

POLICY MANUAL

Goal

The goal of ACE Employment Services, Inc. is to promptly, ethically and efficiently identify and recruit qualified employees for client-employers. Each person employed by us is responsible for implementing this goal and maintaining our favorable reputation among clients, candidate and members of the public.

Client and Candidate Confidences

Our success is based upon the relationships we have developed with clients and candidates.

During the course of discussing staffing requirements with clients, confidential information concerning employee performance and business developments are often discussed (promotions, transfers, terminations, plans for expansion, new products, etc.). The utmost care must be exercised to treat this information as confidential, and to reveal only those items that are necessary to recruit qualified candidates while not jeopardizing our clients.

The right to privacy of candidates must also be respected. Under no circumstances must their desire to seek other employment or personal information be revealed, directly or indirectly, to their current employers.

Serious legal and business consequences can result from the breach of client and candidate confidences. Any employee who does so is subject to immediate dismissal without notice

Confidentiality

As an employee of ACE Employment Services, Inc., all client names, addresses, phone numbers, names of hiring authorities, hiring preferences, backgrounds, job openings, and related information are solely the property of ACE Employment Services, Inc. In addition, all candidate names, addresses, phone numbers, job preferences, backgrounds, and related information are solely our property.

While you are employed, this information is to be held in the strictest of confidence. Should you leave for any reason, it is not to be used by you, directly or indirectly.



Phone, Email, Postage and Office Supply Usage

Moderate use of phones for personal calls and occasional personal emails are permitted, as long as they don't interfere with office business. Excessive personal phone, email, postage and supply use without authorization may result in immediate dismissal without notice.

Compensation

Our pay periods run Monday – Sunday and paychecks will be received either on Tuesday or Wednesday of each week depending on if you are working for a state client or private company. If candidate provides wrong mailed paycheck gets lost, you must wait 1 week before requesting a stop payment (this allows time to bounce back or arrive.) Once stop payment is requested, *candidate will be charged a \$35 dollar stop payment fee* and a new check will then be issued. For this reason we recommend direct deposit.

Notice of Termination

ACE Employment Services, Inc., reserves the right to terminate the services of any employee at any time. The amount of notice or pay in lieu of notice (if any) will be determined on an individual basis, considering such factors as the reason for termination and length of employment. Some examples resulting in termination include repeat tardiness/absenteeism, personal calls, altering timecards and theft/damage of property.

Office Hours

Regular office hours are 8:30 A.M. to 5:00 P.M. Monday through Friday. Holiday hours may vary.

Absenteeism

You are expected to provide adequate notice to the supervisor and your contact at ACE Employment if you will be late or absent from work.

Excessive tardiness and absenteeism, or the failure to notify us of your inability to report for work, are grounds for immediate dismissal without notice.



Equal Employment Opportunity

ACE Employment Services, Inc., is committed to a policy of equal employment opportunity without regard to race, religion, national origin, age, sex or marital status.

Please remember when on an assignment, you represent ACE Employment to our customer. We count on you to be thorough, complete assigned tasks and take pride in your work.

Employee Name (print) _____

Signature: _____

Date: _____

By signing this policy you indicate that you read and understand the policy.