

1Stop Modular, Inc.

Company Policies

<u>Hours/Overtime</u>	A flexible schedule is required, we do not offer a normal 8 hour per day workweek. Normal work hours begin at 7:00am at jobsite. Overtime is mandatory when required.
<u>Conduct</u>	Best behavior is expected and required for employment. A major percentage of our jobsites will be at schools around children and in close proximity of children. No cussing or foul language, no tobacco products being used on school property, violence will not be tolerated, no horseplay, do not look at children, do not talk to children, yes sir no sir politeness and respect is required.
<u>Dress code</u>	Work boots, long work pants or jeans and a 1 Stop logo T shirt (if a 1 Stop logo shirt is not available a plain white T shirt is required). Pants/jeans must fit properly firmly around waist line. If belt is needed, belt is required. A billed/shaded hat is not required, but highly recommended. All required Personal Protective Equipment (PPE).
<u>Transportation/Drive time</u>	Reliable transportation to and from jobsite or to and from 1 Stop office is required for employment. Drive time will not be paid unless driving a company vehicle to and from job. Company truck ride times over an hour will be paid one way.
<u>Out of town/Travel</u>	Out of town work/traveling is a requirement for employment. 1 Stop Modular will provide transportation from office to job and back, <u>Do Not Be Late</u> the truck is leaving on time as scheduled. If overnight stay is required, 1 Stop Modular will provide room (hotel) and \$20 for meals (Per Diem) per overnight stay.
<u>Per Diem</u>	Room and meal expense per overnight stay will include \$20 per night for meals and hotel expense (2-3 men per room) paid by 1 Stop Modular, Inc.
<u>PPE</u>	Personal Protective Equipment (PPE) must be worn while on jobsite or employee will not be allowed to work (without pay). PPE to include but not limited to: boots, safety glasses, hand gloves, hardhat and etc depending on jobsite. Safety glasses, boots and hand gloves are required on every job. PPE is the responsibility of the employee to supply, maintain and replace as needed or deemed needed.
<u>Safety</u>	1 Stop Modular strives to provide a safe work environment for every employee. Every employee is required to be and think safety, please refer to 1 Stop Modular Safety Review/Orientation.
<u>Drug free Workplace</u>	1 Stop Modular is a drug free workplace, the use or possession of drugs or alcohol during working hours will result in immediate termination of employment.

By signing below you accept and understand company policies:

Print Name: _____

Sign Name: _____

Date: _____