**Ametal**

**Construction**

**Corporation**

**Company**

**Policy**

**Ametal** Construction Corporation

3039 Military Turnpike, West Chazy, NY 12992 Metal Building Specialists

 Company Policy

#

Team Work

To work for Ametal Construction Corporation each person must be a team player. What does that mean?

 Work for a common goal – Success!

1. Be prepared for work and have the hand tools you need.
2. Be prepared to do any work asked.
3. Leave the jobsite (vehicles, customer’s premise, toilet, trailers, etc.) neat and orderly.
4. Take good care of the tools and equipment.
5. Think about your work & actions so supervision and co-workers don’t have to; they have enough to do themselves.
6. Do what is expected and asked of you, by your Supervisor.
7. Take your responsibilities and work seriously as if you own the company.

 Harmony creates productivity!

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1/1/18 Page 1 of 6

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: (518) 409-7800 E-mail: Ametalcc@hotmail.com

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To All Employees’: Company Policy Agreement

Attendance:

1. You must contact your supervisor at least one hour before the start of your shift if you’re going to be late.

Call Gill Bouchard:

 Office: (518)409-7800

 Mobile (518)572-6435

 (Leave a message if you reach voice mail)

1. When an employee is late or absent and fails to contact the supervisor on time, they will be asked to sign a written Late Notice. On the third occasion you will be subject to disciplinary action which consists of either termination or a reduction in pay of $1.00/hour. Every consecutive 3 (three) additional times an employee is given late notices, an additional reduction in pay of $1.00/hour will be taken.
2. When an employee contacts the Supervisor at least one hour prior to the shift, but does not have a valid reason to be late as determined by the Supervisor, a Late Notice will be issued.
3. Employees are to notify the Supervisor the week prior of any scheduled appointments for which they will be absent for any part or all of the day. If no notice is given by the employee to a Supervisor, disciplinary action will be taken and a Late Notice must be signed.
4. During mid-morning there will be a ten-minute break. This time is on the clock so if it cannot be kept to ten minutes it will be eliminated. Lunchtime is 30 minutes at a time designated by your supervisor and not necessarily at the same time every day. If your supervisor is unaware you are taking lunch, you are considered absent from work and will be docked half an hour’s pay for your absence.

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Time Cards

1. Please fill out a provided time card at the end of each day and make sure it is filled out completely and accurately.
2. Please indicate on your time card a classification for the work performed, rounded to the half hour.

Cabinets Mason

Carpenter Commercial Metal building framework

Carpenter Residential Metal Studding

Cleaning Demolition Debris Metal Sheeting

Concrete Foundation Overhead Doors

Concrete Flat Work Painting

Gypsum Plumbing

Electrical Roofing – 10% slope of more

Excavating Commercial Roof- 10% or less

Excavating Roads Supervisor not Foreman

Excavating by Hand Scaffolding

Insulation Sales

Other

Also, please describe what was done including quantity accomplished and again to the nearest half hour.

1. Pay checks are held one week and are handed out on Thursdays. Pay checks will be held back further for each and every day a time cards is not filled out properly by the end of the work week.

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 Safety “Safety First – Second is too Late”

1. Each employee must comply with all safety practices, including the use of any protective equipment and safety devices.
2. Hardhats, safety glasses, earplugs are available: you must use them when mandated.

2a. If eye protection is **not** used during sawing, grinding or when OHSA mandates, an employee will be sent home for the remainder of the day without pay.

b. If an employee is found a second time not wearing eye protection when necessary, he or she can be sent home for three days without pay.

c. A third time violation of improper use of safety glasses will result in termination of employment.

1. You will be provided a pair of safety glasses and a hard hat; you will be responsible to care for them and keep them up or replace them at your expense. You can request replacements if they are simply worn out.
2. Any working site over 4 feet high must have proper safety railings or you must be tied off.
3. Extension ladders must be tied off or secured.
4. Report any hazardous conditions, materials or practices found on site to your supervisor, immediately.
5. Report any personal injury on the job to your supervisor immediately.

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Security

1. Do not leave the job site for break times: this means you will need to bring your snacks and food to work; drinking water is provided.

Take your refuse (food wrappers, containers, bottles, cups) back with you when you leave). If any of your refuse is left at the end of the day, you will be charged a ½ hours pay for it to be picked up.

1. Park in a designated area; please inquire where that area is and use it.
2. Secured storage will be provide. Use this area or container instead of removing your apron and tools from the site each day. Seeing that the area or container is secured is your responsibility.
3. Do not give out company or customer information.
4. Cell phone use is not permitted. Only in the event of emergencies will messages be forwarded on the job.

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Holidays

Observed: 1. New Year’s Day 4. Labor Day

 2. Memorial Day 5. Thanksgiving Day

 3. Independence Day 6. Christmas Day

1. After 680 hours of employment, employees are entitled to 2 paid holidays a calendar year and 2 additional days every succeeding year if continuously employed.

**Please be advised that Ametal Construction Corporation does not discriminate against anyone for any reason including gender, race, age, or sexual orientation.**

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