

Kelly Services- New Hire Employee Orientation

Pratt & Whitney- Columbus

Welcome



Kelly[®]



Agenda

- ❑ Kelly Services: Company Overview
- ❑ Your Kelly Talent Advisor (TA) Introduction, When to Contact your TA
- ❑ 3 Pillars for Success
- ❑ Employee Safety, Action Plan
- ❑ Employee Pay and Benefits

- ❑ Review of your 1st week: What to expect
- ❑ Working on Site: Site Maps, Employee amenities and time clock guidance
- ❑ Achieving Career Goals: Policy & Guidelines *(Dress Code, Cell Phone ect)*
- ❑ Pursuing Full-Time Conversion

- ❑ Kelly Thank you
- ❑ Appendix: Helpful Kelly Contacts at a Glance

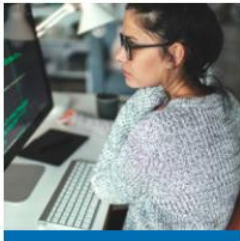


Company Overview



Industry leader in providing Temporary Staffing & Workforce Solutions around the globe.

Kelly helps companies recruit and manage skilled workers and helps job seekers find great work in industries such as accounting and finance, education, engineering, government, manufacturing and production, technology, and more.



Kelly Science, Engineering, Technology, & Telecom ▶



Kelly Education ▶



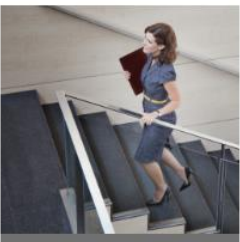
Kelly Professional & Industrial ▶



KellyOCG ▶



Kelly International ▶



Kelly Government Solutions ▶



75 Years of Innovation

William Russell Kelly invented the staffing industry when he founded Kelly® in 1946, and we've reinvented it ever since.

Headquartered in Troy, Michigan, Kelly today provides temporary staffing services in 30 different countries. We proudly supporting a network of suppliers and partners around the world, connecting more than 450,000 job seekers with work every year.



Kelly Professional & Industrial



Leigh Wilson

Sr. Talent Advisor
National Accounts

Phone (Voice-Text): 214-764-5480

Email: leiw807@kellyservice.com

Remote Office Hours: Monday-Friday,
8:00AM –6:00PM



We support YOU

When should you contact your TA?

Call, Text,
or Email

Kelly is here
to help
ensure that
you are
successful

Employee Specific:

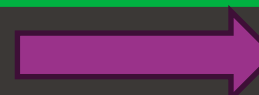
- Legal Name Changes
- Moving? Updating/Confirming Addresses
- Tax Questions or Change Requests (Federal/State)
- Payroll, Direct Deposit, Payroll related issues (time clock errors, timecard inquiries)
- General Benefits Inquires
- Attendance: Absences, late arrivals, early departures,
- Future Time Off Requests: have an appointment scheduled or a vacation, needing approved time off?
- Your availability changes or you have commitments that will keep you from completing your commitment. In this situation, please call me directly to discuss your options. I will then inform the client and make the appropriate arrangements keeping your best interests in mind.

Job Related:

- Job Specific Questions/Concerns regarding this assignment- work duties are different or changed from those originally described
- Your work schedule changes, you've completed the training and are moving to your assigned shift.
- People Concerns- You feel you are being harassed and or any misconduct has occurred at work
- Work Injuries- We need to hear from you if injured at work and or if the work environment seems unsafe.
- Your being Hired: Pratt & Whitney extends your full time offer to convert you to a Pratt & Whitney blue badge team member.



Anytime you have feedback and or questions



Call, Text, Email- I'm always Happy to Help

3 Pillars of Success

Kelly + Pratt & Whitney

Attendance

- You must be at work when scheduled; arriving punctually ready to perform your tasks to the best of your ability each day.

Communication

- It is expected for employee to have open and direct communication with your manager, team lead, and Kelly Services. If there is something that you need, you must speak up— we can not assist you if we are unaware of you needs.
- If you have questions, please ask; we are here to ensure your success.

