

EMPLOYEE MANUAL COPYWRITE 2007

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CLIFF DAVIS PAINTING, INC.

CDPI

P.O. BOX 70013, EUGENE, OR, 97401

Office: (541) 345-1726 Fax: (541)344-5310

www.cdpipainting.com – info@cdpipainting.com

IN BUSINESS SINCE 1982

OUR GOAL AT CDPI IS:

“TO WORK WELL TOGETHER TOWARD A COMMON GOAL.”

“TO DIRECT INDIVIDUAL ACCOMPLISHMENTS TOWARDS ORGANIZATIONAL OBJECTIVES”

Prior to seeking employment with CLIFF DAVIS PAINTING, INC. please take the necessary time and read the company requirements and expectations. After reading these, ask yourself if these are policies that you can follow. If so, you will be required to sign an “AGREEMENT FORM” and may be “WELCOMED ABOARD”.

If not, please seek employment elsewhere!

THE GOAL OF CDPI PAINTING:

TO PROVIDE YOU WITH A SAFE, PROFESSIONAL WORKING ENVIROMENT.

AT CDPI, IT IS ALWAYS OUR INTENTION TO WORK WELL WITH EACH EMPLOYEE, PROVIDE ECXELLENT ON-THE-JOB-TRAINING AND TO PROVIDE ADVANCEMENT OPPORTUNITIES.

OFTEN TIMES, WORKERS IN ADVANCED POSITIONS MOVE ON TO OTHER PLACES, OTHER JOBS. IT IS OUR PREFERENCE TO ADVANCE AN ALREADY “ON BOARD” EMPLOYEE TO POSITIONS THAT “OPEN UP”.THE AVAILABILITY OF THESE OPPORTUNITIES TO EACH EMPLOYEE WILL OF COURSE DEPEND ON EACH INDIVIDUAL, ON HIS OR HER LEARNING ABILITIES, WORK ETHICS, AND HIS OR HER UNDERSTANDING OF THE TRADE.

IF YOU ARE SOMEONE LOOKING FOR THESE KINDS OF OPPORTUNITIES AND CAN LIVE UP TO THE EXPECTATIONS WE HAVE FOR YOU, YOU MAY BE IN A PLACE TO TAKE ADVANTAGE OF THESE OPPORTUNITIES.

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PAYROLL INFORMATION:

Entry apprentice rate: \$8.50 per hour. All employees are re-evaluated every 3 months. All employees are eligible for a minimum of \$.25 per hour (twenty five cents) per hour increase every 3 months or 480 hours worked, depending on evaluation. Evaluations are performed by Foreman Lead Person, Cliff Davis, and CDPI management.

EVALUATIONS:

BASED ON SCORES OF 1 – 10 INCLUD

- 1. WORK PERFORMANCE – IMPROVEMENTS**
- 2. ATTITUDE, PERSONAL BEHAVIOR, PROPER LANGUAGE, RESPECT FOR FELLOW WORKERS**
- 3. CONSISTENCY**

POSITIONS:

Determined at date of hire and re-evaluated four weeks or 160 hours after hire date based on experience and work performance.

Payroll periods are once a week: A weekly pay period ends on Friday of every week with the following period beginning on the following day. Draws will not be given.

TIME CARDS: to be kept by Lead Person and/or CDPI Management. You are to keep your own records for verification for all the days/hours you worked.

PERSONAL PAYROLL RECORDS:

Your record must show:

1. Days worked
2. Hours worked
3. Location where you worked, "JOB NAME"- and "TOTAL HOURS". Simple!

OVER TIME PAY:

Overtime pay will be paid after all forty hours for each week in each pay period have been accumulated and exceeded. Some "Overtime Bonuses" can become available at times, depending on your consistent availability to work overtime hours at our request.

AT TIMES ALL WORKERS WILL BE EXPECTED TO WORK WEEKENDS AND AFTER HOURS, AT TIMES ON A "SHORT NOTICE".

With reasonable notice, some "Time Off" can sometimes be arranged.

