

## WITS WEEKEND Contractor Basic Rules

- 1 No Smoking in ANY building, WITS vehicle or while operating equipment. NO smoking within 15 feet from any WITS entrance.
- 2 NO Drugs or Alcohol EVER. Random Testing will be performed whenever WITS deems necessary. Anyone contracted by WITS is required to participate and will be tested. If found positive test will be charged to worker found positive.
- 3 Cell phones are prohibited unless on break or lunch.
- 4 Everyone is responsible for their own transportation.
- 5 SECURE YOUR OWN BELONGINGS. WITS will not be responsible for personal property loss or damage including lending tools to another worker.
- 6 All property removed from WITS must be accompanied by **an invoice** showing that it is paid for. Any exceptions are considered theft.
- 7 Out of town visits may be required for events but WITS will take care of transportation.
- 8 Attendance at Earth Day and America Recycles Day is mandatory for all WITS staff, contracted Weekend Workers and volunteers. We require staff to be volunteers for Earth Day and work at half rate for America Recycles Day.
- 9 Weekend Workers are prohibited from operating WITS vehicles or equipment unless properly trained and authorized to do so by the Warehouse/ Operations Manager.
- 10 You will be responsible for any and all repairs associated with damage as a result of abuse and or incorrect use of WITS equipment or vehicles.
- 11 You are not to assist with client drop offs or handle any drop off paperwork.
- 12 You are not allowed to take any materials from any event without proper authorization from Angela only.
- 13 DO NOT discuss any materials interest or value in front of clients. NEVER indicated you want something someone has just dropped off.
- 14 Customer Service and Satisfaction is number one priority.
- 15 Disrespectful comments/ behavior, foul language, and unprofessional behavior are prohibited at the client's site.
- 16 Appropriate attire must be worn at ALL pickups and at events.
- 17 Honesty, integrity, and professionalism are expected of all Weekend Workers.
- 18 Weekend workers will be expected to perform labor at events. Just watching people work will not get it done.
- 19 Pay rate is non-negotiable for Weekend Workers unless overall negotiation is approved.