

## Terms and Conditions

- **ATTENDANCE POLICY:** To be successful, you need to be on time (15 minutes early) for work every day! You are expected to complete the entire shift and finish each assignment you accept. **YOU MUST CALL IN OUR OFFICE DURING EVEN AFTER BUSINESS HOURS FOR ANY ATTENDANCE WORK RELATED.**
- **INFRACTIONS:** If you arrive to work late or leave work early, we will consider the time missed as an infraction that is subject to discipline.
- **PLANNED ABSENCES:** If you know in advance you will miss work, you should speak directly with employer as soon as possible or within 24 hrs. In some cases, you will need to notify the supervisor at the client company.
- **UNPLANNED ABSENCES:** If you do not know in advance you will miss work, you must notify Employer as soon as possible. Do not miss work without notifying us directly! Unplanned absences are subject to discipline. **NO CALL / NO SHOW:** If you fail to report to work and fail to contact Employer as soon as possible, we will consider you a voluntary quit until you call Employer, office to explain your circumstances. A no call/no show may result in a disciplinary action.
- **NO CALL / NO SHOW:** If you fail to report to work and fail to contact Employer as soon as possible, we will consider you a voluntary quit until you call Employer, office to explain your circumstances. A no call/no show may result in a disciplinary action.
- **CANCELLATION POLICY:** You have to notify Employer and give ample time to Employer to look for replacement if you won't be available to work on your scheduled hours.
- **BENEFITS:** Applicable statutory holiday, vacation pay will be paid to qualified employees. **VACATION PAY:** 4% Vacation Pay will be paid weekly in lieu of vacation time.
- **EXTENDED HEALTH BENEFITS:** Company will be offering Extended Health Group Benefits for Single or Family, to enroll in program you must contact our office in written with in 7 days or will consider as a rejection of the program.
- **VACATION PAY:** 4% Vacation Pay will be paid weekly in lieu of vacation time.
- **WORK EXCESS HOURS DAILY/WEEKLY:** I agree to work 8 hours or more in a day up to 48-60 hours weekly and with the authorization of the assigned Company. Overtime pay will be paid after working 44 hours in a week or 88 hours in a bi-weekly. Our Payroll will be every bi-weekly.
- **WORKPLACE GUIDELINES:** The spirit of these rules is to create a safe, healthy and productive work environment at Employer; the following offences may result in disciplinary action, up to and including discharge:
  1. Repeated tardiness, absenteeism or repeated requests for time off. We will check to verify all excuses.
  2. Theft or misappropriation of any money or property from Employer, or customer or other employee.
  3. Verbally or physically abusing, threatening or fighting with another person, other employees, customers or supervisors.
  4. Falsification of any company record, including employment application, time card, accident or injury reports, insurance forms, inventory records, etc. (Includes signing in the attendance of another employee).
  5. Possession weapons, use or sale of alcohol or narcotics on the premise or reporting for work under the influence of the same.
  6. Horseplay or conducting yourself other than in an adult, professional manner.
  7. Damage to property or equipment of the company, customer or of another.
  8. Demonstrated and repeated failure to meet our standards of skill or responsibility. Includes failure to meet quality standards, and inability to perform the job. Also includes displaying a detrimental attitude toward customers or co-workers.
  9. Insubordination to Management and Employers and Lying to management personnel and wasting time.
  9. Insubordination to Management and Employers and Lying to management personnel and wasting

time.

10. Failure to observe SAFETY RULES or practices.

11. Failure to abide by any appearance and grooming standards and Good Manufacturing Practice and must abide Emergency Procedures - it is very important to follow the procedures given by the assigned employer if you get injured while at work. Notify the supervisor immediately and inform the agency office as well.

- I authorize **MEETsu Solutions** to **retain \$30.00** for uniform charges from my first pay cheque, which will be refunded if I work more than three months **OR** if I don't work for three months, I will receive retained amount upon returning dry clean uniform back from **MEETsu Solutions**.
- Any deductions required by the all level of Government **OR** by the assigned employer **OR** by MEETsu Solutions will be deducted with written acknowledgment by employee.
- Employer will pay the agreed rate per hour plus vacation pay.
- I am aware and understand that the job assignment is on a temporary basis, Employer is the employer and I am an assignment temporary employee of the agency.
- Employment ends when the term assignment ends or when the assignment is ended for any reasons by the agency, the assignment employer, or the client of Employer.
- I received or will receive the information details regarding the work assignment such as clients name, address contact name, hourly rate, and work description, estimated term of the assignment, pay period and pay date.
- I understood my employment standard rights and received from Employer.
- Your weekly salary will be based on your daily time-in and time-out. If you forgot or ignore this, we will NOT be responsible for any error, losses or short pay in the salary.
- I agree to receive direct deposit for bi-weekly pay and also agree to receive pay stub via email.
- Workplace locker can be use for storage of personal items during work. To secure locker employee can only use **COMBINATION LOCK**. Locker must be empty after work. Our Client has right to inspect locker and client is NOT responsible for any loss, theft or damage.
- **WRONGFUL ACT:** I agree and sign that I will work for MEETsu Solution's client and I will not change or switch to any other employment agency which are also serving MEETsu Solutions clients, I am willing to pay any damage occur to MEETsu Solutions with my wrongful act.
- **CASL:** I agree and authorized to send me an informative email to the email address provided on my application with understanding of Canada's Anti-Spam Legislation [CASL].
- **POLICY:** I agree that have read and understand Healthy and Safety Policy, Good Manufacturing Practice, WHMIS, Violence and Harassment at Workplace, Terms and Conditions of company.
- **TRUTHFUL:** I declare that the information I have given in this application is true, complete and correct to the best of my knowledge. I agree that the provision of false misleading statements in this application shall constitute valid grounds for dismissal from the company's employment.
- **TIME THEFT:** This occurs when an employee receives compensation for hours that they have not actually worked while the altering of timecards, clock in or out for each other ("buddy punches") or falsely recording attendance on a time management system at our clients' facilities when you are schedule to work. You can be charged and prosecuted to the full extent of the law.