TAYLOR
Gift & Loyalty Group

Temporary New Employee Orientation

Taylor Visual Impressions (Duluth)



taylor.com

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New Employee Orientation

HOURLY TIME REPORTING

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Hourly Employees:

- Complete a timesheet for the first two weeks and be sure that you leave it on your supervisor's desk at the end of each day. You will be issued a timecard if your assignment will extend beyond two weeks.

- You are required to clock in and out at the start and end of your shift, and for all lunch/meal breaks and/or whenever you leave the premise for any reason.

- Missed Punch Form:
  - If you forget to punch in or out, notify your supervisor **immediately** and request a Missed Punch Form to correct your hours recorded.
  - Failure to submit a Missed Punch Form may result in missed time on your paycheck.

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OVERTIME WORK

Overtime may be available**:** While there may be some extremely busy periods where employees will be asked to work overtime on an extended basis, all employees are subject to the following limits. Any exception to this must be approved by the General Manager.

- Employees may not work longer than 14 consecutive hours at any time.
- Employees may not work more than 60 hours in any work week.
- Employees may not work more than five (5) 12-hour shifts in a row at any time.
- Employees may not work more than six (6) consecutive days in a seven (7) day period.

Employees must get their supervisor's permission to work overtime PRIOR to working it.



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LUNCH/BREAK TIMES

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Breaks

You will receive two 10-minute breaks during your shift – one during the first half of your shift and one during the back half of your shift. These breaks are compensable (paid). You can not use these breaks to extend your lunch period, nor can they be used to come in late or leave earlier than your scheduled shift ends. Break times vary and are dependent on which department you are staffed in and what schedule you work.

Lunch/Meal Period

Hourly employees scheduled for an 8-hour shift are provided a 30-minute off-the clock meal period. Employees are required to clock OUT and IN from the timekeeping system since this time is considered not compensable (not paid). If employees leave company property at any time for any reason, they are required to clock out. Lunch/Meal period times vary and are dependent on which department you are staffed in and what schedule you work.

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ATTENDANCE AND TIME OFF

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During your assignment, good attendance is of the utmost importance. It's also essential that you be on time for your shifts. Please be aware that frequent absences and/ or tardiness can result in termination.

INCASE YOU ARE LATE OR ABSENT

If you are going to be late or absent, it is your responsibility to contact both your agency representative and your Taylor supervisor at least 30 minutes prior to your scheduled shift time.

You must speak to someone at Taylor. A message and/or voicemail is not acceptable. Failure to properly report absences can result in termination.

REQUESTING TIME OFF

If you need to take time off, we request that you notify us at least a week in advance so that we can plan coverage accordingly. You should also notify your agency representative.

New Employee Orientation

PERSONAL ELECTRONIC DEVICE GUIDELINES/POLICY

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An “Electronic Device” is defined as any personal electronic device with the ability to receive and/or transmit voice, text, data messages, or access the internet, including but not limited to cell phones, digital wireless phones, radio phones, pagers, PDA’s, MP3 players, I-Pods, I-Pads, digital books, and tablets, games, any type of hands-free device, headphones, and earbuds, cameras and recording devices for voice or video.

Use of Personal Electronic Devices:

- **General usage:**
  - No camera use is allowed on company premises without prior authorization.
  - Electronic Devices may be used for personal reasons on company premises during designated break periods and only in authorized areas, including the break/lunchroom, conference rooms, offices/cubicles, or outside the building.
  - Audio notifications should be turned off or set to silent or vibrate mode during meetings, conferences, and in other locations where incoming calls or messages may disrupt normal workflow.

- **Cell phones:**
  - The use of cell phones and cell phone cameras is strictly prohibited at all times on the production floor.
  - Employees may keep their cell phones with them during work hours; however, usage should be limited to emergency or work-related calls only. Activities such as texting, personal phone calls, web browsing, social media, streaming videos (e.g., YouTube), and similar non-work-related use are only permitted during approved breaks and lunch periods.

New Employee Orientation

UNLAWFUL HARASSMENT

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It is our policy to maintain a working environment free from discrimination, offensive behavior or harassment based:

- Race
- Color
- Ethnicity
- Creed
- Religion
- Sex
- Sexual orientation
- Gender identity
- Marital status
- Union membership
- Age
- National origin
- Disability
- Political affiliation
- Other legally protected class.



Forms of harassment:

Any unwelcomed behavior that makes someone feel uncomfortable, including:

- Verbal
- Physical
- Mental
- Sexual
- Nonverbal (written or gestures)

Sexual harassment – unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Other forms of unlawful harassment include slurs, stereotyping or hostile acts.



New Employee Orientation

UNLAWFUL HARASSMENT

How to report harassment?

- Supervisor
- Human Resources

While unlawful harassment is prohibited, we will not tolerate retaliation against anyone who, in good faith, reports any violation of this policy or assists in an investigation.