Performance

- Demonstrate dependability, motivation, and commitment in relation to your job. Be a team player and show initiative within your team.
- Performance areas that are reviewed are:
 - Attendance
 - Communication
 - Comprehension of training/work duties assigned
 - Interest, motivation, and effort
 - Quality of work produced
 - Task Planning & Initiative
 - Teamwork Skills



Remember- Be Kind & Courteous Always, a positive attitude is contagious

Employee Safety

Work Safe One Step, One Job, One Day at a Time!

In the case of a Life-Threatening Emergency: CALL 911

Emergency Response- We want only the best success for you! Your safety is very important to us. All employees **are required to** report any work-related illness or injury to a Kelly Services Representative, immediately upon experiencing symptoms.

Leigh Wilson- *Kelly Rep (Main point of contact)*
Cell Phone: 214-764-5480

Emergency Resources: Pratt & Whitney- Columbus

Medcor Nurse Triage: 1-833-359-0183
Pratt & Whitney Onsite Occupational Clinic
Local Hospital Emergency Room (after hours only)

Incident Reporting Steps - Emergency Response

- ❑ Call 911 if you experience chest pain, a foreign object in the eye, exposure to hazardous chemical(s), loss of consciousness, light headedness, or involuntary loss of bodily fluids; OR
- ❑ Contact Medcor for non-life threatening, work-related illness or injury.
(Be prepared to provide your name, location, and nature of injury or illness.)
- ❑ Describe Incident and follow instructions provided;
AND
Contact your Kelly Services Representative.
(Continue calling until you have physically spoken with a Kelly Representative



Pay & Benefits.



Getting Paid

Pay Period: Monday - Sunday

Pay Day: Weekly, **Friday Pay Day**

Hours worked the previous week Monday-Sunday

Electronic Payroll Options

- Direct Deposit
- Wisely Pay Card (*ask us*)

Your paycheck will be direct deposited every Friday,

You could receive a paper check in the mail if your direct deposit is not yet finalized– be sure the address KELLY has on file is your correct address!

- Paystubs are not mailed out, but you can access them electronically through myKelly

Need Payroll Help:

Please contact your Kelly TA or Kelly's Payroll Department at 1-866-535-5948



Employee Benefits & Perks



Take a moment to ensure you have checked out your employee perks & benefits via our home page mykelly.com! Check out the perks section to explore **Employee Perks**, **Employee Benefits** and **Employee Discounts**

Benefits

When it comes to working, we want to help take some of life's pressures off - where we can. So Kelly employees get access to great benefits, perks, and discounts.



Kelly-sponsored ACA health care coverage available to eligible employees



Group insurance options*



Free online training



Holiday pay plan



Corporate discounts



Weekly electronic pay options



Service bonus plan



Complimentary employee wellbeing program



Transportation spending accounts

*Offered and administered by a third-party vendor. These plans are not sponsored by Kelly.

