



Project: _____

As an employee assigned to the project listed above, I understand I will adhere to the following standards in order to remain assigned to this project:

1. Report to work on time, ready to work at the start of the workday, after a lunch break of 30 minutes, and through the end of the workday.
2. Attendance is mandatory other than PTO, pre-approved leave, and emergency situations. Employee attendance will be monitored weekly and those with less than acceptable attendance will be removed from the project.
3. Employee will remain on site during the 30-minute non-paid lunch break. Employee will be free of duties during this time.
4. Employee will remain on site in the general work area during rest breaks.
5. Employee will remain free of distractions during production time for which they are compensated. This includes personal phone usage, texting, smoke breaks other than designated break times, non-essential trips to the connex or other storage facilities, and the like.
6. Tobacco use and vaping are not permitted in the work area which includes storage areas, lay down yards, and the like. Authorized use areas may be permitted by the owner or general contractor.
7. Employee is personally responsible for financial fines levied for rule violations of the owner, property and project.
8. Non-adherence to controlling contractor's standards and rules will result in disciplinary action up to and including discharge.
9. Employees will possess personal tools in compliance with TAW Minimum Required Tool List (attached)
10. Rules may be added or amended as the project progresses, at the direction of the owner, general contractor or other authority. These will be communicated.

One employee who believes that he or she is an exception to rules and standards, hurts all of us.

All are expected to follow the guidelines set forth both in the Employee Handbook, Employee Safety Manual and those listed on this document. Violation of rules will result in disciplinary action up to and including discharge.

Employee Signature: _____

Employee Name: _____

Date: _____