

## MAINTAINENCE OF LICENSE/REGISTRATION

If your position is one that requires a license or registration by the state of Texas in order to work, it is your responsibility to keep the appropriate documents up to date. If you fail to maintain your license or registration in accordance with the Texas State Board of Dental Examiners, Dental Resource Management will not be able to work with you and will consider you voluntarily quitting.

Initial \_\_\_\_\_

## SEXUAL HARASSMENT POLICY

Dental Resource Management seeks to assure that you not encounter a workplace where there is sexual harassment. Sexual harassment is defined as "unwelcome" sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

If you believe you have been the subject of sexual harassment or other unlawful discriminatory treatment while on an assignment as a temporary through DRM, you should report the alleged act immediately, or as soon as you are able, to any DRM staff member. We will then ask you to come by our office to complete a report. An investigation of all complaints will be undertaken, after which appropriate action will be taken. There will be no retaliatory action against you for making a complaint.

## EXPECTATIONS AS A TEMPORARY

1. Arrive on time. Tardy is considered 10 minutes past the arrival time you are told.
2. If you are not able to make an assignment, always call us directly, not the office that you are assigned to. After office hours you must call our after hours number (512-621-7241) DO NOT leave a message on the office voice mail about an immediate assignment.
3. No show/no call for an assignment is grounds for immediate termination of employment with DRM.
4. Return messages that are left regarding assignments. Even if you are not able to do the assignment, call us back and let us know. If we leave three or more messages and do not hear back from you, we will assume you are no longer available to work and your file will be placed in inactive.
5. Never give the office your home phone number or cell phone number.
6. If leaving the office for lunch, only take the time allotted. Return on time.
7. If you should have a disagreement with the dentist or other staff members, call DRM. DO NOT leave the office unless we have given you permission to do so.
8. Do not speak unfavorably of dentists or staff members either from previous offices or where you are currently working.
9. Do not disclose personal information. Keep conversations professional.
10. If down time occurs, ask staff for tasks to do. Do not play on computers, make personal phone calls, or read magazines or books.
11. Always leave the instruments you used clean and the working areas set up for the next day.
12. Wear wrinkle free, clean scrubs (if clinical). Limit jewelry and keep your hairstyle and nails appropriate for a dental office.
13. Eliminate or use very sparingly any perfume, cologne, or aftershave; do use deodorant.

Remember you are not only representing DRM, you are also representing YOURSELF!...

I have read and acknowledge the above items

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