

Employment Authorization and Acknowledgement

Payroll Authorization: Employees have the option of receiving wages by direct deposit, paper check, or a payroll debit card. I hereby authorize my employer, TradesExchange, to directly deposit my periodic wages/compensation payments, net of required tax withholdings, other required withholdings or authorized deductions, into my designated bank account(s) or selected pay card. In the event TradesExchange deposits funds erroneously into my account(s), I authorize TradesExchange to debit entries and adjustments for any credit entries made in error to my account(s) but not to exceed the original amount of erroneous credit. I further agree to not hold TradesExchange responsible for any delay or loss due to incorrect or incomplete information supplied by my financial institution, or myself, and for reasons such as (1) not properly activating my pay card, (2) an error made by my financial institution depositing funds to my account. This agreement will remain in effect until revoked by my written request. I understand that I must immediately notify the branch before closing any/all accounts provided while this authorization is in effect and for any other issues. For any issues with pay cards and accessing funds I will refer to the customer service number on the back of the pay card. Wages shall be paid in accordance with Tennessee's Wage Regulation Act (T.C.A. § 50-2-103), which requires wages earned by the first of the month to be paid by the 20th of the following month, and wages earned by the 16th to be paid by the 5th of the next month.

Employment Verification Authorization: I authorize TradesExchange, or any representative thereof, to contact my present and past employer(s) for the purpose of confirming my length of employment, and other relevant data. I also authorize TradesExchange, or any representative thereof, to conduct investigative background inquiries on me, to include consumer, credit, criminal, civil, driving, and other reports as needed, on a continuing basis as it relates to my employment. I also authorize company representatives to review any current or prior industrial injury claims on file with worker's compensation carriers, and other medical providers in order to determine my physical capabilities in regard to potential job assignments. In compliance with the Tennessee Lawful Employment Act (TLEA), TradesExchange will verify the employment eligibility of all new hires through E-Verify or by requesting and maintaining authorized identity and employment eligibility documents as required by Tennessee law.

Release of Claims Against TradesExchange Customers: I understand that TradesExchange provides temporary workers for its customers to work at the customer's designated job site. In accepting any work assignment, I acknowledge that I am a temporary worker of TradesExchange and not an employee of the Company's customer. If I am ever injured in the course of any work assignment for TradesExchange, I agree that I will look only to the Company's Worker's Compensation coverage and not the Company's customer for any recovery. For myself, and on behalf of my heirs, executor, personal representatives and assigns, I waive, release, and forever discharge any claim that I may now have or that may later accrue against any customer of TradesExchange which directly or indirectly arises out of any injuries which may occur while I am on a work assignment for the Company. In signing this Release, I understand that I am not waiving or releasing any claims that I may have against the Worker's Compensation coverage provided by TradesExchange.

Deduction Consent: In an effort to ensure that temporary employees are able to reach their respective job sites, TradesExchange may help facilitate a "carpooling" arrangement between employees or otherwise assist in providing transportation. I acknowledge that if I choose to participate in carpooling, I do so voluntarily and neither I nor other participants are authorized agents of TradesExchange. I indemnify and hold TradesExchange harmless for all injuries and/or damages I may suffer as a result of such ride sharing. I am free to arrange for my own transportation to and from the job site. I also authorize TradesExchange to deduct, from my wages, charges for equipment and/or any monetary advances or loans I may be given.

Conditions and Certifications: In consideration of my employment, I agree to conform to the rules and regulations of TradesExchange and I understand that my employment by TradesExchange may be terminated at any time by TradesExchange or me with or without notice, for any reason. Under Tennessee law, employers may legally hire, fire, suspend, or discipline any employee at any time and for any reason, provided such action does not violate state or federal anti-discrimination laws. I understand that no Manager, or any other employee or representative of TradesExchange other than the President of TradesExchange, has any authority to enter into any agreement for employment for any specified period of time, or to make any other agreement contrary to any of the foregoing.

Confidentiality Statement: Employees and former employees are prohibited from releasing to any other party any information whatsoever about TradesExchange which is of a confidential nature or which could be deemed to constitute a "trade secret." Employees or former employees are further prohibited from using, in any manner whatsoever, information which is confidential, proprietary, or privileged, whether for their personal benefit or gain, or for that of any other person. Any information which has not been disclosed publicly in writing should be treated as confidential and proprietary. I understand the duties, including physical requirements, of the position for which I am applying with TradesExchange and I certify that I am capable of performing the required tasks with or without reasonable accommodation. If after I am hired I am requested to perform work which I am unable to perform due to a disability, I will notify TradesExchange so that we may discuss the options for any reasonable accommodation. I understand that TradesExchange does not tolerate racial or sexual harassment or discrimination in accordance with the Tennessee Human Rights Act and applicable federal law. I have read and understood TradesExchange's policy against harassment and discrimination. I understand that I should report any actual racial or sexual harassment or discrimination to any branch personnel or TradesExchange's management as provided in the policy, and that I am protected against retaliation for having done so.

Policy Regarding Dispatch Procedure: I understand that I am not required to work on any particular day and whether I report in to the TradesExchange office is always my choice. Whenever I wish to register my availability to work, I will visit the office and sign in. I know that TradesExchange is not required to find work for me and is not required to contact me in any way in order to make work available to me. If I do not report to the office and sign in, TradesExchange may assume that I am not available for work that day. I understand that TradesExchange follows a "best match for dispatch" policy and not a "first in-first out" policy. I understand that after receiving a job assignment, I am free on my own time to leave the office and do as I wish until the assignment starts. I understand the importance of never being late for a job assignment. I agree to notify the dispatch Manager of any physical limitation, prescribed medication, previous injury, or pre-existing condition which may impair or limit my ability to perform an offered job assignment. If I have a 'Repeat Ticket' (defined as a request to return to the same job at a later date), I know that I am required to report my availability to TradesExchange in the manner indicated by the dispatcher at least one (1) hour before the scheduled start time and that if I do not, then TradesExchange may assume that I am not available to return to work.

Employment: I understand and acknowledge that my employment with TradesExchange is on an "AT WILL" day-to-day basis, as recognized under Tennessee law. That is, at the end of the workday, I will be deemed to have quit until I report to the office at a later date, receive a new work assignment, and actually commence work on a new assignment. I acknowledge that I am not employed by TradesExchange while traveling to and from an assignment. I understand that I am employed by TradesExchange only during the time period in which I am actually at an assignment and working. Failure to request a new assignment may affect eligibility for unemployment compensation. I understand that merely registering my availability to work does not constitute employment, and I am not reemployed until I actually commence work at a new work assignment. Regardless of my employment status, I understand that I will not be entitled to receive any fringe benefits of any type from TradesExchange, including such things as health insurance, pension plan, and vacation. I understand the significance of my exclusion from these programs and irrevocably agree to my exclusion.

Safety: I have completed the safety training required as part of TradesExchange's application process. I certify that I understand the content of the training I have received. I understand that TradesExchange complies with the Tennessee Occupational Safety and Health Act (TOSHA) and all applicable federal OSHA regulations.

EMPLOYEE CERTIFICATION

Employee Signature

Printed Name

Date