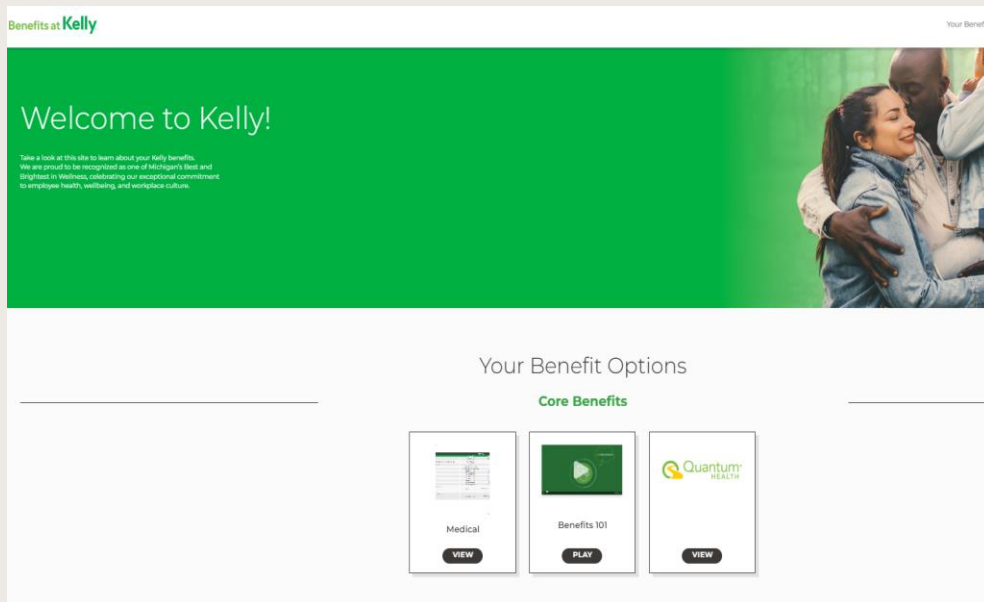


Employee Health & Wellness Benefits



We care about your health and wellbeing, so we've got you covered through a variety of offerings. Kelly employees can participate in Employee Wellness Program, Retirement Savings, and our various standard and voluntary benefit plans

Review and enroll in your Kelly Employee Benefits Portal Online at <https://aca.benefitsatkelly.com/>



Standard and Voluntary Health Benefits offered to Kelly employees include:

- **Kelly-sponsored ACA health coverage for eligible employees**
 - ACA Benefit Resource: Review online and or by contact the benefit department directly benefits@kellyservices.com

Note: You will need to have received a paycheck before eligibility for ACA benefits can be determined. Within 2 weeks of becoming eligible, talent will receive an enrollment email for ACA benefits. Eligibility for ACA benefits are determined by a measurement period and other variables.

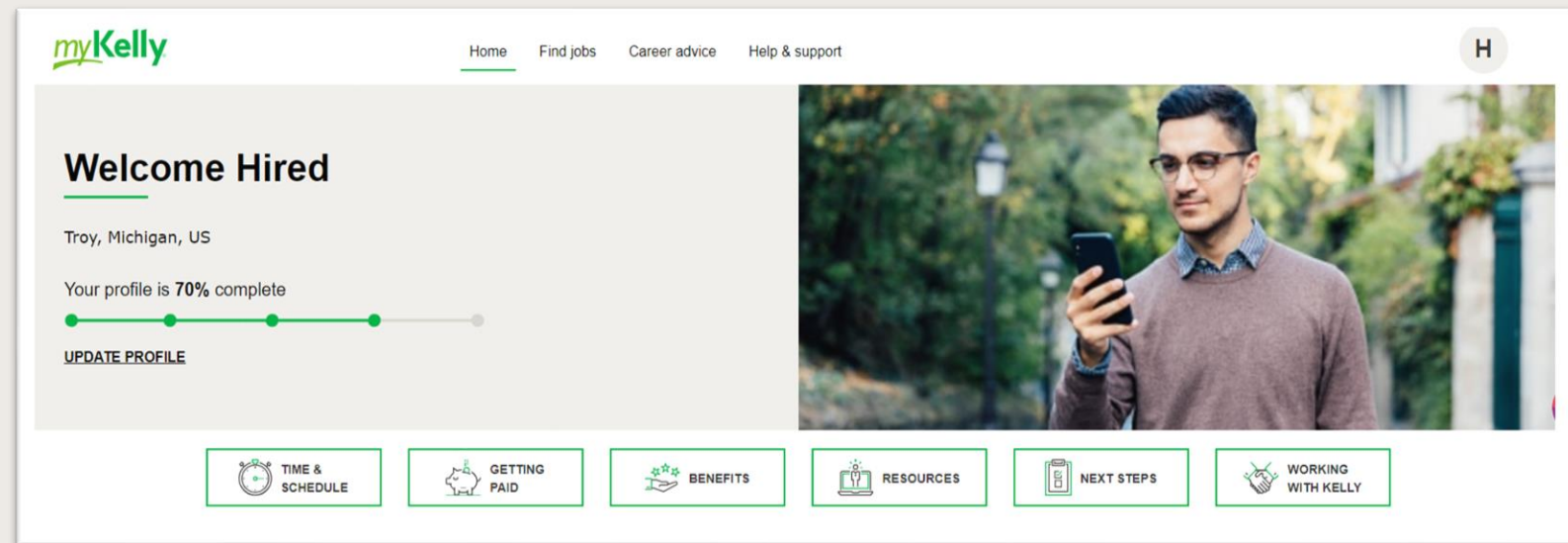
- **Group Insurance Plans offered, through EnrollVB** as an option to Kelly talent once you have officially started your assignment.
 - You can expect to receive an email from **EnrollVB** that outlines the voluntary benefit plans options they can select. These plans are offered and administered by a third-party vendor. These plans are not sponsored or paid for by Kelly Services
 - Web Resources: [EnrollVB](#) : [Kelly Services/EnrollVB Benefit Fair Video](#)



Email the benefit's department to review your eligibility and assistance: benefits@kellyservices.com

Kelly Services is pleased to offer employees online platforms systems that will benefit you through your employment. You can expect information sent directly to you via on how you can sign up for these and enrollment process guides.

- **myKelly:** Online webpage for employees to review and update certain pieces of employment-related information in real time. **Available to you TODAY, create a profile through myKelly.com**



- **Kelly ePaystub:** Employees secured electronic access to their wage and tax document statements. **Upon your first scheduled pay date, you will be able to enroll in Kelly ePaystub.** Once enrolled you'll be able to view, print, and download your personal earnings statements from anywhere with Internet access.



Helpful Kelly Contacts at a Glance



<u>Inquiries regarding...</u>	<u>Who to call?</u>	<u>Contact Information</u>
<ul style="list-style-type: none"> • Current and previous pay details • Hour's accrual for holiday pay • Incorrect pay amounts • Status of Direct Deposit • Missing pay • Tax deductions, W4, tax-related issues 	<p>Kelly Employee Service Center</p>	<p>1-866-KELLY-4U (535-5948) 8am-8pm EST ***Note: If for some reason you do not receive a check on pay day, let your Talent Advisor, Leigh Wilson, know</p>
<ul style="list-style-type: none"> • Absences or Tardiness • Failure to do so may result in termination of the contract. 	<p>Direct Supervisor & your Kelly TA</p>	<p>You should ask for your managers contact information during your first week of training to be able to call them for late arrival and or absence.</p> <p>CLICK HERE: Report Absences, Late Arrivals, Early Departures & OR Submit Future Time off Request</p> <p>Kelly TA: Leigh Wilson Call or Text: 214-764-5480</p>
<ul style="list-style-type: none"> • ePaystub enrollment • eW-2 enrollment 	<p>Kelly ePaystub Web Site</p>	<p>https://ebpp.documentdna.com/kellyus/login.aspx 1-800-733-7842 Available to you upon your 1st payroll check date</p>
<ul style="list-style-type: none"> • Stolen or lost Wisely Pay Card 	<p>Wisely Pay Customer Service</p>	<p>1-866-313-6901, available 24/7</p>
<ul style="list-style-type: none"> • Benefits • Kelly Perks & Discounts • Health & Wellness 	<p>Benefit Department Kelly Perks & Discounts myKelly</p>	<p>Benefit Dept Phone: 1-800-376-4964 Email: BENEFITS@kellyservices.com</p> <p>Kelly Benefit Webpage: https://aca.benefitsatkelly.com/</p> <p>EnrollVB:(E): support@enrollvb.com, (P): 770-777-9522 WebPage- https://www.enrollvb.com/Kelly</p>



Working On-site

Pratt & Whitney, Columbus



Working at Pratt & Whitney- Columbus Engine Center

Building Map & Amenities

MAP LOCATION: SECTION A

Floor 1-

- Lobby Security Offices
- Café- Vending Machines, Water/Ice Machines
- Training Rooms/ Meeting Rooms/Classrooms
- Human Resources Office Suite

Floor 2-

- Leadership Offices
- Training team
- Finance team

PRODUCTION FLOOR , Divided into 3 gate areas

SAFETY TOE AND SAFETY GLASSES MUST BE WORN AT ALL TIMES ON THE PRODUCTION FLOOR

Gate 1

- Intake from receiving dock, Disassembly, Clean Line (housing big tanks for part submerging)
- Kelly Employee Time Clock
- Employee Lockers