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MILEAGE:

If you use your personal vehicle for direct use in assistance with CDPI business i.e.: transporting materials or equipment etc., you will be paid a mileage fee at the rate of .20 cents per mile. In order to receive these fees accurate documentation must be kept in a “mileage book” and turned in by the end of the monthly pay period.

TRAVEL COMPENSATION:

Beyond the “thirty minute free zone” you will receive the equivalent of the current minimum wage rate per hour for the time needed to reach any given work site.

WORKERS COMPENSATION:

ALL WORKERS ARE INSURED AGAINST INJURY OR ACCIDENT. UNEMPLOYMENT COMPENSATION DURING “DOWN TIME” IS ALWAYS BASED ON YOUR ELIGIBILITY WITH THE EMPLOYMENT OFFICE REQUIREMENTS.

IF YOU HAVE HAD ANY INJURIES OR WORKMAN’S COMPENSATION CLAIMS ANY TIME IN PREVIOUS TWO YEARS PRIOR TO YOUR SEEKING EMPLOYMENT WITH CDPI, YOU MUST DISCLOSE ALL INFORMATION AND DETAILS, AND PROVIDE ANY AND ALL DOCUMENTATION AS TO DOCTOR RELEASE FORMS, BACK TO WORK RELEASE FORMS, CLAIMS, LAW SUITS, SETTLEMENTS ETC. THIS MUST BE DONE PRIOR TO EMPLOYMENT WITH CDPI OR IMMEDIATELY AFTER RECEIVING YOUR MANUAL!

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CDPI IS AN EQUAL OPPORTUNITY EMPLOYER!

NO RACE OR GENDER DISCRIMINATION IS ALLOWED!

All employees are subject to criminal background checks!

ALCOHOL AND DRUG POLICIES:

ABSOLUTELY NO ALCOHOL OR DRUGS ARE TO BE USED PRIOR TO WORK, DURING WORK HOURS, LUNCH OR BREAKS WHILE EMPLOYED WITH CDPI! CDPI WILL HAVE THE RIGHT TO REQUEST A RANDOM DRUG OR ALCOHOL ANALYSIS AT ANY TIME IT IS FELT NECESSARY

OFFENSIVE AND FOUL USE OF LANGUAGE:

READ IT! IMPLEMENT IT!

REFRAIN FROM ANY TYPE OF LANGUAGE OR CONVERSATION CONCERNING THESE ISSUES AT ALL TIMES WHILE WORKING.

NO OFFENSIVE, FOUL OR UNPLEASANT LANGUAGE IS TO BE USED EVER, - AT "ANY TIME"! THIS WILL BE GROUNDS FOR IMMEDIATE DISMISSAL!

PERSONAL APPEARANCE:

Maintain a good personal hygiene

Required wear is a CDPI shirt at all CDPI job sites.

Shirts are purchased by you at a cost (\$ 3.00 PER SHIRT), and may be deducted from your pay check.

PAINTERS WHITES!

SHIRTS MUST BE WORN AT ALL TIMES!

ALTERATIONS OF CDPI SHIRTS ARE NOT PERMITTED!

SHORT PANTS ARE NOT PERMITTED ON COMMERCIAL JOBSITES!

REQUIREMENTS:

1. **A. You must have dependable and reliable transportation.**
2. **B. You must have a Valid Oregon Drivers License.**
3. **C. You must have three previous work references.**
4. **D. You must have three personal references.**
5. **E. You must have a positive attitude!**
6. **ALL PRIOR TO EMPLOYMENT WITH CDPI!**
7. **Work within all company policies at all times.**
8. **Be reliable, responsible and dependable at all times.**
9. **Be honest, polite and courteous to all people associated with CDPI at all times.**
10. **WORK WELL AND GET ALONG WITH YOUR CO-WORKERS!**
11. **Be punctual.**
12. **Have a good attendance record.**
13. **Be willing to learn the trade and teach others.**
14. **Become knowledgeable in the use of all painting equipment and procedures.**
15. **Be able to be working on ladders and heights up to 35-40 feet or more, with proper safety equipment provided and used.**
16. **Become knowledgeable in use of all safety equipment and procedures and when and where needed: i.e. working with lifts, swings, stages and general “high-up” equipment.**
17. **Use non-offensive language, be courteous and polite at all times.**
18. **Have an acceptable appearance.**
19. **Be ready to work with your required tools, shirt, shoes etc., at the beginning of each shift.**

WORK HOURS:

Normal work shifts are 8:00 A.M. – 4:30 P.M. You will have a 30 minute lunch (without pay) and TWO TEN minute breaks per 8 hour shift.

