

Team Member Name (print)	SRG Office									
Last four digits of Social Insurance Number	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">X</td> <td style="width: 20px; text-align: center;">X</td> <td style="width: 20px; text-align: center;">X</td> <td style="width: 20px; text-align: center;">X</td> <td style="width: 20px; text-align: center;">X</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>	X	X	X	X	X				
X	X	X	X	X						
Client Company Name										

Week Ending Sunday (mm/dd/yy)	MON	TUES	WED	THUR	FRI	SAT	SUN	Total Weekly Hours	
Date (mm/dd)								Regular Time	
Start								Overtime	
Less Lunch								Double Time	
Finish								Please print clearly. Time sheet must be completed in its entirety and received in the SRG office for the previous work week no later than Monday by 5:00pm	
Total Daily Hours									
Team Member Certification: I certify the above-recorded information is correct. I also verify I have not had any work related injuries or illnesses that I have not reported to SRG while on this assignment. I acknowledge and agree that vacation pay will be added and paid out on each payroll; that I am responsible for obtaining the client's signature to verify hours worked; I will leave a copy of the time sheet with on-site supervisor once hours worked have been verified; I will submit completed time sheets weekly regardless of the hours or days worked and regardless of the payroll period; I have read, understand and agree to comply to all policies and procedures contained within the SRG Team Member Handbook. I will contact SRG to notify them of my availability upon completion of this assignment.								Company (Client) Certification: I certify that the hours recorded above by the SRG Team Member are correct, that the work was performed under the client's direction and supervision and to the client's satisfaction, that I have read and client agrees to all the provisions of this timesheet, that I have retained a copy of signed timesheet, and that I am authorized to sign this timesheet on behalf of the client.	
Team Member Signature : _____ Date: _____								Company (Client) Authorized Signature: _____ Authorized by (please print): _____	

TERMS AND CONDITIONS - Company (Client)

1. SRG will, on a best efforts basis, provide competent team members ("team member(s)") that may be available at the time of the Client's request. The Client understands that availability of team members may be subject to cause or causes beyond the control of SRG.
2. It is the Client's responsibility to evaluate and decide upon the team member's suitability for the temporary assignment.
3. The Client agrees to supply a safe and suitable workplace for team members and shall be solely responsible for complying with all applicable workplace safety and occupational health and safety laws and regulations, including necessary on-the-job training, providing any specialized safety attire, supplying protective equipment and providing information, warnings and safety instructions. In cooperation with SRG, Client agrees to provide access to their facility for the sole purpose of conducting a Health and Safety Assessment, prior to placement of the team member, as part of SRG's due diligence process.
4. SRG shall provide workers' compensation insurance coverage for team members but the Client retains the right to direct and control the work of the team member. The parties agree to notify each other immediately of any injury or accidents or any claim for workers' compensation benefits involving a team member working in the Client's facility. The client will make every effort to work with SRG to accommodate an injured team member as part of the Early and Safe Return to Work Program pursuant to the *Workplace Safety and Insurance Act*.
5. The team member will record his/her hours worked on time sheets provided and is responsible for their submission to SRG. The Client is responsible for verifying the accuracy and authorizing such time sheets. The minimum time for any assignment is four (4) hours.
6. SRG reserves the right to adjust bill rates should there be increases in employment taxes, insurance, or any change in the direct cost associated with the services required by the Client. All rate adjustments shall be provided to the Client in writing with supporting documentation.
7. Team members are prohibited from driving or operating any motor vehicles whatsoever in connection with the operation of the Client's business, with the exception that a team member may operate his or her own vehicle or a lift truck, if s/he holds a valid lift truck certificate issued in accordance with the provisions of the *Occupational Health and Safety Act*, or if s/he has previous practical experience and is certified on site by the Client and proof is provided of this certification. SRG has no control over, or right to control such motorized vehicles or their operation or maintenance, nor does SRG exercise any supervision over its team members in the performance of their driving duties. As such, SRG will not assume any responsibility for injuries, damages or liabilities of any kind arising from or relating to the operation of any motor vehicle (whether owned, leased or used by the client) by a team member, and the Client agrees to assume sole responsibility for all injuries, damages or liabilities of any kind arising from or relating to the operation of any motor vehicle by a team member.
8. SRG will not assume any responsibility for the injuries, damages or liabilities of any kind arising from or relating to the operation of a lift truck or forklift or material handling equipment (whether owned, leased or used by the client) by a team member, and the Client agrees to assume sole responsibility for all injuries, damages or liabilities of any kind arising from or relating to the operation of any lift truck or forklift or material handling equipment by a team member. In the event of any claims, charges, complaints, grievances, applications etc. being made against SRG arising out of the operation of a lift truck or forklift by a team member, the Client hereby indemnifies and saves harmless SRG in respect to any costs, damages, penalties etc. that may be incurred by SRG or awarded against it as a result of the team member's operation of a lift truck or forklift.

