



**“Before you call anybody about your Business, Finances, Money, or Taxes...CALL US”**

## **EMPLOYMENT AGREEMENT**

01. I understand that while I am employed at TCL Financial & Tax Services, I will be issued a payroll check every pay period with all required taxes withheld and paid on my behalf to required city, county, local, state, and federal agencies.
02. I understand that I am subject to follow all rules of the privacy disclosures set forth by TCL Financial & Tax Services. I further understand that I am not to distribute, sell, or share any Team Member, current client, or potential client's personal information to anyone not authorized to know such information.
03. I understand that the in person identification verification process for current or potential clients requires me verifying their photo identification (driver's license, military, passport, or state issued). I further understand that the telephone identification verification process for current or potential clients requires me verifying their address, filing status, first and last name, and social security number. I further understand that the above identification verification process must be completed by the current or potential client to release any information to a third party.
04. I understand that while I am employed at TCL Financial & Tax Services, I am not to accept gratuity and/or tips in the form of cash or any other instrument that can be transformed to cash from clients.
05. I understand that no fees or payments in the form of cash are to be accepted from clients. I further understand that all payments given to me shall only be in the form of payments authorized by TCL Financial & Tax Services. I further understand that I am required to make a copy of each payment and to forward all payments and copies of payments to the designated area at the time of possession.
06. I understand that all fees and prices are set forth by TCL Financial & Tax Services for all of their services being offered and rendered. I further understand that I will charge all applicable fees and prices without alteration unless given proper authorization by an immediate supervisor.
07. I understand that in the event of me being absent or tardy at TCL Financial & Tax Services, I must notify and verbally communicate with an immediate supervisor before such time or date as scheduled.
08. I understand that while I am physically at work for TCL Financial & Tax Services, I am obligated to take all required breaks. I further understand that I get a 30 minute break period if I work a minimum of six and less than eight hours in a given day. I further understand that I get a 1 hour break if I work eight or more hours in a given day. I further understand that I get a 30 minute break period on Saturday, regardless of the number of hours worked.
09. I understand that while I am physically at work for TCL Financial & Tax Services, I will not have any other documents, duties, or literature at my workstation other than those assigned to me by TCL Financial & Tax Services unless given proper authorization by an immediate supervisor.
10. I understand that while I am physically at work for TCL Financial & Tax Services, I am not to have any weapons of any kind on my person, bag, purse, etc.

\_\_\_\_\_ **TEAM MEMBER'S INITIALS**

11. I understand that all computers, internet service, literature, office equipment, and supplies are for the business use of TCL Financial & Tax Services. I further understand that I will not use such items for personal use.
12. I understand that no client or potential client is allowed to use the company's computers for personal or business use. I further understand that I am not to use the company's computers on behalf of a client for personal or business use.
13. I understand that while I am physically at work for TCL Financial & Tax Services, cellular phones and other forms of personal communication devices are to be kept on a silent tone (not vibrate). I further understand that while I am physically at work for TCL Financial & Tax Services, I am not to be excessive in the use of any such devices.
14. I understand that while I am employed at TCL Financial & Tax Services, I am to check all communication platforms (Business E-mail, GroupMe, Memorandums, etc.) designated by the company on a daily basis.
15. I understand that while I am employed at TCL Financial & Tax Services, I am to attend all meetings and training classes unless I am given approval not to attend by an immediate supervisor.
16. I understand that while I am employed at TCL Financial & Tax Services, I will adhere to the Dress Code Policy.
17. I understand that while I am employed at TCL Financial & Tax Services, I will only use preapproved advertisement to promote the company on my social media platforms or any other outlets. I further understand that it is to the discretion of TCL Financial & Tax Services to have me discontinue all advertisement on my social media platforms or any other outlets if my image appears to be a negative portrayal of the company.
18. I understand that I will not distribute any marketing materials that has not been approved or supplied to me by TCL Financial & Tax Services to current or potential clients.
19. I understand that while I am physically at work for TCL Financial & Tax Services, I will not use profane or vulgar language. I further understand that I will not engage in conversations with clients or other Team Members that appear to be derogatory or offensive towards others. **I further understand that gossiping is prohibited!**
20. I understand that while I am physically at work for TCL Financial & Tax Services, I will answer the business phone lines within two rings and I will not leave callers on hold for more than 30 seconds.
21. I understand that while I am employed at TCL Financial & Tax Services, I am not to disclose my pay rate or the issuance of a pay raise with other Team Members.
22. I understand that I am only responsible for the signing in and/or out of myself on the company's time sheet for work and required breaks. I further understand that I should never perform such act for any other Team Member.
23. I understand that all documents requiring a signature should not have any errors or scratch offs present on them. I further understand that liquid paper can not be used on any documents requiring a signature.
24. I understand that while I am physically at work for TCL Financial & Tax Services, I am never allowed to chew gum or consume food in the presence of current or potential clients. I further understand that I am to do such acts only in the designated break areas.
25. I understand that while I am employed at TCL Financial & Tax Services, I will not be contracted, employed, self-employed, or conduct any duties for any other individual or business that offers the same or similar services that are offered and rendered by TCL Financial & Tax Services.
26. I understand that I am not to distribute, sell, or share any knowledge or documentation that has been provided to me from TCL Financial & Tax Services to any competitors, solicitors, or any persons that are not employed by TCL Financial & Tax Services.