SCOPE OF WORK:

Please be certain you understand the “Scope of Work” for the day. If there are any uncertainties, “contact your Lead Person or Cliff Davis”.

When you are finished with an assigned project, seek out the next assignment by contacting your Lead Person. DO NOT WAIT for someone to seek you out if you have nothing to do!

In the event of a short day on any given job, due to weather conditions, job schedules, project completion, or any other reason your work day may be cut short, call CLIFF DAVIS! There may be other work available and necessary to complete elsewhere.

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RULES AND EXPECTATIONS:

1. REPORT TEN MINUTES PRIOR TO THE BEGINNING OF ASSIGNED SHIFT.
2. KNOW WHO YOUR ASSIGNED FOREMAN FOR THE DAY IS.
3. BE DRESSED AND READY TO GO TO WORK. (NO CHANGING ON THE JOB SITES!)
4. HAVE ALL YOUR PERSONAL TOOLS WITH YOU AND READY TO USE.
5. ALL YOUR TOOLS ARE TO BE MARKED WITH YOUR PERSONAL NAME OR MARKING.
6. BATHROOM USAGE: NEW CONSTRUCTION: A PORTA-POTTY WILL ALWAYS BE PROVIDED
7. BATHROOM USAGE: RESIDENTIAL OR OTHERWISE: WHERE NO PORTA-POTTIES ARE PROVIDED: “ARRANGE WITH CLIENT AS TO WHERE YOU MAY USE THE BATHROOMS”. ALWAYS ASK FOR PERMISSION! DO NOT TAKE LOCATION OF BATHROOM USAGE FOR GRANTED!
8. ABSOLUTELY NO BATHROOM USAGE OF ANY KIND IS PERMITTED ON A CLIENTS LANDSCAPING OR PROPERTY!
9. KEEP JOB-SITES CLEAN AND ORDERLY AS POSSIBLE. AFTER EACH BREAK OR LUNCH HOUR PICK UP ALL LUNCH DEBRIS AND DISCARD IT IMMEDIATELY! DO NOT LEAVE THIS KIND OF GARBAGE LYING AROUND AT ANY TIME.
10. CLEAN-UP AND ORGANIZE ALL WORKING MATERIALS AND EQUIPMENT PRIOR TO THE END OF EACH DAY/SHIFT.
11. MARK ALL “PRODUCTS” ACCORDINGLY AS TO THE PARTICULAR “JOB NAME” IT BELONGS TO.
12. IF YOU DON’T KNOW THE JOB NAME – ASK FOR IT!
13. CELL PHONES: NO PERSONAL CELL PHONE USAGE IS ALLOWED DURING WORK HOURS! NO TEXTING!
14. IPODS – MAY ONLY BE USED WITH PRIOR PERMISSION FROM YOUR LEAD PERSON.
15. ON SITE RADIOS: ONLY IF APPROPRIATE AND VOLUMES LEVELS ARE NOT TOO LOUD

TOBACCO REGULATIONS:

CIGARETTE SMOKING IS PERMITTED DURING LUNCH AND BREAK TIMES ONLY – “OFF SITE”!

ABSOLUTELY DO NOT LITTER JOB SITES WITH CIGARETTES OR OTHER SMOKING TRASH!

SMOKING IS NOT PERMITTED INSIDE ANY DWELLING!

TOBACCO CHEWING IS PERMITTED OFF SITE ONLY!!

LUNCH AND BREAK-TIME REGULATIONS:

We recommend each person bring his/her own lunches and beverages to work and does not leave the site during the 30 minute lunch period.

LEAVING THE JOB SITE DURING YOUR TEN MINUTE BREAKS IS “NOT PERMITTED”!

