

**The A List at Ashby Staffing  
Employment Agreement**

I understand that The A List at Ashby Staffing incurs substantial expense in the recruitment and retention of individuals like myself. Therefore, I agree to notify The A List at Ashby of all offers for employment with client companies that I am familiar with based on the referral of The A List at Ashby Staffing. Further, I agree not to accept employment or assignment with said The A List at Ashby Staffing client company in any form or through any other employer other than The A List at Ashby Staffing for a period of six months after the completion of any assignment or with the express written consent of The A List at Ashby Staffing.

**Cell Phone Use**

Cell phone use by any Ashby employee is strictly prohibited while driving, whether the cell phone is company owned or individually owned. Please use cell phones in an automobile only when you are safely parked. Any violation of this policy will be subject to disciplinary action, up to and including termination of employment.

**Internet, Email and Computer Use**

You hereby agree and understand that the computer, email and internet access systems of an Ashby Staffing client where you may be on assignment are for assigned business use only. You may not use those systems for personal purposes. You also agree and understand the client may monitor computer, email, and internet access at will, including the full content of any messages therein, without further disclosure to you. You likewise may not use client computers to download any files, unless the scope of the assignment requires you to do so for business purposes.

**Drug & Alcohol Abuse Policy**

Ashby Staffing supports the goal of establishing and maintaining drug free work places. Many companies across the country and in Austin have mandatory drug testing policies in place and require a drug test before employment. The new Texas Workers' Compensation Act requires all employers who have 15 or more employees and who are covered by workers' compensation insurance, to adopt a policy for the elimination of drug and alcohol abuse and its effects in the work place.

In accordance with the Texas Workers' Compensation Act, Ashby Staffing reserves the right to drug test any employee if required by a client before working on the premises and/or if the employee is injured while on an assignment for Ashby.

**Workers' Compensation Insurance Statement**

Ashby Staffing does provide Workers' Compensation Insurance coverage for the protection of its employees.

**Texas Workforce Commission Information**

As noted in the Ashby Staffing Welcome Packet, the best way to make sure I'm considered for the best assignments is to call an Ashby Staffing Coordinator every morning. I understand it is my responsibility to recontact The A List at Ashby Staffing by calling in available for assignments within 24 hours from the end of an assignment and every morning thereafter as unemployment benefits may be denied if I do not satisfy this obligation.

**Authorization to Conduct Background Checks**

I authorize Ashby Staffing to conduct any background checks and disclose that information to your clients and insurance companies.

I have read and understand the above information regarding Ashby Staffing's Drug & Alcohol Abuse Policy; Cell Phone, Computer, Email and Internet Use; Workers' Compensation Insurance Statement; and Texas Workforce Commission Information.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_