

If I successfully complete Hire Dynamics' assessment program and am accepted for employment, Hire Dynamics will try to make sure that my employment is a pleasant and profitable experience because I take pride in my work and performance, I may be chosen to represent Hire Dynamics on various assignments. In return, I agree to conduct myself in accordance with Company policy and good common sense, including abiding by the following:

## **Equal Employment Opportunity and Policy Against Discrimination, Harassment and Retaliation**

- I understand that Hire Dynamics is committed to the principle of equal employment opportunity. It is the policy of Hire Dynamics to recruit, hire, train, promote, and compensate individuals, and to administer any and all personnel actions, in accordance with applicable laws, without regard to race, color, religion, age, sex, national origin, status as a current or former member of the uniformed services, status as a qualified individual with a disability, and any other category protected by law.
- I understand that Hire Dynamics will not tolerate any unlawful discrimination, and any such conduct is prohibited.
- I understand that Hire Dynamics will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship or cause a direct threat to workplace safety.
- I understand that Hire Dynamics also prohibits any unlawful harassment based on the legally protected categories.
- I understand that unlawful harassment is verbal or physical conduct that degrades or shows hostility or aversion towards an individual because of these protected attributes, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment as defined by law or (2) has the purpose or effect of unreasonably and unlawfully interfering with an individual's work performance or (3) otherwise unlawfully adversely affects an individual's employment opportunities.
- I understand that unlawful retaliation for complaints of unlawful discrimination, harassment or retaliation is strictly prohibited.
- I understand that all employees, regardless of position or title, will be subject to discipline, up to and including immediate termination, should Hire Dynamics determine that an employee has engaged in unlawful discrimination, harassment or retaliation.

## **Interviews/Orientation**

- I may be asked on a voluntary basis to interview on an unpaid basis with one or more clients for prospective assignments.
- Job assignments vary in timing and length of assignment which may lead to gaps in assignments.
- I will only earn wages when I perform actual work on assignments.

## **Payroll Procedures**

- I understand that I am not guaranteed a set amount of hours each week. Hours may vary by work site, and by the needs of the operation.
- For hours worked each week, my time must be approved by my immediate supervisor and forwarded to the Hire Dynamics Branch Office where I applied by **Monday, 12:00pm (noon)** of the following week.
- I am responsible for accurately recording all time worked and must review my timecards for accuracy.
- Pay (for the previous week's time) will be made available every **Friday**.

## **Background Check**

- I voluntarily agree that Hire Dynamics may deduct \$35 annually to obtain my background check, as permitted by applicable laws.
- I understand that I must sign a separate consent to conduct a background check in order to be employed.
- I understand that I am required to self-disclose any post-employment criminal convictions within three (3) business days of the conviction to Hire Dynamics.

## **Vacation Pay**

- I am entitled to 40 hours of vacation pay for every 1,900 regular hours worked during a one year period from the date of my first paycheck. The 1,900-hour requirement does not carry over, but resets to zero hours at each anniversary date.
- Vacation pay will be forfeited upon termination unless otherwise prohibited by applicable law. Refer to the Talent Handbook for specific details.

## Call In Available Policy and Procedure

- If my assignment ends, I must call in available to Hire Dynamics for a new assignment, **once every week**.
- If I fail to call in available to Hire Dynamics every week, and/or refuse an assignment, I will be considered to have voluntarily resigned and unemployment benefits may be denied.
- I may call in available by:

**Via phone:** Automated line at **678-573-HIRE (4473)**. I will be asked to enter in my social security number or my ID number if the system does not recognize my phone number.

**Via internet:** I can also log into WebCenter account by visiting **www.hiredynamics.com** and clicking on "WebCenter". I will use the same username and password I used when I created my application.

## Injury/Incident

- If I am injured on the job, I will notify my supervisor at the work site **immediately**.
- I also will **immediately** notify the Hire Dynamics Branch Office where I applied.
- At the direction of a Hire Dynamics representative, I must go to the Hire Dynamics Branch Office where I applied to complete the Incident/Injury Report.
- I will be given the opportunity to visit a physician approved by Hire Dynamics' workers' compensation insurance carrier (which are posted in the Branch Office). A Hire Dynamics representative will contact such clinic to notify the physician of my arrival.
- *Where applicable by state law*, I understand that the Panel of Physicians is posted in the Branch where I applied and I understand its purpose. I also understand that I will be given the opportunity to choose a physician from this Panel if I require medical attention.
- A post-injury drug screen will be performed even if no medical attention is required. Failing to pass the drug screen will result in termination from Hire Dynamics and may result in denial of my workers' compensation claim.
- Documentation of my clinic visit must be forwarded to the designated person at my Branch Office upon request.
- If I am assigned to modified duty and there is none available at the client worksite, I must report to the Branch Office where I applied for modified duty work in order to receive pay.

## Tardiness/Absenteeism

- Absences or tardies that are deemed unacceptable may result in the end of my assignment.
- Punctuality at my worksite is expected. If I believe that I will be late or absent, I must contact the Hire Dynamics Branch Office where I applied **and** my work site supervisor prior to scheduled start time. Failure to do so may result in loss of work, removal from the assignment, and/or affect unemployment benefits.
- If I do not show up for work without notifying Hire Dynamics Branch Office or if I walk off the job prior to the end of the shift, any payment due for hours worked will consist solely of the applicable federal or state minimum wage for each hour to the extent permitted by applicable law.
- I also understand that not reporting to an assignment and not notifying Hire Dynamics will likely result in removal from the assignment and termination of my employment with Hire Dynamics.

**I have carefully read and agreed to all of the above conditions of employment, including those stated in the Talent Handbook, which is available on-line at:**

<http://hiredynamics.com/wp-content/uploads/2017/08/Talent-Handbook-07.17.17.pdf>

**I will abide by all policies mentioned above as well as in the Talent Handbook.**

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Employee Name (Print)

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Employee Signature (*signed electronically*)

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Date