



MEMORANDUM OF UNDERSTANDING

**PLEASE READ CAREFULLY
IMPORTANT DOCUMENT**

- I. It is the Policy of EUROPEAN SERVICE AT HOME INC. that:
 - 1. The Company has on-going work available for all Employees who are Able, Available, and Actively Seeking Work.
 - 2. If the Employee is not currently working on an assignment for the Company, he/she **MUST** call his/her Supervisor each week with his/her availability for future assignments, and let the Supervisor know that he/she is able, available for work, and willing to take next assignment.
 - 3. The Employee understands that if he/she will not call with availability each week, the Employee will be considered voluntarily unavailable for assignment effective the day following her/his last assignment.
 - 4. All Employees **MUST** return the phone calls from the Company about prospective assignments As Soon As Possible.
 - 5. If the Company does not receive a call back from the Employee by the end of the same day (accept specifically stated time), he/she would be considered to refuse that job assignment.
- II. All Employees are notified that it is the Policy of the Company that if an Employee would like to work for more Clients and/or hours he/she **MUST**:
 - a) Submit such Request to the direct Supervisor **IN WRITING**, stating the date of the change of his/her employment status;
 - b) Fill out the **new** Availability Form; and
 - c) Submit both documents to the direct Supervisor.
- III. All Employees understand that:
 - 1. According to the Policies and Procedures of EUROPEAN SERVICE AT HOME INC., the Company provides **mandatory** quarterly in-service training programs of five hours along with quarterly company's conferences.
 - 2. **Failure to attend any in-service training sessions can result in suspension or termination of employment.**

The undersigned hereby certifies that I have read the above, understand its contents, been given the opportunity to ask questions and receive a copy of this document.

PRINT NAME: _____ DATE: _____

EMPLOYEE
LEGAL SIGNATURE: _____

COMPANY
REPRESENTATIVE: _____