

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