

Work Market Community Violation Guideline

	First Offense	Second Offense	Third Offense
General Conduct			
Unlawful discrimination in the workplace on the basis of race, creed, color, religion, gender, sexual orientation, national origin, disability, age or any other protected status	Account Lock	-	-
Harassment including sexual harassment, offensive verbal, physical, or visual behavior and actions directed toward an individual based upon gender, color, race, ancestry, religion, national origin, age, physical or mental disability, sexual orientation or any other protected status.	Account Lock	-	-
Non Compliance with applicable state/federal laws and regulations	Account Lock	-	-
Violation of the Work Market Terms of Use or Privacy Policy	Account Lock	-	-
Engagement in activities that would present a conflict of interest including but not limited to use bribes, kickbacks or other corrupt practices	Account Lock	-	-
Sharing or distribution of Work Market user info for marketing, recruitment, or any purpose other than conducting business on Work Market	Account Lock	-	-
Subject to disciplinary action including expulsion			
Companies			
Falsification of company profile and/or corporate information	Account Lock	-	-
Posting false or non-existent assignments	Account Lock	-	-
Posting intentionally false or misleading assignment descriptions	Account Review	Account Lock	-
Soliciting workers off-platform	Warning	Account Lock	-
Paying invoices after their due date	Warning	Terms Reduction	Account Lock
Approving assignments in an untimely manner (unless pending an escalation or dispute)	Warning	Account Review	Account Lock
Frequently cancelling assignments	Warning	Account Review	Account Lock
Cancelling assignments with less than 24 hours in advance without compensation	Warning	Account Review	Account Lock
Unprofessional conduct on site or in communications, including but not limited to the use of language or images commonly understood to be obscene or profane, in any form, related to Work Market	Warning	Account Review	Account Lock
Workers			
Discussing or attempting to retrieve payment from an end user when acting as a representative of your Work Market client	Account Lock	-	-
Falsifying of deliverables or other required documents	Account Lock	-	-
Falsifying user profile information	Account Lock	-	-
Subcontracting without authorization	Account Lock	-	-
Soliciting an end user for off-platform work	Account Lock	-	-
Failure to return or reimburse client for missing parts or equipment	15 Day Suspension	30 Day Suspension	Account Lock
Abandoning assignments, no call, or no show	7 Day Suspension	15 Day Suspension	Account Lock
Unprofessional conduct, including but not limited to the use of language or images commonly understood to be obscene or profane, in any form, related to Work Market	Warning	15 Day Suspension	Account Lock
Cancelling assignments on less than 24 hours notice	Warning	7 Day Suspension	Account Lock
Failure to follow assignment details, special instructions or code of conduct	Warning	7 Day Suspension	Account Lock