

## **MANDATORY SITE DIARY PHOTO SUBMISSION POLICY**

**Applies To:** All Crew Leads

### **Requirement**

Effective immediately, all Crew Leads are required to submit time-stamped photographs through the Assignar Site Diary as part of their daily job responsibilities. This process is mandatory and will be verified by management.

### **Procedure**

1. Open Assignar Site Diary for your assigned job.
2. Click the “+” in Notes.
3. Use the  picture icon on the right to attach photos.
4. Photos must be uploaded with the TIMEMARK location (address), date, and time.

### **Photo Submission Standards**

- Photos must clearly show the date, time, and location.
- Photos must reflect the actual jobsite where your crew is working.
- Two photos are required daily:
  - One at the beginning of the shift
  - One at the end of the shift

### **Compliance**

Failure to follow this requirement may result in disciplinary action.

### **Support**

If you require assistance setting up TIMEMARK or submitting photos to the Site Diary in Assignar, contact Jenn in HR at 540-333-9766 **before your next scheduled shift**.