

Information for candidates starting a new position

ARRIVAL: For your first day arrival you should be 15 minutes EARLY! Make sure you know how to get to the client's location and have their phone number, just in case. Take into account potential traffic.

DRESS: especially on your first day you want to make a good impression. Dress professionally and conservatively. Throughout your assignment, you may not wear jeans, t-shirts, revealing clothing, gym shorts, tank tops, sneakers or open sandals. Remember that you are going to work not on a date. You may be allowed to dress "business casual" after your first day depending upon the rest of the office and your supervisor.

COMMUNICATION WITH R & W GROUP: call your recruiter after you arrive to let him or her know you are there. **Call us immediately if you are late, sick or have any problems or concerns with the assignment. If appropriate, we will contact the client.** Finally, you must call us as soon as you know when your assignment will end or if it is ending early.

RESPONSIBILITIES: you have been given a position description by your recruiter. If at anytime you are asked or directed to do anything outside that description you must contact R & W immediately and prior to taking the requested action. Although R & W pays for workers' compensation insurance for you during your assignment, we do not want you to be injured. **UNDER NO CIRCUMSTANCES are you authorized to: lift anything over 50 pounds; work off the ground 2 feet or higher; drive any type of vehicle or equipment or automobiles (unless we have given you specific and prior approval); perform any light industrial work; operate any unsafe equipment; or work with or near any hazardous materials, chemicals, or flammable products.**

PHONE CALLS/INTERNET USE: remember that you are there to work. You can use your cell phone only during your lunch break or in an emergency. The internet is for business use ONLY. While at work you may not check your e-mail or networking sites such as Facebook. You may not surf the internet (unless required to as part of your job), and in all circumstances you may not visit inappropriate web sites.

CONFIDENTIALTY: you may be given or have access to confidential information while you are working. Do not forget that this information is and must remain confidential or sensitive. Without written approval from R & W, you may not disclose any such information to anyone else unless required to do so by law. All such information as well as all documents and anything else you create while working remains the property of the company for whom you are working. You are releasing any and all claims to such documents and information.

HIPAA : if you are working with or exposed to medical information, it is critical that you remember that the federal government specifically protects a patient's right to privacy regarding medical information. Patient's have a right to review and correct their medical information. You may only release a patient's medical information with their prior written consent. Without their consent, NO information may be accessed, released or used for any purpose. The record may be used only for health purposes or billing. Federal law requires that you maintain complete confidentiality at all times and must protect against

deliberate or accidental misuse or disclosure. For example, do not discuss a patient's health and personal information with anyone other than authorized personnel, in private, and only if you have authorization to do so. Do not leave confidential or medical information on an answering machine or voicemail. Do not leave written medical information out in the open, on a desk, copier, or fax machine without you being there. Failure to follow these rules can result in criminal and civil penalties. If you see any misuse of such information, please report it to R & W immediately.

IF YOU HAVE A PROBLEM DURING THE ASSIGNMENT: contact R & W Group immediately! Jeff (c): 703/981-1433; Kathryn (c): 703/501-6215. This includes concerns about harassment, discrimination, or work related problems. R & W Group takes any allegation of harassment or discrimination of any type very seriously and we will investigate all allegations. Please contact us immediately with any questions or concerns that you have during your assignment. You can also contact the appropriate agency for concerns about safety (www.osha.gov), wage and hour issues (DC: owh.ask@dc.gov), or discrimination (www.eeoc.gov).

TIMESHEETS: **are due by midnight on Saturday.** All of our timesheets are electronic. You will be given instructions on the use of our electronic timesheet system. **It is critical to make sure your timesheet is correct. Submitting an incorrect timesheet could result in a delay in your paycheck or even termination from your project.**

PTO: once you have accrued PTO and wish to use it, just contact us! For contractors working in DC, MD, or Montgomery County, MD, the local Paid Sick and Safe Leave laws apply. In these jurisdictions, you begin accruing PTO on your first day of work and can use it for sick leave after you have worked for R & W Group for 90 days. Your accrued hours and used sick leave will be shown on your pay stub each week. This benefit is concurrent with other benefits including FMLA and R & W's PTO. Using sick leave will reduce the balance of your PTO. Unused sick leave is not paid out upon termination of employment. **Any sick leave requested greater than your maximum PTO will be unpaid.** VA contractors: our regular PTO policy applies. Contact your Recruiter with any questions. For DC Paid Family Leave Law information go to www.DCPaidFamilyLeave.dc.gov.

OBTAINING A PERMANENT POSITION: we hope you enjoy working for our client. If you are interested in a permanent position there, please let R & W know. Unless you have prior approval from R & W, it would be inappropriate for you to speak with the client (including HR) about obtaining a permanent position. Doing so would be grounds for immediate termination. The best way to get a permanent position is to do a great job. If the client has any openings, they will ask us if you might be interested. R & W is in contact with each client throughout an assignment and will solicit feedback on your work.

ATTITUDE: People like working with others who have a positive attitude. Keep this in mind when you are working. Be respectful of every employee. Remember that you are an AT-WILL employee. You can be terminated at anytime with or without cause. We want your assignment to last as long as possible and appropriate and be the next step in your career.

THANK YOU for placing your trust in R & W Group and allowing us to assist you with your job search. We expect you will find your new position fulfilling and rewarding. If there is anything we can do for you or if you have any questions, please contact us.

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