

Policies and Procedures for Employees

- 1.** No cell phones, iPods, books, electronic devices, headphones etc.
- 2.** Your work area should be neat and clean during your shift
- 3.** If you cannot show up for your shift, call your manager before your shift starts. If you are sick, you need to bring a doctor's note.
- 4.** If you are going to be late for your shift, please call your manager to let him/her know you will be late. Three (3) occurrences of being late could result in termination.
- 5.** You should begin working as soon as your shift starts. Example: If your shift starts at 8:00 am, then you should be on the warehouse floor at that time. You should not be walking in the door at that time.
- 6.** If you need days off, a two-week notice is needed to try and accommodate your request. This does not guarantee the time off will be granted.
- 7.** Only employees allowed at the workplace. No friends or family.
- 8.** Always be kind to your coworkers. Leave the workplace clean before the next shift.
- 9.** Clean up after you are done with lunch. Put the chairs back and make sure the tables are clean.
- 10.** For the pickups and drop offs: Your ride must wait in front of the building.
- 11.** Do not leave your food sitting overnight in the break room.
- 12.** No food allowed in the work area. Food must stay in the breakroom only.
- 13.** If your lunch or break starts at 12:00 you should be leaving your work area right at 12:00 and when it finishes at 12:30 you should be at your work area right at 12:30.
- 14.** Do not take anything out of warehouse before your manager's approval, even trash.
- 15.** Purchases can be made on Wednesday and Thursdays, items that you want to be purchased must be given to your manager before lunch and they can be picked up after you get off that afternoon.
- 16.** Make sure you wear the appropriate clothing, no flip flops, no shorts allowed if they are 3 inches above the knee.
- 17.** Working outside of assigned work hours must be approved by your manager.
- 18.** No foul language, no horse play, no riding on the forklifts or pallet jacks.