



## 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.