



## ALBION EMPLOYMENT POLICIES:

### **Applicable to all Temp, Temp-to-Hire, Contract and Direct Hire Candidates:**

I certify that the statements made in my Employment Application are true and correct and without material omission. I understand that making false statements or omitting pertinent facts is sufficient cause for rejection or dismissal from employment.

I hereby authorize obtaining information from any person(s), employers, educational institutions, licensing authorities, and/or law enforcement agencies concerning my background, work habits, skill or conduct on the job, with the exception of past employer(s) I have indicated that are NOT to be contacted. I hereby release Albion and its staff from all liability for damages for issuing such information. I am aware that Public Law 91-508, known as the Fair Credit Reporting Act, requires an employer to inform me that a routine inquiry may be made that will provide applicable information concerning my character, my general reputation, my personal characteristics and my credit history. Upon written request, I will provide additional information as to the nature and scope of the inquiry or any report which is produced

### **Applicable to Temp, Temp-to-Hire and Contract Candidates:**

#### **Accident Reporting & Workers' Compensation:**

All workplace accidents, incidents and/or near misses MUST BE REPORTED immediately to Albion Staffing and to your supervisor. This includes ANY INJURY no matter how slight. Failure to do so may result in disciplinary actions including termination as well as the accident not being recognized under Workers' Compensation. If medical attention is required, you must receive authorization from Albion Staffing. Seeking medical attention without authorization may result in the claim not being recognized as well as the bill(s) not being paid by the insurance company. If at any time I make claims for Workers' Compensation or other personal injuries, I agree to submit myself to examination by a physician or physicians of employer's selection as often as may be requested.

#### **Liability for Wages & Limited Term of Employment:**

I agree that if I am employed, now or at any time in the future, my employment may be terminated at any time without liability to me for wages or salary except for such wages or salary which I earned prior to the date of my termination. Further, I understand the term of my employment shall be limited to the duration of any assignment that I accept.

Before accepting an assignment, an Albion Representative will verbally explain the requirements in detail including the hours of work, lunch, timesheets, job duties, performance, attendance, dress, etc. Should I NOT

complete the assignment for reasons such as unsatisfactory work performance, tardiness, excessive absences, walking off the job, not showing up for the assignment without prior advice, etc, the original hourly rate shall be reduced to the minimum Florida State wage.

### **Drug Free Workplace:**

It is Albion's objective to help provide a safe a drug-free work environment. Our policy strictly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol or prescription medication without prescription on Albion or our customer's premises while performing an assignment
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Albion or our customer's premises if such impairment or influence adversely affects your performance, your safety or that of others or puts at risk Albion's reputation.
- The presence of any detectable amount of prohibited substances in your system while at work, while on Albion's or our customers premises where prohibited substances include illegal drugs, alcohol or prescription drugs not taken in accordance with a medical prescription
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the Albion or our customer's premises if such activity or involvement adversely affects the employee's work performance

Albion will conduct drug testing under any of the following circumstances:

- **RANDOM TESTING** - Albion may ask an employee to submit to a drug test at any time if we feel that the employee may be under the influence of drugs or alcohol including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about your person or in your vicinity, unusual conduct or your behalf that suggests impairment or influence of drugs or alcohol, negative performance patterns or excessive and unexplained absenteeism or tardiness
- **POST-ACCIDENT TESTING** - Any employee involved in an on-the-job accident or injury may be asked to submit to a drug/alcohol test including any person who potentially contributed to the accident or injury event in any way.

If you are tested for drugs or alcohol outside the employment context and the results indicate a violation of this Policy, Albion reserves the right to immediate terminate your employment.

### **Unemployment Policy:**

It is MY responsibility to notify Albion of any change in my employment availability. In the event that Albion is not contacted, I understand that my Unemployment Benefits may be jeopardized.

### **4-Hour Work Policy:**

Albion offers its Clients a 4-hour guarantee whereby if either the Client or the Candidate is unhappy or dissatisfied, Albion will replace the Candidate and not charge the Client for hours worked up to a maximum of 4-hours. In the event that you work less than 4 hours with an Albion Client, you will NOT be paid for the hours that you work.