

## AXIOM EXPECTATIONS

### AXIOM employees:

**Initial:**

- Begin and end work at the designated times on all scheduled work days.
- Accept and perform assigned duties to the best of their abilities.
- Exhibit a professional manner at all times, including but not limited to refraining from the use of profane language.
- Understand that some customers may require submission to, and satisfactorily passing of a background check, drug screen, and/or credit investigation prior to an assignment and that these processes require employee's written permission; results of information retrieved may result in disqualification on specific assignment or with **AXIOM** in accordance with applicable law.
- Do not falsify documents.
- Remain free of the influence of alcohol and/or drugs while on an assignment. This prohibition does not apply to medication taken under the care of a physician that will not adversely affect the employee's performance.
- Understand that to the extent permitted by law, alcohol, illegal drugs and/or weapons of any kind are NEVER allowed on **AXIOM** or a customer's property. Violation of this policy will result in immediate termination
- Follow the customer's rules regarding use of phone, computers, e-mail and the Internet. Viewing recreational or non work-related websites is prohibited, while at a customer site.
- Follow the customer's lunch and break times, as well as the times and locations when and where smoking is permitted.
- Inform the **AXIOM** branch **immediately** if they will be late to an assignment, or will be absent. **It is mandatory to notify the AXIOM branch office during the hours of 8 a.m. to 5:30 p.m. In addition, a twenty-four (24) hour voice mail system is available at each Branch for after-hours notification.**
- Understand that unexcused tardiness or absenteeism, departure from an assignment prior to completion, or unprofessional behavior/disrespect/unwillingness to perform essential functions of the assignment may result in corrective action, up to and including termination of employment.
- Contact the **AXIOM** Branch office when the customer requests: overtime, changes in job duties or responsibilities from the original job description, an extension or an end to an assignment, and/or to change the employee's status from a temporary to direct hire position.
- Provide **AXIOM** original timesheets signed by the customer verifying as accurate the hours worked by Monday at 10 a.m. each week and understand that this is required in order to be paid the following Thursday.
- Notify the **AXIOM** Branch office immediately of an on-the-job injury, and obtain medical attention from a physician listed on the Worker's Compensation Panel of Physicians listed in the **AXIOM** Branch office. Does not request or obtain treatment for on-the-job injuries from the customer's panel of physicians.
- Take a drug and alcohol test at first report of an on-the-job injury.
- Contact an **AXIOM** representative immediately should you observe or experience behavior which violates company policies.
- Inform the **AXIOM** Branch of changes made to personal or professional status.
- Provide a standard **two week** notice to **AXIOM** Branch if leaving assignment prior to customer's completion date.
- Notify **AXIOM** Branch if it is necessary to leave an assignment prior to intended end date and understand that without notification, a "no show / no call" status may result in discipline, up to and including immediate termination of employment. Return all equipment, security badges, and materials provided by either **AXIOM** or the customer at completion of assignment and prior to receipt of final payroll check; understand that the costs of unreturned items may be deducted from final paycheck to the extent permitted by law.
- Agree that all customer contact is to be directed only through **AXIOM** at the conclusion of an assignment.
- Understand that upon completion of an assignment employees must call **AXIOM** Branch twice each week during normal business hours to be reassigned. Failure to do so may affect employee's ability to collect unemployment benefits. Honor a six-month guarantee to contact and be placed through **AXIOM** for future and/or direct hire positions at former customer sites.

My signature below acknowledges that I received and reviewed the above expectations, and that my failure to comply with these expectations can result in discipline up to and including denial of employment and/or immediate termination of employment. I acknowledge that these expectations do not create an employment contract between **AXIOM** and me. If an employment relationship is established, I understand that the relationship would be at-will, which means that either I or **AXIOM** could terminate my employment at any time for any reason, with or without notice and that employment at-will applies to all terms and conditions of my employment. No promises regarding employment have been made to me, and I understand that no such promise is binding upon **AXIOM** unless made in writing by the President.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_