CLEAN-UP AND DAILY JOBSITE MAINTENANCE:

Clean up at the end of the day should start about 15 MINUTES prior to the end of each shift OR WHEN DETERMINED BY LEAD PERSON.

This time will be devoted to PREPARING FOR THE NEXT DAYS WORK!

THIS INCLUDES ALL EQUIPMENT CLEAN-UP AND IT’S SECURING ONTO SOURCE VEHICLE, SITE CLEAN-UP, TRUCKS ORGANIZED.

TRUCKS TO BE ORGANIZED EVERY DAY!

Materials and equipment needed for the next days work are to be called in to the appropriate parties, if necessary.

PERSONAL CELL PHONE USAGE

Unless it directly concerns CDPI related matters, PERSONAL CELL PHONE USAGE IS NOT PERMITTED DURING WORK HOURS!

CLIENT CONFLICTS:

REFER ALL CLIENT CONFLICTS OR ANY RELATED ISSUES TO YOUR FOREMAN OR CLIFF DAVIS ONLY. NEVER TREAT ANY CLIENT WITH ANY SORT OF DISRESPECT OR BAD ATTITUDE, EVEN IF THEY ARE WRONG! THIS MUST BE DEALT WITH BY CDPI MANAGEMENT OR CLIFF DAVIS ONLY! DO NOT ARGUE WITH ANY CLIENT!!

CDPI WILL DEFEND ALL ITS EMPLOYEES FROM UNFAIR CLIENT DISCRIMINATIONS!

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PAINT OVERSPRAY:

READ CAREFULLY AND REMEMBER IT!

IF YOU ARE ASSIGNED TO SPRAY-PAINTING APPLICATIONS OF ANY TYPE - IN ANY LOCATION - YOU WILL BE HELD PERSONALLY RESPONSIBLE FOR ANY “OVERSPRAY DAMAGE” THAT IS CAUSED TO PROPERTY DUE TO NEGLIGENCE. THIS CANNOT BE ALLOWED TO OCCURE AND WITH THE NECESSARY PRE-CAUTIONS IS TOTALLY AVOIDABLE!

ALWAYS CHECK SURROUNDING AREAS AND PROTECT ANY PROPERTY THAT MIGHT BE IN DANGER. IF YOU ARE UNCERTAIN ABOUT THE CORRECT CONDITIONS – CONTACT CDPI MANAGEMENT!

CARE AND MAINTENANCE OF SPRAY EQUIPMENT:

**IF EQUIPMENT IS “DOWN” - EMPLOYEES AND THE WORK IS “DOWN”!
THIS CAN BE COSTLY FOR EVERYONE CONCERNED!**

EQUIPMENT MAINTENANCE IS EXPENSIVE!

- 1. PUMPS TO BE IN CLEAN CONDITION WITH HOSES COILED AND SECURED AFTER EACH USE!**
- 2. CLEANING INCLUDES GUNS, EXTENTION WANDS AND POLES (CLEAN WITH AND UNDER PRESSURE FROM PUMP), FILTERS, SCREENS AND TIPS!**
- 3. “PICKLE” ALL SPRAY PUMP EQUIPMENT with “CLEAN MINERAL SPIRITS” AFTER EACH USE! NO EXCEPTIONS PLEASE!**
- 4. CHECK ALL FLUID LEVELS AND “LUBRICATE” PRIOR TO EACH USE!**
- 5. STRAIN ALL PAINT PRIOR TO EACH USE IN SPRAY PUMP EQUIPMENT!**
- 6. CHECK ALL FLUID LEVELS BEFORE EACH USE!!**

DAILY! NO EXCEPTIONS!

THANK YOU! CDPI

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SHOP AND TRUCKS

1. Daily efforts shall be made to keep shop clean and everything in its place.
2. Return all paint to shop after each day. BE SURE ALL PAINT PRODUCT CONTAINERS ARE "CLEARLY MARKED WITH PROPER JOB NAME".

IF YOU DON'T KNOW WHAT THE JOB NAME IS – ASK THE LEAD PERSON!

