



### **WLA Freelance Candidate Terms & Conditions:**

All freelance employees who work for a period of more than 5 hours a day must take at least a 30-minute continuous and uninterrupted meal period. You must start your meal period no later than immediately following your completion of 5 hours of work (including break periods). Your continuous and uninterrupted meal period must be recorded on your timecard each day. If you work more than 10 hours in one day you are entitled to take a second 30-minute meal period no later than immediately following your completion of 10 hours of work.

All freelance employees who work more than 3½ hours are entitled to paid rest periods at the rate of one 10-minute rest period per 4 hours worked or a fraction thereof.

WLA freelance employees are absolutely prohibited on assignment from: 1) operating any motorized vehicle; 2) operating any machinery (other than standard office equipment); 3) lifting or otherwise moving any heavy objects; and 4) handling any securities, cash or other valuables without prior written consent of WLA.

An authorized representative of the Client to which you are assigned must approve the WLA timecard before payment to you can be processed. Timecards without the appropriate Client approval will not be honored.