



The following **Guidelines** apply while on assignment at any BayTech position:

1. You are an employee of BayTech and are on temporary assignment, until further notified by BayTech.
2. Time cards must be sent in for each previous work week. Time cards **MUST** reach BayTech office **NO LATER THAN 10:00 a.m. each Monday**. They can be delivered in person, faxed, or emailed. Failure to report time worked may result in delayed payment of monies due to you.
3. Time and one half will be paid after 40 hours per week. BayTech does not pay double time on Sunday.
4. You may be asked to work overtime which may include weekends. If mandatory overtime is requested, refusal to work will be considered an unexcused absence and may cause forfeiture of my assignment. If non-mandatory overtime is requested, employees are expected to make every attempt to work the overtime.
5. You must arrive fifteen (15) minutes early for work on the first day of any assignment to get familiar with the company and to avoid being late.
6. If you will miss work for any reason (illness, emergencies, etc.) you MUST notify your supervisor AND BayTech as soon as possible. Failure to notify and not report to your assignment is considered a voluntary quit and forfeiture of your assignment and any future employment with BayTech.
7. Due to the nature of the work you will perform, you must wear acceptable, appropriate clothing. All positions require being well groomed with proper hygiene. For clerical positions, professional attire will be expected unless otherwise requested. Labor work attire must be clean; some may require safety shoes, glasses and a hard hat, or other safety equipment, which is the responsibility of the employee.
8. The drinking of alcohol and the use of controlled substances prior to work or while working is not permitted. BayTech is a drug-free workplace and you may not make, possess, use, hand-out, buy, sell, or be under any influence of illegal drugs, controlled substances, or alcohol while on any assignment. Any violation will result in termination of employment. BayTech, at its election, may perform random drug screening or alcohol testing at any time as a requirement to begin or retain any assignment.
9. Safety and security is a priority for employees of BayTech. We strive to provide safe, healthy working environments and you must be committed to working safely; using appropriate equipment and tools and avoiding dangerous or hazardous situations and materials in the performance of your duties. Any safety violation may be grounds for ending your assignment.
10. BayTech prohibits the possession or use of a weapon of any kind on your person while on any assignment. Failure to adhere to this policy will result in termination of employment.
11. You must notify the BayTech office immediately at the completion of each assignment. In order to be reassigned, you must notify BayTech of your availability on a weekly basis. Failure to follow this procedure will be considered a voluntary quit.
12. It is your responsibility to provide BayTech with working phone numbers at which we can reach you. Failure to do so will cause your employer to consider you to have voluntarily quit employment.
13. Employee agrees that he/she shall not, at any time, either during or subsequent to his/her employment use, copy, reveal, report, publish, transfer or otherwise disclose to any person, corporation or other entity, any confidential information of any BayTech customers.

I _____, have read and understand all of the above guidelines / policies for my employment at BayTech. Failure to obey these guidelines may result in my removal from any assignment and termination of my employment.

Employee Signature _____ Date _____

Bay Tech _____



Safety Policy and Procedures

It is the employee's duty to comply with the following standards to make a safe work place. Failure to do so, may result in immediate termination.

- 1. Know the safety practices for each assignment and general work area.
2. Comply with the safe work practices and personnel protective equipment.
3. Report all unsafe work conditions to a site supervisor and to BayTech immediately.
4. Notify a BayTech coordinator of any changes in job duties that differ from the ones originally sent to perform at the customer location.

If an employee is injured, seek appropriate medical attention. When an injury is not reported promptly, there will be no guarantee the employee will receive the best care and expedient benefits. Immediately report all accidents at once to your onsite supervisor and BayTech. Accidents should be reported even if medical attention is not required.

ALL BAYTECH EMPLOYEES MUST STRICTLY ADHERE TO SAFETY GUIDELINES

This pertains to, but is not limited to: All safety equipment, advice, suggestions issued or given by Client (to be named later), employees, shift supervisors and administrators in conjunction with BayTech employees.

Failure to do so will be the sole responsibility of the employee excluding all others.

I have read the above and agree to adhere to these guidelines and understand I may be terminated from my assignment and/or my employment with BayTech.

Employee Signature _____ Date _____

BayTech _____

Emergency Contact Numbers

Name _____ Phone _____
Relationship to you _____

Name _____ Phone _____
Relationship to you _____



**EMPLOYEE CONDUCT – ACTIONS THAT WILL LEAD TO IMMEDIATE
TERMINATION:**

- Falsification or misrepresentation of information on your resume, any employment record, application for employment, time documents, or company reports or statements
- Drinking of alcohol, use of drugs or any substance abuse, fighting or physical abuse on the premises or carrying weapons of any kind
- Theft of company property or employee personal property
- Sabotage or deliberate interference with company projects, products, or operations
- Sharing any confidential information of the customer with outside parties
- Violations of any safety rules that place yourself or others in danger
- Failure to notify BayTech of absences from work or repeated absenteeism or tardiness
- Failure to follow management directives or insubordinate behavior
- Failure to represent BayTech in a professional manner or discourteous behavior to customers or employees
- Harassment of any kind whether physical, sexual, or emotional
- Careless or negligent handling of company property
- Repeated failure to perform duties to level of ability
- Failure to complete new hire paperwork and provide valid I-9 ID's within three days of starting an assignment

I have read and understand the above "Employee Conduct - Actions That Will Lead to Immediate Termination". I understand and agree employment may be terminated with or without cause or notice at any time for any reason and that BayTech is an at-will employer.

Employee Signature

Date

Bay Tech Signature