YOUR PERSONAL VEHICLES

READ CAREFULLY!

WITH YOUR SIGNATURE YOU WILL NOT HOLD THE CDPI COMPANY RESPONSIBLE TO ANY DAMAGE TO YOUR OWN PERSONAL VEHICLE OR PROPERTY FROM ANY:

1. OVERSPRAY: ALWAYS PARK YOUR VEHICLES FAR ENOUGH AWAY TO ENSURE THEY ARE NOT OVERSPRAYED WITH PAINT WHEN WE ARE PAINTING EXTERIORS OR ANY OTHER FORM OF PAINTING THAT MAY CREATE THIS TYPE OF DAMAGE!

SHOP AND TRUCK KEYS:

1. CDPI ISSUED KEYS ARE NOT TO BE DUPLICATED! ALL DUPLICATIONS WILL BE EXECUTED BY CDPI MANAGEMENT ONLY! NO EXCEPTIONS!
2. ALL KEYS ARE TO BE RETURNED TO CLIFF DAVIS UPON YOUR DEPARTING CDPI EMPLOYMENT.
3. ANY LOST KEYS MUST BE REPORTED IMMEDIATELY!

SAFETY:

**YOUR DAILY COMPANY SAFETY DIRECTOR IS
YOUR DESIGNATED FOREMAN**

**IF YOU HAVE ANY QUESTIONS OR CONCERNS IN REGARDS TO YOUR
SAFETY CONTACT YOUR DESIGNATED FOREMAN!**

**The most important part of safety is YOU! Freedom of accidents is of extreme
importance to yourself, your family, and your fellow employees and to CDPI!**

- 1. It will be the job of the Lead person to whom the employee is assigned to make certain he/she is furnished with adequate personal protective equipment.**
- 2. Never work alone in an isolated area until some method of contact with supervisor or another employee is established.**
- 3. Watch for all fire hazards. Know the location of the fire extinguishers in your area, if there is one.**
- 4. Dispose of all stain soaked rags, ANY combustibile trash properly. If you don't know what this means, ASK!**
- 5. Thinner buckets and brush buckets must be covered when not in use.**
- 6. Do NOT use defective electrical equipment and hand tools.**
- 7. Report ANY un-safe conditions to your Lead Person.**
- 8. Safety glasses shall be worn where there are hazards due to particles and objects or other substances which could cause injury.**
- 9. Gasoline equipment shall ALWAYS be turned off while refueling.**
- 10. NO unauthorized person shall ride in CDPI vehicles.**
- 11. All employees or visitors shall wear hard hats when REQUIRED while on the job site.**
- 12. Always wear a safety belt and remain "tied-off/secured when using mobile lift or any other appropriate time.**

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13. Respirators shall be worn in harmful concentrations of paint fumes gases or dust. Particle masks will be worn in high dust concentrations or when spraying latex or waterborne materials.

14. Hearing protection must be worn when noise levels or duration of exposure permissible levels.

15. Report EVERY injury to your Lead Person IMMEDIATELY!!!

16. If you are in doubt about the SAFE way to get a job done, GET INSTRUCTIONS!

17. Any employee reporting to the job under the influence of intoxicating drink or drugs or consuming same on or around the job site WILL be released IMMEDIATELY!

18. Any employee involved in personal threats against another physical violence or fighting on the job site will be released IMMEDIATELY!

19. Any employee having an accident caused by willful disregard for safety practices causing injury to self, others or property, could become subject to dismissal.

**SAFETY COMES FIRST!
MAKE NO JOKES ABOUT IT!
CDPI management takes it VERY seriously!**

THANK YOU VERY MUCH!

**YOU MAY NOT SOLICIT PAINTING WORK THROUGH OR WITH CDPI
CLIENTS OR ITS ASSOCIATES FOR YOUR PERSONAL GAIN
WHILE EMPLOYED WITH CDPI!**

PLEASE READ CAREFULLY!!

