Central Arkansas Water

Job Shadowing Agreement

I understand and acknowledge that Central Arkansas Water ("CAW") has agreed to allow me to shadow professionals at its facilities based on my interest in exploring a potential career in the water utility industry. In consideration of CAW allowing me the opportunity to participate in its observational learning/job shadow program, I understand and agree as follows:

1. Shadowing is limited to observing a CAW professional as they perform their job duties. I will not perform any work tasks.

2. While on CAW premises, I will abide by all policies, rules, and regulations of CAW and follow the direction of the CAW employee to whom I am assigned.

3. I understand and agree that photography or videography is not permitted at any time during the job shadow experience.

4. I understand that I may not operate or handle equipment, tools, vehicles, or any other operational materials.

5. I will not access CAW's internal systems, records, or confidential data of any kind.

6. I will dress professionally and in accordance with any safety or dress code requirements provided to me.

7. I understand I may not enter restricted, hazardous, or off-limits areas without authorization. I will always be accompanied by a CAW employee while on-site.

8. I will not perform personal grooming, eat or drink (except in designated areas), or use electronic devices in work areas unless permitted.

9. I agree not to use the job shadow opportunity to seek personal assistance or services from CAW employees.

10. I agree to stay home if I am sick or experiencing symptoms of illness such as fever, cough, or stomach issues, and I will notify my CAW contact accordingly.

11. I agree to release, indemnify, and hold harmless CAW and its officers, employees, and affiliates from any and all liability for injuries or losses resulting from my participation in the program.

12. I authorize CAW to secure emergency medical treatment if necessary. I understand CAW will not be responsible for the cost of such treatment.

13. I understand I may come into contact with sensitive or proprietary information during this experience and agree to keep all such information confidential. I will not discuss, share, or replicate anything I see or hear during the program.

14. I understand that any violation of this agreement may result in immediate dismissal from the program.

15. I understand that the job shadow program is not a volunteer program and volunteer hours cannot be earned via the job shadow program.

16. CAW reserves the right to end my participation in the job shadow program at any time, for any reason, including:

- Failure to comply with this agreement or CAW policies.
- Inappropriate or unprofessional behavior.
- If CAW deems it in the best interest of its staff or operations.

My signature below confirms that I have read, understand, and agree to all terms of this Agreement.

Participant Information

Name: _____

Email: _____

Phone: _____

Signature: _____ **Date:** _____

If participant is under 18 years of age:

Parent/Guardian Signature: _____

Printed Name: _____

Date: _____