

NAN VADEN'S TEMPLE TEMPS, INC.

Nan Vaden's Temple Temps, Inc. is locally owned and operated; therefore, we are very proud to say, "All the revenues generated in this business stay in Bell County." As an equal opportunity employer, we **guarantee** our employees. If you, as our customer, should be dissatisfied with a temporary employee, we ask that you let us know immediately and we will replace the temporary employee. We offer a friendly, family-type atmosphere because we believe that working as a team gets the best results.

Nan Vaden's Temple Temps, Inc. stresses safety to our temporary employees. We have safety training that includes films, handouts, etc. for our employees, stressing the importance of being safety conscious. We ask that you, the employer, have our temporary employees attend all safety meetings and inform them of the safety equipment they will need to perform their duties while at your facility. We also ask that the temporary employee have his/her job description explained to them and be shown the proper way to operate any equipment or machine of any kind that he/she may be using upon their arrival to the jobsite.

Nan Vaden's Temple Temps, Inc. has well-trained personnel to handle all of your temporary needs; whether it is for four hours (our minimum per person per day) or for an indefinite period of time. We make it possible for you, the employer, to hire any of our temporary employees after they have worked for you for 240 regular hours. There will be no fee charged, to you or the employee, for adding one of our temporary employees to your payroll.

Nan Vaden's Temple Temps, Inc. can also payroll ALL your employees. By this, we mean we can pay all your employees the rate they are making now and we will cover them with Worker's Compensation Insurance, General Liability Insurance, Unemployment Insurance and Match the Social Security (7.65%) as well as make all the quarterly reports to the IRS and FUTA/SUTA. You, as the employers will write only one (1) check to Nan Vaden's Temple Temps, Inc. instead of writing a check to each of your employees.

Our office staff is trained to help you with all of your temporary or temp-to-full time needs. They are familiar with our temporary employees' skills to know just the right one for your particular job need. They are prompt in getting temporary employees to the jobsite and checking with you to ensure success and satisfaction.



AGREEMENT

The following terms and conditions form the basis for Nan Vaden's Temple Temps, Inc. to supply temporary employees to client companies.

1. It is agreed that the client will furnish an appropriate place for Nan Vaden's Temple Temps, Inc. temporary employees to work, which shall comply with all laws and ordinances relate to occupational health safety.
2. It is agreed that the client shall notify Nan Vaden's Temple Temps, Inc. of any changes in the duties of Nan Vaden's Temple Temps, Inc.'s temporary employee from those originally described to Nan Vaden's Temple Temps, Inc.
3. It is agreed that the client will not entrust a Nan Vaden's Temple Temps, Inc. temporary employee with unattended premises or any part thereof, or with the care, custody, or control of cash, negotiable or other valuables without the prior written permission of Nan Vaden's Temple Temps, Inc. and then only when the Nan Vaden's Temple Temps, Inc.'s temporary employees' specific duties necessitate such activities.
4. It is agreed that charges for Nan Vaden's Temple Temps, Inc. temporary employees are payable upon receipt. The client agrees to promptly pay the charges evidenced by time card or any other mutually acceptable recording method.
5. It is agreed that Nan Vaden's Temple Temps, Inc. reserves the right to assess a two hours show-up time charge for any employee, ordered by the employer that reported but was not used.
6. It is agreed that Nan Vaden's Temple Temps, Inc. is entitled to reasonable collection fees, and other expenses incurred in the collection of any and all charges on the client's account(s).
7. Because Nan Vaden's Temple Temps, Inc. has substantial investment in maintaining its staff of temporary employees and in consideration of the services rendered by Nan Vaden's Temple Temps, Inc. , it is agreed that, for a period of 240 regular billable hours from the date a Nan Vaden's Temple Temps, Inc. temporary employee begins providing services to the client, the client shall not hire directly nor hire through another staffing firm any Nan Vaden's Temple Temps, Inc. temporary employees, unless otherwise agreed to by Nan Vaden's Temple Temps, Inc. Should the client hire a Nan Vaden's Temple Temps, Inc. temporary employee directly, or through another staffing firm, it is agreed that Nan Vaden's Temple Temps, Inc. will be notified of this intent and that Nan Vaden's Temple Temps, Inc.'s temporary employee's pay roll will be billed, at the client's expense, for the remaining hours, including but not limited to the 240 regular hours as stated above.
8. It is agreed that Nan Vaden's Temple Temps, Inc. will be responsible for withholding the temporary employees' federal income taxes, paying unemployment taxes, social security taxes, and Medicare taxes. Nan Vaden's Temple Temps, Inc. will also obtain and maintain workers' compensation insurance coverage for the temporary employee.

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9. It is agreed that neither Nan Vaden's Temple Temps, Inc. nor its temporary employees will be held responsible for physical loss, damages to, or the loss of use of machinery, equipment materials, or other property while in the care, custody, or control of Nan Vaden's Temple Temps, Inc. temporary employees.
10. It is agreed that the client will indemnify Nan Vaden's Temple Temps, Inc. and its temporary employees for injuries incurred by the client's employees, agents and/or third parties in the course of their employment, losses, resulting from work performed by Nan Vaden's Temple Temps, Inc.'s temporary employees in a reasonable manner and/or as instructed by the client and losses resulting from willful misconduct, intentional or negligent acts by the client.

The undersigned, as an agent for the client company, acknowledges and accepts the above terms and conditions.

Client Signature _____ Date _____

Client's Printed Name _____

Company Name _____



EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Nan Vaden's Temple Temps, Inc. to offer equal opportunities for employment, promotion and personal growth to everyone. This policy requires that Nan Vaden's Temple Temps, Inc. avoid the denial of employment or growth opportunity to any person through discrimination of any kind. Nan Vaden's Temple Temps, Inc. recognizes and assumes its responsibility to comply completely with the statutes, rules and regulations pertaining to equal employment opportunity. Nan Vaden's Temple Temps, Inc. will, at all times, seek and employ the best qualified personnel and will administer all personnel activities including recruitment, selection, salary, promotion and layoffs regardless of **race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.**