

## Cashier Test

Score / 15

b

1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

A

2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

d

3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

C

4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C

5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

6) What is the current sales tax rate in your city \_\_\_\_\_?

C

7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

$$\begin{array}{r} 1.25 \\ 0.90 \\ 0.79 \\ \hline 2.94 \end{array} \quad \begin{array}{r} 10.00 \\ 2.94 \\ \hline 7.06 \end{array}$$

b

8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

$$\begin{array}{r} 10.50 \\ 10.50 \\ 7.25 \\ 7.25 \\ \hline 35.50 \end{array} \quad \begin{array}{r} 50.00 \\ 35.50 \\ \hline 14.50 \end{array}$$

d

9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

$$\begin{array}{r} 3.75 \\ 4.25 \\ \hline 8.00 \end{array}$$

a

10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

$$\begin{array}{r} 3.75 \\ 3.75 \\ 1.25 \\ 1.25 \\ 2.50 \\ 2.50 \\ 3.25 \\ 3.25 \\ \hline 21.50 \end{array} \quad \begin{array}{r} 100.00 \\ 21.50 \\ \hline 78.50 \end{array}$$

## Personal Physician Designation

I, JEANETTE HAYNES, hereby inform my employer, Acrobat Outsourcing, and its Workers' Compensation carrier, Integro USA Inc DBA Integro Insurance Brokers, of my intent to seek treatment from my designated person physician for all Workers' Compensation-related injuries or illnesses.

My personal physician is:

Dr. Singh

660-584-2192

## Offer letter

JEANETTE HAYNES

301. W. 31st St. Apt. 102A  
Niagara Falls, MO 64037

Acrobat Outsourcing is pleased to offer you a position as Cashier.  
At the rate of \$9.00 per hour starting on 7/24/2017.

This offer is contingent upon the satisfactory completion of the background check process. By accepting this offer, you also agree to comply with the policies set forth by the company and acknowledge the guidelines that are shared with you at the time of hire. Additionally, the rate offered above may vary depending on location and client. If the rate is different than your standard offered rate, it will be disclosed to you before you accept the offered position. Rate may also vary if you perform a position other than that stated above.

By digitally signing this offer letter, I, JEANETTE HAYNES, accept the job offer of Cashier from Acrobat Outsourcing.

By accepting the job with Acrobat Outsourcing, you agree that you have done so voluntarily and acknowledge that there is no specified length of employment. Your employment is at will and either Acrobat Outsourcing or you may terminate the relationship with or without notice at any time. Prompt reporting of all work-related injuries and/or illness is a requirement of employment and you agree to report such injuries and/or illnesses as required. Acrobat Outsourcing reserves the right to change the hours, wages and working conditions at any time based on business necessity. Policies are subject to change and revised information may supersede, modify, or eliminate existing policies. Any questions, please feel free to consult with the Human Resources Manager in our corporate office.

Signature: JEANETTE HAYNES Date: 08-5-17

## Absenteeism & Tardiness Policy

All Acrobat Outsourcing employees are expected to be at their client site prepared to work at the scheduled time. Regardless of the reason, absenteeism and tardiness are subject to disciplinary action. **Employees must clock in and out at all client sites.**

**Absenteeism:** is defined as failure to report for work without prior approval of the Acrobat Outsourcing Staffing Supervisor.

**Tardiness:** is defined as arriving late for work or returning late from breaks/meals, or early departure from work.

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## Policy

**Calling Off/Absent:** If you are not able to make it to your scheduled shift, you are required to give us 24-hour notice for a cancellation!

**Illness:** If you are sick, you are required to contact your Staffing Manager at Acrobat Outsourcing no less than 3 hours before your scheduled shift.

**NO CALL/NO SHOW:** Grounds for automatic termination.

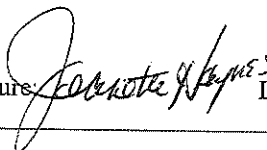
**Clocking IN/OUT:** You are required every time to clock in and out of your shift. If there is no timesheet present at the time of clocking in/out, you must notify your staffing manager immediately.