Gate 2

- Shipping & Receiving dock, 4 floors of warehouse storage caged off from floor with 2 metal stair units (Mezzanines), Cubical type area for warranty research and ordering parts, PC- Production control, parts delivery

Gate 3

- Re-Assembly, Test
- Break Room area 2



Building Amenities- Columbus Engine Center

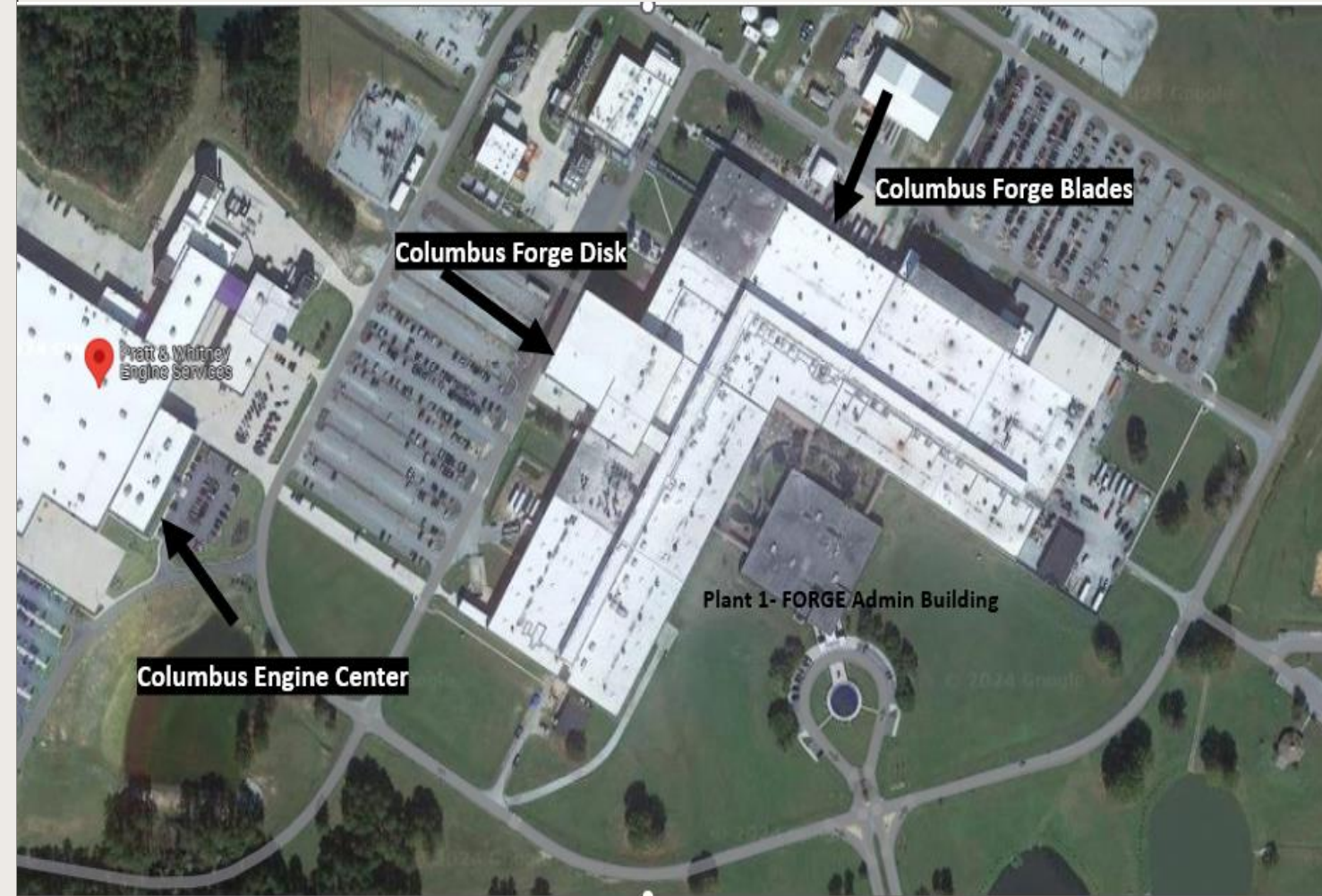
- Employee locker program, safe locked space to put personal belongings up
- CEC Building Café and Vending provides fresh cooked meals daily for purchase by employee
 - Refrigerator access for bringing of food
 - Outside and inside tables to eat
 - Water/Ice Machines

Working at Pratt & Whitney- Columbus Engine Center

Important Employee Policy Notes

Safety rules must be followed at all times.

