

New Employee Orientation

CALL IN PROCEDURE –

- Each employee is responsible to be available for work the day after an assignment has ended. Employees are required to check in for work daily. If the employee decides not to be re-assigned or terminate their relationship with Temp Depot he/she must notify our office in writing. Any violation of this policy may affect their unemployment benefits.
- All employees are required to call a Temp Depot/PKS representative and their supervisor if they are going to be absent from work. Employees must call in prior to their schedule start time. Failure to do so will result in immediate disciplinary action including termination of their assignment.

DRESS CODE –

- All employees are to dress appropriately and safely for work.
- Use all PPE (Personal Protective Equipment) required for their specific job.
- Long hair should be tied back and dangling cloths or jewelry must be clear from machinery.

NO SMOKING –

- Employees should only smoke in designated areas.
- Employees should use all PPE required to perform their job; i.e. goggles, hearing protection, respirator, steel-toes boots, gloves, etc.
- Employees should know the consequences for not wearing PPE.

SAFETY VIOLATIONS

- Temp Depot is serious about safety on the job.
- If an employee disregards the company's safety guidelines, he/she will be disciplined.

New Employee: _____ Date: _____

New Hire Paperwork Complete By: _____ Date: _____