

Employee In-Briefing

1. Requirements to safely perform and possible exposure: Fence Installers: Repetitive and prolonged periods of standing, walking, bending, kneeling, stooping, twisting, lifting (up to 80 lbs) exposure to construction and cleaning chemicals, noise and dust or fumes from concrete, saws, grinders, drills, augers and other equipment, reaching overhead, pushing, pulling, stepping up and down, inclement weather and temperature changes. By initialing this you are stating you understand the physical requirements and are capable of performing those duties

2. Recording Hours / Pay dates / Pay Periods: Hours must be recorded on a sign sheet each day and signed by the employee. Pay dates are the 5th and 20th. Checks will not be given out before this time. Pay periods run from the 1st thru the 15th and the 16th thru the last day of the month. For example; hours worked from the 1st thru the 15th are then paid on the 20th. Employees are to sign out for Lunch periods of 30 minutes or more and sign back in once the employee returns to work. Breaks of less than 20 minutes may be taken once every 2 hours and are considered paid time. _____

3. Following Instructions: following instructions is very important in order to complete tasks properly. Follow only the instructions given to you by RMF supervisors and managers; there may be a lot of other trades working on a project, if anyone other than your supervisor tells you to do something politely refer that person to your supervisor.

4. Dependability: RMF performs many different construction tasks. Because the workload may change from day to day, there will be times when you will be required to stay late, work in more than one area, and / or help with tasks you do not do on a daily basis. All employees are required to stay until the job is finished. All employees are expected to show up for all scheduled shifts on time. If you must be late or absent for any reason you must call your supervisor as far in advance of your shift as possible and explain the reason for the absence. Absenteeism places an unfair burden on other employees. Unexcused absences, excessive tardiness and / or excessive absenteeism will result in disciplinary actions up to or including termination. If you do not show up for a shift and you have not called a supervisor, it is assumed you have abandoned your job. _____

5. Production and Quality: In order for the company to be successful, meet contract timelines and costs, all work performed has a minimum production goal. All employees are expected to work to the best of their ability to meet or exceed these goals as well as meet all quality standards for our customers and clients.

6. Dress Code: Dress is code is for your safety. All employees must wear work boots or other appropriate footwear (no open toed shoes), long pants, and shirts with a minimum of 4 inch sleeves. All employees must wear company provided safety equipment such as gloves, ear and eye protection, fall protection, and hard hats when required.

7. Phone Calls: Use of personal cell phones and devices are not allowed during company time. If you must make or receive a phone call (other than an emergency situation) you must do so during lunch or break periods.

8. Injuries: ALL injuries and accidents must be reported immediately and an accident report filled out; no matter how severe. Whether you need medical attention or not, all injuries must be reported during the shift in which they occurred. Failure to report an accident or injury immediately is grounds for termination. Any employee involved in an incident that results in property damage or injury requiring medical attention will be required to submit to drug testing. Failure to submit to drug testing will result in immediate termination.

9. Safety Briefings: safety briefings will be performed at least monthly and will cover all of the items listed here and any job specific requirements.

10. Transportation Required: as mentioned earlier dependability is critical. All employees are required to ensure they have reliable transportation to and from work. Missed bus, flat tire, car broke down etc are

acceptable reasons to be late but are not acceptable reasons to be absent. All absences due to lack of transportation are unexcused and 2 unexcused absences are grounds for termination.

This is to certify that I, (print name) acknowledge and that I understand this in-briefing and will comply with company policies as outlined in this briefing.

Employee Name (signature)

Date of Briefing

***Initial each line to acknowledge that you have read and that you understand the information provided to you.