



## ASSOCIATE EMPLOYMENT AGREEMENT

The Employer, Workway and the Associate, \_\_\_\_\_ agree on this day \_\_\_\_/\_\_\_\_/\_\_\_\_ to the following terms:

- I, as an Associate of Workway agree to conform to all rules and policies of Workway.
- I, as an Associate of Workway understand and agree that my employment is at-will and that my employment may be terminated by either me or Workway at any time with or without cause. It is also understood that no written documents, verbal assurances or other conduct shall be construed to modify this “at-will” nature of the employment relationship, unless the modification is in an express written contract which is signed by me and the CEO of Workway.
- I will not directly solicit full-time, permanent or temporary employment with any company at which Workway placed me at within one year of completion of the assignment, without the written consent of Workway.
  - I am aware that if I work for the client, whether directly through the client company or through another temporary agency or through any agent other than Workway within the first year following the assignment, the client is obligated to pay a placement fee to Workway. Therefore, I agree to be responsible for a referral fee should I solicit permanent or temporary employment from client without the written consent of Workway.
- I will at all times perform all duties required to the best of my ability to the reasonable satisfaction of Workway and the client company. I shall report my working hours accordingly and accurately on the timesheets provided by Workway.
- I understand that by registering for work with Workway that employment is not guaranteed and that positions could be temporary, temp to hire and/or direct hire. Each position will be thoroughly discussed with me prior to the submittal of my resume but the ultimate hiring decision will be made by the client company NOT Workway.
- I will not at any time, in any fashion, form, or manner, either directly or indirectly divulge, disclose, or communicate to any person, firm, or corporation in any manner whatsoever any information of any kind, nature, or description concerning any matters affecting or relating to the business of Workway. This includes, without limitation, the names of any its customers and any other information concerning the business of employer, its manner of operation, or its plans, processes, or other data of any kind, nature, or description without regard to whether any or all of the foregoing matters would be deemed confidential, material, or important.

**PLEASE KEEP THIS PAGE FOR YOUR RECORDS**



**SIGNATURE PAGE FOR  
ASSOCIATE EMPLOYMENT AGREEMENT**

**Please sign, date, and return this page to your Workway Representative  
for your employment file.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Branch:** \_\_\_\_\_