

	COKeM Temporary Staff Employee Orientation	#100-260
		<small>Confidential Information</small>
Rev. B	Originator: Nate Prosser Date: 8/3/12	Page 1 of 1

Office use only:

1st ID: _____ Last 4 SS#: 9739 Issued by: _____ Activated by(COKeM): _____

Replacement ID: _____ Issued by: _____ Old Badge #(COKeM): _____ Activated(COKeM): _____

You must park in designated areas only which typically is the back of the building.

Start/End Time:

1. All shifts are 8 hours unless notified otherwise. You must have permission to work OT.
2. Arrive 10 minutes before the start of your shift on the 1st day for orientation.
3. Arrive at least 5 minutes before the start of your shift on all other days for check in.

One 10 minute break. One 20 minute break.

No smoking allowed anywhere on COKeM property.

Do not put anything on top of lockers. Do not bring valuables.

Dress Code:

1. No loose clothing or jewelry for safety reasons.
2. No double layered loose clothing or sweatshirts with hoods and/or packets for theft reasons.
3. No open toe or open heel shoes.
4. All clothing is subject to Manager/Supervisor approval.

Bathrooms: Notify your supervisor anytime you leave your work area. Use bathrooms during break-time whenever possible.

Time clock:

1. You must be clocked in at the beginning of your shift by a supervisor.
2. You must be clocked out at the end of your shift by a supervisor.
3. You must clock out and then in again if you transfer to a different department.
4. You will be physically verified twice per shift.
5. You must sign your initials next to your name to verify clock in time.
6. You will not be allowed to work without your ID badge. *1st card cost is \$5 and any replacements will be \$40.

*By signing this document I am approving deductions from my paycheck of \$5 for my first ID badge and \$40 for any replacement ID's.

Food and drink must remain in the break area. No food or drink in production area.

Do not take any production items from the floor.

Please call your temporary agency each day to ask if there's work for the next day.

No outbound calls allowed in production area.

No misbehavior will be tolerated. Professionalism is expected at all times.

I certify that I have read and understand the above orientation guidelines.

Signature: [Handwritten Signature] Social Security # (last 4): 9739

Print Name: Julio J. Ven Date: 1/22/16

1st ID \$5 _____

Replacement \$40 _____

9/8/14 12:01 PM

(Badge# 80095)CMG