



# Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

## Please Print

Full Name Radisha L. Clarke Date: 4-19-2011 Social Security # XXX-XX-622-61-6490

Home Telephone (415) 678-8908 Cell Other Telephone (510) 375-5343

Present Address 1330 Contra Costa Ave Richmond CA 94806

Permanent Address, if different from present address: \_\_\_\_\_

Email Address radishaclarke1125@yahoo.com

## Employment Desired

Position applying for: Server, Cashier or Host Salary desired: \$10 phrs

Are you applying for: Full-time work? Yes ☒ No ☐ Part-time work? Yes ☒ No ☐  
Temporary work, e.g., summer or holiday work? Yes ☐ No ☐ From: \_\_\_\_\_ To: \_\_\_\_\_

How did you find out about our open position (Please fill in proper name of source):  
Newspaper \_\_\_\_\_ Job Fair \_\_\_\_\_ Agency \_\_\_\_\_ Referral Friend Lassel

Company Website \_\_\_\_\_ Other Web Posting \_\_\_\_\_ Other Source \_\_\_\_\_

Could you work overtime, if necessary? Yes ☒ No ☐ If hired, on what date could you start working? 4-19-2011

Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.

SPECIFY HOURS AVAILABLE DAILY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	9am	9am	9am	9am	9am	9am	9am
PM	6pm	5pm	8pm	8pm	8pm	8pm	8pm

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: \_\_\_\_\_

## Personal Information

Have you ever applied to or worked for Acrobat Outsourcing before? Yes ☐ No ☒ If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes ☐ No ☒

If yes, please state name and relationship Lassel and Relationship Friend

If hired, would you have a reliable means of transportation to and from work? Yes ☒ No ☐

If hired, can you present evidence of your legal right to live and work in this country? Yes ☒ No ☐

State age if you are under 18 \_\_\_\_\_. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes ☒ No ☐

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

N/A

Have you ever been convicted of a felony within the past ten years other than a conviction for marijuana possession or that resulted in a referral to, and participation in, any pretrial or post trial diversion program? (Please note that

conviction of a crime is not an automatic bar to employment—all circumstances including the nature, date and relevance of the offense to the position applied for will be considered.) Yes ☒ No ☐

Have any of these convictions as described above involved fraud, embezzlement, passing checks, forgery, and theft, including identity theft? If yes, please state the nature of the crime(s), when and where convicted and the disposition of the case. If yes, state nature of the crime(s), when and where convicted, and disposition of the case(s). N/A

## Education & Skills

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
San Rafael High	San Rafael CA	High School Diploma	yes
Poston Reed College	San Francisco CA	Medical Assistant Licenses	yes
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO
Special: <u>Working experience and training the Jamaica Grand Restaurant and Bar as a Server.</u>			

## Employment History

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes ☒ No ☐ If so, may we contact your current employer? Yes ☒ No ☐

Name and Address of Employer Ross Store

Type of Business Clothing Department Store

Telephone No. (415) 957-9922 Your Supervisor's Name Mr. Shein

Your Position and Duties Cashier, Returns, Customer service, answer incoming calls, Make an announcement

Dates of Employment: From July 2010 To present Weekly Pay: Starting \$9.92 hrs Ending —

Reason for Leaving: Present Jamaican Grand Restaurant and Bar

Name and Address of Employer Longs Drugs Store PC

Type of Business Restaurant and Bar

Telephone No. (510) 297-2383 Your Supervisor's Name Dena Shaw

Your Position and Duties Server, Host, help seat Customer, help with Cleanliness.

