



## Employees Rules & Guidelines

The following are work rules and guidelines for all C.E.S. LLC employees.

1. Work availability will be based on skill sets and project needs. Please communicate your availability and how long you can be out of town.
2. C.E.S, LLC will pay for all travel expenses, i.e. hotels, meals, air fares & rental cars.

*Note: Please keep personal receipts for reimbursement. Alcoholic beverages, tobacco products and entertainments are not reimbursable.*

3. Safety: Proper PPE is required (work boots, ear plugs, safety glasses and Safety reflective vest or clothing.) CES employees will be provided with CES hoodie, T-shirts, & reflective vest.

BE AWARE OF YOUR WORK SURROUNDINGS. THERE IS A LOT OF MOVING EQUIPMENT INCLUDING FORKLIFTS.

*No cell phone use while on factory floor.*

4. Independent contractors must provide liability insurance and Ohio workers' compensation documentations prior to beginning work.
5. C.E.S, LLC will not tolerate the following: stealing, harassment, engaging in acts of violence or threats of violence toward fellow employees, fighting, horseplay or damage to property, immoral, disorderly or indecent conduct, including the use of abusive, profane or threatening language, lying, etc. Anyone engaging in this type of behavior will be subject to disciplinary action, up to and including termination.

By signing below, I understand my employment at C.E.S. LLC is not offered, contracted or promised for any specific length of time. Each employee is free to resign at will, at any time and for any reason. Similarly, C.E.S may terminate the employment relationship at will, at any time and for any reason.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_