

Dear valued partners,

Given the recent increases of theft incidents, United would like to review our Misconduct Policy to ensure that no further problems occur in the future as this situation has caused severe concerns and is very damaging to both of our business relationship and reputation.

I would like to remind you that the UNITED CLEANING SERVICES LIMITED CONTRACTOR AGREEMENT, states in SECTION 5(a) – COVENANTS OF CONTRACTOR “employ and supply only capable and properly trained personnel who are legally employable in Canada and shall provide to United, if requested, and within a reasonable amount of time not to exceed ten (10) business days, copies of its employees’ Identification and work visas and criminal record checks”

This pertains to all of your employees, floaters, part timers, new employees, any personnel from your company providing services to a United contracted location. If your company fails to provide the required information as noted above you will be in default of your agreement with United.

I have attached United’s Misconduct & Loss Prevention Policy, please ensure you communicate this to all your employees working in United contracted locations.

Please contact me if you have any questions regarding the contract clause and our requirements herein.

Kathy Kroupa

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