



## *Written Safety Rules*

### *Standard of Conduct*

Employees must be aware of their responsibilities to **StaffScapes** and to their fellow employees. It's imperative that you follow our standards of conduct and safety rules.

We make every effort to provide safe working conditions for our employees and to observe governmental safety regulations. No one knowingly will be required to work in an unsafe manner or environment. Safety is everyone's responsibility. You are required to do everything reasonable and necessary to keep **StaffScapes** a safe and healthful place to work.

We will take a fair approach to disciplinary matters to ensure actions, which would interfere with operations or any employee's job, are not continued. Violations of personal conduct and safety rules will result in one of the following forms of disciplinary action: verbal warning, written warning, or discharge. In addition, workers compensation benefits by law can be reduced by 50 percent if a work injury or illness is due to a safety rule violations.

### Safety Rules:

1. Report any injury or unsafe working conditions/potential safety hazards to your supervisor immediately.
2. Always perform your assigned tasks in a safe and proper manner. Do not take short cuts, nor place speed above safety.
3. You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task. When in doubt about performing a task safely, contact your supervisor for instruction and/or training.
4. Use caution when lifting heavy materials.
5. Falsification of organization records, including employment application is prohibited.
6. Always stay alert and be aware of potential hazards when operating equipment/machinery.
7. All employees are responsible for cleanup duties in their work area to eliminate tripping, slipping or falling hazards.
8. Being impaired by, under the influence of, alcohol or unlawful drugs on our premises or job site is prohibited.
9. Theft, fraud, or violation of criminal laws on our premises or job site is prohibited.
10. Fighting, horseplay, practical jokes or other disorderly conduct which may endanger any employee's well being or the work operation will not be tolerated.
11. All employees and passengers using company vehicles must use seat belts.

I, \_\_\_\_\_, have read, understand and agree to act in accordance with the above Standards of Conduct and Safety Rules on \_\_\_\_\_, 20\_\_\_\_\_.