



ADDENDUM TO EMPLOYMENT AGREEMENT ACCESS SERVICES, INC.

This Addendum ("Addendum") is entered into on _____, by and between **Access Services, Inc.** ("Company") and _____ ("Employee"), in accordance with the employment agreement previously executed.

1. EMPLOYMENT TERMS

Employee acknowledges and agrees to abide by all Company policies, procedures, and guidelines as outlined in this Addendum and any additional policies provided by Access Services, Inc.

Employee Initials: _____

2. WORKING CONDITIONS

The Employee understands that job assignments may require:

- Working in **hot and cold temperatures**.
- Standing or walking for **long periods**.
- Performing **physically demanding tasks**.

It is the Employee's responsibility to inform Access Services, Inc. of any **physical limitations or restrictions** that may affect their ability to perform job duties, so that appropriate accommodations can be considered.

Employee Initials: _____

3. EMPLOYMENT STATUS & COMMUNICATION

Employee acknowledges that they are an employee of **Access Services, Inc.**, not the client company where they are assigned. As such:

- They may receive direct notifications and instructions from **Access Services, Inc.**, which they must comply with.
- Any workplace concerns, including payroll or scheduling, should be communicated to **Access Services, Inc.**

Employee Initials: _____

4. NON-TRANSFER & NON-DIRECT HIRE AGREEMENT

Employees **may not leave Access Services, Inc. to work directly with a client company while still assigned to that company**. This applies to:

- **Warehouse positions:** Employees may not transition to direct employment with the client company until their assignment period with Access Services, Inc. is completed.
- **Project-based work:** Employees may not leave to work for another company while still actively engaged in an ongoing project assigned by Access Services, Inc.

Violation of this agreement may result in **termination of employment and legal action**.

Employee Initials: _____

5. NORTH CAROLINA "AT-WILL" EMPLOYMENT

Employment with Access Services, Inc. is "**at-will**," which means:

- **Either the Employee or the Company may terminate the employment relationship at any time, with or without cause or notice**, as permitted by North Carolina labor laws.
- This Addendum **does not** guarantee continued employment for any specific duration.

Employee Initials: _____



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6. COMPLIANCE WITH LABOR LAWS

This Addendum complies with all applicable labor laws in the State of North Carolina, including but not limited to:

- **Wage and Hour Protections:** Employee shall receive wages in accordance with North Carolina and federal labor laws, including overtime pay when applicable.
- **Workplace Safety:** Employee must follow all workplace safety regulations and report any unsafe conditions immediately.
- **Equal Employment Opportunity:** The Company prohibits discrimination based on race, gender, age, disability, or any other protected status under federal and state laws.

Employee Initials: _____

7. CONFIDENTIALITY & WORKPLACE CONDUCT

Employees must adhere to professional conduct standards, including:

- Punctuality and attendance compliance.
- Respectful interaction with coworkers, supervisors, and clients.
- Adherence to all workplace policies, including harassment and discrimination prevention.
- Maintaining confidentiality of company information.

Employee Initials: _____

8. NON-COMPETE & NON-SOLICITATION AGREEMENT

For a period of [**X months/years**] following termination of employment, Employee agrees not to:

- Engage in competitive employment or business activities that directly conflict with Access Services, Inc.
- Solicit Company clients, employees, or partners for personal or competitive business gain.

Employee Initials: _____

9. AGREEMENT ACKNOWLEDGMENT

By signing below, Employee acknowledges having read and understood this Addendum and agrees to comply with its terms as a condition of employment with Access Services, Inc.

Employee Signature: _____ **Date:** _____

Employee Name (Printed): _____

Access Services Representative: _____ **Date:** _____
