

Trademark Employment Services, Inc.
340 West "B" Street
Casper, Wyoming 82601
(307) 234-8181
info@trademarkandyou.com

Policies and Procedures Statement

THIS AGREEMENT CONTAINS THE TERMS OF YOUR EMPLOYMENT WITH TRADEMARK EMPLOYMENT SERVICES, INC. PLEASE READ CAREFULLY. PLEASE DO NOT SIGN IT UNTIL YOU FEEL YOU UNDERSTAND IT.

1. **Any person employed by Trademark and assigned to work under the supervision of our clients is an employee of Trademark.**
We will try to match your skills, experience, past performance and availability with the needs of our clients.
2. Trademark is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, marital status, religious affiliation, ethnic origin or handicap. It is understood we may not have assignments for all employees, and there is no guarantee as to the length of assignment or the number of hours you can expect to work. (You are guaranteed (4) four hours when you go to an assignment.)
3. **If you accept an assignment, you must report on time, and if you do not report for work, this will be considered a voluntary quit without notice. If you are unable to complete any job assignment, you must give Trademark a minimum of 24 hours notice in order to obtain a replacement. If there is a reason you cannot make it to work on time (emergencies, illness or family crisis), you must notify your Trademark Supervisor immediately. (We are on call 24 hours through our answering service at 234-8181.)**
4. **While on assignment for Trademark, if you want time off you must give 24 hours notice in writing in order for Trademark to obtain a replacement.**
5. **SAFETY IS ESSENTIAL.** All employees must comply with the Occupational Safety and Health Administration (OSHA) and MSHA safety requirements relative to their jobs. If you are not familiar with these requirements, ask the immediate job site supervisor. Failure to comply with all safety rules and regulations (including wearing safety equipment when required) will be grounds for termination.
6. The unauthorized possession, use of, or removal of property belonging to Trademark or any client of Trademark will be grounds for termination. Lewd, immoral behavior, possession of weapons or explosives, along with provoking, instigating or participating in a fight at client locations are grounds for dismissal. Complaints will be investigated. Based upon the results, disciplinary action will be taken against the offender, if appropriate. Employees are empowered to contact the proper law enforcement authorities without first informing management if they believe a threat to the safety of others exists.
7. Any employee who reports to work under the influence of alcohol, drugs or in possession of either on company premises will be terminated. **If you are taking any prescribed or over-the-counter medicines, you must notify your Trademark Supervisor.**
8. **REGARDLESS OF THE NATURE OF SEVERITY** of on the job injuries or illness, each injury must be reported to your Trademark Supervisor and your client job site supervisor **IMMEDIATELY.**
9. **Timecards must be delivered, faxed, or emailed before 10am on Monday for the previous week's work.** Failure to do so will result in being paid a week later. No paycheck will be released or direct deposited without a completed authorized time sheet.
10. **Paychecks are released between 4pm to 5pm every Monday;** no checks will be released before 4pm please DO NOT ask. If you are on a long term or temp to perm assignment you will be required sign up for direct deposit or your check will be mailed. No paycheck will be released to anyone other than the employee without a signed, dated note from the employee authorizing another party to pick up the employee's check. Identification will be checked.
11. **Acceptance of and agreement to abide by these policies and procedures are a condition of your employment with Trademark, and failure to comply with any of these policies will result in disciplinary action up to and including discharge.**

I have read the above policies and procedures and agree to abide by each while employed by Trademark Employment Services, Inc.

Print Name _____

Employee's Signature _____ Date _____