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Policy Number: THG_Pol_100
Original Date: 5/14/2007
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Revised Date: 5/12/2014
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The Hillis Group, LLC New Employee Orientation

These rules are designed to provide you with knowledge of recognized and established safe practices and procedures that apply to many of the work situations you may encounter while employed at The Hillis group, LLC.

These are just a few of The Hillis Group, LLC general rules. It would be impossible to cover every work situation. If you are in doubt about the safety of any condition, practice, or procedure, consult your supervisor for guidance.

- 1. ACCIDENT REPORTING:** Report all accidents and/or near misses to your supervisor immediately. Fill out required reports.
- 2. HAZARD REPORTING:** Notify a supervisor immediately of any unsafe condition and/or practice.
- 3. ALCOHOL OR ILLEGAL DRUGS:** No illegal drugs or alcohol will be allowed on the worksite. Employees will notify their supervisor of any prescription drugs they are taking. Medical Marijuana is not a federally mandated drug and is not an approved drug.
- 4. DRIVING:** While driving a company vehicle or driving your own vehicle for company business, obey all traffic laws and signs at all times. Wear your seatbelt at all times. Do not drive past the posted speed limits. The use of hand held devices for calling or texting is strictly prohibited while operating a motor vehicle or any equipment.
- 5. LIFTING:** Employment with The Hillis group, LLC requires consistent lifting of up to 50lbs and occasional lifting of up to 100lbs. My signature below indicates I am physically capable of safely lifting and handling items with these weights. When you are required to lift an item, always seek mechanical means if available (fork lift, lift table, pallet jack, etc.).

6. PERSONAL PROTECTIVE EQUIPMENT: Required PPE must be worn at all times. If you have any questions or need PPE, contact management and reference the Hillis group, LLC **PPE Procedure (THG_0010)**. Wear approved eye and face protection during all working hours. When working with chemicals, wear the protective eyewear that is specified on the Material Safety Data Sheet. Wear gloves when handling metal, rough wood, fiberglass, and other sharp objects. Wear hard hats at all times. Appropriate footwear, long sleeved shirts, long pants, high visibility vest, etc. must also be worn as required.

7. EMPLOYMENT RECORDS: Falsification of company records, including employment applications, time records, or safety documentation will not be tolerated.

8. VIOLATION OF COMPANY POLICY

Employees found to be in violation of company policy will be given official notice of the infraction. All reasonable attempts to resolve the problem will be made to constructively resolve the situation. Appropriate disciplinary action, up to and including termination, may be taken if the violation continues.

Normal course of discipline is as follows:

- Verbal Warning (Documented).
- Written Warning.
- Disciplinary action, up to and including termination.

Employees who believe they have been falsely charged with an infraction can appeal the charge to the Human Resource Department. All appeals must be in writing clearly defining the reason you believe the charge was false. The Human Resource Department will review all available information and make a ruling. All decisions of the Human Resource Department are final.

Notices of violation, appeals and final disposition documentation will become a permanent record in the employee's personnel file.

I, (print name) _____ have read/been read and understand these rules. I agree to follow all safety rules at all times and understand any violation can result in disciplinary action including termination of employment.

Signature: _____ Date: _____