

Welcome Aboard

This informational packet is designed to assist you with your orientation to Advantage Technical Resourcing. It includes performance expectations, standards of conduct, important policies and procedures, and exciting benefits information. Please review all documents in this package, and complete and return the required* payroll forms and acknowledgements to your Advantage Technical Resourcing recruiter or other designated representative prior to the start of your assignment. These forms can be returned by mail or fax.

Below are some of the key employment requirements of Advantage Technical Resourcing.

Timecards – Your Advantage Technical Resourcing recruiter or other designated representative will advise you on the proper procedure for submitting your timecard which may require mailing or faxing a timecard, or entering your time electronically. You should also determine who is authorized to approve your hours including any overtime hours. You are responsible for accurately reporting hours worked. Paychecks cannot be issued until approved hours are received by Advantage Technical Resourcing.

Attendance – Reliability and punctuality are important attributes for success. If you need to take time away from your assignment, please provide your Advantage Technical Resourcing recruiter or other designated representative with a reasonable notice of not less than five (5) days. If you will be tardy or absent for any unforeseen reason, you must notify your Advantage Technical Resourcing recruiter or other designated representative prior to the start of your scheduled work day.

Work-related Injury or Illness – If you suffer a workplace injury or illness, immediately notify your on-site client supervisor, Advantage Technical Resourcing recruiter or other designated representative.

Voluntary Termination – If you need to resign from your assignment, we request at least a five (5) business day written notification.

* The Table of Contents on the following page highlights all of the forms in this package in red. Forms that are not listed as 'Optional' or 'Upon Request' MUST be completed and submitted before the start of your assignment. Your Advantage Technical Resourcing recruiter or other designated representative will notify you if you are required to fill out any of the forms marked as 'Upon Request'.

The terms and conditions of your employment are at will. You or Advantage Technical Resourcing can terminate this employment relationship at any time, for any lawful reason, with or without notice. This handbook is not a contract, and no other Company publication shall constitute a contract between the Company and any of its employees.