9. SRG shall have no liability or responsibility for any losses, damages, costs etc. of any kind arising from or relating to the handling of money (currency, coins, money orders, banknotes, negotiable and non-negotiable instruments, purchase orders, cash, cheque, credit card, debit card information, debit or otherwise) by a team member and the Client agrees to assume sole responsibility for all injuries, damages, liabilities etc. of any kind arising from or relating to the handling of money (cash, cheque, credit card, debit or otherwise) by a team member. Team members will perform such duties under the client supervision and are subject to client safeguards and security procedures. SRG will have no control over the worksite where the team members will perform such duties.
10. The Client will make every reasonable effort to notify SRG one (1) week prior to the completion or termination of a team member's assignment.
11. The Client agrees to indemnify and hold harmless SRG from any loss or damage that SRG may suffer or incur arising in connection with or as a result of: (a) the Client's use of a team member in a manner contrary to standard industry or business practice or contrary to law; (b) any claim or suit made by any client or customer of the Client; or (c) any breach by the Client of the terms of this Agreement.
12. All information relating to the business of the Client, which is confidential and which is designated as such, will be kept in the strictest confidence by SRG and its employees. This obligation does not apply to any information that is publicly available or that is lawfully obtained from third parties.
13. SRG will issue invoices by email to the Client on a weekly basis. Invoice amounts are calculated by multiplying the regular/overtime bill rate by the total number of hours from the approved time sheet. All applicable taxes are the Client's responsibility.
14. Invoices are due and payable upon receipt.
15. This agreement will continue in force unless one party gives the other party at least 90 days' written notice of termination. SRG reserves the right, however, to terminate this Agreement immediately in the event of non-payment for services rendered. Termination of this Agreement will end the staffing relationship, but this Agreement will continue to govern the parties' rights and obligations with respect to the business done before termination, including but not limited to conversion or transition of team members.

The Client acknowledges that SRG has incurred substantial recruitment, screening, training, administrative, and marketing expenses with respect to its team members. Accordingly:
16. The Client agrees that it will not, directly or indirectly, in any manner whatsoever, hire, offer to hire, engage or attempt to hire or engage any team member assigned to the Client by SRG, prior to the team member having completed a minimum of 480 continuous regular hours, or six (6) months of work for the Client.
17. The Client agrees that if it, directly or indirectly, in any manner whatsoever, hires, offers to hire, engages or attempts to hire any prospective team member within a six (6) month period from when SRG (a) provides the Client with the team member's resume; (b) arranged for the Client to interview the team member; or (c) otherwise introduced the team member to the Client, the Client will pay to SRG, the sum of two thousand dollars (\$2000.00) or ten percent (10%) of the team member's annualized compensation, whichever is greater.

Fax/submit time sheet to appropriate branch

kitchener branch fax: 519.772.0963 or kitchener@SRGhr.com
 london branch fax: 519.668.6859 or london@SRGhr.com
 milton branch fax: 905.878.8312 or milton@SRGhr.com
stratford branch fax: 519.273.9395 or stratford@SRGhr.com
 tillsonburg branch fax: 519.842.4887 or tillsonburg@SRGhr.com
 woodstock branch fax: 519.421.3839 or woodstock@SRGhr.com