

DISCLOSURE: You must notify Advance Staffing in writing of any medical conditions, potential, diagnosed and/or suspected, that should be taken into consideration when assigning specific job responsibilities, tasks, etc.

SAFETY: REMEMBER TO WEAR NON-SLIP SHOES AND LIFT WITH YOUR LEGS NOT YOUR BACK!
o **Do not engage in any activities that you are not comfortably trained to engage.**
o Ask for help when lifting, moving or adjusting anything too heavy for you to comfortably address.
o **Always** use a safety glove when using a knife.
o Move at a controlled pace, no running, rushing dangerously nor recklessness or horseplay.
o Safety shoes. We can arrange for affordable safety shoes with payroll deductions if you wish.

CPR/CHOKING: GET ON-SITE MANAGEMENT INVOLVED IMMEDIATELY
o GET HELP
o HAVE 911 CONTACTED IMMEDIATELY
o CALMLY ADDRESS GUESTS AND FELLOW ASSOCIATES.

SICKNESS/PROBLEM: It is your responsibility to notify the supervisor IN PERSON when you feel you will not be able to arrive at a contracted order. That means WE rely upon you to CONTINUALLY try until you actually contact a human being to arrive at some solution to service our client commitment, **IN ADVANCE**. **If we fail our commitment to our client, you will be expected to provide an apology as well.**

DRUG/ALCOHOL: Arriving under the influence, illegal and unauthorized consuming, stealing, housing, carrying, placing, or illegally transacting any drug or alcohol is grounds for immediate termination and possible legal charges.

HARASSMENT: Under NO circumstances are you expected to work under any inappropriate duress or in a harassing environment. If you are harassed verbally, physically or mentally in ANY way, notify the next highest level of management immediately. Stopping such issues early help keep it a safe and comfortable work environment for all of us. We can't stop what we don't know about. These issues will be addressed directly and within 1 week. By the same token, no such behavior from you will be tolerated.

END OF SHIFT: To assure correct task completion and maintain professionalism, notify the "shift supervisor" that you are finished with the last known task. This allows them to assess if there is any more necessary work, evaluate the quality of your work and emphasizes the end time of your shift. E.g.: CLEAN steam wells.

SHIFT BREAK: For a minimum 5-hour shift, you are entitled to at least one 15-minute break. If instructed by your "shift supervisor" to take an ADDITIONAL break, "off the clock", you must acknowledge this request. We will pay you for all the time that you are actually working *PLUS* the one allowable 15-minute break.

SMOKING: Please adhere to the rules & regulations of the client where you work. WE REQUEST THE FOLLOWING:
o **Wash your hands and brush your teeth after having smoked.**
o **Don't smoke before your shift while wearing your uniform.**
o **Refrain from smoking during your shift hours** (regardless of what other workers from other companies are doing around you!).

TRAVEL: **YOU ARE RESPONSIBLE FOR YOUR DIRECTIONS**, prior to event.
You are expected to either use Mapquest or purchase a Thomas Guide street map of all counties. You must feel confident about your ability to find the account. Once you acknowledge that the instructions are clear, it is your responsibility to arrive on time, traffic / accident notwithstanding.
Parking costs above \$5.00 may be reimbursed with the submission of a receipt if pre-arranged with Advance Staffing.