

E Light site specific rules and expectations Rifle Solar

- All employees must be scanned at beginning and end of shift. If you leave the jobsite for any reason you must be scanned out and back in upon arrival.
- All employees must be signed in at the E Light Trailer and at stretch and bend by **7:00 AM**. (If you are at the E Light office signing in at **7:00**, you are late)
- All employees must sign out at the end of shift every day. Failure to do so will result in not being able to start shift till **8:00am** the next day.
- Break is from **9:30 AM** to **9:45 AM**. This means you do not leave work area until 9:30 AM and you are back in your work area by **9:45 AM** putting your tools back on.
- Lunch is from **12:30 PM** to **1:00 PM**. This means you do not leave work area until **12:30 PM** and you are back in your work area by **1:00 PM** putting your tools back on.
- Time off requests must be submitted 1 week in advance and signed by Supervisor.
- If you are going to be late or absent, you must call Javier before **7:00 AM**. If there is no answer, leave a message or send a text message.
- PPE must be worn on site at all times. (Safety vest, hard hat, safety glasses, gloves)
- Tools and material for the day must be gathered up after stretch and bend each morning. Going back to conex/office for tools/material during the day is unacceptable.
- If you have to leave the jobsite other than during break times, you must sign out at the office and notify Javier.
- All employees must comply with E Light company policies. Available at Elighttraining.com
- Smoking is permitted onsite. Tossing butts on the ground will result in loss of privilege for entire site.
- Site safety meetings are at **7:00 AM** every Thursday. Everyone must attend no exceptions.
- No parking of personal vehicles outside of designated parking areas.

I _____ have read, understand and agree to above terms and understand that failure to comply will result in disciplinary action.

Sign _____ Date _____