Dates of Employment: From July 2008 To Jan 2009 Weekly Pay: Starting 3500 Jamaican Dollars Ending 3500 Jamaican Dollars

Reason for Leaving: \_\_\_\_\_

Relocated To the U.S

(3) Name and Address of Employer \_\_\_\_\_

Longs Drugs

Type of Business \_\_\_\_\_

Drugs Store

Telephone No. (415) 401-9363

Your Supervisor's Name \_\_\_\_\_

Mr Mike Nicholls

Your Position and Duties \_\_\_\_\_

Cashier, Stocking, Cash handling, operate the Register, Work in the pharmacy

Dates of Employment: From Sept 07 To July 08

Weekly Pay: Starting \_\_\_\_\_

\$9phrs

Ending \_\_\_\_\_

\$phrs

Reason for Leaving: \_\_\_\_\_

Relocated

Name and Address of Employer \_\_\_\_\_

Taco Bell

Type of Business \_\_\_\_\_

Food Business

Telephone No. (510)

Your Supervisor's Name \_\_\_\_\_

Mrs Sam

Your Position and Duties \_\_\_\_\_

help prep Food, Cashier,

Dates of Employment: From Feb 09 To Jun 09

Weekly Pay: Starting \_\_\_\_\_

\$8phrs

Ending \_\_\_\_\_

8phrs

Reason for Leaving: \_\_\_\_\_

Relocated For school

Note: Attach additional page(s) if necessary.

Have you ever been fired from any previous place of employment? If so, please explain: \_\_\_\_\_

N/A

### Military Service

Have you obtained any special skills or abilities as the result of service in the military? \_\_\_\_\_

Yes \_\_\_\_\_

No ☒

If so, describe: \_\_\_\_\_

### Job-Related References

List below three persons not related to you who have knowledge of your work performance within the last three years.

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

Tania Campos

Telephone No. \_\_\_\_\_

(415) 997-9515

Address \_\_\_\_\_

655 H Ave Building 442 San Francisco CA

Occupation: \_\_\_\_\_

Counselor

Relationship: \_\_\_\_\_

Career specialist

Number of Years Acquainted: \_\_\_\_\_

1 1/2 years

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

Dena Shaw

Telephone No. \_\_\_\_\_

(876) 897-7383

Address \_\_\_\_\_

107 52 Washington Drive Jamaica

Occupation: \_\_\_\_\_

Manager

Relationship: \_\_\_\_\_

Manager

Number of Years Acquainted: \_\_\_\_\_

1 1/2 year

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

Sherin Bershard

Telephone No. \_\_\_\_\_

(415) 957-9222

Address \_\_\_\_\_

San Francisco CA

Occupation: \_\_\_\_\_

Manager

Relationship: \_\_\_\_\_

Manager

Number of Years Acquainted: \_\_\_\_\_

8 months

**Please Read Carefully, Initial Each Paragraph and Sign Below**

PC I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

PC I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

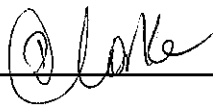
PC I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

PC I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

PC Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

**Applicant's Signature**



**Date**

4/19/2011



Date 4/21/11

Name Radisha Clarke

Address 1330 Contra Costa Ave  
San Ramon CA 94583

### Offer Letter & Acknowledgment

Acrobat Outsourcing is pleased to offer you a position as: Cashier

- Position at the rate(s) of \$ 10.50 per hour starting on 4/21/11

This offer is contingent upon 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.

### ACCEPT Job Offer

By signing and dating this letter below, I, Radisha Clarke, accept this job offer of Cashier by Acrobat Outsourcing.

Signature Clarke Date 4/21/11

OR

### DECLINE Job Offer

By signing and dating this letter below, I, \_\_\_\_\_, accept this job offer of \_\_\_\_\_ by Acrobat Outsourcing.

Signature \_\_\_\_\_ Date \_\_\_\_\_

By accepting a 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 cause and with or without notice at any time. Prompt reporting of all work-related injuries and/or illnesses 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 Employee Relations Manager or contact Acrobat Outsourcing.



# INTERVIEW NOTE SHEET

## Applicant Information

Name: Radisha Clarke

Interviewer: Kim

Date: 4/19/11

Rate of Pay: \$10.50

Position (s) Applied for: cashier, server

Referred by: Lisset Rose  
Friend of family

## Test Scores

Server	5 /10	50 %	Bartender	/20	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	10 /10	100 %
Dishwasher	/10	%	Housekeeping	/16	%

## Relative Experience & Summary of Strengths

Currently works @ Ross - July 2010  
looking for FT work or job to supplement income  
Jamaican Rest - 8 months  
Long's - Almost year  
Jacob's - 4 months -

licensed medical Assistant - Treasure Island  
TOB Corps

P.O.S. Experience: Y / N details:

## Transportation

Car (Public Transit) Carpool (Rider / Driver)

## Regions Available to work

SF City East Bay Outer East Bay SF or SJ Peninsula SF North  
San Jose South San Jose

## Certifications (if any)

TIPS Serv-Safe LEAD Other

## Availability

Open AM only PM only Weekends only Weekdays only

details:

Current job is flexible

## Uniforms Owned:

Bistro Black Bistro Tuxedo 1/2 Tuxedo Black Vest Long Black Tie Chef Coat  
Chef Pants Knives Other:

Would you recommend this applicant for Acrobat Academy?

Convention Candidate?

Other Languages Spoken:





50%

- B 1) Food is served on what side with what hand?
- a) On the left side with the left hand
  - b) On the left side with the right hand
  - c) On the right side with the left hand
  - d) On the right side with the right hand
- A 2) Drinks are served on what side with what hand?
- a) On the left side with the left hand
  - b) On the left side with the right hand
  - c) On the right side with the left hand
  - d) On the right side with the right hand
- D 3) Food and drinks are removed on what side with what hand?
- a) On the left side with the left hand
  - b) On the left side with the right hand
  - c) On the right side with the left hand
  - d) On the right side with the right hand
- D 4) Which side of the plate would you place forks?
- a) On the left with the salad fork on the outside and dinner fork on the inside
  - b) On the left with the salad fork on the inside and dinner fork on the outside
  - c) On the right with the salad fork on the outside and dinner fork on the inside
  - d) On the right with the salad fork on the inside and dinner fork on the outside
- C 5) Which side of the plate would you place knives?
- a) On the left with the blade facing out
  - b) On the left with the blade facing in
  - c) On the right with the blade facing out
  - d) On the right with the blade facing in
- D 6) If there is a fork and spoon at the top of a table setting they are used for which course?
- a) Salad and soup
  - b) Extra if you drop silverware on the floor
  - c) Entrée
  - d) Dessert and coffee
- C 7) What is the correct order for glasses (the first glass being closest to the guest)?
- a) Water glass, red wine glass and white wine glass
  - b) White wine glass, red wine glass and water glass
  - c) Water glass, white wine glass and red wine glass
  - d) Red wine glass, white wine glass and water glass
- B 8) What part of a glass should you handle at all times?
- a) The stem
  - b) The widest part of the glass
  - c) The top
- D 9) When you are setting a dining room how should you set up your table cloths?
- a) Neatly and evenly across the tables
  - b) The creases should all be going in the same directions
  - c) The chairs should be centered and gently touching the table cloth
  - d) All of the above
- D 10) If you bring the wrong entrée to a guest what should you do?
- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
  - b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
  - c) Try to convince the guests to eat what you brought them
  - d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée



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

9.5 6) What is the current sales tax rate in your city 9.5?

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

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

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

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





## AUTHORIZATION AND 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.

- ☐ 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.

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:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil record, workers' compensation (post-offer only) and drug testing;
3. (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;
4. 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.

Full Name Rachisha Clarke  
(Please print name clearly.)

Date 6/07/12

Full Name Rachisha Clarke  
Signature





\*\*\*\*THE INFORMATION SUPPLIED BELOW WILL ONLY BE USED TO REQUEST AND VERIFY RECORDS\*\*\*\*

Current Address: 1330 Contra Costa Ave  
San Pablo CA

Maiden Names/Prior Names: Clarke L Radisha

Social Security Number: 022-61-6490 DOB: 11/25/1990

DL: E1604525 DL State: CA Exp Date: 11/25/2014







## **Confidentiality and Non-Disclosure Agreement**

I, the undersigned employee, understand that in the course of my employment with Acrobat Outsourcing, I may have access to and become acquainted with information of a confidential, proprietary or secret nature which is or may be either applicable or related to the present or future business of Acrobat Outsourcing, its research and development, or the business of its customers. Such trade secret information includes, but is not limited to, software, inventions, processes, compilations of information, records, specifications and information concerning customers and/or vendors.

