

TOBIN & ASSOCIATES

Tobin & Associates - Policy Statements

Please read carefully, sign and return this document to Tobin & Associates Inc.

- 1) **Employment Policy** - Tobin & Associates is your legal employer of record for the duration of this interim assignment with the below named Client Company -. Our telephone number is (713) 802-0991.

CLIENT Company Name _____

- 2) **Drug Policy** – Manufacture, use, sale, possession or distribution of illegal substances or alcohol on or off Client Company premises at any time is strictly prohibited. Random drug tests and/or reasonable searches for drugs may be utilized by Tobin & Associates and or Client Company. These tests/searches are not intended as accusation of illegal drug use, but rather utilized as a safeguard to protect the working environment. Your refusal to submit to a drug test/search or results of a positive outcome, i.e., discovering the presence of illegal substances in your system or on your personal property may be cause for termination.
- 3) **Confidential Information Policy** – As a Tobin & Associate employee you shall not, at any time during or after this employment assignment, disclose any confidential information, except to authorized representatives of TOBIN & ASSOCIATES or the client. The Employee agrees to safeguard all classified or proprietary information entrusted to their care and to adhere to all of the Client’s standard security practices and procedures.
- 4) **On the Job Injury Policy** - Tobin & Associates provides Workers’ Compensation Insurance for all employees. In the event that you suffer an on the job accident or illness - you or someone acting on your behalf must contact - Tobin & Associates and the Client Company - as soon as possible after the injury. It is your responsibility to become familiar with the safety and emergency procedures of the Client Company.
- 5) **Automobile Policy** - In the event that a client requires you to use your own automobile or rent an automobile as part of your assignment you must provide your own personal auto liability insurance. Further, you must agree to provide to Tobin & Associates Inc. evidence of automobile liability insurance for those vehicles.
- 6) **Lost Paycheck Policy** - In the case of a lost pay check it is the policy of Tobin & Associates to wait seven days from the date the check was mailed before a replacement check will be issued. If a check is lost in the mail and we issue a second check to you, you will be required to sign a release stating that you will promptly return the original check to Tobin & Associates when you find or receive it. The bank charges a fee to place a stop payment on the original check (\$31.00) - that fee will be deducted from the replacement check.

I understand and agree.

Employee Signature

Employee Printed Name

Date