



## Employee Policies and Procedures Statement

Signature would like to take the opportunity and congratulate you on your new assignment. It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical, or mental handicap or veteran status.

The company has a very strict “NO DRUG AND ALCOHOL POLICY”, and I have signed a consent form to submit to drug and alcohol testing. I understand that my failure to comply with this agreement will be grounds for my immediate termination.

Reasonable accommodation is available to qualified applicants and employees with disabilities outlined in Title 1 of the Americans with Disabilities Act of 1990. The individual with a disability must inform the employer that an accommodation is needed.

I understand that I am expected to complete any job assignment I accept. If I do not complete the assignment then the company can assume I have voluntarily quit.

If for some unexpected reason, such as an emergency or illness, I cannot make it to work or will be late, I will contact my supervisor day or night as soon as possible. My failure to do so may be grounds for my immediate termination.

I understand and will comply with the firm’s safety rules and regulations explained to me in the firm’s orientation.

If I sustain an injury on the job, I will inform my supervisor or my employer immediately.

Once an assignment ends, you are responsible for contacting us immediately about future assignments. Otherwise, we’ll assume you have voluntarily quit for other employment.

I have read and fully understand the above statements regarding the firm’s policies and procedures and agree to the same. I understand that failure to comply with these policies and procedures could lead to my termination and may jeopardize my insurance benefits (if any).

Entering my name below constitutes my electronic signature and is intended by me to have legally binding effect. By signing in this manner, I am assenting to the terms and conditions of this Agreement in the same as is I had provided my signature manually upon the document.

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(Employee Signature)

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(Date)