



READ EACH SECTION CAREFULLY. BY YOUR SIGNATURE YOU ACCEPT THE FOLLOWING AS CONDITIONS OF EMPLOYMENT WITH ARROWPOINT SOLUTIONS, INC. OR ANY CLIENT COMPANY TO WHICH YOU ARE ASSIGNED.

By my initials and signature below, I understand that I will be an employee of Arrowpoint Solutions, Inc. and will be paid directly by Arrowpoint Solutions, Inc. As such, I agree that Arrowpoint Solutions, Inc. is solely responsible for provision of eligible benefits, the payment of my wages, the payment employer's taxes, worker's compensation insurance and for the withholding of all of my taxes; and that client companies are not responsible for the payment of any wage, tax or benefit related to my employment. I agree that if I am offered employment by any client to which I have been assigned that I must inform that person or client that I am an employee of Arrowpoint Solutions, Inc. and that the client must contact Arrowpoint Solutions, Inc. to hire me.

I agree that when my assignment ends, I will report to Arrowpoint Solutions, Inc. for my next assignment within TWO DAYS of the completed assignment. I also understand that it is my responsibility to notify Arrowpoint Solutions, Inc. of my availability on a weekly basis. Failure to report to Arrowpoint after my assignment ends or to contact Arrowpoint once weekly at minimum, will indicate that I have voluntarily quit and that I may not be eligible for unemployment benefits.

I understand that my employment will be temporary and for no specific period of time and that this employment is terminable by me or by Arrowpoint Solutions, Inc. at any time without notice, for any reason or for no reason or cause. I agree that any falsified information that I have submitted in connection with my application to Arrowpoint will be grounds for termination.

I will comply with Arrowpoint Solutions, Inc. Standards of Conduct in the performance of my work assignments. I have the responsibility and duty to arrive to work on time and obey all reasonable and lawful instructions. I acknowledge that disciplinary action will be taken for insubordination or sexual harassment, up to and including termination. Insubordination is defined as a willful, verbal refusal of instructions, willful disregard of management authority, disrespect, rudeness, rebelliousness or disobedient and dismissive gestures, improper manner or attitude, walking away, and abusive language.

I understand and will comply with Arrowpoint Solutions, Inc. rules regarding job safety and agree that if I sustain an injury on the job, I will immediately inform the client and Arrowpoint Solutions, Inc. of any on-the-job occurrence, accident or injury or I will have someone aware of the injury contact Arrowpoint Solutions, Inc. if unable to do so. I further agree that I will report to a medical care facility designated by Arrowpoint Solutions, Inc. for care and to submit to a drug screening. In addition, if I am not physically capable of performing a job in accordance with all safety procedures, I will refuse the job position after being given a description of the tasks, physical requirements, client policies and requirements of the job. I acknowledge and agree that if I fail to comply with any conditions described above, Arrowpoint Solutions, Inc. will have cause to contest the validity of any claim made to worker's compensation or medical benefits and my employment with Arrowpoint Solutions, Inc. may be terminated.

I agree that I will not operate any vehicle, forklift, motorized equipment, or powered equipment while performing duties for any client company or subsidiary of Arrowpoint Solutions, Inc. without prior written consent from Arrowpoint Solutions, Inc.

I hereby authorize a full background check, including but not limited to criminal investigation, credit reports, past employment, personal history and references.

I agree to abide by the substance abuse policy of Arrowpoint Solutions, Inc. and agree to submit to the terms therein or as they may be amended in the future. I acknowledge that persons admitting to drug use, or testing positive for drug substances will be terminated. I understand that I may be required to submit to drug testing as a condition of employment, for cause, at random, or post-accident.

I understand that Arrowpoint Solutions, Inc. is an equal opportunity employer. We do not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, medical condition, handicap, veteran status, marital status, or sexual orientation. Arrowpoint Solutions, Inc. follows the employment policies contained in the ADA, which makes it unlawful to discriminate in employment against an individual with a disability. Arrowpoint Solutions, Inc. will provide reasonable accommodation to the known limitations of a qualified individual. This policy applies to all areas of employment including recruiting, hiring, training, promotion, compensation, and benefit programs.

I agree to hold in confidence any information that I may come in contact with while performing duties or on assignment for Arrowpoint Solutions, Inc. and forever thereafter; and that I will not disclose confidential information to anyone. I further agree that I will only use the information for the carrying out of my duties during the course of my assignment.

I agree to read and abide by the policies set forth in the employee handbook. If I have any questions regarding content of the handbook, I will contact an Arrowpoint Solutions, Inc. supervisor for clarification.

Handbook Acceptance (Office Copy—to remain with application)

If you have any questions about the employee handbook or need clarification of any of its contents, you must consult your staffing manager for clarification. The information, policies, and procedures described in this handbook are subject to change at the sole and absolute discretion of Arrowpoint Solutions, Inc. Revisions may supersede, modify, or eliminate existing policies to the extent permitted by law. This handbook is neither a contract of employment nor a legal document. It is your responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

By your agreement, you confirm that you will read the employee handbook and will ask for clarification regarding its contents if you have any questions.