



Financial Instruments Policy and Release

The following policy and release pertain to all Ryan Alternative Staffing Inc. clients that utilize Ryan Staffing Personnel in positions that include any exposure or access to client related negotiable financial instruments.

Ryan Alternative Staffing, Inc. does not recommend using its staff in positions that have direct exposure to negotiable financial instruments. These include such things handling cash, writing or receiving checks, making deposits, credit card processing etc. Performance of these and related tasks requires prior written approval from Ryan Alternative Staffing, Inc.

All Ryan Alternative Staffing, Inc. clients agree not to substantially change the assignment of job duties without receiving prior approval from Ryan Staffing.

Release

This is to acknowledge the financial instruments policy of Ryan Alternative Staffing, Inc. has been provided and explained.

The client agrees to indemnify and hold Ryan Alternative Staffing, Inc. harmless against any and all liabilities, claims, demands, lawsuits, losses, damages, costs and expenses resulting from any situation occurring from any Ryan Alternative Staffing, Inc. employee that handles cash, writes or received checks, makes deposits, processes credit card transactions, or any other transaction involving negotiable financial instruments as part of the job description while on assignment at any of the clients facilities.

Client

Authorized Client Representative/Title

Date

Ryan Alternative Staffing, Inc.

Ryan Representative/Title

Date