I agree that I will not disclose any of the above mentioned trade secrets, directly or indirectly, or use them in any way, either during the term of my employment or at any time thereafter, except as required in the course of my employment with Acrobat Outsourcing.

I also understand that client lists of Acrobat Outsourcing, for which I have, or may have, access to during my employment, are trade secrets and shall be solely the property of Acrobat Outsourcing. I agree that I shall neither directly nor indirectly solicit business as to products or services competitive with those of [Acrobat Outsourcing] based on information from the client lists.

Finally, I understand that I am an at-will employee of Acrobat Outsourcing and that this agreement is not to be construed as constituting a promise of continued employment.

Radisha L Clarke

Name of Employee (Please Print)

@Clarke

Signature of Employee

6/7/12

Date

CONNIE FLEMING

Name of Witness (Please Print)

[Signature]

Signature of Witness

6/7/12

Date

San Francisco Corporate Office  
665 3<sup>rd</sup> St. Suite 415 | San Francisco, CA | 94107  
Phone: (415) 431-8826 | Fax: (415) 431-1580  
[www.AcrobatOutsourcing.com](http://www.AcrobatOutsourcing.com)





### ABSENTEEISM AND 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.

**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.

### 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

### DISCIPLINARY ACTION

#### ▪ First Occurrence:

- Employee receives verbal counseling 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.

  
Employee Signature

6/7/12  
Date





## **Unlawful Harassment and 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 filling 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. Presidio financial Partners anti-harassment policy applies to all persons involved in the operation of Acrobat Outsourcing and prohibits unlawful harassment by any employees.

Employee Signature

A handwritten signature in black ink, appearing to read "Radisha Clarke", written over a horizontal line.

Print Name

Radisha Clarke

Date

6/7/12







## **Unlawful Harassment and 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. Presidio financial Partners anti-harassment policy applies to all persons involved in the operation of Acrobat Outsourcing and prohibits unlawful harassment by any employees.

Employee Signature

Print Name

Date

*@Clarke*

*Radisha*

*9/21/11*

Relationship:



## New Hire Orientation Checklist

<input type="checkbox"/>	Entered into the Taborca system $\times$
<input type="checkbox"/>	Photo uploaded $\times$
<input checked="" type="checkbox"/>	Additional Information Sheet
<input checked="" type="checkbox"/>	Application
<input checked="" type="checkbox"/>	I-9
<input checked="" type="checkbox"/>	W-4 and ID's submitted to accounting
<input type="checkbox"/>	W-11 $\times$
<input type="checkbox"/>	Offer Letter
<input checked="" type="checkbox"/>	Payroll Calendar
<input checked="" type="checkbox"/>	Employee Guidelines
<input checked="" type="checkbox"/>	Sexual Harassment Prevention Policy
<input checked="" type="checkbox"/>	Global Gold Card / Direct Deposit Form
<input checked="" type="checkbox"/>	Background Checks – Criminal and E-Verify
<input type="checkbox"/>	Employee Handbook
<input type="checkbox"/>	Designation of Personal Physician
<input type="checkbox"/>	Workers' Compensation Pamphlet
<input type="checkbox"/>	Sexual Harassment Pamphlet
<input type="checkbox"/>	California Disability Insurance Pamphlet
<input type="checkbox"/>	California Paid Family Leave Pamphlet
<input type="checkbox"/>	Unemployment (For Your Benefit) Pamphlet
<input type="checkbox"/>	State & Federal Poster
<input type="checkbox"/>	SF Sick Law Poster
<input type="checkbox"/>	Minimum Wage Poster
<input type="checkbox"/>	Wage Order Poster

All of these items have been explained to me:

Clarke Radisha Clarke  
Print Name

Clarke  
Signature

04/21-11  
Date