New Employee Orientation

ETHICS

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Disclosure of Information

- Disclosure or use of Company or customer information is prohibited, except in the following circumstances:
- To other employees, where required, within the scope of employment
- To other individuals not employed by the Company upon written authorization of relevant Company Leader.

Protection of Intellectual Property

- Taylor will exercise care with customer property while it is under the company's control.
- Under no circumstances is any material used in a project to be shared with anyone outside of Taylor without the express written consent of the customer.
- Taylor employees are prohibited from removing products or samples from the building without permission from the General Manager or company President

New Employee Orientation

SMOKING POLICY

Smoking or vaping is only allowed in outside designated areas or in your personal vehicle and on your scheduled break times.

- If company property is not properly maintained (example: cigarette butts or other smoking-related wastes are found on the property grounds), smoking and the use of tobacco products on the premises may be eliminated completely, at the discretion of Company management.

- The use of any tobacco products on company grounds outside of this designated areas is strictly prohibited.



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Safety



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Accidents and injuries have two common aspects:

1. Unknown hazards – Individual is unaware
2. Known hazards – Individual is aware
   - Hoping strain/pain will go away
   - Rushing/ Going too fast
   - Willing to take the risk to save time, effort, etc.
   - Lack of attention
   - Safety not felt to be a priority

•Our goal is to look for and identify unknown hazards and eliminate or provide protection against them.

•Our expectation is that you will not risk your safety or that of your co-workers and will speak up when you feel unsafe.

Hair/ Jewelry/Loose Clothing Policy

When working within arm's length of running machinery:
Hair- head scarves - sweatshirt hood cords - jewelry - loose clothing must be tied back or tucked in so that they do not hang down more than 3" when leaning over in any direction.

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SAFETY

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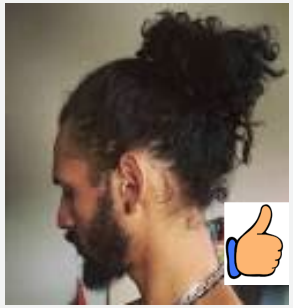
Hair/ Jewelry/Loose Clothing Policy













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What is Personal Protective Equipment (PPE)?

There are many types of PPE that you may be required to wear as a normal function of your job. They include:

- **Hearing protection**
- **Fall protection**
- **Respiratory protection**
- **Eye protection**
- **Hand protection**
- **Face protection**



PPE is available to protect you, but it only works if you use it.
And use it properly…

Machine Safety

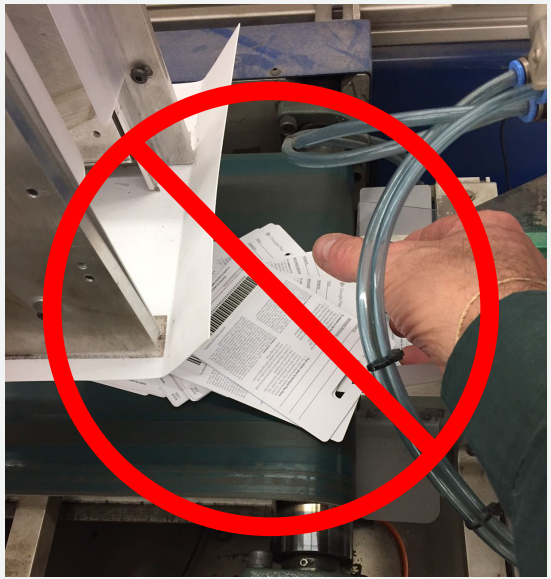
SAVE YOUR FINGERS FOR POINTING AND OTHER IMPORTANT TASKS!



Take a second to stop and think!

Never reach into a machine that is running.

It is NEVER worth the risk!



Compressed Air Handling Safety

- **Any time an employee is using compressed air, they must wear Personal Protective eyewear.**



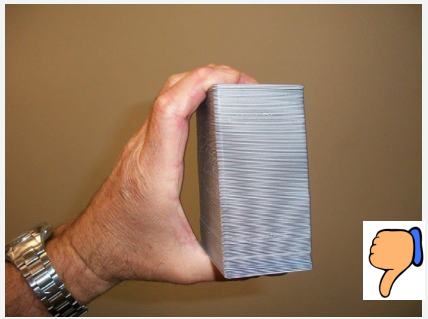
Compressed air should never be used for cleaning clothes, cooling, or practical jokes.

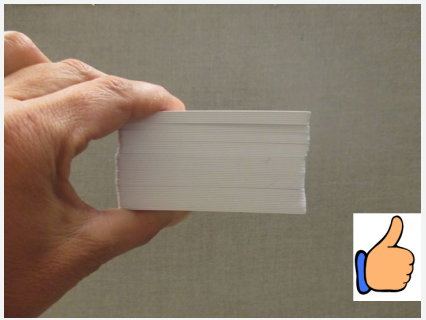
1 Cause of Injury?

Taking a Risk to Work Harder, Faster, Better

Lifting too much, rushing, taking short cuts, reaching in without stopping equipment, etc.