- Failure to comply with Site Policies and Rules may result in disciplinary action up to and including termination.
- Your identification badge is a key part of our security system. You will be required to swipe your badge in a badge reader upon entering the property and facility, you must use designated employee entry and exit locations.
- Under NO circumstance are you allowed to let another person through the entrance without scanning their identification badge. In other words, no “Piggybacking” is allowed. Employees who forget their badge must contact their supervisor/manager
- The Pratt & Whitney- Columbus Campus is smoke-free and tobacco-free.
- Safety Glasses and Safety Shoes must be always worn on production floor.
- Personal Cell Phones: Do not have them out while working; this policy is being reviewed for more harsh guidelines. Do not take photographs using your personal cell phone.
- The use of headphones, earphones or ear buds are not permitted while working on the production floor.



COLUMBUS ENGINE CENTER



Using the Kelly Time Clock

Clock Location, Clocking In & Out Engine Building

CLOCK LOCATION

The Kelly Employee Time Clock in the Columbus Engineering Center can be found in Gate 1, in between the pillars marked as C4 and C5 near the locker area across from the gate 1 supervisor cubes.

- The time clock is a tablet mounted on a structural pole near the blue badge clock in computer.

FINDING THE CLOCK:

- As you enter through the employee parking lot building entrance, through the metal gates. At the yellow lines marking the safe walking area you will turn right and walk towards the lockers.
- You will walk about 10 feet past the G1 manager/supervisor cubes.
- The time clock is mounted on a pole on the left side of the isle before you reach the corner area of the gate 1 cell area.



Engine Building Time Clock Location

If the Kelly Timeclock is not working, please contact your Kelly TA and alert your PW manager

Your Kelly TA is Leigh Wilson | **Voice/Text:** 214-764-5480 | **Email:** leiw807@kellyservices.com

Using the Kelly Time Clock

Clocking In & Out

WHEN TO USE THE CLOCK:

Starting after the completion of your NHO 1st Week. All Employees are required to clock in and out daily.

BREAKS:

You are not required to clock in and out for breaks and or lunches. The clock auto deducts 30minutes each shift for your lunch break.

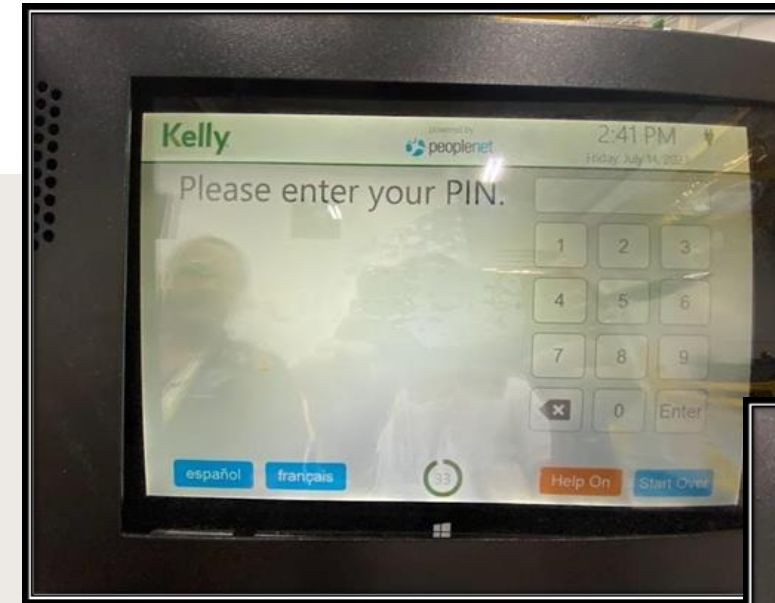
Please note, If you leave campus you are required to notify your manager and clock in/out for security purposes per Pratt & Whitney policy.

