

HIRING AND EMPLOYMENT POLICIES OF TAP AND SONS ELECTRIC, INC.

Thank you for considering TAP and Sons Electric, Inc., as a potential employer. Here we have provided a checklist of important components of the hiring process. Please review these policies and check the box at the left to note that you have read and understand them.

- TAP and Sons Electric, Inc., is an equal employment opportunity employer which selects the individual who is the best match for a position based on job-related qualifications, without regard to race, color, creed, sex, national origin, religion, sexual preference, age, disability, or other protected group status.
- If you are the successful applicant for this position or for any other position, TAP and Sons Electric, Inc., will contact you by telephone, letter, or email to extend an offer of employment to you.
- Like substantially all American employers, TAP and Sons Electric, Inc., employs its personnel "at will." This means that you are free to leave your employment with TAP and Sons Electric, Inc., at any time, and TAP and Sons Electric, Inc., is free to terminate your employment at any time.
- TAP and Sons Electric, Inc., embraces a zero tolerance policy on harassment. This means that any harassment of fellow employees, customers, vendors, or anyone associated in any way with TAP and Sons Electric, Inc., is strictly prohibited. All complaints of harassment will be promptly, fully and fairly investigated. Persons found guilty of harassment of any kind including, without limitation, harassment based upon gender, race, or sexual orientation, are subject to discipline up to and including discharge.
- Any modifications of the standard policies of TAP and Sons Electric, Inc., must be approved by the President/Manager of TAP and Sons Electric, Inc. Any modifications related to your employment should be in writing signed by you and the President/Manager.
- Any intentional misstatement, misrepresentations, or other distorted information in your employment application will be considered the falsification of company documents. Persons guilty of such falsification are subject to discipline up to and including discharge.
- The means of expressing your compensation has no bearing on the length of your employment. Whether your compensation is expressed hourly, monthly, annually or otherwise, all employees are considered "at will," absent express written agreement to the contrary.
- TAP and Sons Electric, Inc., maintains demographic data regarding its job applications in order to comply with applicable law and to assure that it is being completely unbiased in its hiring practices. We collect this information in the first part of the Employment Application and clearly identify it. This information will be separated from your application and none of it will, under any circumstances, be used in making hiring decisions.
- Drug and alcohol abuse is, sadly, widespread throughout the country costing employers millions of dollars annually in medical costs, lost productivity, and the like. TAP and Sons Electric, Inc., may at any time ask you to submit to a random drug test. Likewise, if TAP and Sons Electric, Inc., ever has reason to suspect your use of illegal drugs or misuse of legal ones, or your use of alcohol during work hours, TAP and Sons Electric, Inc., has the right to require you to submit to drug and/or alcohol testing

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I have acknowledged my understanding of the foregoing principles and policies by checking the appropriate boxes. I understand that compliance with the foregoing, as applicable, is a material term and condition of my employment.

Candidate's Signature: _____ Date: _____