



668 N. 44th Street
Suite 300
Phoenix, AZ 85008

ATTENTION ALL HCM STAFFING EMPLOYEES AT ALL CLIENT SITES

Please review HCM's EEO and Sexual Harassment Policy that you must sign before being placed by HCM Staffing at any Client's site. It is **EXTREMELY IMPORTANT** that you report **ANY** and **ALL** incidents relating to anything that may cause you to feel uncomfortable in connection with your worksite under HCM Staffing. If ever you feel threatened, discriminated against, harassed or in any manner uncomfortable it is of the upmost importance to notify HCM Staffing immediately. To ensure we maintain a harassment and discrimination free workplace all of us, from the most recently hired employees to our most seasoned executive, must work together to make sure that workplace issues are addressed promptly, fairly and thoroughly. We continue to provide a free and largely anonymous **HOTLINE** (meaning that you can report issues anonymously if you prefer, although we recommend providing specific information so we can more effectively address your work conditions) for you and all employees. You can call 24 hours a day from any phone as this is a **TOLL FREE** number. If you are unsure whether an issue reaches the level of harassment or discrimination, err on the side of informing HCM of that issue.

1-877-764-8989



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HCM Staffing has a **ZERO** tolerance policy on any act of harassment or discrimination of any type, and provides a worksite free from retaliation, as legally required, for anyone reporting a worksite issue. If you ever are injured at work it is imperative you contact HCM Staffing immediately. **Again, you can call the office during the day, the HOTLINE 24 hours a day and always contact the Regional Manager at 602-262-5627.**