MISS A PUNCH:

If you miss punch, you are to contact your Kelly TA and let your manager/lead know.

CLOCK NOT WORKING:

If the time clock doesn't appear to be working, please alert your Pratt & Whitney Manager and look contact your Kelly TA immediately.



Achieving Career Goals.

**Pratt & Whitney,
Columbus Engine Center**

***** Always ensure you are following Kelly and Pratt & Whitney Employee Policies**



Dress Code.

To present Pratt & Whitney in a professional manner, the following dress code is applicable:

Plant Employees:

- Jeans or slacks that are neat and presentable (no visible tears or rips)
- Collared shirts
- T-shirts are acceptable providing they do not contain offensive language or pictures.
- Safety glasses must be correctly always worn while present in production areas.
- Loose clothing must be tucked in so as not to present a safety hazard; and
- Safety-toe shoes are required in all production areas, except marked aisleways (Composite Toe/Steal Toe).

Office employees:

- Dress in casual business attire unless visitors are present
- Jeans are to be allowed only on designated causal day, provided no visitors are expected, unless your work requires you to work in the production area and
- Approved safety-toe shoes are required in all plant production areas, except marked aisleways. Office employees must adhere to the safety toe shoe requirement while on the production floor.



Dress not permitted:

- Shorts, crop tops, t-shirts with offensive slogans or pictures, ect.
- Leggings are not permitted anywhere in the plant
- Dresses and short pants, such as capri pants are not allowed in the manufacturing areas of the plant, except marked aisleways
- No open toed shoes, moccasins, or canvas shoes are permitted on shop floor
- Tattoos which may reasonably be construed to be offensive, or sexist must be always covered.

Attendance.

First 30-Day Expectation: No unexcused absences during the first 30 days.

- **6 occurrences will be allowed each rolling calendar year**

Occurrences are counted as half and whole points	
A full day unexcused absence	1.0 - occurrence
An unexcused tardy/late arrival	0.5 - occurrence
An unexcused early departure	0.5 - occurrence

In the event an employee is exhibiting a negative unbecoming attendance pattern, corrective action plan will be reviewed. **Unsatisfactory attendance may lead to the end of your assignment at RTX- Pratt & Whitney and possible employment with Kelly Services.**

- **Call Out/Report Absence:** It is required that employees when they are expecting to be late and or absent to notify both the Kelly TA and RTX-Pratt & Whitney supervisor: **No less than 1 hour before the start of their scheduled shift.**
- **Requesting Time Off:** For any future approval of time off requests, you will want to submit your request to your direct supervisor and your Kelly TA providing as much advance notice as possible; **no less than 24 hours** before the requested day and or by end of your previous shift, whichever is lesser.

Attendance Policy

Good attendance and punctuality demonstrates your commitment to your role and directly contributes to our team's effectiveness and productivity.

- Excessive absenteeism or an inappropriate pattern of occurrences places a hardship on the effectiveness of the team and **will not be permitted.**

Reporting- Call Out Procedure

It is required that employees when they are expecting to be late and or absent to notify both the Kelly TA and their RTX-Pratt & Whitney supervisor: **No less than 1 hour before the start of their scheduled shift.**

***Note:** If you are reporting outside of standard business hours you are expected to provide your name and detailed messaging when notifying your Kelly TA and direct supervisor.*

- Acceptable forms of communication in notifying Kelly Services are phone call/voicemail, text, email, and or by submitting online through the Reporting Call Out/Absent Online Form.
- It is expected that you will keep the Kelly TA, and your direct supervisor consistently informed as the probable date/time of return to work. If you are to miss consecutive workdays, it is required that you communicate with Kelly and manager each day unless you present a physician's note with a future return to work date noted.
- Documentation is Required; If you are absent for more than 3 consecutive workdays, you must present a physician and or court document excuse before returning to work.
 - All attendance documentation should be sent to Kelly Services for review and distribution to RTX-Pratt & Whitney upon confirming authenticity of documents provided.



Cell Phone Policy, Personal Items.

