

DIVERSIFIED INDUSTRIAL STAFFING POLICY

I _____ agree to abide by the following established guidelines to my employment with Diversified Industrial Staffing, hereinafter "DIS":

1. I must call DIS within 24 hours after completion, layoff or any other reason for no longer working on an assignment.
2. I will contact DIS immediately if I have any questions regarding my assignment, am injured on the job, have a change of address or telephone number or any other information that relates to my assignment and/or employment with DIS.
3. I have access to a telephone and have reliable transportation.
4. If I am receiving Unemployment Benefits and refuse work offered by DIS, my refusal to work will be reported to the Michigan Unemployment Agency.
5. I understand that by registering with DIS I am in no way guaranteed employment of any type.
6. I acknowledge that it is my responsibility to make sure that the company I am assigned to reports my hours worked by 2 pm every Monday in order for DIS to have a paycheck processed.
7. I will not bring personal belongings to my assigned work site. These items include, but are not limited to, coffee mugs, pictures, radios, tape players, etc.
8. I will not be hired permanently by any DIS client until I have worked at the assignment no less that 90 calendar days.
9. I acknowledge that DIS is my employer and that at no time does my assigned company have the right to fire, layoff, or in any way alter my employment with DIS, unless the client hires me on a permanent basis.

The undersigned employee understands and agrees with the above conditions of employment with Diversified Industrial Staffing Services. By signing this agreement, the employee is stating that he or she has read and understands its conditions, and any violation of this agreement may result in disciplinary action, up to and including termination.

Employee Signature

Date

Witness Signature

Date