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## Disciplinary Action

**First Occurrence:** Verbal Warning from Staffing Manager.

**Second Occurrence:** Employee will receive a written counseling form and placed on suspension. Any additional occurrences may result in further disciplinary action up to and including termination.

Signature:  Date: 08/05/17

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## Authorization & Release to Obtain Information

As part of our hiring background and investigation, we may obtain consumer reports to prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights under the Fair Credit Reporting Act.

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit Acrobat Outsourcing to obtain a consumer report and/or an investigative consumer report which may include the following:

- My employment records;
- Records concerning any driving, criminal history, credit history, civil record, workers' compensation (post-offer only) and drug testing;
- (For truck drivers only) In accordance with the Department of Transportation Motor Carrier Safety Regulations, Section 382.413, information concerning alcohol and controlled substances for the past 2 years;
- Verification of my academic and/or professional credentials; and information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information.

I agree that a copy of this authorization has the same effect as an original.

I further direct and authorize such third parties who may be the custodians of or who may be in possession of requested records or information to disclose such information or records to Acrobat Outsourcing or their representatives and agents, in connection with this authorization and release.

I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as **Acrobat Outsourcing** from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that under provision of the Fair Credit Reporting Act, I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.


I hereby authorize **Acrobat Outsourcing** to obtain and prepare an investigative consumer report as set forth above, as part of its investigation of my employment application. I voluntarily provide my date of birth in order to obtain, and verify records obtained in, the background check. This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment.

☒ California, Oklahoma, and Minnesota residents only: If you are a current resident of CA, OK, and MN, you have the right to receive a copy of any consumer report pertaining to you that is obtained by us from a consumer reporting agency. If you would like a free copy of any report that is obtained or prepared, please check the box.

Maiden/Prior Name: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

License: \_\_\_\_\_

Signature:  Date: 08/05/17

## Unlawful Harassment & Sexual Harassment Policy

Acrobat Outsourcing is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partner, age, sexual orientation, gender identity or any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment is unlawful.

Acrobat Outsourcing anti-harassment policy applies to all persons involved in the orientation of Acrobat Outsourcing, and its subsidiaries, and prohibits unlawful harassment by any employee, including supervisors, coworkers and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, swearing or cursing, slurs or unwanted sexual advances, invitations, or comments about an individual's body; sexually degrading words used to describe an individual; or suggestive or obscene letters, notes, e-mails or invitations;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Prolonged staring or leering which might be constructed as sexual or threatening in nature;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return of sexual favors;
- Intimidation, and objectionable conduct directed at another person;
- Stalking, electronic communications harassment, impeding a person's movement, sexual battery or other improper activities as provide for under state criminal law;
- On-line harassment such as e-mail or attachments, materials posted about a person, chat room discussions, and viewing/downloading of on-line pornography, sexual offensive material, or discriminating materials;
- Suggestive or obscene clothing, to include designs and printed matter;

- Suggestive or obscene tattoos and body art, suggestive or obscene piercing; and
- Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, submit a written complaint or speak to any Company supervisor or the Human Resources Department as soon as possible after the incident. Your complaint should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. Supervisors will refer all harassment complaints to the Human Resources Department.

Acrobat Outsourcing will immediately undertake an effective, thorough, and objective investigation of the harassment allegations.

If Acrobat Outsourcing determines the unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by Acrobat Outsourcing to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. A company representative will advise all parties concerned of the results of the investigation. Acrobat Outsourcing will not be retaliation by you or any witness for filing a complaint and will not tolerate or permit retaliation by management, employees or coworkers.

Acrobat Outsourcing encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of fair Employment and Housing investigates and prosecute complaints of prohibited harassment employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate State or federal agency.

It is imperative, once the investigation is stated that all involved employees including witnesses and the allege perpetrator completely and honestly assist the investigation. This would include, but not limited to, providing honest and accurate statements, being available for interviews, and assisting in the successful completion of the investigation. Failure to do so on any involved employee's party may be cause for disciplinary action, up to and including termination.

I have read the above policy and understand that Acrobat Outsourcing is committed to providing a work environment free of unlawful harassment. Company policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment is unlawful. Presidio Financial Partners anti-harassment policy applies to all persons involved in the operations of Acrobat Outsourcing, and its subsidiaries, and prohibits unlawful harassment by any other employee, including supervisors and coworkers.

