

Colony Personnel Associates, Inc.

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Standards and Procedures Agreement

Please read the following agreement carefully. This agreement is designed to provide you with the information you need to present a professional appearance and manner. When you have read the agreement, please sign and date it at the bottom of the page.

1. If you are going to be late or absent, notify Colony Personnel immediately. Our answering service is available 24/7 for your convenience. A clean, neat appearance is expected at all times from Colony Personnel employees.
2. **NEVER** use a client's PHONE or COMPUTER for personal use, **NO USE OF CELL PHONES DURING WORK HOURS!!!!**
3. Employee will not disclose or divulge either directly or indirectly any Confidential Information to others unless first authorized to do so in writing. Employee will not reproduce any Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties. Any material, property or personal information belonging to our client is not to be removed from the workplace for any reason.
4. You are employed by Colony Personnel, we pay your salary. The only deductions from your paycheck are governmental, such as Social Security, withholding taxes. etc.
5. Should your work assignment change or your assignment ends you are required to call Colony Personnel.
6. When you are not working you are **REQUIRED** to contact Colony Personnel at least once a week.
7. If a client offers you a permanent position while on the job, please call Colony Personnel immediately.
8. **NEVER** get into an argument with your supervisor or co-worker. If a problem arises, call Colony Personnel. **DO NOT CONTACT CLIENT COMPANY AT ANY TIME.**
9. **NEVER** leave an assignment early without first calling Colony Personnel. If you are unhappy with an assignment, **DO NOT WALK OFF THE JOB! CALL OUR OFFICE IMMEDIATELY.**
10. No Show – No Call, while on assignment, will result in immediate termination.
11. **ALL TIME SLIPS MUST BE RECEIVED NO LATER THAN 10 AM MONDAY MORNING OR YOU WILL NOT GET PAID UNTIL THE FOLLOWING WEEK. THIS IS YOUR RESPONSIBILITY.** You will be paid through Direct Deposit and paystubs are available online.

I understand and agree to the above listed terms and conditions.

NAME _____

DATE _____