

ENTERPRISE MASONRY CORPORATION

NEW HIRE INFORMATION

AND POLICIES

I have read and understand and do hereby agree to uphold and maintain all of Enterprise Masonry Corporations' policies and procedures in regards to Safety and to personal conduct on the Job Site, to include:

- Affirmative Action Policy
- Violence in the Workplace Policy
- Appendix D and Respirators
- Safety and Scaffolding Safety Awareness
- New Employee Orientation
- Drug & Alcohol Policy
- Disciplinary Policy

I also agree to report any unsafe working condition directly to my foreman, or to my Field Supervisor, Pat Riley, or directly to the office if none of the aforementioned personnel are available. I agree to work in a safe and professional manner at all times and I do realize that any violation of these policies and safety items can mean immediate termination.

ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING OF:

- ENTERPRISE MASONRY EMPLOYEE SAFETY AND POLICY HANDBOOK
- ENTERPRISE MASONRY DRUG AND ALCOHOL POLICY
- APPENDIX D – RESPIRATORS
- DISCIPLINARY POLICY

x _____

Employee Signature

Print Name

Today's Date

_____ Date _____

Signature of witness

EMPLOYEES KEEP ALL PAGES FROM HERE TO END

ENTERPRISE MASONRY CORPORATION

Safety and Employment Policy Manual

AFFIRMATIVE ACTION – CORPORATE POLICY

This policy applies to Enterprise Masonry Corp Employees working at our office in Wilmington, DE as well as any and all of our job sites.

Enterprise Masonry is committed to a policy of affirmative action, in compliance with the Civil Rights Act of 1964 as amended concerning equal employment practices without regard to race, sex, sexual orientation, color, creed, age ethnic or national origin, or non-disqualifying handicap. Decisions on employment and promotion are made on the basis of qualifications and competencies of the individuals as they relate to the requirements of the position for which they are being considered.

All personnel policies including those on compensation and fringe benefits, lay off or termination are administered without regard to race, sex, sexual orientation, color, creed, age, ethnic or national origin, or non-disqualifying disabilities, in accordance with the Americans with Disabilities Act.

The policy of affirmative action applies to employees in all departments of employment with Enterprise Masonry Corporation. A copy of this affirmative action policy shall be posted in the main office and be provided to each employee as part of their new hire packet.

VIOLENCE IN THE WORKPLACE

Enterprise Masonry Corp does not tolerate workplace violence. We define workplace violence as actions or words that endanger or harm another employee or ANYONE on a jobsite or result in another person having reasonable belief that they are in danger. Such actions include:

1. Verbal or physical harassment
2. Verbal or physical threats
3. Assaults or other violence
4. Any other behavior that causes others to feel unsafe

Company policy requires an immediate response to all reports of violence. All threatening incidents will be investigated and documented. **Violations of this policy are subject to disciplinary action up to and including immediate termination.**

SAFETY ORIENTATION

This will acknowledge that I received a safety orientation upon my arrival on Enterprise Masonry's (EMC) job site.

This orientation included, among other things:

- 1) An explanation of **EMC's** safety program.
- 2) An instruction that I must wear my hard hat at all times when there is overhead danger. I understand that if my hard hat is lost or destroyed, I am to immediately obtain a replacement from my foreman.
- 3) An instruction that I am to immediately report any unsafe job site condition to my foreman so that immediate corrective action can be taken.
- 4) An instruction that **EMC** will provide me with all necessary personal protective equipment such as safety glasses, saw gloves, safety belts, etc. I understand that I am not to engage in any work where there is a risk of injury without first obtaining and wearing the appropriate protective equipment. I understand that it is Enterprise Masonry's goal to at all times provide a hazard free work place and, that as an employee, it is my responsibility to do what I can to ensure that this goal is met.

SCAFFOLD AWARENESS

It is the policy of Enterprise Masonry Corp to provide properly constructed scaffolding for all its employees and other personnel who may require the use of the scaffolding. If at any time an employee detects an unsafe condition he is to immediately contact the Enterprise Masonry foreman who will see that proper remedial action is taken. The program further directs all personnel who are directed to work in an unsafe manner to contact Enterprise Masonry Field Superintendent Patrick Riley, or contact the office at 302-764-6858. If you have not been trained on scaffolding safety, then you cannot work on said scaffold until you have been properly trained.

NEW EMPLOYEE ORIENTATION

- Review applicable equipment- hard hats, safety glasses
- Review how to use equipment provided- forklifts, fuel pumps, vehicles, trailers
- Appropriate Dress for job- work boots, long pants.
- Review all safety rules at jobsite
- Abide by the six-foot fall protection rules, including use of harnesses where required
- Tell Supervisor of all safety hazards or potential hazards
- Location of First Aid Kit and eye wash station
- Right to Know- Hazard Communication issues reviewed
- Must use ladders to enter and exit scaffold
- Accountability of each employee for safety
- Attend all compulsory "toolbox talks:
- Any time personnel are directed to work in an unsafe manner, call the office at 302-764-6858.

- Enterprise Masonry provide properly constructed scaffolding. If at any time an employee detects an unsafe condition he/she is to immediately contact their Foreman who will see that proper measures are taken.
- Provided, read and understand OSHA's appendix D attached.
- Agree to report any medical illness or injury that will affect your ability to perform your job.
- Report any and all accidents/ incidents to your supervisor.

SAFETY DISCIPLINARY POLICY

In order to help ensure a safe jobsite for our employees, our co-workers, the owner's employees and the public, Enterprise Masonry Corporation has instituted a companywide disciplinary policy for the enforcement of safety rules.

First violation

- Immediate correction.
- Verbal warning issued by supervisor

Second violation of similar safety rules (within 2 years)

- Immediate correction. Written warning issued by Safety Director.
- Employee(s) retrained as necessary.

Third violation of similar safety rules (within two years)

- Immediate dismissal.

Three verbal warnings for violation of dissimilar safety rules (within two years)

- Written warning issued by Safety Director.
- Employee trained as necessary.

Three written warnings for dissimilar safety violations (within two years)

- Immediate dismissal.

Enterprise Masonry Management reserves the right to remove any individual from the worksite (to include suspension) based on the violation, in conjunction with the above disciplinary policy.