



POLICIES AND PROCEDURES STATEMENT

Welcome to Aerotek! As an Aerotek qualified applicant, you are considered a valuable part of our team. Our desire to provide superior service to our employees and customers is second to none. You will find our level of commitment to **QUALITY AND EMPLOYEE AND CUSTOMER SATISFACTION** to be unparalleled. Aerotek will make every effort to match you with an appropriate assignment. However, occasionally we cannot find positions for some of our applicants.

We ask you to read and sign the following Policies and Procedures Statement. It is important that you understand that these Policies and Procedures apply to you as a qualified applicant of Aerotek, and when you are employed by Aerotek. These Policies and Procedures, however, do not constitute an employment contract and do not bestow any rights to employment for any set period of time, or employment benefits upon you or any other person.

1. I am telephone accessible and I have reliable transportation.
2. I understand that any assignment that I accept can be terminated by me or Aerotek at any time, with or without cause. I understand that the wages, which I will receive, will be determined based upon the particular assignment and will be communicated to me by an Aerotek representative prior to each assignment. I understand that I will only be entitled to wages if actually hired by Aerotek for a particular assignment and for the period of time I actually work on such assignment.
3. Upon becoming an Aerotek employee, all mandatory benefits such as Workers' Compensation insurance and matching FICA taxes will be paid by Aerotek.
4. If I accept an assignment, I agree to attend work regularly and arrive on time. If there is ever an emergency or I will be later than five (5) minutes arriving at my assignment, I will notify my recruiter at Aerotek as soon as possible so that the client may be notified. I understand that for my convenience, an answering service will take Aerotek's calls before and after office hours and on weekends, and I should call and leave a message as soon as I become aware of any circumstances that will cause me to be late for or absent from my assignment.
5. Aerotek employees are encouraged to provide medical documentation when they are absent due to illness. Aerotek reserves the right to request medical documentation as part of excusing an absence. Failure to provide proof of medical or personal emergency, when requested to do so by Aerotek, may be grounds for discharge.
6. I understand that if I should have any unexcused incidents of tardiness or absence, Aerotek may elect to terminate my employment.
7. I understand that except in cases of medical emergencies or other extraordinary circumstances, and in accordance with applicable law, if I am absent from work for 24 consecutive hours without notifying the company, I will be removed from the assignment as having voluntarily resigned without notice.
8. After completing an assignment with a customer, I will contact Aerotek to determine whether another assignment is available. I must inform Aerotek of my availability for other assignments within one business day after completion of an assignment. I will speak directly with an Aerotek representative between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. I understand that if I do not contact Aerotek, Aerotek can assume that I am unavailable for work. I understand that my failure to contact Aerotek may adversely affect my ability to collect unemployment. I further understand that if I do not contact Aerotek, Aerotek may not be aware of my end of assignment which may affect the timely receipt of my final paycheck.
9. I understand that I must notify Aerotek immediately of address or telephone change in order to maintain proper communication.
10. I understand that the accurate and complete preparation of my timecard is part of my employment and responsibility. I further understand that careless or improper preparation of my timecard may lead to disciplinary actions under AEROTEK policy as well as applicable Federal statutes. I agree to submit completed time records to the AEROTEK office immediately following completion of your work week, but in no event later than 10:00 a.m. on Monday of each week, written in ink and approved and verified by a Client supervisor, indicating the number of hours worked. I understand my supervisor is prohibited from completing my timecard unless extenuating circumstances exist, such as authorized travel or no access to the internet. If this box is checked ☒ I agree to submit my hours worked electronically and provide a printed approval from the client's electronic time collection system. Failure to submit completed time records before 10:00 a.m. on Monday may, subject to applicable law, result in a delay of payment of wages. I acknowledge AEROTEK's policy and practice of mandating daily recordation of all hours worked. AEROTEK does not permit "off the clock" work or any similar practice of not recording hours worked. Any requests by the Client or other third party not to record all hours worked or to record hours to an incorrect funding source, must be reported in writing by me to AEROTEK.

Any business related expenses for which you request reimbursement under Aerotek's accountable plan must be approved in writing by Client and must be substantiated with legible, itemized receipts. Original receipts must be physically turned in to the AEROTEK office or scanned and submitted electronically to your local AEROTEK representative. Any receipts turned in after 90 days of transaction will be deemed untimely.

and not paid. Any expenses submitted to Aerotek without itemized receipts will not be reimbursed by Aerotek. If you would like a copy of the Aerotek Contract Employee expense reimbursement policy, please contact your AEROTEK representative.