- 1. We REQUIRE that no worker solicits painting work for personal gain by means of his or her association with CDPI while employed with CDPI.**
- 2. If you have your own General Contractors License or any license related to the trade we work in, we ask that you seek employment elsewhere. CDPI hires unlicensed employees ONLY!**
- 3. Should any one ask you to do additional painting work in addition to your CDPI assigned scope of work on any CDPI related project, you must refer these persons to CLIFF DAVIS ONLY!**
- 4. If you should pursue any such work by any means for your own personal gain, you will be immediately subjected to release from employment with CDPI! You may also be subject to further litigation and damages if applicable.**
- 5. During your employment with CDPI and while working on any CDPI project, should you be asked or referred to another to do painting work for your own personal gain and you accept such an assignment and DO NOT refer them to the CDPI Management, you will be subject to release from your employment with CDPI! You may be also subject to further litigation and damages if applicable!**
- 6. If you are asked by a client of CDPI to come back at a later time and do work for them under terms excluding the CDPI Company for your own personal gain, YOU MUST: Inform any such person that this is against CDPI company policies and ethics.**
- 7. Please refer all requests to CLIFF DAVIS. This includes all cost estimates, prices, and/or terms and contractual procedures.**
- 8. If exceptions are to be made in any of these regards, they can only be done with expressed agreement IN ADVANCE between yourself and CLIFF DAVIS!**
- 10. Finders fees and rewards are available for employees who bring work to CDPI. These fees will depend on the circumstances of the job, our current existing schedules etc. These terms must be determined IN ADVANCE prior to the bidding stage of any given project. CDPI will do all bidding unless otherwise arranged.**

LEAD PERSON AND FOREMAN: “GREEN SHIRTS” ONLY!

“READ IT, KNOW IT, AND ENFORCE IT!”

YOU HAVE BEEN CHOSEN TO BE A PART OF THE MOST IMPORTANT ASPECT OF THE CDPI COMPANY AND ITS FUNCTIONS.

YOUR PRIMARY RESPONSIBILITY AND LOYALTY IS TO THE CDPI OWNERSHIP AND MANAGEMENT.

YOU ARE A CDPI REPRESENTATIVE AND NOT AN EMPLOYEE REPRESENTATIVE.

YOUR JOB IS TO REPRESENT CDPI AND ALL ITS POLICIES AND ITS RULES AND REGULATIONS STATED WITHIN THIS COMPANY MANUAL; AND TO KEEP CDPI MANAGEMENT AND OWNERSHIP FULLY INFORMED AS TO ITS DAILY ON THE JOB-SITE(S) FUNCTIONS.

YOU HAVE BEEN SELECTED TO THIS POSITION BECAUSE YOU HAVE BEEN DESIGNATED “QUALIFIED”, DUE TO YOUR KNOWLEDGE, TRAINING AND EXPERIENCE.

YOUR COMPENSATION IS DIRECTLY RELATED TO ALL THE ABOVE.

UNDERSTANDING THESE EXPECTATIONS AND THE IMPLEMENTATIONS THEREOF IS VITAL TO THE SUCCESS AND OPERATIONS OF OUR COMPANY AND THE PURPOSE OF PROVIDING CONTINUING QUALITY SERVICE TO OUR CLIENTS AND OUR COMMUNITY.

IF YOU FEEL YOU CANNOT PROPERLY EXECUTE THESE OBLIGATIONS IN RETURN FOR YOUR COMPENSATIONS, PLEASE SEEK A FOREMAN POSITION ELSEWHERE!

OTHERWISE – “WELCOME ABOARD” AND WE THANK YOU FOR YOUR ASSISTANCE!

LEAD PERSON AND FOREMAN:

“READ IT, KNOW IT, AND ENFORCE IT!”

