

POLICIES AND PROCEDURES

Welcome to The Bond Street Group. We have chosen you as an employee because we have the confidence that you will do a professional job and represent our company and yourself with dignity. To help you succeed, we are providing you with guidelines, policies, and procedures.

A temporary employee of The Bond Street Group who engages in unacceptable and inappropriate conduct as outlined in the policy and procedures contained herein, shall be terminated for cause from employment.

Please read the following. If you have any questions, please direct them to your The Bond Street Group consultant.

WHAT WE EXPECT FROM YOU WHEN YOU ARE ON AN ASSIGNMENT:

- Arrival/Check-In/Contact – Arrive on time. Immediately check-in with your The Bond Street Group consultant as soon as possible to confirm your arrival and provide your contact number or extension, in case of emergency and for other assignments.
- The Bond Street Group Is Your Employer – If you are sick, late or have an emergency, call us immediately. We will contact the client. If the client informs you directly regarding extending the assignment or ending the assignment, you must call us.
- Professionalism – Always do your best. Dress appropriately, arrive on time and put in all the hours you are contracted to work. Be pleasant and keep busy. Do not become involved in office politics. Argumentative behavior is grounds for immediate dismissal and termination for cause of employment. If you have a problem or need to discuss anything relevant to the assignment, call your The Bond Street Group consultant.
- Personal Calls – Personal calls can be made on your lunch hour or assigned breaks. Do not use the companies' phones for personal use. This applies to both incoming and outgoing calls. Please turn off your cell phone. You should NEVER answer your cell phone on an assignment unless there is an absolute emergency.
- Computer Usage – Unauthorized use of the Internet (e.g. surfing), computer software, or computer games is strictly prohibited.
- Pay Rates are Confidential – Your pay rate is confidential information and should only be discussed with your The Bond Street Group consultant. Pay rates are discussed and agreed to prior to your start day.

We know you will do your best to adhere to the above policies and procedures. Failure to comply will be considered misconduct and may result in immediate termination from your assignment and future assignment.

I have read and fully understand the above policies and procedures of The Bond Street Group and agree to abide by them.

Print Name _____

Sign Name _____ Date _____