CELL PHONE POLICY

- Keep your cell phone on silent and/or off while at work and when you are in your work area

Do NOT use your cell phone to make calls, text, use the camera or video functions while in the work area -this is to protect the privacy of Raytheon –Pratt & Whitney and could be cause for termination.

- Pratt & Whitney Computers are to be used for business purposes only.

PERSONAL ITEMS

- Refrain from bringing personal items to work;—KELLY will not be responsible for these items – should you be released without notification
- Personal items such as purses and bags should be locked away and or stored in your desk or put away out of sight



Tips for Success.

- ✓ **Make attendance and communication a priority**
- ✓ **Be productive and show initiative**
- ✓ **Ask questions**
- ✓ **Be available to your supervisor as much as possible**
- ✓ **Willingness to learn and help**
- ✓ **Be a TEAM player**
- ✓ **Go the extra mile**
- ✓ **Leave a good impression**
- ✓ **Be professional**

- **While working in your role, you are not only representing yourself, but also KELLY.**
 - It is important to learn and perform your job thoroughly, have an excellent attendance record, comply with all policies and maintain a positive attitude. Do not hesitate to ask questions concerning the work you are performing.

Kelly wants to hear from YOU!

- Please contact your TA for escalating any concerns that you may have before speaking with Pratt & Whitney directly.
- Your opinion matters, we want to ensure that you are heard, and your concerns are addressed
- Periodically expect your TA to check in with you by: text, call, or email





Pursuing Full-Time Conversion.



Getting Hired On.

Pratt & Whitney values outstanding employees and hard work. You all are to be considered for a full-time employment opportunity transitioning from Yellow Badge to Blue Badge.

This arrangement gives you and Pratt & Whitney the opportunity to evaluate your fit before a full-time hiring decision is made.

A Blue Badge opportunity review requires that you:

- Demonstrate dependability, motivation, and commitment having excellent attendance, communication and performance.
- Bring value to your team and the company
- Work a minimum of 720 total hours as a Kelly yellow badge employee to be considered
- **In 2024- YTD Pratt & Whitney has transitioned/ hired 50+ Kelly Professional & Industrial employees in the US**



Thank you for choosing to work with us

KELLY thanks you for your allowing us to assist with your employment needs!

As our employee, you represent KELLY.

Always remember that written guidelines such as these can serve only as general standards. They cannot substitute for personal integrity and good judgment and cannot spell out the appropriate response to every type of situation.

To maintain the trust and confidence of its clients and to attract future clients, all employees and contractors are expected to observe the highest ethical and professional conduct while performing their work.

We want to help you be successful, enjoy your assignment and we look forward to having you as a part of the team.



Kelly[®]

Appendix



Helpful Kelly Contacts at a Glance



<u>Inquiries regarding...</u>	<u>Who to call?</u>	<u>Contact Information</u>
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<ul style="list-style-type: none"> • ePaystub enrollment • eW-2 enrollment 	<p>Kelly ePaystub Web Site</p>	<p>https://ebpp.documentdna.com/kellyus/login.aspx 1-800-733-7842 Available to you upon your 1st payroll check date</p>
<ul style="list-style-type: none"> • Stolen or lost Wisely Pay Card 	<p>Wisely Pay Customer Service</p>	<p>1-866-313-6901, available 24/7</p>
<ul style="list-style-type: none"> • Benefits • Kelly Perks & Discounts • Health & Wellness 	<p>Benefit Department Kelly Perks & Discounts myKelly</p>	<p>Benefit Dept Phone: 1-800-376-4964 Find out more details by visiting your personal MyKelly home page</p> <p>EnrollVB: Benefit Offerings (E): support@enrollvb.com, (P): 770-777-9522 WebPage- https://www.enrollvb.com/Kelly</p>



Working with your Kelly Talent Advisor

**Kelly Professional
& Industrial**



Leigh Wilson
Talent Advisor II
RTX, Raytheon, Pratt & Whitney

- 📞 214-764-5480
- ✉️ leigh.wilson@kellyservices.com
- 🌐 kellyservices.com

Feel free to Call, Text, Email, & or Schedule on Leigh's Calendar

Remote Office Hours: Monday-Friday, 8:00AM-6:00PM



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