FORMAN RESPONSIBILITIES AND EXPECTATIONS:

PRIOR TO EACH SHIFT

1. Contact CDPI management ten minutes prior to the start of each shift.

DAILY:

HOLD A “SCOPE OF WORK” MEETING WITH ALL DESIGNATED EMPLOYEES ASSIGNED TO YOU, ADDRESS ALL PROCEDURES AND ALL “SAFETY” ISSUES FOR THE DAY

2. Completely understand the “scope of work” for each day.

3. Organize with all employees and sequence correctly the current day’s scope of work.

4. Treat all CDPI and other trade employees with respect at all times.

5. Immediately report any injury to CLIFF DAVIS!

6. Immediately report any problems or personnel hindering the efficient flow of the current day’s assigned work.

7. Regular up-date CDPI management as to problems with any employee and all other work related situations.

8. Make sure all employees are busy working at all times. **TRAIN ACCORDINGLY!!**

9. Oversee all employee work assignments and be sure they are being trained appropriately. **TRAIN AND TEACH - HANDS ON IS THE BEST EXAMPLE!**

10. Assure that all work assignments are being performed in most **EFFICIENT AND “TIMELY” MANNER AT ALL TIMES.**

11. **INCLUDE YOURSELF** in the **HANDS ON** process of getting projects completed after your people are set up, **but don’t forget to check on things.** If you are training properly, you should not have to “baby-sit repetitively or continuously” in order for a person to be “engaged”. If someone won’t or can’t learn and accomplish the given task within the appropriate time frames, then they must be released!

LEAD PERSON AND FOREMAN:

“READ IT, KNOW IT, AND ENFORCE IT!”

PROBLEM SOLVING:

**MISTAKES HAPPEN!
AND THEY CAN COST BIG DOLLARS!!!**

READ CAREFULLY AND UNDERSTAND PRECISELY!

If you have any questions in regards the following please ask for an explanation!

LEAD PERSONS AND ALL WORKERS:

If any one procedure does not directly follow pre-determined specifications and therefore is not providing the exact expected specific results, CLIFF DAVIS is to be contacted!

IMMEDIATELY! NO DELAYS! NO EXCEPTIONS!

Problem solving is an art. Experienced problem solving is an acquired skill and talent. Correct and immediate problem solving procedures are absolutely necessary each time a problem needs to be corrected. Correct and immediate problem solving techniques and procedures will help cut occurring financial losses to CDPI!

Learning from our mistakes, learning how NOT to repeat them, fixing existing problems correctly and efficiently is essential to STAYING in business, CDPI getting its pay check and all of us working well together as a team.

DO NOT FAIL TO REPORT ANY MISTAKES OR OCCURRING PROBLEMS AS THEY HAPPEN! THE FASTER A MISTAKE IS DEALT WITH CORRECTLY, THE BETTER! NOT REPORTING MISTAKES COULD BECOME GROUNDS FOR DISMISSAL! DO NOT TRY TO HIDE OR COVER UP MISTAKES! THIS COULD ALSO BECOME GROUNDS FOR DISMISSAL!

**It is our goal to train properly and not lose an employee because of mistakes!
TEAMS WORK IS BEST!!!**

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LEAD PERSON AND FOREMAN:

“READ IT, KNOW IT, AND ENFORCE IT!”

CDPI ISSUED CELL PHONES:

1. CDPI PHONES ARE TO BE USED FOR CDPI PURPOSES ONLY! AFTER HOURS YOU MUST FIND OTHER MEANS OF MAKING YOUR PHONE CALLS!

ALL PHONES ARE CONTRACTED FOR SO MANY MINUTES PER BILLING PERIOD, AND USAGE CALCULATIONS HAVE BEEN MADE TO INCLUDE WORK TIME USAGE ONLY!

EACH CDPI PHONE ISSUED WILL BE MONITERED CLOSELY EACH BILLING PERIOD.

IF YOU ARE USING YOUR CDPI ISSUED PHONE AFTER HOURS FOR YOUR OWN PERSONAL USAGE – YOU WILL BE CHARGED FOR THIS!

2. If you are assigned a CDPI phone to use during working hours for communication purposes with CDPI management, you are required to keep the phone ON YOURSELF AT ALL TIMES DURING YOUR WORK SHIFT.

3. You are required to take them home after each shift and charge the batteries. Chargers will be issued to you.

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CARE AND MAINTENANCE OF SPRAY EQUIPMENT:

IF EQUIPMENT IS “DOWN” - EMPLOYEES AND THE WORK IS “DOWN”!
THIS CAN BE COSTLY FOR EVERYONE CONCERNED!

