

R-Four Contracting Ltd.
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An Introduction to the ExakTime Sign In / Sign Out Procedure

As R-Four Contracting Ltd. continues to grow its business across British Columbia, we are excited to provide you with an accurate and innovative approach to tracking your hours on site.

In order to keep this system effective, please see the following guidelines:

1. As a staff member on site, you will receive both a Green FOB (IN) and a Red FOB (OUT).
2. First set of FOBs are assigned to you at no charge. If they are lost, you will be charged \$50 for the replacement of the set as these FOBs are expensive and are from out of country.
3. You must sign in and out with your OWN FOB. Anyone caught signing in/out with another's FOB will be suspended for the next days' work. Caught a second time the person will be terminated.
4. The FOBs are to be used at start (IN) time and End (Out) time not in between lunch breaks.
5. Ensure the green FOB is used first for the start time if the red FOB is used it will show up as an error message and will not record the in and out time properly.
6. If you no longer work on site with R-Four Contracting, you must return the set of FOB's to your employer or R4 Contracting's site superintendent in your particular site.

Should you have any questions, please feel free to contact your site superintendent.

Sincerely,

Amber Spence
 Payroll and Office Manager
 R-Four Contracting Ltd.

I, _____, do hereby acknowledge that I have received from R-Four Contracting Ltd. ("R4") a set of two (2) FOB devices to record my hours on site. I have read and understood the above guidelines for the issue and use of these devices.

- 1) I will safeguard the FOBs issued to me by R4 and shall not intentionally alter, tamper with, damage and/or duplicate it and will request a replacement if the devices become damaged.
- 2) I am financially liable for the loss, misplacement, theft or damage of the FOBs and shall pay the applicable replacement fee in effect at the time.
- 3) I will immediately report the loss/misplacement or theft of the FOBs and if it is recovered to my employer and to R4.
- 4) I will not lend/give or provide any other person to possess the FOBs issued to me.
- 5) I will immediately provide or surrender my FOBs to my employer or the site superintendent of R4 upon termination of employment, lay-off, medical leave, maternity/parental leave for any duration and any other long-term employment leave in excess of thirty (30) days.

I acknowledge that R4 may change these FOB Terms and Conditions of Use at any time and I agree to comply with such change provided to me.

Signature:	FOB No:
Date:	FOB Issue Date: