



# accruepartners

BUILDING PEOPLE, COMPANIES AND CAREERS

## Client Based Employee Information

Candidates are the lifeline of our business. We encourage open communication and feedback to achieve success. AccruePartners wants to thank you for your outstanding contribution.

This brochure clarifies guidelines for working with us - in any work environment.

## Assignment Expectations

Standard working hours vary per assignment Monday thru Friday. Your AccruePartners recruiter will advise you of the hours required for your assignment. Your employment supervisor will advise you as to any necessity of overtime.

### Lunch & Breaks

Your lunch and any other break times will be determined by your supervisor while on assignment. Most companies require employees to have a one-hour lunch break unless otherwise instructed. Some facilities may be complete with break-rooms and lunch areas, while others may require you to take lunch off-site. Please coordinate these times upon your arrival to the assignment.

### Appearance

First impressions are crucial. The keys to a good appearance are neatness, simplicity and professionalism. Your AccruePartners recruiter will notify you of any specific dress requirements for the assignment; however, a conservative approach is always best. No jeans, no stretch pants, or no sandals. When in doubt please ask.

### Smoking Policy

As most companies adhere to a smoke-free work environment, you will need to verify the company's policy prior to smoking on or around the premises

### Timesheets

Each week you are required to fill out a timesheet and have your supervisor sign it. Timecards are due no later than 10:00 AM on the Monday after the work week you work. You may Fax your timecard to us at (704) 632-9988. Extra copies of timesheets are available on our website: [www.accruepartners.com](http://www.accruepartners.com)

### Paychecks

Payday is every Friday. Direct deposit is free and highly encouraged.

### Holidays & Vacation Pay

Upon completion of 1,750 hours of employment within a 12-month period through AccruePartners, you will be eligible for 40 hours paid vacation pay and the following holiday pay Company paid Holidays:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
July 4th	

### I.D. Badges

To ensure a secure work environment for their employees, some companies require the wearing of an I.D. badge at all times. You should arrive prepared to present the following documents: valid driver's license, work visa and social security card.

### Food & Snacks at Workstations

Food and snacks are not allowed at work stations, unless permission is granted by supervisor.

### Extensions of Assignments

Contact your AccruePartners representative if your Supervisor asks you to stay on your assignment longer than you were original contracted for told-or if your assignment ends early.

### Keep in Touch

We want to do everything possible to keep you satisfied and productive. That is why it is so important to keep in touch with us. We will periodically contact you weekly to ensure your assignment is going a success. AccruePartners will also periodically contact your Supervisor to ensure you are meeting their expectations.

*Remember: The key to success is a professional attitude and professional appearance. An eagerness and willingness to learn are key. Keep an open mind and a good sense of humor. We wish you luck on your assignment.*

### Call us if...

- A problem arises, or you have a question about your assignment.
- If you are going to be late or absent.
- You have a change in your address or phone number.
- There is a change in your availability

### Employee Referral Bonus

Get a \$100 bonus when you refer a candidate and they are placed on an assignment completing 40 hours.

## Harassment Policy

AccruePartners prohibits sexual and other harassment and intimidation, including harassment based on race, color, sex, religion, national origin/ancestry, age, disability, marital status, military service status, or any other legally protected categories.

Sexual harassment, for purposes of this policy, is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- 1) Submitting to the conduct is made a term or condition of the individual's employment;
- 2) Submitting to or rejecting such conduct by an individual is used as the basis for employment decisions affecting him/her; or
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment does not mean occasional compliments of a socially acceptable nature. However, examples of prohibited conduct include:

- Sex-oriented verbal "kidding" or abuse, crude or offensive language, jokes, or pranks
- Subtle or other pressure for sexual activity
- Epithets, slurs, negative stereotyping
- Physical conduct of a sexual nature
- Demands for sexual favors
- Any other offensive, hostile, intimidating, or abusive conduct of a sexual nature.

Harassment based on race, color, religion, national origin, age, disability, ancestry, or other protected classifications may include, but is not necessarily limited to: threats, derogatory remarks, jokes, epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts which relate to these characteristics. It may also include offensive gestures or sounds, or displays of offensive pictures or cartoons related to any of these characteristics. Finally, it may also include physically intimidating behavior directed at persons because of such characteristics.

AccruePartners will treat all complaints of harassment seriously and expects you to do the same. AccruePartners encourages and reminds you that you have a responsibility to report immediately conduct that is believed to constitute any type of harassment. Any employee who believes that he/she has been a victim of some form of sexual or

other harassment should report the incident immediately to any staff member, executive recruiter, director or other executive at (704) 632-9955. An investigation will occur. If harassment is found to have occurred, the offender will be disciplined, and may be immediately terminated. AccruePartners also strictly prohibits any form of retaliation against employees who exercise their rights to raise complaints about violations of this policy or provide information related to such complaints. No person will be adversely affected in their employment as a result of bringing good faith complaints of harassment or discrimination, or truthfully participating in an investigation. Any employee who feels that he or she has been the subject of retaliation, or adverse or different treatment as a result of having complained about a prohibited discrimination or harassment or having participated in an investigation should immediately bring the matter to the attention of AccruePartners through this same complaint procedure,

## Terminable Violations

Either party may terminate the employment relationship at anytime and for any reason. Even minor misconduct may result in termination depending upon the circumstances surrounding the incident. However, the following conduct is considered especially egregious and will likely result in your immediate termination.

- Insubordination
- Theft
- Use or threat of physical violence against any employee, Customer or other person during work time
- Possession of any type of firearms, ammunition, explosives or weapons
- The use, possession, distribution or sale of drugs or alcohol on client company/AccruePartners premises or when conducting business
- Testing positive for any drug
- Excessive or unexcused absenteeism or tardiness
- No call/no show on assignment
- Violation of established safety rules or safety practices
- Disclosing confidential material or information to unauthorized persons
- Use of profane, obscene or disrespectful language including telling jokes on client company/AccruePartners' property or when conducting business
- Violation of the client company/AccruePartners Equal Employment Opportunity or Anti-Harassment policies
- Failure to turn in timecard
- Failure to follow rules of client company/AccruePartners.

## Equal Opportunity and Employment

AccruePartners is an Equal Opportunity Employer. This means that we will extend equal opportunity to all individuals without regard to race, religion, color, sex, national origin, age disability, handicaps or veterans status. This policy affirms AccruePartners commitment to the principles of fair employment and the eliminations of all vestiges of discriminatory practices that might exist.

Employment is at will, is not guaranteed for any specific time and may be terminated for any reason at any time. There is also no guarantee that you will be offered or placed on a job as a result of you completing an application.

- You will not handle cash or other valuables of any client without prior written consent by AccruePartners.
- You will not sign the name of AccruePartners or your name on any financial information or tax returns of any client company.

You are not authorized to make employment decisions.

## Specializing in:

- ◆ Accounting and Finance
- ◆ Corporate Administrative Support
- ◆ Human Resources