I have read the above policy and understand that Acrobat Outsourcing is committed to providing a work environment that is free of unlawful harassment. Acrobat Outsourcing anti-harassment policy applies to all persons involved in the operation of Acrobat Outsourcing and prohibits unlawful harassment by any employees.

Signature:  Date: 08/05/17

## Temporary Worker Agreement - Aramark

In consideration of the provision by ARAMARK Food and Support Services Group, Inc. and its affiliates ("Discloser") of an opportunity of the undersigned person (the "Agency Employee"), who is an employee of a temporary employment agency contracted to provide services (the "Agency"), to provide services to Discloser, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Discloser and Agency Employee agree, as follows, with intent to be legally bound:

In this Agreement, "**Intellectual Property**" means all works, including literary, pictorial, graphic, sculptural, and architectural works, works of visual art, and other work that may be the subject of copyright protection; advertising and marketing ideas and concepts; information; data; formulae; designs; models; drawings and sketches; computer programs, including all written instructions and documentation; design specifications; flowcharts; trade secrets; and any inventions, including all processes, machines, manufactures, and compositions of matter and any other invention that may be the subject of patent protection, and patents and other statutory protection obtained or obtainable thereon, and domain names and registrations, hypertext, extensible or other markup language, links, email, return or other addresses, such as "cookies", and all data associated with the foregoing. The

word "including" means including but not limited to.

Agency Employee hereby assigns to Discloser all right, title and interest in and to all Intellectual Property created in whole or in part by Agency Employee in connection with its services to Discloser, including all copyrights in works (as defined in the US Copyright Act of 1976, as amended), whether or not a "work made for hire" under such Act. Agency Employee agrees that ownership of same will vest solely in Discloser. As to copyrights, this assignment is effective for the entire scope and duration of all copyrights and specifically includes all rights to derivative works and revisions. Agency Employee waives all rights of attribution and integrity for all works created in whole or in part by Agency Employee. Without further compensation, and at Discloser's request, Agency Employee will promptly execute and deliver all documents, including declarations and assignments, required by Discloser to perfect Discloser's right, title, and interest in and to all Intellectual Property.

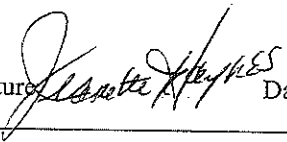
Agency Employee represents, warrants and covenants that: (a) all works created hereunder will be solely the creation of Agency Employee, and will not infringe any third party's Intellectual Property rights; (b) Agency Employee has full right, power and authority to enter into this Agreement and to assign rights hereunder; and (c) Agency Employee's execution and performance of this Agreement do not conflict with any agreement or obligation of Agency Employee to a third party, including the Agency. Agency Employee will indemnify, hold harmless, and defend Discloser from and against all claims, damages and expenses (including attorney's fees) arising out of Agency Employee's breach of this Agreement, or Agency Employee's acts or omissions.

Agency Employee agrees that this Agreement creates a confidential relationship between Agency Employee and Discloser. Agency Employee will treat any information supplied by Discloser, as confidential and proprietary to Discloser, and as trade secrets of Discloser. Agency Employee will hold such information in strictest confidence, and will not disclose such information to any third party, and will use such information only to fulfill the terms of this Agreement. These secrecy obligations will not apply to information that is or becomes generally available to the public as a matter of record, and not due to a breach by Agency Employee or a third person to whom such information was entrusted. Agency Employee will safeguard all materials, written or otherwise, which Discloser supplies, or which Agency Employee creates for Discloser, and will not copy or share such materials with any third party. Agency Employee will return such materials and all copies to Discloser, on Discloser's request.

In case of a breach or threatened breach of this Agreement, Agency Employee agrees that the harm suffered by Discloser will not be fully compensable in money damages alone, and accordingly, Discloser will, in addition to other available legal or equitable remedies, be entitled to an injunction against such breach or threatened breach without any requirement to post bond as a condition of such relief, and Discloser shall be entitled to an award of attorney's fees and expenses incurred in enforcing this Agreement. This Agreement is the entire agreement and understanding of Discloser and Agency with respect to the subject matter of this Agreement, and supersedes all prior or contemporaneous discussions, understandings or agreements with respect to the subject matter of this Agreement. Agency Employee specifically represents, warrants and covenants that Agency Employee is of lawful age and has full legal capacity to enter into this Agreement, which is and will be binding upon him or her, and his or her heirs or other personal representatives.

