



## COMPANY GUIDELINES

Welcome to Maxonic, Inc.! As a professional consultant working through Maxonic as our employee, we want you to know that Maxonic is committed to providing you with the best support possible. Our goal, like yours, is to insure that you successfully complete and enjoy your assignment. You can help us to provide you this support by following a few simple guidelines:

- You are a Professional, so always act in a Professional manner.
- If you have any problems on the assignment, call your Maxonic Technical Recruiter FIRST. We can't help if we don't know!
- Always maintain high ethical and professional standards.
- Always be on time.
- If you are going to be absent or late more than one hour for any reason, CALL your Maxonic Technical Recruiter and your client manager immediately!
- Only bill for the hours you actually work.
- Be prompt in getting your time cards signed and faxed to 408-636-7370.
- Work quickly and efficiently. Do not get involved in Office Politics.
- Share your knowledge and expertise with the Client.
- Be committed to doing the best job you are capable of, regardless of the circumstances.
- Seek the client's permission before you make personal telephone calls.
- If you are a smoker, please be aware of and follow the client's policies.
- Do not discuss your compensation with the client or other consultants.
- Please remember, we are committed to providing you the best service possible, and with your help, we will do that. Thank you again for choosing Maxonic Inc. as your representative.

Sincerely,

Ajay Narain  
CEO