



AcctKnowledge expects employees to observe a standard of conduct, which will maintain an orderly, positive, and productive work place. Such a standard of conduct will benefit and protect both the Company and all employees.

AcctKnowledge has identified a list of policies and procedures that must be adhered to. Acceptance of and agreement to abide by these policies and procedures are a condition of your employment with AcctKnowledge.

- I understand that I am an employee of AcctKnowledge and only I or AcctKnowledge can terminate my employment. When an assignment ends I must report to AcctKnowledge for my next job assignment within 24 hours. Failure to do so or to refuse my next job assignment will indicate that I have voluntarily quit and will not be eligible for unemployment benefits.
- I understand that I am expected to complete any job assignment I accept. If I do not complete the assignment, then AcctKnowledge can assume I have voluntarily quit. I agree to notify AcctKnowledge within 24 hours and give two weeks notice upon accepting another job offer while working for AcctKnowledge.
- AcctKnowledge has a very strict "Substance Abuse Policy", and I have signed a consent form to submit to drug testing. I understand that my failure to comply with this agreement will be grounds for my immediate termination.
- Once I have accepted a job, I must complete all paperwork for payroll purposes and gain an understanding of the time submission process. Unless special arrangements have been made, I understand AcctKnowledge will not recognize or pay for any hours worked by an employee in the absence of an individual timesheet approved by both the client and the employee. Approved timesheets are only valid for 30 days from the date worked.
- If for some unexpected reason, such as an emergency or illness, I cannot make it to work or will be late, I will contact AcctKnowledge as well as my supervisor on the job at least one hour prior to start time. My failure to do so may be grounds for dismissal and/or indicate that I have quit. If possible, I will notify AcctKnowledge and my supervisor the night before.
- If I am having problems on the job or with the assignment, I agree to contact AcctKnowledge so we can work out an acceptable solution for all parties involved. I will not leave a job assignment without notifying AcctKnowledge first.
- If I sustain an injury on the job, I will inform the client and AcctKnowledge immediately after the accident. AcctKnowledge will coordinate with the client and myself the proper procedure for treatment and reporting of the accident.
- AcctKnowledge pays its employees once a week. AcctKnowledge's pay period begins on Monday and ends on Sunday. I understand that I am paid for hours worked. This does not include holidays or lunch breaks. I understand my paycheck will be either mailed out on the Wednesday following the week worked or directly deposited on the Thursday following the week worked (if I have completed the direct deposit form and it has been fully processed).
- I understand that in order to be paid in a timely manner, timesheets must be turned in no later than 9:00 a.m. each Monday following the week worked. Any late timesheets will not be paid until the next payroll.
- My wages are confidential and should not be discussed with the customer or other employees. I will only discuss wages with AcctKnowledge personnel.
- I understand that if I am working in the downtown Tulsa area, AcctKnowledge may make some accommodations on parking.
- I understand that I am eligible for one week's vacation pay when I have worked and have received payment for 1,200 hours within a 12 month period. It will be my responsibility to contact AcctKnowledge to check on my vacation status. I understand that vacation pay must be taken in one-week increments and that my vacation hourly pay rate will be based on the weighted average of my hourly wages during the 1,200-hour waiting period. I understand that I must be actively employed in order to receive vacation pay.
- I understand that if I am being "payrolled" through AcctKnowledge that I am not eligible for vacation pay or parking.
- If I refer an employee to AcctKnowledge, I understand that I may be eligible for a referral bonus if the employee remains on the job for a certain period of time.

I have read and fully understand the above statements regarding AcctKnowledge policies and procedures and agree to the same. I understand that failure to comply with these policies and procedures could lead to my termination and may jeopardize my vacation benefits.

Applicant (signature) _____

Date: _____

(Print) _____

AcctKnowledge Rep: _____

Date: _____