



# Receipt and Acknowledgement of Employee Policies

I agree that I have received, read and will abide by the following Kforce (the “Firm”) policies:

- Commitment to Integrity
- Professionalism and Respect in the Workplace Policy
- Alcohol and Drug Free Workplace Policy
- Open Door Policy
- Acceptable Use Policy
- Timekeeping and Fair Pay Policy
- Meal and Break Policy
- Safe Work Environment Policy
- Statement of Availability
- Time Off and Leave Policy
- Privacy Policy

I also understand the above policies are available on the consultant website (<https://www.estaff365.com/account/login/>), that these policies may be updated from time-to-time, and that it is my responsibility to periodically check the website, review updates, and continue to follow the rules and guidance in these policies including any updates. I understand that failure to follow these policies may subject me to discipline up to and including immediate termination.

I further acknowledge that these policies are guidelines for the Firm's operations and do not create a contract of employment nor do they modify my at-will relationship with the Firm. The Firm reserves the right to amend, modify or revoke these policies, in whole or in part, at any time.

If I have questions regarding the content or interpretation of these policies and procedures, I will bring them to the attention of the Corporate Human Resources Department by contacting the Customer Solutions Center at (888) 435-7957, option 1 or by email at [corphelpdesk@kforce.com](mailto:corphelpdesk@kforce.com).

EMPLOYEE SIGNATURE \_\_\_\_\_

NAME

Andrew Sharp  
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DATE

03/14/2022  
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