer of choice

2006 Goal
Sustained Company Growth
2006 Key Initiatives
1. Customer Growth
2. Employee Growth
3. Temporary Worker Growth

Good Morning! Thursday, February 2
 User: Dani Cova [Lc]

Departments Information Tools News

► Code of Business Conduct and Ethics

Click Here to view a printable copy.

Conduct and Ethics

The Board of Directors of Labor Ready, Inc. has adopted this Code of Business Conduct and Ethics for all directors, officers and employees of Labor Ready, Inc. and its subsidiaries and affiliates.

While there cannot be a specific rule for every situation we may encounter in our workday, the Company has adopted this Code to provide a basic guideline for business conduct. This Code supplements, but does not replace, the Labor Ready Employee Handbook. Employees are all expected to be familiar with and comply with the Company's various policies and procedures, and meet the highest ethical standards in all of our business dealings.

Each of us has an obligation not only to abide by this Code, but also to report any violations to the Employee Careline (toll free(888-843-4360) or to the Company's General Counsel.

Conflicts of Interest Ⓢ

Employees must always conduct business free of actual or potential conflicts of interest. A "conflict of interest" occurs when an individual's private interests interfere in any way – or ever appears to interfere – with the interests of the Company as a whole. A conflict situation can arise when an employee takes actions or has interests that may make it difficult to perform his or her work for the Company objectively and effectively. Conflicts may arise when an employee or an employee's family member receives improper personal benefits as a result of the employee's position with the Company.

Corporate Opportunities & Duty of Loyalty Ⓢ

Each employee has a duty of loyalty to the Company. This means that we will promote the Company's legitimate interests wherever we see the opportunity. Employees should not compete with the Company, use their position or the Company's name, property, information or goodwill for personal gain or for the gain of others, or take for themselves personal opportunities discovered by virtue of their employment.

Fraud, Theft or Dishonesty Ⓢ

Acts of fraud, theft, dishonesty, embezzlement, misappropriation or falsification will not be tolerated and will be reported to the applicable law enforcement agency.

Accepting or Giving Gifts Ⓢ

Avoid activities or relationships that create an appearance of impropriety, such as:

- Accepting gifts of more than nominal value, or entertainment that is more than a routine social amenity.
- Accepting or soliciting a gift or favor that is intended, or might appear, to influence one decisions.
- Offering or paying, directly or indirectly, any "bribe" or "kickback" or other payment of anything of value to any person for the purpose of influencing, obtaining or rewarding

any favorable action.

Insider Trading Ⓢ

Insider trading is illegal and unethical. Generally, insider trading means that directors, employees and their family members may not trade Labor Ready stock based upon material, non-public information.

Material, non-public information means (a) there is a substantial likelihood that a reasonable investor would consider the information important in deciding whether to buy or sell stock, and (b) the general public has not been made aware of the information. Chances are, if a person learns something that leads them to want to buy or sell stock, the information will be considered material. Some examples of material information include: annual or quarterly financial results, change in earnings projections, unexpected or unusual gains or losses in major operations, significant changes in prices, customers or suppliers, major developments in litigation or regulatory matters and significant management changes.

Other prohibited activities include:

- Providing material, non-public information to family members, friends, former co-workers or other acquaintances ("tipping").
- Trading company stock in violation of blackout period restrictions.
- Posting any information about the Company on Internet bulletin boards or chat rooms.
- Assisting another who is engaged in any such activities.

Be aware that this policy not only applies to you, but also to your family members. You should inform them of this policy. Violations will not be tolerated and may result in termination of employment as well as civil and criminal liability.

Compliance with Laws, Regulations and Rules Ⓢ

Employees are expected to obey and comply with all applicable laws and regulations that impact our business, including laws governing employment, immigration, labor relations, safety, securities and corporate governance. In addition, all employees are expected to be familiar with and comply with the Company's various policies and procedures.

Fair Dealing Ⓢ

Each employee is expected to deal fairly with the Company's customers, suppliers, competitors and other employees. An employee should not take unfair advantage of anyone through manipulation, concealment, abuse of confidential information, falsification, misrepresentation or material facts or any other unfair dealing practice.

Protection & Proper Use of Company Assets Ⓢ

It is important to protect and ensure the efficient use of the Company's assets and facilities, which should only be used for conducting legitimate Company business. Carelessness and waste of Company assets have a direct impact on our profitability and must be avoided.

Political Participation & Contributions Ⓢ

All employees are encouraged to participate in our political system by voting, speaking out on public issues, and becoming active in civic and political activities. However, employees should not make any direct or indirect contribution of cash, services or other property on behalf of the Company to any candidate for public office, or to any political party or other political organization, except as provided by Company policy and the Labor Ready Political Action Committee.

Confidentiality Ⓞ

Employees must keep any non-public proprietary information confidential. Examples of such proprietary information include such things as: customer or prospect lists; cost, price, billing or profit information and methodology; customer service and supply preferences or requirements contracts; and employee information.