Discloser may assign this Agreement in whole or in part to any third person or entity, and shall provide notice of such assignment to Agency Employee.

Agency consents to, and Agency agrees to cause Agency Employee to strictly comply with, the foregoing terms and conditions.

Signature  Date 08/05/17

## Temporary Worker Agreement - Guidant Group

### Guidant Temporary Worker Agreement

The purpose of this overview is to explain the main points of the Temporary Worker Agreement. If you have additional questions, please contact your Staffing Company or a Guidant Group representative.

#### Section 1- Temporary Worker

In Section 1, the Temporary Worker understands and agrees that they may or may not be assigned to work at Starwood Hotels and Resorts Worldwide, Inc. and that, if assigned, they will, to the best of their ability, perform quality work. In addition it clarifies that the "Temporary Worker Agreement" does not form a binding employment agreement between the Temporary Worker and Starwood

Hotels and Resorts Worldwide, Inc. or Guidant Group, but is only between the Temporary Worker and his or her employer (Staffing Company). Section I also clarifies the Employee/Employer relationship between the Temporary Worker and his or her Staffing Company in regards to all forms of payment including but not limited to payment of time, reimbursement of expenses, benefits and employment taxes.

## **Section 2 - Customer Work Policies and Rules**

In Section 2, the Temporary Worker agrees to abide by the worksite policies and any codes of conduct presented to them and acknowledges responsibility for damage to Customer's equipment, property or business operations. In addition, the Temporary Worker agrees to be responsible for his or her own safety while on assignment with Customer.

**Section 3 - Confidentiality and Non-Disclosure** In general, this section defines what is considered confidential and what is not considered confidential. It also gains the temporary worker's agreement to maintain confidentiality in regards to the customer's materials and agreement not to disclose confidential information.

## **Section 4 - Injunctive Relief**

If a situation arises, whereby Guidant Group learns of the disclosure or threatened disclosure of confidential information, this statement enables Guidant Group to request a court injunction requiring the temporary worker to stop disclosing confidential information.

## **Section 5- Work Product**

This section establishes that work produced or developed while on assignment will remain the customer's property with the exception of excluded inventions.

## **Section 6 through Section 12 - Agreement Terms**

Standard contractual terms are outlined in these sections.

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# **Temporary Worker Agreement**

This Temporary Worker Agreement (the "Agreement") is made this July 24, 2017 by and among Julia Crittenden, an individual ("Temporary Worker") and Acrobat Outsourcing, Temporary Worker's employer ("Employer").

WHEREAS, Employer has contracted with Guidant Group, Inc., a Delaware corporation ("Guidant Group"), for Employer to provide certain services, including work performed on a temporary basis by Temporary Worker, to Guidant Group's Customer (defined below); and

WHEREAS, Guidant Group has contracted with Starwood Hotels and Resorts Worldwide, Inc. ("Customer"), for Guidant Group to provide certain services related to Customer's temporary workforce under a program managed by Guidant Group (the "Program"); and

WHEREAS, Temporary Worker may be assigned by Employer, at Guidant Group's direction, to work for Customer on a temporary basis.

NOW, THEREFORE, for good and valuable consideration, the parties agree as follows:

## **1. Temporary Worker.**

- 1.1 Temporary Worker may, in Guidant Group's sole discretion, be engaged to provide services to Customer through the Program as an employee of Employer and not as an employee of Customer. Temporary Worker shall perform all services or work under the Program to the satisfaction of Customer.
- 1.2 Temporary Worker acknowledges and agrees that no employment relationship between Temporary Worker and Customer or between Temporary Worker and Guidant Group is created by this Agreement, the agreement between Guidant Group and Customer, or by Employer's agreement with Guidant Group. Temporary Worker acknowledges and agrees that he or she is not a third party beneficiary of the agreement between Guidant Group and Customer and hereby waives any such rights, which may arise under such agreement between Guidant Group and Customer.
- 1.3 Temporary Worker acknowledges and agrees that Employer shall be solely responsible for all payments to Temporary Worker including payment of compensation, premium payments for overtime, bonuses, and other incentive payments, if any, and payments for vacation, holiday, sick days or other personal days, if any. Temporary Worker acknowledges and agrees that Temporary Worker is not eligible to participate in or receive any benefits under the terms of either Guidant Group's or Customer's pension plans, savings plans, health plans, vision plans, disability plans, life insurance plans, stock option plans, or any other employee benefit plan sponsored by Guidant Group or by Customer.

- 1.4 Temporary Worker acknowledges and agrees that the cash payments and benefits which Temporary Worker receives from Employer shall represent the sole compensation to which Temporary Worker is entitled, and that Employer will be solely responsible for all matters relating to compliance with all employer tax obligations arising from the performance of services in connection with this Agreement. These tax obligations include the obligation to withhold employee taxes under local, state and federal income tax laws, unemployment compensation insurance tax laws, state disability insurance tax laws, social security and Medicare tax laws, and all other payroll tax or similar laws, and in no event shall either Guidant Group or Customer be liable for any such obligations.
- 1.5 Temporary Worker acknowledges and agrees that Customer and Guidant Group shall have no liability of any kind to the Temporary Worker related to payment for the time worked, if any, for Customer pursuant to this Agreement, the agreement between Employer and Guidant Group, or the agreement between Customer and Guidant Group. Temporary Worker hereby waives any claim he or she may have against Customer or Guidant Group related to such payment.

## **2. Customer Work Policies and Rules.**

- 2.1 Temporary Worker acknowledges and agrees that during the performance of Temporary Worker's job duties for Customer, Temporary Worker will not violate any of Customer's work rules and policies, including those specified in any code of conduct of Customer or other Customer workplace manual. Temporary Worker shall at all times comply with all rules, policies and procedures of Guidant Group and/or Customer as provided to Temporary Worker by Employer, Guidant Group and/or Customer. Temporary Worker agrees that Temporary Worker shall not harm Customer's equipment, property or inventory (other than ordinary wear and tear), and shall not interfere with Customer's business operations.
- 2.2 Temporary Worker agrees that he or she enters onto Customer's premises at his or her own risk and, to the fullest extent possible under applicable laws, waives any claims he or she may have now or in the future against Customer or Guidant Group for personal injury or property damage arising out of or connected in any way with Temporary Worker's presence on Customer's premises or his or her assignment to Customer.

## **3. Confidentiality and Non-Disclosure.**

- 3.1 For purposes of this Section, "Confidential Information" shall include all business or technical information, including proprietary information about costs, customers, pricing, profits, markets, sales, lists of customers, employees, potential customers, potential employees, methods of doing business, plans for future development, information regarding matters of a technical nature, such as scientific, trade and engineering secrets, all "know-how", formulas, designs, secret processes, machines, inventions, computer programs (including documentation of such programs) and research projects, information obtained by examination of any product, design, production equipment or drawings thereof and any other information of a similar nature that is marked "Confidential" or that the Temporary Worker knows or has reason to know is the confidential or proprietary information of Customer or Guidant Group, as the case may be. Notwithstanding the foregoing, Confidential Information shall not include any information that:
  - 3.1.1 is hereafter lawfully disclosed to the Temporary Worker under conditions which do not restrict further disclosure or by a third party which did not acquire the Confidential Information under an obligation of confidentiality to Customer or Guidant Group, as the case may be;
  - 3.1.2 properly came into the Temporary Worker's possession from a third party which is not under any obligation to maintain the confidentiality of such Confidential Information; or
  - 3.1.3 has become part of the public domain through no act or fault of the part of the Temporary Worker.
- 3.2 Confidentiality. The Temporary Worker agrees that he or she will:
  - 3.2.1 Maintain in strict confidence all Confidential Information of Customer or Guidant Group, as the case may be;
  - 3.2.2 Use or reproduce the Confidential Information solely as necessary for purposes of providing services as an independent contractor to Customer;