



Smitty's Supply Inc. Ground Rules

1. **NO SMOKING AT ANY TIME ANYWHERE ON COMPANY PROPERTY!**
2. All employees must adhere to all dress code, uniform and footwear policies at all times.
3. No personal electronic devices in use anywhere in the facility – the only exception is cell phone use **BY PERMIT ONLY**. If you don't know you have a permit, you don't have one.
4. All employees must clock in and out from all scheduled break and meal periods at their respective time clocks.
5. No discussion of personal wages among employees.
6. No cardboard, plastic caps or bottles, or stretch wrap in dumpsters.
7. If any employee will be late for or miss a scheduled shift, they must report it to their immediate supervisor at least 30 minutes before the start of the shift.
8. All employees must enter and exit the facility in proper locations and park in proper employee parking areas – **NO UNAUTHORIZED VEHICLES INSIDE THE GATE**.
9. Earplugs must be worn at all times in all designated hearing protection areas.
10. Safety glasses must be worn at all times in all designated eye protection areas.
 - a. Smitty's Supply has a **ZERO TOLERANCE SAFETY FOCUS** policy in regard to the above referenced ground rule
11. Employees will only operate equipment for which they are certified after required inspection. Employees are **REQUIRED** to wear a seatbelt at all times and comply with all other safety rules.
12. Any company vehicle, of any type, left unattended must be turned off and keys removed.
13. All household chemicals used must be disposed of properly. **IF YOU AREN'T SURE, ASK.**
14. No use of Oil Dry unless approved by a department manager. **IF YOU AREN'T SURE, ASK.**
15. Visitors must wear closed toed shoes, have a visitors badge in plain sight and be escorted by a Smitty's employee.
16. No employee is authorized to place any order, on behalf of Smitty's, without a Purchase Order.

I have read and understood Smitty's Supply, Inc. Ground Rules as stated in this document. I also understand that failure to comply will result in appropriate disciplinary procedures. Smitty's has adopted a **ZERO TOLERANCE POLICY** for basic safety functions to include numbers 1, 10, and 11.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



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Revision History:

1/9/2018 – Revised wording to include that we have a zero tolerance policy