



Safety Policies & Employee Conduct Acknowledgment

Purpose: Safety is a condition of assignment. These rules apply while working for A Better Choice Staffing (ABCS) **at our offices**, client work sites, and during work-related travel.

Safety Policies - I agree to the following:

- **Follow instructions:** Follow all safety rules, posted signage, and instructions from supervisors. Ask questions if unclear.
- **Report injuries and hazards:** Report any injury, illness, near-miss, unsafe condition, or damaged equipment **immediately** to your on-site supervisor and to ABCS.
- **Emergency:** If there is an immediate danger or medical emergency, call **911** first, then notify your on-site supervisor and ABCS.
- **Work only within your training and authorization:** Only perform tasks you are trained and authorized to do. Do not operate tools, vehicles, or equipment if you have not been trained/approved.
- **Use PPE:** Wear required personal protective equipment (PPE) as instructed (including, when applicable, hard hats, eye protection, hearing protection, gloves, safety vests, protective footwear, etc.).
- **Dress appropriately:** Wear appropriate clothing and footwear for the job.
- **No horseplay:** Horseplay, fighting, practical jokes, or unsafe behavior is prohibited.
- **Stay alert:** Be aware of your surroundings and keep a safe distance from moving equipment and other workers.
- **Good housekeeping:** Keep your work area clean and organized; clean spills promptly; store materials safely.
- **Seat belts required:** When operating or riding in any vehicle for work purposes, seat belts must be worn at all times.
- **Stop if unsafe:** If you believe a task is unsafe or you are asked to do something illegal, stop and notify your supervisor and ABCS immediately.

Employee Conduct & Assignment Expectations - I also agree that I will:

- **Be dependable:** Report to assignments on time and ready to work. If you will be late or absent, notify ABCS as soon as possible.
- **Accurate reporting:** Submit accurate time records and complete company/client paperwork honestly.
- **Professional behavior:** Treat coworkers, clients, and customers with respect.
- **Protect property:** Do not steal, misuse, or damage ABCS, client, or coworker property.
- **Follow worksite rules:** Follow ABCS policies and client worksite rules (including safety, security, and conduct policies).

Zero-Tolerance / Immediate Removal Examples - I understand that any of the following may result in immediate removal from an assignment and/or termination (as permitted by law and policy):

- Use, possession, or being under the influence of illegal drugs or alcohol while working
- Carrying any type of weapon, firearm, or explosive on company/client premises (in violation of law and/or company/client policy)
- Walking off the job during an assigned/scheduled shift (unless the job is hazardous to my health/safety or I'm asked to do something illegal)
- Sleeping on the job
- Poor attendance or repeated tardiness during a job assignment
- Falsifying application information, time records, or company/client documents
- Theft or unauthorized possession of company/client/employee property
- Damaging, vandalizing, or destroying company/client property
- Criminal conduct while on assignment or on company/client premises
- Any conduct ABCS determines reflects adversely on the employee or ABCS, or creates a safety risk

Handbook Acknowledgment - I acknowledge that ABCS maintains an Employee Handbook (including additional policies and procedures). I agree to review it and understand that a paper copy will be provided upon request.

Acknowledgment and Signature

By signing below, I acknowledge that I have read and understand the Safety Policies and Employee Conduct Expectations above, and I agree to comply with them. I understand violations may result in disciplinary action, removal from assignment, and/or termination. This acknowledgment does not create a contract of employment.

Printed Name: _____ **Date:** _____

Signature: _____