

## Employee Conduct and Safety Expectations

ESCO Group and its employees hold safety as top priority. We utilize a “No Blame” near miss reporting process.

- Please report all near misses to ESCO Supervision.
- ESCO Group requires all employees to report injuries (no matter severity) and property damage immediately to supervision.
- All employees have the right to enact the “Stop Work” Program for imminently dangerous situations.
- The proper hand protection (gloves) is to be worn 100% of the time, including walking the job site.
- Uniforms supplied (Arc Flash Rated) are required. Employees will be required to leave work unpaid to retrieve previously issued uniforms.
- ESCO Group employees receive blue lockout locks and personal identification tags for lockout-tagout. ESCO Group employs the method of 1 Lock: 1 Key: 1 Person — THERE WILL BE NO SHARING OF LOCKS.
- Remove all locks at the end of the day. Employees will be required to return on unpaid time to remove their locks accordingly.
- Shift start time is \_\_\_\_\_ a.m./p.m.
- Normal work hours are from \_\_\_\_\_ a.m./p.m. and \_\_\_\_\_ a.m./p.m.
- Expected workdays for this project will be (circle all that apply):  
Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Sunday
- Employees are expected to be at the job and ready to work by above declared starting time.
- Employees more than 5 minutes tardy are subject to staying late or loss of time will be reflected on official timesheet.
- All ill or absent employees are to within reason call-in no later than declared start time.  
Supervisor Name: \_\_\_\_\_ Contact Number: (\_\_\_\_) \_\_\_\_\_
- Requested time-off is required to be declared two weeks ahead of schedule. Notify Supervisor or mark the “Time-Off Calendar” if applicable.
- Break Schedule: Morning \_\_\_\_\_ Lunch \_\_\_\_\_ Afternoon \_\_\_\_\_ Breaks are to be followed accordingly.
- Smoking and chewing tobacco are ONLY permissible in designated areas during regularly scheduled break periods.
- Employees will be given proper time at the end of each shift to clean-up. Clean-up shall conclude at the declared shift end-time.
- Written Warning Report Criteria: Tardy, No call-no show, Safety violations, and ESCO Group or client policy violation.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_