High Force Repetitive Grasping





Back Safety – Power Lift

- **Wide Stance Lifting**
- **Keep it close**
- **Lift your chin up**



Hazardous Substances

- **A Hazardous Substance is any chemical that can-----**
  - **make you sick**
  - **irritate skin / eyes**
  - **burn skin / eyes**
  - **explode / burn**
  - **cause cancer / birth defects**

Chemical Handling PPE

- **A minimum requirement when working with chemicals is to wear safety eyewear and chemical protective gloves.**
- **Chemical goggles are required whenever mixing, pumping, handling, or pouring hazardous chemicals that may splash.**





Musculoskeletal Disorders = MSDs

MSD Symptoms

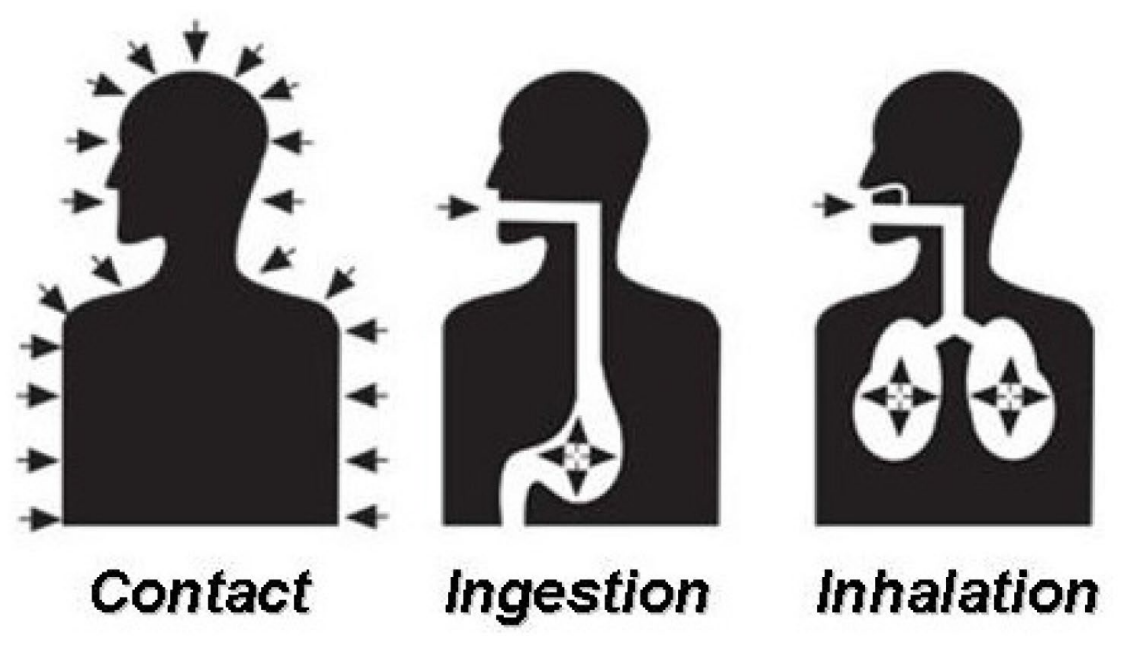
Dull, aching sensation
Discomfort with movements
Tenderness to the touch
Burning sensation

Speak to your supervisor if you experience these symptoms.



Hazardous Substances Routes of Entry

How do Chemicals Enter your Body?



Hazardous Substances - Right to Know

New! Global Harmonization System (GHS) Labeling

Do you know what the pictograms means?

Health Hazard	Flame	Exclamation Mark
		
• Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	• Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	• Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
Gas Cylinder	**Corrosion**	**Exploding Bomb**
		
• Gases under Pressure	• Skin Corrosion/ burns • Eye Damage • Corrosive to Metals	• Explosives • Self-Reactives • Organic Peroxides
Flame over Circle	**Environment *(Non Mandatory)**	**Skull and Crossbones**
		
• Oxidizers	• Aquatic Toxicity	• Acute Toxicity (fatal or toxic)

What should you do when you feel that you have no choice but to risk your safety “to get the job done”?

Speak to your supervisor if you ever feel you are at risk.

Stop and think. Don’t risk your safety.



COVID-19

New Guidance for All Respiratory Viruses (Flu, RSV, COVID-19, others)

Stay Home Period

Updated CDC Respiratory Virus Guidance recommends that people stay home and away from others until at least 24 hours after both their symptoms are getting better overall, and they have not had a fever (and are not using fever-reducing medication).

Symptoms of respiratory viruses are defined as fever, chills, fatigue, cough, runny nose, headache.

COVID-19 Testing

Testing for COVID-19 is not required under this new guidance. If a person has a positive COVID-19 result, they must meet the 24-hour stay home period.

Masking

Masking may be done on a voluntary basis. No requirement.

Remember – stay home when sick and contact your supervisor with questions.

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Questions?

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