
SERVICES

ESP

Assignment Orientation Guidelines

Agency Contractor (AC)

12	6.20	USE OF OFFICE EQUIPMENT AND SERVICES
12	6.19	PRIVACY IN THE WORKPLACE
12	6.18	SOLICITING ON PREMISES
12	6.17.6	<i>Prohibited Software</i>
12	6.17.5	<i>Public Data</i>
11	6.17.4	<i>Inappropriate application usage</i>
11	6.17.3	<i>AC responsibility for Media Virus Checking</i>
11	6.17.2	<i>Use of Virus Protected Software</i>
11	6.17.1	<i>Computer Viruses</i>
11	6.17	SOFTWARE USAGE
10	6.16	SMOKING IN THE WORKPLACE
10	6.15	SEXUAL HARASSMENT
10	6.14	SENSITIVE INFORMATION
10	6.13	SECURITY
10	6.12	RECREATIONAL PARTICIPATION
9	6.11.4	<i>Keystroke Monitoring</i>
9	6.11.3	<i>Telephone Calls</i>
9	6.11.2	<i>Internal Electronic Communication Activity</i>
8	6.11.1	<i>Files</i>
8	6.11	MONITORING ACTIVITIES (FOR CALL CENTER ENVIRONMENTS)
8	6.10	PHONES AND VOICEMAIL
8	6.9	EMPLOYMENT OPPORTUNITIES
8	6.8	EMERGENCIES
8	6.7	ENVIRONMENTAL HEALTH AND SAFETY
8	6.6	DRUG FREE WORK ENVIRONMENT
7	6.5	BUSINESS CARDS
7	6.4	ATTIRB
7	6.3	ATTENDANCE
7	6.2	ASSIGNMENT OF TECHNICAL OR NON-TECHNICAL AC INVENTIONS
7	6.1	INTRODUCTION
7	6	WORKPLACE POLICIES
6	5	TRAINING - SUPPLIER PROVIDED
5	4.8	VACATION PAY
5	4.7	SHUTDOWN PAY
5	4.6	SHOW-UP PAY
5	4.5	SHIFT PAYMENT
4	4.4	OVERTIME PAY
4	4.3	ON-CALL PAY (PAGER PAY)
4	4.2	MEETING PAY
4	4.1	PAYROLL
4	4	AC PAYMENTS
4	3.1	AC TIME REPORTING
4	3	TIME REPORTING & PERMISSIBLE PAYMENT PROCESSES
4	2	AC (EXTERNAL TEMPORARY WORKER)
4	1	INTRODUCTION