EQUIPMENT MAINTENANCE IS EXPENSIVE!

- 1. PUMPS TO BE IN CLEAN CONDITIONS WITH HOSES COILED AND SECURED AFTER EACH USE!**
- 2. CLEANING INCLUDES GUNS, EXTENSION WANDS AND POLES (CLEAN WITH AND UNDER PRESSURE FROM PUMP), FILTERS, SCREENS AND TIPS!**
- 3. “PICKLE” ALL SPRAY PUMP EQUIPMENT with “CLEAN MINERAL SPIRITS” AFTER EACH USE! NO EXCEPTIONS PLEASE!**
- 4. CHECK ALL FLUID LEVELS AND “LUBRICATE” PRIOR TO EACH USE!**
- 5. STRAIN ALL PAINT PRIOR TO EACH USE IN SPRAY PUMP EQUIPMENT!**
- 6. CHECK ALL FLUID LEVELS BEFORE EACH USE!!**

DAILY! NO EXCEPTIONS!

THANK YOU! CDPI

REMINDER:

AS A FOREMAN OR LEAD PERSON, IT IS NECESSARY TO REMIND ALL EMPLOYEES OF OUR COMPANY POLICIES ON A DAILY BASIS.

DO SO WHEN REQUIRED AND BE SERIOUS ABOUT IT!

THANK YOU!

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LEAD PERSON AND FOREMAN:

“READ IT, KNOW IT, AND ENFORCE IT!”

BORROWING CDPI EQUIPMENT:

**DO NOT ASSUME YOU MAY TAKE ANY EQUIPMENT BELONGING TO
CDPI WITHOUT PRIOR PERMISSION.
ALL EQUIPOMENT BORROWED MUST BE RETURNED IMMEDIATELY
AFTER USING OR WHEN AGREED TIME SPAN IS OVER!**

A free bonus at our discretion:

You may borrow any of our equipment needed to paint your own home. Any equipment that is borrowed must be cleared through CLIFF DAVIS prior to use. Equipment must be returned in the same condition as before borrowed. All arraignments need to be made “in advance” with CLIFF DAVIS only!

**YOU MAY BORROW EQUIPMENT ON A ONE DAY BASIS ONLY !
UNLESS OTHERWISE ARRAIGNED, EQUIPMENT MUST BE RETURNED ON
SAME DATE BORROWED!!**

**NO CDPI EQUIPMENT BORROWED MAY BE LEFT OVER THE
NIGHT IN YOUR HOME, AT THE PLACE WHERE YOU ARE USING IT OR
ANYWHERE ELSE UNLESS OTHERWISE ARRANGED “IN ADVANCE” AND
YOU HAVE EXPRESS PERMISSION TO DO SO!**

KEEP THIS MANUAL FOR YOUR RECORDS!

“ACCEPTANCE FORM”:

WITH YOUR SIGNATURE YOU ARE AGREEING:

FOREMAN, JOURNEYMAN, LEAD PERSONS: that you will give CDPI a “FOUR WEEK IN ADVANCE NOTICE” prior to leaving employment with CDPI.

WITH YOUR SIGNATURE YOU ARE AGREEING:

ALL OTHER EMPLOYEES give a TWO WEEK IN ADVANCE NOTICE prior to leaving employment with CDPI.

DATE: _____

PRINT NAME: _____

With my signature I am stating that I have read the “CDPI EMPLOYMENT MANUAL” and understand all the expectations, rules and regulations stated therein. By my accepting employment with CDPI, I agree to work within these rules and regulations during all working hours.

I will also agree to purchase all tools and shirts etc. required.

ADDRESS: _____

HOME PHONE #: _____

CELL PHONE #: _____

DATE OF BIRTH: _____

SOCIAL SECURITY #: _____

DRIVERS LICENSE # AND STATE ISSUED: _____

EMERGENCY CONTACT: _____

SIGNATURE: _____

PLEASE FILL OUT AND SIGN! RETURN TO CDPI MANAGEMENT PRIOR TO EMPLOYMENT.