

Concept Packaging Orientation Check Sheet

The following are policies and procedures for employment at Concept Packaging. Any violation will result in termination of your assignment.

Tobacco Policy

- _____ I understand that effective January 1, 2013 smoking is prohibited on CPG property and surrounding properties.
- _____ I understand that I CANNOT park/sit/stand on or near Quality Drive, the guard shack or surrounding neighborhoods.
- _____ I understand that I CANNOT leave the property during the 10 minute breaks.

Safety and Personal Protection Equipment (PPE).

- _____ You MUST wear proper personal protective equipment at all times (safety glasses, ear plugs, etc.).
- _____ You MUST follow the fingertip rule when wearing shorts.
- _____ You MUST secure hair longer than shoulders. Ponytails exceeding the shoulder must be tucked inside the back of a shirt collar, pinned up, or worn under a hat when around machinery.
- _____ You MUST wear closed toed shoes. (NO Canvas shoes permitted.).
- _____ You MUST report a work related injury immediately to your supervisor or team leader as soon as it happens.
- _____ I have watched the Safe Start Video and Nail Gun Safety Videos during the orientation process and will comply with training processes.

Cell Phone/Backpack Policies

- _____ You MUST keep cell phones off of production floor. The use of cell phones is prohibited in all production and Warehouse areas. Employees may use cell phones during designated breaks times in designated break areas.
- _____ The only cell phones to be used in the production/warehouse areas MUST be approved and issued by CPG.
- _____ NO back-packs are permitted on the production floor

Call-In Procedures/Policy

- _____ I understand that it is my responsibility to call both Hamilton-Ryker and CPG Supervisor if I will be late or absent and those excessive absences can be Grounds for Termination.

Dress Code

- _____ You MUST dress respectable and neat.
- _____ NO jewelry or spacers,, etc. (A Medic Alert Bracelet with a break away band is allowed.)
- _____ NO Tank tops, muscle shirts, halter-tops or any shoulder exposing shirts.
- _____ NO Hooded Sweatshirts or Jackets with Hoods.
- _____ NO Extremely tight or distracting clothing, nor articles bearing offensive language or pictures.
- _____ NO Torn or loose clothing around machinery.
- _____ NO Open jackets—Jackets must be zipped/buttoned.

Overtime Policy

- _____ I understand that the Same Day Overtime Policy states that you may be requested to stay for overtime prior to the last break of the day. Failure to stay for OT will be counted as an occurrence as stated in the attendance policy.
- _____ I understand that I may be asked to come in early prior to shift for training or OT. Failure to comply will count as an occurrence.
- _____ I understand that the Weekend Overtime Notice states that employees may be notified up to that last break on Thursday if the need arises to work a Saturday and/or Sunday. Failure to stay for OT will be counted as an occurrence as stated in the attendance policy.

By signing below I am verifying that I have read and understand the above policies and that I have received a copy of the CPG orientation packet covering theses same policies. I understand that if I report to work in violation of any of these policies I will be sent home and my assignment will be terminated.

Employee Name (Please Print)

Employee Signature

Date