11. I will contact Aerotek immediately if a client or another temporary agency approaches me to accept a temporary or permanent position with such client or other temporary agency. I will not solicit clients for permanent positions. Also, I will not solicit or accept employment with another temporary agency at the client site. I will not accept an offer of employment with a client company within six (6) months of assignment completion without prior written approval of Aerotek. This prohibition applies to positions offered at facilities owned or controlled by a client company that are within a fifty-mile geographical area in which Aerotek provides staffing services to the client company.

12. I will notify my client supervisor within one hour if any equipment or machine malfunctions. I will call my recruiter within one hour if my duties on the assignment change or if there is an unusual event.

13. I will adhere to all safety rules and regulations and hazardous communications programs for each client company where I am assigned while I am working there. I understand that I have the right to know of any hazardous chemicals and view my Material Safety Data Sheets. I will obtain proper instructions, including safety requirements and on/off switch location, on all machines and equipment that I am asked to operate. I will wear any and all safety clothing required on each assignment and understand that I will be informed of any safety gear, such as steel-toed boots, that I will be required to have with me.

14. I will contact Aerotek as soon as possible if I am injured on an assignment so that the proper Workers' Compensation forms can be completed. I understand that these forms must be completed promptly to insure my claim. I agree that if I sustain a work-related injury at any time while employed by Aerotek, I will submit to an examination by a physician or physicians of Aerotek's selection (at Aerotek's expense) as often as may be reasonably requested, and as a result of certain events (for example, work-related accidents, unusual behavior, etc.) I may be required to submit to a drug and alcohol screening test. I further understand and agree that, for Workers' Compensation purposes only, I will be considered an employee of Aerotek's client, and that workers' compensation benefits are my exclusive remedy with respect to any injury I incur while on assignment. In furtherance of the foregoing and in recognition that any work related injuries which might be sustained by you are covered by state Workers' Compensation statutes, and to avoid the circumvention of such state statutes which may result from suits against the Clients of Aerotek based on the same injury or injuries, and to the extent permitted by law, YOU HEREBY WAIVE AND FOREVER RELEASE ANY RIGHTS YOU MIGHT HAVE to make claims or bring suit against the Client of Aerotek for damages based upon injuries which are covered under such Workers' Compensation statutes.

15. I understand that if I fail to complete an assignment without good cause, or fail to report to an assignment, Aerotek can assume that I have voluntarily quit and that I may be ineligible for future placement by Aerotek.

16. I understand that after I have completed 1500 regular hours (the term "regular hours" does not include any overtime hours) of compensated service with Aerotek during a consecutive twelve (12) month period, I will be eligible to receive paid holidays (New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas); provided, I understand that I must work the day before and the day after each holiday in order to receive holiday pay.

17. I understand that I will be eligible for five (5) days of paid vacation only after I have completed 2000 regular hours (the term "regular hours" does not include any overtime hours) of compensated service with Aerotek during a consecutive eighteen (18) month period. I also understand that after completing the 2000 regular hours of service, I shall begin to accrue one day (eight hours) of paid vacation after every 400 regular hours of compensated service in a continuous six (6) month period. Vacation will only be paid in eight hour increments once a full eight hours has accrued.

18. I understand that I have applied for temporary or permanent work, or both, through Aerotek. I understand that there is NEVER a fee to me for job placement through Aerotek.

19. I understand that I may be required to take a pre-employment drug test. I understand when on assignment I may be subject to random drug tests or drug testing after an accident or injury.

20. I acknowledge that during my orientation with Aerotek I received a copy of the Aerotek Contract Employee Handbook and Contract Employee Safety Handbook.

21. I agree to give a minimum of five (5) days notice should I decide to terminate my position with Aerotek. I understand that the length of assignment is subject to the discretion and needs of the Client and, therefore, a five day notice from Aerotek may not be possible and Aerotek is not required to provide such notice. Upon termination, and to the extent permitted by applicable law, I acknowledge and agree that any amounts owed by me to Aerotek will be deducted from any remaining wages owed to me and refunded to Aerotek.

22. **Termination** - I acknowledge that if terminated from an assignment, I will contact Aerotek immediately to make arrangements to receive my paycheck as required by applicable law.

Name:

Rodney L. Larson

Date:

May 10, 2013