



## Temporary Employment & Non-Disclosure Agreement

Please **CAREFULLY** and **THOROUGHLY** read the following agreement, and initial your consent at the end of each section. This agreement is binding and it is the sole responsibility of the signatory to ensure they have read and understood before signing.

### Nature of Employment:

1. I, \_\_\_\_\_, hereby understand that Okanagan Staffing Services Inc. (hereafter "OSS Inc.") has been authorized by my signature and approval of this contract, to place me on a variety of independent job assignments of a temporary nature.
2. I understand and accept that while on assignment, I am first and foremost an employee of OSS Inc. I am NOT an employee of the client workplace that I have been placed at. **Initials:** \_\_\_\_\_

### Employee Expectations:

1. I understand that I must report ANY AND ALL changes to my working conditions to OSS Inc., as soon as possible, including:
  - a. Any changes in my job description, work duties, or work location.
  - b. Any changes in my work hours or schedule, whether requested by myself or the client.
2. I understand that I must immediately report ANY AND ALL workplace issues to OSS Inc., including:
  - a. Any concerns about my physical working environment, including unsafe working conditions, insufficient safety equipment, insufficient safety training, etc.
  - b. Any disagreement/conflicts that arise at my workplace, including professional or personal conflict with other employees, managers, contractors, etc. (including bullying, harassment, verbal abuse, physical altercations, etc.)
  - c. Any injuries that occur at the workplace, regardless of whether I was working at the time of the injury, and all appropriate details of the incident
  - d. Any conflicts of interest that may arise prior to, or during, my employment relating to my personal or professional business relationships that could impact my ability to complete my duties in a fair manner
  - e. Any other workplace issues that are required by employment standards to be reported, or which you feel we should know about regarding the situation at the workplace
3. I agree that I will report ANY AND ALL missed work time to OSS Inc. **as soon as I know that the work will be missed, or as soon as possible after it has been missed.** This includes partial shifts, such as leaving early or arriving late. Reports must include the reason for the missed work (no more work to do, sickness, emergency, etc.). Outside of normal Office Hours (8:30am – 4:30pm), I will report by email AND by leaving a voicemail at OSS Inc. If I have the contact information for my employment placement, I will contact them to inform them of my anticipated missed work time. During normal Office Hours, I will call and speak to my Recruitment Coordinator, who will then contact the placement separately. If my coordinator is unavailable, I will leave a voicemail AND I will email them ASAP.

4. I understand that the above outlined changes in working conditions, work hours/schedule, missed work, and workplace issues are to be **reported directly to my Recruitment Coordinator** so that OSS Inc. can take the appropriate actions to ensure that their workplaces comply with WCB, WHMIS, OH&S and other applicable regulations, and that conflicts are resolved in a timely manner.
5. I understand that if I need to miss a future scheduled shift for any reason that I **MUST** request this time off, in advance, in writing, from my Recruitment Coordinator. I understand that OSS Inc. will do everything possible to accommodate my request, but **cannot guarantee an accommodation**, especially on short notice.
6. I understand that I am required to provide OSS Inc. with at least **2 full business days' notice in writing**, to end an ongoing temporary employment assignment for any reason. If this is not provided, OSS Inc. reserves the right to remove me from the temp roster/terminate my employment.
7. I understand that without explicit prior approval from OSS Inc., temporary assignment employees are not allowed to do any of the following, and OSS Inc. is not responsible for damages or losses that may occur due to these unauthorized actions:
  - a. Render financial decisions and sign financial documents
  - b. Operate company vehicles on personal or company business
  - c. Operate personal vehicles on company business
  - d. Handle cash or company credit cards
8. I understand that it is my responsibility to check-in with OSS Inc., on a regular basis by phone or email to maintain my active employment status.
9. I understand that if I fail to check in with OSS Inc. for a period of 90 days, that OSS Inc. reserves the right to close my file and stop contacting me regarding temporary employment opportunities. **Initials:** \_\_\_\_\_

### **Payroll Policies:**

1. OSS Inc. pays bi-weekly via direct deposit, with the pay date being the Friday following each two-week pay-period. Employees are required to submit their hours on a bi-weekly timesheet for each pay period. Timesheets **MUST** be signed by an authorizing supervisor at the place of work to be considered valid.
2. I understand that it is **solely my responsibility as an employee** to submit a signed timesheet **before 4pm of the Friday** of each pay period during which I am employed.
3. If a signed time sheet is not received by, at the very latest, 10 am on Monday morning, then no pay cheque will be prepared for receipt the following Friday.
4. The only deductions from my salary will be those allowed by law to be deducted by employers.
5. I understand that my first payslip will be emailed to me. Upon receipt, I agree to set up a Canada Post e-post account so as to receive all future payslips and my annual T-4 electronically (OSS Inc. will provide instructions).
6. I agree that I understand OSS Inc.'s payroll policy, and take full responsibility to ensure OSS Inc. will receive the proper documentation required to produce my pay cheque. **Initials:** \_\_\_\_\_

### **Confidentiality/Non Disclosure:**

1. I understand that I may be assigned to perform services of a nature that requires the strictest of confidentiality, sensitivity, and tact.

2. I agree that I am under a legal and professional duty as an employee of OSS Inc. to respect the confidentiality of any proprietary business information that I may be exposed to at OSS Inc.'s client work sites, or through OSS Inc., as a failure to do so may result in losses to OSS Inc.'s clients and/or OSS Inc.
3. I agree that I will keep this information confidential, unless it is necessary to disclose during the course of my temporary employment to other employees of the business.
4. I understand that I must not list OSS Inc.'s clients' identities directly on my resume, list OSS Inc.'s clients as references, or contact OSS Inc.'s clients for references without explicit prior approval from OSS Inc.
5. I understand that I may request written letters of recommendation from OSS directly, as well as from OSS Inc.'s clients, so long as I liaise with OSS Inc. and OSS Inc. provides prior approval. **Initials:** \_\_\_\_\_

**Employment Requests:**

1. I hereby understand that as an active employee of OSS Inc., OSS Inc.'s clients must liaise with OSS Inc. in order to request any changes to my employment status.
2. I agree to IMMEDIATELY report any of the following employment requests/offers to OSS Inc.:
  - a. Any requests to **extend my temporary employment assignment** beyond the initial end date
  - b. Any requests for me to **fulfill a new temporary assignment** for the client
  - c. Any requests that my **temporary employment transition into permanent employment** for the client
3. I understand and agree that if at any time I enter into or am offered a temporary, contract, or permanent position by a client of OSS Inc., which has resulted from the introduction of myself to the client through OSS Inc., whether directly via temporary employment or OSS Inc.'s recruitment and interview process, or indirectly via the presentation of my resume to a client, I agree to contact OSS Inc. directly before accepting the offer.
4. I understand that the previous two requirements are binding and **in effect for 12 months** from either the date of the introduction of myself to OSS Inc.'s clients, or from the last date of my placement at OSS Inc.'s clients, whichever is later, even if I am no longer actively employed with OSS Inc.
5. I further understand that I am not to solicit job offers from OSS Inc.'s client for any of my friends, acquaintances, etc. at any time that I am an employee of OSS Inc. as this is a conflict of interest.
6. I understand that OSS Inc.'s clients have also signed documentation adhering to these policies and conditions, to ensure consistency. **Initials:** \_\_\_\_\_

**Failure to Comply:**

1. I realize that failure to comply with any of these provisions may result in disciplinary action, up to and including termination of my employment and/or legal action. **Initials:** \_\_\_\_\_

**Temp Employee:**

**Witness:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Copy

OSS Inc. Copy