



The following topics are covered more thoroughly in our Employee Handbook but are so important that we've mentioned it here too. If you have any questions, please do not hesitate to ask.

Non-Negotiables

As a professional company, we maintain certain standards with our employees that will uphold the integrity of the company. It is our commitment to our employees to provide steady work, however, it is a team effort when it comes to professionalism. The following "non-negotiables" will be enforced during employment with us.

- **No Smoking or tobacco products of any kind** AT ALL during the time you are on the clock, or at any job site location.
- **No Swearing!** It's unprofessional and uncalled for.
- **Good Attitude.** Bring it with you daily.
- **Be Trainable.** You will be doing different tasks and learning new skills, sometimes daily, so you must be open to changes. There are no job descriptions when you work with us as we believe in cross training everyone for efficiency.
- **Be Flexible.** We try to stick to a five-day (M-F) work week, however, if we get a rain day or two, plan to work on Saturday. Your availability is important, so the job does not get too off schedule.
- **Reliable Transportation.** You will be informed where you are to meet your crew each morning and it is important that you have the means to get there.
- **Be On Time!** Call if you are going to be late.. No call and no shows are a NO GO. That only tells us you have no respect for our time or your commitment to the company.
- **Gossip, of any kind, will not be tolerated.** If you do not have anything nice to say.....
- **Show Up!** Our business relies heavily on teamwork. When one crew member does not show up, it could potentially mean an entire job gets put on hold causing missed deadlines on every job thereafter. Consistent absences will not be tolerated; make sure to reserve missed days for when they are genuinely needed.

Appearance

Employees should be conscientious of their hygiene, and arrive ready to work with the following:

- Plain white tee shirt and painter pants or jeans. Cargo shorts may be worn in the summer months. Shirt will always remain ON, regardless of weather.
- Steel-toe work boots are required as some jobs may require time on a ladder and boots will better protect your feet.
- **(Requirement)** Invest in and **bring with you daily:** a good pair of work gloves, 5 in 1 tool, small notebook (pocket size) and pen.
- Hats/ball caps are allowed as long as they do not contain inappropriate text or graphics.



- **Daily Routine**

- Arrive at designated meeting place **ON TIME** each day. Ride-share is a courtesy we provide when possible; if you are late and miss your ride-share, it is your responsibility to get to the jobsite on your own.
- Log your hours daily. (Pay week runs Mon-Sun, payday is bi-weekly on Friday).
- Work as a team to set-up and clean-up at each job site. Work diligently to assure all tools and supplies make it back onto the truck and trailer at the end of each day.
- **You are paid for a ½ hour lunch.** Come prepared daily with a lunch, water bottle, thermos, etc...whatever you need to have lunch at the job site. Small coolers allowed, if necessary.