

S 240 - SIDEWORK BY FIELD EMPLOYEES

Policy:

All side work must be approved. Any employee found doing side work without approval shall be disciplined up to including termination.

Procedure:

An employee may request authorization to do side work on a job by job base.

The request must be in writing with a complete description of the work to be performed.

All material required for the work must be purchased from the Company.

The Employees Superintendent and Production Manager must sign and approve the request.

No Company Tools or Vehicle shall be used to complete the side work