



Companies Don't Succeed, People Do !

Welcome to Akamai Employment Agency. We appreciate your time in completing our employment application process.

Here at Akamai Employment Agency, and our valued Client Companies, we require the most outstanding representation possible in any capacity in which you are hired to perform. Our ultimate goal is to provide a visible difference in the quality of service on either side of the table we serve.

We all look for the essential attribute of INTEGRITY in our employee choices. INTEGRITY is defined as the uncompromising adherence to moral and ethical principles, soundness of moral character and honesty in our words and actions.

In the 15 years I have been in this business, I have discovered that communication is the real key to success. The more we effectively communicate with each other, the better opportunity we have to understand one another and our needs.

Your points of contact in our office are as follows:

Robin Rohrer, President/CEO
Alvina Kaiwi-Robidoux, Corporate Vice President
Cindy Burnett, Payroll & Accounting
Sunsearay Pagan, Account Manager/Job Coordinator
Joshua Vista, Technical Specialist
Laurie Bisarra, Office Assistant
Vickie Russell, Risk Manager
Ailona Stucchi, Administrative Assistant
Sunya Nardo, O`ahu Account Manager
Maryjay Kaaihue, O`ahu Office Assistant
Deborah Camara, Kaula`i Account Manager

Please feel free to contact our office any time if you have a question. We value your input.

Aloha,
Robin Rohrer

President/CEO



Safety Policy

The following information is being provided to you in an effort to familiarize you with our basic Safety policies of employment through Akamai.

Every employee who accepts an assignment must:

1. Perform your assignment in a safe and proper manner, never ignoring established or posted safety rules.
2. Adhere to all safety signs, tags or other warnings.
3. Report any injury to your employer **immediately**.
4. Report any unsafe conditions and be alert to any hazards that may affect or harm yourself or coworkers.
5. Appropriate clothing and footwear must be worn at all times.
6. Assigned personal protective safety equipment must be worn when required and maintained in good condition.
7. An approved hard hat must be worn on any assignment where there exists a risk of falling objects.
8. The usage of alcohol and/or drugs is not permitted while on any assignment. Any person found under the influence will not be permitted to work and be terminated.
9. Learn safe work ethics. If in doubt or untrained in any hazardous-type tasks, ask for instructions and/or training from employer.
10. Never approach operating machinery from a blind spot, always let the operator see you approaching.
11. Horseplay is prohibited at all times. The operation of any type of machinery or equipment is not designed for this purpose and is prohibited.
12. Identify the fire extinguishers and first-aid kit in your place of work.
13. If you are not certified in First-Aid Training, do not attempt to move or treat an injured person, unless there is immediate peril such as profuse bleeding or stoppage or breath.
14. Never remove or by-pass any safety device(s).
15. Maintain an orderly work environment and practice tidiness in all areas at all times.
16. When operating any vehicle for business purposes, the seat belt must be utilized at all times.



Requirements of our Employees

The following information is being provided to you in an effort to familiarize you with our basic policies of employment through Akamai.

Every employee who accepts assignment must:

1. Be on time each day, dressed appropriately for the assigned job.
2. If unable to make it to an assignment for any reason, contact Akamai Employment Agency, at least 24 hours prior to start time.
3. Complete any job assigned that you accept. In the event you have a reason you cannot, please contact our office immediately for instructions on how to handle the departure.
4. Any injury sustained on the job must be reported immediately to your supervisor and Akamai Employment Agency.
5. In the event of an on-the-job injury, you may be required to take a post accident drug test.
6. No-shows, stealing, and insubordination are grounds for immediate termination.
7. Comply and adhere to Akamai Employment Agency's Safety Policy.
8. Pay periods for our company are Monday through Sunday. Time sheets must be signed by your employer/supervisor and turned in no later than noon every Monday for payroll processing.
9. Time Sheets turned in later than 0900 on Tuesday, cannot be processed until the following week.
10. Payday is every Friday. After 30 days of employment, you may elect for direct deposit of your payroll check into your designated bank account via electronic banking. In the interim, you may elect to pick up or have your check mailed to your address.
11. Employees must contact Akamai Employment Agency at the completion of the assignment for other possible positions. In the event we are not contacted we will consider you have voluntarily terminated your employment through our company.
12. In the event of a permanent job offer, you must disclose to Akamai the details of the offer, be advised you may be required to have a pre-employment physical and drug test.