



## BTHR BeneTemps' Conduct Guidelines

BTHR BeneTemps' continuing ability to provide our employees with work assignments largely depends upon our collective success in providing clients with quality service and professionalism at all times. Please review the following guidelines below of what is expected while on assignment as a BTHR BeneTemps contractor.

1. While on an assignment I will conduct myself and perform my work in a professional manner, and I will adhere to all client companies' policies and regulations. I will report to my work assignment promptly and show good attendance.
2. I understand that any time worked for a client outside of the arranged work schedule must be approved by the client supervisor. Hours that have not been approved will not be paid by BTHR BeneTemps.
3. I understand that it is my responsibility to return any property issued to me by the client company no later than my last day of work at the assignment.
4. If I must miss scheduled work time due to illness or personal reasons, I will notify my assignment supervisor **and** BTHR BeneTemps no less than 15 minutes prior to my scheduled start time.
5. I understand that acceptance of a work assignment means I have committed to work until the scheduled end date of the assignment. If for some unforeseen reason I must resign from my assignment, I will do my best to give two weeks' notice in writing – first to BTHR BeneTemps and then to client.
6. I understand that as my employer, BTHR BeneTemps will be responsible for helping me resolve any concerns, conflicts, issues or challenges that may arise during my assignments. I understand that I should notify BTHR BeneTemps immediately of any issues with my assignment and I should discuss the issues with the client only after counsel with BTHR BeneTemps.
7. If the client notifies me of the scheduled end date of my assignment, I will notify BTHR BeneTemps immediately. If client notifies BTHR BeneTemps of the scheduled end date of an assignment, BTHR BeneTemps will notify me immediately.
8. If any BTHR BeneTemps client to whom I have been assigned offers me a permanent, temporary or part-time position either while on assignment or within six months of the end of such assignment, I **will not** accept any such offer before notifying BTHR BeneTemps.
9. I understand that all matters relating to pay and bill rates are necessarily confidential, and I will not discuss these matters with clients or others.
10. I understand that nothing in these Guidelines is intended to create or imply a contractual relationship, and that my employment is at-will, i.e., that it is not for any specific time period or duration and can be terminated with or without reason at any time.