



Employee Handbook Acknowledgement

I have reviewed and agree to abide by the Kelly Services® Employee Handbook (Item #126e). I fully understand the guidelines outlined in each section.

Specifically, I understand and agree to the following:

- ☐ I will follow all Kelly® policies and procedures, including Kelly's safety policy and procedures, as well as those of any Kelly customer to which I am assigned. Additionally, I will abide by the law and act with the highest level of ethics, honesty, and integrity.
- ☐ As a Kelly employee, I am committed to the safety goal of Absolute Zero: zero on-the-job accidents, zero on-the-job injuries, and zero on-the-job illnesses.
- ☐ I will immediately report any incidents that violate Kelly policies. Any violation of these policies is grounds for termination of employment.
- ☐ An order with Kelly does not imply or guarantee a full-time position with a company. If offered a full-time position by a Kelly customer, I will contact the Kelly office immediately.
- ☐ Should the scope of my job duties change while on an order, I will contact Kelly as soon as possible.
- ☐ If injured at work, I will immediately notify both the customer supervisor and Kelly.
- ☐ I have read and agree to abide by the Time Recording Policy.
- ☐ I understand that Kelly reserves the right to interpret, modify, or discontinue policies or perks at any time without prior notice. It is my responsibility to become familiar with the contents of this handbook and to regularly speak with my Kelly Representative to ensure I am referencing the most current version.
- ☐ I will promptly contact Kelly (not the customer) if I am going to be late or absent any day during my order. Failure to contact Kelly may result in disciplinary action up to, and including, termination of employment.
- ☐ I will be dependable and punctual and honor my commitment to complete each order.
- ☐ The use of customers' equipment and information systems (including e-mail, voicemail, Internet access, and telephones) are for business purposes only, and my use of this equipment and systems may be monitored.
- ☐ I will notify Kelly if I am charged with, or found guilty of, any criminal offense (where applicable by state law).

Employee Signature

Date

Kelly Representative Signature

Date