\_\_\_\_\_ **TEAM MEMBER'S INITIALS**

27. I understand that while I am employed at TCL Financial & Tax Services, I am not to make any statements that are untrue or misleading on behalf of any of the services being offered and rendered by TCL Financial & Tax Services.
28. I understand that while I am employed at TCL Financial & Tax Services, I will not knowingly input false information for any of the services being offered and rendered by TCL Financial & Tax Services.
29. I understand that I am on a 60 day probationary period at TCL Financial & Tax Services from the date the initial Employment Agreement is signed by me.
30. I understand that upon my involuntary or voluntary dismissal from TCL Financial & Tax Services, I agree to return all materials, supplies, training manuals, and uniforms given to me as a Team Member of TCL Financial & Tax Services within two days of my departure. I further understand that if my dismissal is within my 60 day probationary period, I am financially liable for all unusable materials, supplies, training manuals, and uniforms given to me as a Team Member of TCL Financial & Tax Services.
31. I understand that upon my involuntary or voluntary dismissal from TCL Financial & Tax Services, I will not directly or indirectly assist, engage, or train in any of the services being offered and rendered by TCL Financial & Tax Services within two years from my separation date with the company.
32. I understand that the only exception to Employment Agreement Number 31 above is to pay a Buyout Fee of \$5,000 to TCL Financial & Tax Services. I further understand that paying the Buyout Fee is the only way I shall be contracted, employed, self-employed, or conduct any duties for any other individual or business that offers the same or similar services that are offered and rendered by TCL Financial & Tax Services within two years from my separation date with the company. I further understand that if this fee is not paid by me voluntarily, I will be financially liable for all collection costs, court costs, and legal fees subjected to TCL Financial & Tax Services.
33. I understand that violation of any item or items stated in the Employment Agreement will result in disciplinary action being taken against me.
34. I understand that TCL Financial & Tax Services may change the Employment Agreement at any time with verbal or written notice given to me. I further understand that any new or revised changes to the Employment Agreement will result in the updated agreement to be signed by me.

**I AGREE AND UNDERSTAND ALL OF THE ABOVE TERMS AND CONDITIONS OF THE  
EMPLOYMENT AGREEMENT BEING PRESENTED BY TCL FINANCIAL & TAX SERVICES**

\_\_\_\_\_  
**TODAY'S DATE**

\_\_\_\_\_  
**TEAM MEMBER'S PRINTED NAME**

\_\_\_\_\_  
**TEAM MEMBER'S SIGNATURE**

\_\_\_\_\_  
**TCL REPRESENTATIVE'S PRINTED NAME**

\_\_\_\_\_  
**TCL REPRESENTATIVE'S SIGNATURE**

**UPDATED: 1/15/2022**