



EMPLOYEE ACKNOWLEDGEMENTS & AGREEMENTS

Acknowledgements of Co-Employment Relationship

I acknowledge and agree that 1) I have been hired as an at-will employee of ContinuumHR which is an employee leasing company, 2) there is no contract of employment which exists between me and the client to which I have been assigned (hereafter "my company"); and 3) there is no contract of employment between ContinuumHR and me; and 4) ContinuumHR has no liability with regard to any employment agreement. I further understand and agree that my company, ContinuumHR or I can terminate our employment relationship at any time as I am an at-will employee.

I also agree that while I am a leased employee of ContinuumHR, if ContinuumHR does not receive payment from my company for services which I perform as a leased employee, ContinuumHR will still pay me the applicable minimum wage (or the legally required minimum salary) for any such pay period, and I agree to this method of compensation. I understand and agree that ContinuumHR has no obligation to pay me any other compensation or benefit unless ContinuumHR has specifically, in a written agreement with me, adopted the company's obligation to pay me such compensation or benefit. I understand that my company at all times remains obligated to pay me my regular hourly rate of pay if I am a non-exempt employee and to pay me my full salary if I am an exempt employee even if ContinuumHR is not paid by my company. I understand and agree that ContinuumHR does not assume responsibility for payment of bonuses, commissions, severance pay, deferred compensation, profit sharing, vacation, sick or other paid time off pay, or for any other payment where payment for such items has not yet been received by ContinuumHR from my company. I have been informed and I agree that if my assignment with my company or any ContinuumHR client to which I am assigned ends for any reason, I must report back to ContinuumHR within seventy – two (72) hours for possible reassignment and that unemployment benefits may be denied if I fail to do so.

Employment-At-Will Acknowledgement

I acknowledge and agree that my employment with ContinuumHR is that of an employee-at-will and as such is entered into voluntarily. What this means is that my company, ContinuumHR and I are free to end the employment relationship at any time, for any reason, with or without cause or advance notice.

I further understand and agree that the employment-at-will status with ContinuumHR may be altered only with the written authorization of the President of ContinuumHR. No one other than the President of ContinuumHR has the authority to bind ContinuumHR to any employment contract for any specified period of time with any employee. If the contractual co-employment relationship between ContinuumHR and my company ends, I will no longer be a co-employee of ContinuumHR, however my relationship with my company will not change because of the termination of the co-employment agreement.

Employee Policies Agreement

I understand and agree that the Employee Policies describe important information about ContinuumHR and my company. ContinuumHR and my company have the sole discretion to alter these policies from time to time, with or without prior notice. ContinuumHR reserves the right to revise, supplement and rescind or deviate from any policy or provision of the handbook from time to time, with or without notice, as its sole and absolute discretion consistent with all applicable federal and state laws. I also understand that the revisions to these policies may supersede or eliminate existing policies and that such changes will be communicated through official notices when possible. While every attempt has been made to ensure that these policies are consistent with federal, state and local laws, if any questions occur, the policy will be enforced consistent with the applicable law. These policies are not a legal document or an employment contract and may be revised with or without notice. None of these Employee Policies or any individual policies, related practices or guidelines are to be construed as any guarantee of employment, employment contract, or part of any employment contract.

I agree and I have received the Employee Policies. I further understand and agree that it is my responsibility to read the Employee Policies and any subsequent additions or revisions and to abide by the rules, policies and standards set forth in the book. The Employee Policies contains representative summary information about employment policies and practices and not all of the ContinuumHR policies are set forth in this book. Nothing in these Employee Policies alters the fact that all employees of ContinuumHR are employed for an indefinite period and that such employment may be terminated at any time, with or without cause or notice, at the will of either the employee or the Employer.

Prohibition Against Discrimination & Harassment Agreement

I also agree that is at any time during my employment I am subjected to any type of discrimination because of race, sex, age, religion, color, retaliation, national origin, handicap, disability or marital status, or if I am subjected to any type of harassment including sexual harassment; I will immediately contact an appropriate person of my company, the president or owner of the company and/or my supervisor. I understand and agree that my company and ContinuumHR are responsible for investigating my complaint and taking appropriate action. I further acknowledge and agree that ContinuumHR does not have actual control over my workplace and as such, is not in a position to end or remediate any discrimination, harassment, or retaliation which may be occurring. The responsibility to end such inappropriate conduct rests with my company.

Problem/Complaint Resolution Acknowledgement

I understand and agree that I have an affirmative obligation to report any workplace harassment or discrimination to my supervisor or my company management staff or a member of the ContinuumHR Human Resources team. ContinuumHR and my company will listen to my problem or concern, investigate it and to the extent possible, settle the matter. I understand that not all matters will be resolved to my satisfaction; however, decisions will be communicated to me in a timely manner. I further agree that the decision of the president of my company and, where applicable, ContinuumHR is final.

Complaints will be kept confidential as possible, consistent with the conduct of a full and fair investigation. I also understand that violating confidentiality may be subject to immediate discipline. I further acknowledge that the registering of a valid complaint will no way be used against me, nor will it have an adverse impact on my employment status, unless such accusation is shown to be intentionally false.

Safety Rules Agreement

I agree to obey the safety rules and to exercise caution in all work activities. In addition, I will comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. I will immediately report any unsafe condition to the appropriate supervisor and/or ContinuumHR Human Resources professional. I understand that violating safety standards, causing hazardous or dangerous situations, or failing to report or where appropriate, remedy such situations, may be considered sufficient cause for disciplinary action, up to an including suspension or termination of employment.

Workers' Compensation/On-the Job Injury or Illness Acknowledgement

In recognition of the fact that any work related injuries which might be sustained by me are covered by state workers' compensation statutes, and to avoid the circumvention of such state statutes which may result from suits against the customers or clients of ContinuumHR or against ContinuumHR based on the same injury or injuries and to the extent permitted by law. I hereby waive and forever release any rights I might have to make claims or bring suit against any client or customer of ContinuumHR or against ContinuumHR for damages based upon injuries which are covered under such workers' compensation statutes. I also agree to comply with any drug testing policy which my company or ContinuumHR may adopt, and I specifically agree to post-accident drug testing in any situation where it is allowed by law.

I understand and agree that is I am accepted as a leased employee of ContinuumHR, I am expressly prohibited from performing any work outside the state in which I currently reside in, for any client during my status as a leased employee except as may be allowed in writing by ContinuumHR and ContinuumHR s workers' compensation carrier. I understand that I will not be a leased employee of ContinuumHR and will not be provided workers' compensation benefits through ContinuumHR or ContinuumHR's workers' compensation carrier. My leased employment with ContinuumHR will be considered immediately terminated upon commencement of my trip outside of my current state to perform work for a client where prior written approval has not been received from ContinuumHR and its workers' compensation carrier.

Agreement

I have read, understand and agree to all the provisions contained in this Employment Acknowledgements and Agreements. I understand and agree to all terms and conditions herein stated as a condition of my employment. I hereby certify that all the information given on this document or any supporting documents is true and correct, and I understand that any misrepresentations of this information may result in immediate termination of employment.

Print Name _____

Employee Signature _____ Date _____