



THE CAPITOL GROUP

PROFESSIONAL EMPLOYERS

"IT'S A CAPITOL IDEA!"

Employee Acknowledgement Letter

I the undersigned acknowledge the following policies of *THE CAPITOL GROUP*, and understand that my employment is at-will and contingent upon these policies. I understand that failure to adhere to these policies can be grounds for termination. These policies are as such:

- 1.) Attendance is mandatory. I understand that I am expected to show up on time to every shift I am scheduled for. I understand that I am expected to work the duration of that shift until I am dismissed for the day.
- 2.) Upon completion of any assignment I must report to *THE CAPITOL GROUP* in a timely manner for re-assignment. Failure to do so may result in forfeiture of certain benefits such as un-employment.
- 3.) I understand that my job has a dress code. This code may include, but is not limited to, wearing any required safety gear or wearing business attire in professional environments. This may also include attire that is inappropriate to the work place such as, vulgar or revealing clothes.
- 4.) Select employers may require that I pass drug tests as a condition of employment.
- 5.) Select employers may require I pass a test to assess a certain skill (i.e. typing etc.).
- 6.) I understand that use of alcohol on the job may be cause for termination.
- 7.) I understand that abuse of non-prescription drugs may be cause for termination.
- 8.) I understand that if I act violently towards myself, any customer, co-worker or anybody else, or jeopardize the safety of anyone, that I may be terminated.
- 9.) I understand that I am an employee of *THE CAPITOL GROUP* for the duration of my assignment and that *THE CAPITOL GROUP*, its agents or clients, cannot guarantee further work after the completion of my given assignment.
- 10.) I understand that all documents collected by *THE CAPITOL GROUP* become property of *THE CAPITOL GROUP*, and that I have no right to view or request these documents in the future.
- 11.) I understand that as an employee of *THE CAPITOL GROUP* my employment is contingent on my continuing adherence to the guidelines given to me here today.

By signing below I acknowledge that I have read and understand this agreement. I acknowledge that I may be terminated should I fail to adhere to these principles.

This list is designed as a guide and does not include all the conditions of employment. There may be other scenarios that result in an assignment ending.

Please Print Name Here

Please Sign and Date Here