



## **Guidelines for Appropriate Conduct**

As an integral member of the Staffworks team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. Accordingly, you are expected to refrain from any behavior that might be harmful to your co-workers and/or Staffworks, or that might be viewed unfavorably by current or potential customers or by the public at large. Listed below are some of the rules and regulations of Staffworks. This list should not be viewed as being all-inclusive. Types of behavior and conduct that Staffworks considers inappropriate and which could lead to disciplinary action up to and including termination of employment without prior warning include, but are not limited to the following:

1. Seeking or accepting employment with Staffworks' clients or customers without first contacting Staffworks to make proper arrangements.
2. Failing to notify Staffworks of your inability to report for work at least two hours prior to the start of the scheduled shift or in the case of an unforeseeable FMLA covered absence as soon as practicable. Staffworks' answering machines are available 24 hours a day and you must notify a Staffworks representative of your absence or tardiness either directly or by leaving a message for the representative on the answering machine. Staffworks also requires notification if you leave work early.
3. Failing to turn in your timecard for payroll processing in a timely manner – by noon Monday following the week worked.
4. Walking off an assignment without first obtaining permission from a Staffworks representative. Should a problem arise at the workplace, you must remain on the job until the issue is discussed with a Staffworks representative.
5. Failing to provide Staffworks with at least 24-48 hours notice of termination of the temporary assignment so as to enable Staffworks to find a replacement employee.
6. Failing to notify a Staffworks representative of any injury which occurred while on the job and/or failing to fill out an accident report form. If necessary, Staffworks will set up an exam with a qualified physician.
7. Failing to maintain the confidentiality of any information to which you have access as an employee of Staffworks, including information of any Staffworks' customer or client.
8. Violating Staffworks' or the client company's safety rules, policies and procedures, or failing to take proper safety precautions.
9. Falsifying records (including timecards), identification documents, and/or making false statements on the employment application.

10. Violating Staffworks' non-discrimination and/or sexual harassment policy or creating an uncomfortable environment for others.
11. Refusing to follow instructions, being insubordinate, or failing to comply with Staffworks' policies or policies of its clients.
12. Engaging in unauthorized use of Staffworks' or client company equipment, resources, information or supplies.
13. Establishing a pattern of excessive absenteeism or tardiness.
14. Fighting or using obscene, abusive, or threatening language or gestures.
15. Reporting to work intoxicated or under the influence of non-prescribed drugs.
16. Illegally manufacturing, possessing, using, selling, distributing or transporting drugs.
17. Bringing or using alcoholic beverages on Staffworks' property or using alcoholic beverages while engaged in Staffworks' business off Staffworks' premises.
18. Stealing property from co-workers, customers, clients or Staffworks.
19. Having unauthorized firearms or other weapons on Staffworks' premises or while on Staffworks' business.
20. Disregarding safety or security regulations.
21. Engaging in off-duty misconduct that reflects negatively on Staffworks or causes or has the potential to cause harm to the Company or its reputation.
22. Using electronic devices, such as but not limited to, cell phones, music devices, tablets, or laptops during work hours.
23. Employees are not permitted to make posts through social media using statements, photos, videos or audio that could be considered malicious, obscene, threatening or intimidating, that disparage Staffworks, its customers, other employees or that might constitute harassment or bullying.

If your performance, work habits, overall attitude, conduct or demeanor becomes unsatisfactory in the judgment of Staffworks, based on violations either of the above or of any other Staffworks policies, rules, or regulations, you will be subject to disciplinary action, up to and including termination.

**I have read and fully understand the above statements and I agree to abide by these guidelines. I received a copy of this form for my records.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Staffworks Representative** \_\_\_\_\_ **Date** \_\_\_\_\_