



Work, Safety and Health Rules

These general rules and guidelines are designed to provide you with a working knowledge of recognized work practices and procedures that apply to many of the work situations you may encounter as a valued employee of **Ritesource Staffing, Inc.** Understanding of and compliance with the following guidelines will ensure the most satisfying work experience and contribute to the best possible working environment. Please feel free to contact your **Ritesource Staffing** Account Representative if you have any questions or concerns at any time.

- **Rate of Pay:** As an employee of Ritesource Staffing Inc. we are committed to your success and to creating the best opportunity for you to succeed in the short and long term. To ensure that success, it is important that Ritesource employees maintain strict confidentiality regarding all compensation, salary or hourly pay rates. Disclosure of this information to any prospective employer or their employees or other Ritesource employees could compromise our ability to help you maximize that opportunity.

We therefore ask that under no circumstances should any Ritesource employee discuss compensation, salary or hourly pay rates with any other Ritesource or other employee during the course of their assignment. Any and all questions regarding compensation, salary or hourly pay, including paychecks and the like should be directed to your Ritesource Account Representative.

- **Accident Reporting:** Report **ALL** accidents or near misses to your supervisor before the end of your shift.
- **Hazard Reporting:** Notify your supervisor immediately of any unsafe conditions or practices.
- **Alcohol or Illegal Drugs:** **NO** illegal drugs or alcohol will be allowed on **ANY** work site.
- **Seat Belts:** All employees who drive or ride in company vehicles or are on company business and drive their own vehicle must wear a seat belts at all times.
- **Horse Play:** Wrestling, running, pushing, or throwing any item in play or any other disorderly conduct is forbidden while on the job.
- **Machinery:** Only use machines you know how to operate. Never attempt to operate an unfamiliar machine without reading the machine instructions or receiving directions from a qualified employee.
- **Hazardous Materials:** Follow proper use and handling procedures for all hazardous materials.
- **Good Housekeeping:** All employees are required to keep their work area clear of debris or other tripping or slipping hazards.
- **Signs and Labels:** Pay attention to all signs and labels. They are present as reminders of safety.
- **Concentrate:** Most accidents can be avoided by concentrating on the job to be done. Always be aware of your surroundings and what is going on around you. Safety is a full time job.

I have read and understand the general rules and guidelines of Ritesource Staffing, Inc. I agree to act in accordance with these rules at all times while in my work assignment, and understand that a violation of any rule could cause actions up to and including dismissal.

Employee Signature _____ Date _____