

Guidelines for Work Crews at Comprenew

1. Application and Liability release form
2. All personnel must sign in at security desk and at their work area
3. Dress comfortably in durable clothing suitable for a warehouse setting.
4. Please wear clothing that is acceptable for children and families. (ie: no saggy pants, cleavage etc.)
5. Full toed shoes must be worn. No open toes shoes, sandals or flip-flops. No dangling jewelry
6. Safety glasses and gloves are provided by Comprenew and are required during work time
7. No inappropriate language, materials or music (swearing, sexual, violent content) in/out side building
8. Cell phones/cameras/ear buds/headphones off when you're working. Please take/make phone calls in break room or other non-work areas.
9. No hiding or storing of equipment and/or donations.
10. Security cameras are in all areas of building
11. Keep to assigned areas; enter restricted areas by special permission only.
12. No shopping in warehouse – nothing is available for pricing or sale
13. Smokers must remain in designated areas – not in neighboring business areas
14. Breaks every 2 hours, ½ hour lunch for workers that take a lunch
15. Maintain and return all provided tools, and report any damages
16. Place components parts in designated barrels and totes
17. Clean and sweep up work areas after shift
18. First aid kit is located on wall between the bathroom doors
19. In emergency situations, report to supervisor for further instructions
20. Emergency procedures posted at security desk, office hallway, classroom, and reclaim office.
21. Fire extinguishers located under large red arrows in building.
22. Staff trained in First Aid and CPR, EMTs located at fire station on corner of Ionia and Franklin

Signed _____ Date _____