



CHIPTON - ROSS

Policies and Procedures Checklist

- I understand Chipton-Ross takes their responsibility as my employer very seriously, and that they have gone to great lengths to provide a safe work environment. If I am injured on the job, Chipton-Ross will deal promptly with legitimate claims and has workers compensation insurance that will pay medical expenses and wages. I also understand that Chipton-Ross has extensive experience investigating claims and will fight fraudulent claims with all available resources.
- If I sustain an injury on the job, I will inform the client and Chipton-Ross immediately who will coordinate with the client and myself the proper procedures for treatment and reporting of the accident.
- Chipton-Ross has a strict "Substance Abuse Policy", and I have signed a consent form to submit to drug testing. I understand that my failure to comply with this agreement will be grounds for my immediate termination.
- I understand and will comply with Chipton-Ross safety rules and regulations and hazardous communication program explained to me in Chipton-Ross safety booklet and orientation.
- I am telephone accessible and have reliable transportation.
- I understand that I am an at-will employee of Chipton-Ross and only Chipton-Ross or I can terminate my employment.
- I understand that I am expected to complete any job assignment I accept. I understand that if I do not complete or promptly notify of my inability to complete the assignment, or if I do not report for my assignment then Chipton-Ross may assume I have voluntarily quit, and I will not be eligible for unemployment benefits.
- If for some unexpected reason, such as an emergency or illness, I cannot make it to work or will be late, I will contact Chipton-Ross immediately.
- I understand Chipton-Ross requirements for receiving information documenting hours worked, the method of providing this information, and the timeframe for me to provide this information. I understand Chipton-Ross will not recognize or pay for any hours worked by an employee without proper documentation verifying hours worked.
- I have read and fully understand the above statements regarding Chipton-Ross policies and procedures and agree to the same. I understand that failure to comply with these policies and procedures could lead to my termination and may jeopardize employment.