All materials, products, designs, plans, ideas, and data developed in the course of employer are the property of the Company and should never be given to an outside firm or individual without the appropriate authorization.

Accounting & Recordkeeping Ⓞ

It is our policy to fully and fairly disclose the Company's financial condition in compliance with applicable accounting principles and regulations. Many employees of the Company, not just accountants and controllers, participate in the financial control and reporting processes of the Company. If you have any responsibility for any aspect of the Company's record keeping or the preparation of the Company's financial statements or other reports, you must see to it that complete and accurate books and records are maintained.

No employee may subvert the Company's established systems of internal accounting controls maintain funds or assets for any illegal or improper purposes or make false or misleading statements in any Company documents, reports or records. No undisclosed or unrecorded accounts may be established using the Company's funds or other assets.

All accounting records and the financial reports produced from those records must be kept and presented in accordance with applicable law, must accurately and fairly reflect in reasonable detail the Company's assets, liabilities, revenues and expenses, and must be in accordance with generally accepted accounting principles. All transactions must be supported by accurate and reasonably detailed documentation, and recorded in the proper account and accounting time period. To the extent that estimates are necessary, they must be based on good faith judgment and supported by appropriate documentation. No payment or the related accounting entry may be approved or made with the intention or understanding that any part of the payment will be used for any purpose other than that described by the document supporting the entry or payment.

If you receive inquiries from the Company's internal auditors or independent accountants, you must respond promptly, fully and accurately. If you have any questions, concerns or complaints about accounting or auditing matters, contact Labor Ready's General Counsel. Your complaint will be forwarded to the Audit Committee of the Board of Directors. To the extent practical, the identity of anyone who reports a suspected violation or who participates in the investigation will be kept confidential.

Employee Health & Safety Ⓞ

Labor Ready's motto is "When in doubt - Safety wins out!" We believe that no job is so important and no service is so urgent, that we cannot take time to ensure the work is performed as safely as possible. It is our policy to prevent accidents and comply with applicable safety regulations. If accidents do occur, we are committed to helping our injured employees return to productive work.

Our company has adopted an Injury and Illness Prevention Program that establishes guidelines for each of us to ensure a safe and healthy workplace for all employees. Every member of the Labor Ready team must commit to the success of our safety program, and be responsible for creating a climate in which everyone shares a concern for the safety of themselves and their co-workers.

Harassment or Discrimination Ⓢ

We want to maintain a working environment free from all forms of harassment, whether based upon race, gender, color, religion, ancestry, national origin, age, marital or family status, veteran status, physical or mental disabilities, on-the-job injuries, citizenship, HIV or AIDS, sexual orientation, union affiliation or the assertion of any other legally enforceable rights.

Labor Ready does not tolerate harassment or discrimination:

- By anyone in a Labor Ready branch, including temporary employees;
- By another Labor Ready employee, supervisor or manager,
- By anyone at a customer's job site or any of our customers' employees, supervisors or managers;
- By filling a customer's order; or
- In making dispatch or employment decisions.

Employees are required to immediately report harassment or discrimination to the Labor Ready CareLine (toll-free at 888-843-4360) when:

- Any employee believes that he or she has suffered harassment or discrimination;
- Any employee (including temporary workers) reports harassment or discrimination; or
- A customer makes a discriminatory request.

Retaliation against anyone who, in good faith, reports a possible violation of any law or Company policy is expressly forbidden.

Compliance with the Code of Conduct Ⓢ

All employees have a responsibility to understand and follow this Code of Business Conduct and Ethics. In addition, all employees are expected to perform their work with honesty and integrity in any areas not specifically addressed by this Code. This Code supplements, but does not replace, the Labor Ready Employee Handbook. A violation of this Code may result in appropriate disciplinary action including the possible termination of employment.

The Company strongly encourages dialogue among employees and their supervisors to make everyone aware of situations that give rise to ethical questions and to articulate acceptable ways of handling those situations. In addition, each officer and supervisor has an obligation to annually certify that he or she has reviewed this Code with his or her subordinates, and every employee must certify that he or she has read this Code and to the best of his or her knowledge is in compliance with all its provisions.

The Board of Directors of Labor Ready, Inc. has the exclusive responsibility for the final interpretation of this Code. This Code may be revised at any time by the Board of Directors.

Reporting Suspected Non-compliance Ⓢ

Notification of Complaint – Information about violations of this Code must be immediately reported to the Employee CareLine (toll free 888-843-4360) or to the General Counsel, as appropriate. Failure to report a violation is itself a violation of this Code.

Investigation - Reports of violations will be investigated as appropriate. Employees are expected to cooperate in the investigation of reported violations.

Confidentiality - To the extent practical and appropriate under the circumstances to protect the privacy of the persons involved, the identity of anyone who reports a suspected violation or participates in an investigation will be kept confidential.

Protection Against Retaliation - Retaliation in any form against an individual who in good faith reports a violation of this Code of Conduct or of law, even if the report is mistaken, or who assists in the investigation of a reported violation, is itself a serious violation of this policy. Acts of retaliation should be reported immediately and will be disciplined appropriately.

Waiver - The provisions of this Code may only be waived by the President & Chief Executive Officer of Labor Ready, Inc. or, in the case of corporate and subsidiary directors and employees, by the Labor Ready, Inc. Board of Directors. Waivers shall be reported to the Board of Directors no later than its next meeting.

Acknowledgment 

Please indicate that you have received, read and will abide by this statement of policy by signing your name and dating the attached acknowledgment and returning it promptly to your supervisor.

I certify that I have received and read and will abide by the Labor Ready Code of Business Conduct and Ethics distributed to me on _____ 20_____

(signature)

(print your name)

(date)

LABOR READY
Comments | All Rights Reserved

INFO READY

Careers

Locations

Forms

Email

XVII. Harassment and Discrimination

Labor Ready does not tolerate workplace harassment or discrimination in our branches, at our headquarters, in dispatch or at a customer's job site. Harassment and discrimination violates an individual's fundamental rights and personal dignity. Harassment and discrimination undermines Labor Ready's deep commitment to our system, which is based on merit, intellectual excellence and job performance. Labor Ready considers discrimination and harassment in all forms to be a serious offense.

Sexual Harassment, Harassment and Discrimination

"Discrimination" can be a making a job related decision based on a person's:

- Race
- Color
- National Origin
- Citizenship
- Gender
- Sexual Orientation
- Marital or Family Status
- Pregnancy
- Disability
- HIV Status
- Weight
- Religion
- Age
- Veteran's Status
- Making a complaint of discrimination or participating in an investigation
- Or any other protected class

"Discrimination in Dispatch" can include filling a customer's order based upon any of the above categories. For example, a customer request for "men only" or "English speaking-only" can be discriminatory. It can also be discriminatory for a dissatisfied customer to send a temporary employee back to Labor Ready or to give less favorable job assignments to employees based upon the above categories.

"Harassment" can be unwanted and offensive conduct, based on any of the above categories, that causes an intimidating or hostile working environment.

"Sexual Harassment" can be sexually oriented conduct that interferes with job performance or makes an intimidating or hostile working environment. Sexual Harassment can involve males or females being harassed by members of either sex.

Examples of Sexual Harassment are:

- Promising a reward if the employee complies with a sexually-oriented request or favors
- Threatening to retaliate or denying a job opportunity if the employee refuses to comply with a sexually-oriented request or favors
- Making unwanted sexual physical contact or touching

- Making unwanted sexual or romantic advances
- Using sexual language or profanity
- Sexual pictures or jokes
- Giving preferential treatment (good shifts, promotions or pay increase) in exchange for sexual favors
- Repeatedly asking a person out on dates
- Telling lies or spreading rumors about a person's sex life
- Making sexual gestures
- Looking a person up and down
- Making sexual comments about a person's clothing, anatomy or physical attributes

"Racial Harassment" can be a hostile or offensive work environment based upon things like racial slurs, ethnic jokes or profanity.

Labor Ready does not tolerate discrimination or harassment:

- By anyone in a Labor Ready Branch
- By another Labor Ready employee, supervisor or manager
- By anyone at a customer's job site
- By any of the customer's employees, supervisors or managers
- By filling a customer's order
- By making dispatch decisions

You might receive a complaint of harassment or discrimination from a temporary worker or a branch employee as part of your job at Labor Ready. For example:

- If a temporary worker or a branch employee tells you that they have been discriminated against or harassed in a branch or at a customer's job site;
- If a temporary worker or a branch employee tells you that they witnessed another worker or employee being discriminated-against or harassed;
- If you have reason to believe that a temporary worker or an employee is suffering from harassment or discrimination; or
- If a customer makes a discriminatory request or sends employees back based upon a protected category

What are you supposed to do if you receive a complaint of harassment or discrimination?

1. You should keep the report confidential – tell others only on a need to know basis;
2. Have the person who is complaining fill-out a Harassment or Discrimination Report Form. The form is located on your desktop under the "Legal Forms" icon – it is called "HDIrpt." The form is also located on the Labor Ready's intranet under the following categories Depts/HR /Employee Relations/Forms
3. Immediately fax the report to # 253-207-5226 promptly follow up with a phone call to confirm receipt with any Employee Relations Team Member.

for promotion, treating the employee differently, a demotion, a pay cut or termination.
Some suggestions to prevent retaliation:

- Make sure branch employees know that they can call the Employee Relations Department or the CareLine without suffering any kind of retaliation.
- Treat employees equally and fairly. Avoid favoritism.
- Discipline employees equally and fairly. Document discipline consistently.
- Don't put employees who have complained under a microscope or hold them to a higher standard than those who have not complained.

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Revised - 07-05