



910 Twin Butte Rd.
Menan, Idaho 83434
Ph: (208) 754-4422
Fax: (208) 754-4433

Date: _____
Supervisor Reviewing Orientation _____
Employee _____

NEW HIRE ORIENTATION

Honest day's pay for an honest day's work, what does that mean?

The culture of South Industries includes this philosophy: When a person is hired on to work, when he or she is on the clock then his time belongs to South Industries. Often what creeps into some businesses, is an attitude of the employees getting to work approximately on time, starting their time when they arrive, and then spending large portions of time then "getting ready to work". Putting their lunch away, changing clothes, visiting with friends, standing around with a drink in their hands, talking about what happened at the game last night etc. this is not the case at South Industries. Employees are expected to show up before time, have their business done and be dressed, gloves and tools in hand and ready to go to work.

Time to lean, is time to clean

At any point during the time that an employee is on the clock he or she is to be working. If his or her assigned task has been completed and he or she does not have another assigned task to go to, it is their responsibility to find something productive to do. One good example of a doable task for all is cleaning. There are likely floors to sweep, trash cans to empty, automobiles to care for, and if nothing else trash to be picked up. There is always cleaning to be done. If an employee feels that it is beneath him to clean, he will need to find different employment.

Safety is of paramount concern at South Industries Inc.

We have an excellent safety record and intend to keep it that way. This good safety record can be attributed in large measure to everyone looking out for one another and safeguarding fellow employees from getting into unsafe conditions. It is the responsibility of each employee to continue this attitude.

PPE Personal Protective Equipment

Many of our jobs require PPE. Proper training will be given to employees as to how, when, and where, PPE should be used. Employees are expected to use this equipment when asked. Refusal or lack of diligence will be grounds for immediate termination. Some PPE will be issued at company expense to the employee. When this PPE is in the care and issue of the employee and it is lost stolen or damaged because of negligence. the replacement costs will be taken out of the employee's pay.

Care of Equipment and Vehicles

Lack of care given to South Industries equipment and vehicles will be grounds for immediate termination of any employee. This includes keeping the equipment and vehicles clear of personal trash, belongings and debris.

Rough handling and careless attitudes toward care, maintenance, and cleanliness of equipment is also grounds for immediate termination.

Care of tools

Care of Cords,

Not to be run over as a practice.

Coiled neatly, and wired twice when not in use.

Tools are to be put away and kept in designated spots.

Tools are to be used for their intended purpose.

Company tools are to be used for company work. South

Industries will not be responsible for the loss or damage to personal tools.

Care of Job site

Jobsites are to be void of trip hazards as is possible

Jobsites are to be void of personal trash, no exceptions

Employees are responsible for their own trash down to the smallest of items including even things as small as gum wrappers and water bottles.

When is the Job done

When the tools are put away, properly, cleaned if necessary, with power tools put away in their appropriate cases.

Consumables are not throw away items.

Masks,
Gloves,
Safety glasses,
Spray socks

Ten Percent Rule

The difference between mediocrity and greatness is often ten percent effort, (or even less than ten percent)

The culture of South Industries is to stay with the task until it is done, COMPLETELY and NICE.

Thinking ahead

Employees will be expected to think ahead and do many positive things of their own accord.

South Industries standards may be different than the employees.

The level of cleanliness and care for South industries housing and vehicles may be different than an employee's personal liking. Employees will match the care of the South Industries culture.

Employee Handbook

South Industries Inc. has an employee handbook that is followed carefully. It is the responsibility of the employee to read, understand, and follow the rules, criteria, and culture as set forth in the employee handbook.

Telephone usage

It is a convenient way of life that we enjoy with cell phones and communication so readily available currently in our society.

Unnecessary use of cell phones on the job is considered infringing on the employee honor and privilege. In reality, time

spent on personal affairs when employees are being paid by an employer is considered dishonest practice. Of course cell phones may be used in emergencies.

The use of employee telephones for company work when occasions present themselves is appreciated.

Breaks

Work breaks are not common practice in the culture of South Industries. Our work is not so strenuous that it requires a rest from hard labor. Unauthorized breaks during working hours are considered something for nothing. Wages for no productivity.

Work ethic

South Industries is a hands on working company. South Industries is production oriented. When people move, and work they get things done and the company makes money and then the company can pay the employees. Standing or sitting around watching others work is not acceptable.

If there is shoveling to be done and you do not have another assigned task then you had better get a shovel.

You see the boss shoveling, you had better grab a shovel also or better yet take his away from him!

You see somebody pulling a hose, you better grab a hold and help him pull.

Team work and synergy is paramount to dome building.

Employees that like to feel their body work, muscles flex and heart pump are South Industries best employees. Those who do not enjoy hard work with their hands need other employment.

Talk while you work.

The employees at South Industries are very social. That is a good thing. Visiting while you are working is a good thing.

Hanging steel rebar for example in a dome can be a very enjoyable experience because the work can be done at the same time while people are visiting, singing, laughing, telling jokes, or whatever. However, when people stop their work to just visit it detracts and the visiting must stop.

EXCEPTION: Visiting with the operator of a crane, forklift driver, or aerial lift operator while they are operating equipment is not allowed!

There will be no whining.

Whining, backbiting, complaining, and gossiping is not allowed. Legitimate recommendations to supervisors will be listened and when appropriate dealt with.

An agreement is an agreement!

There is no standard wage or salary rate for employees at South Industries. South Industries sets the pay rates after evaluation of the following criteria:

- Performance
- Getting the job done
- Accuracy in the work
- Attention to instructions
- Skill Level
- Attitude
- Work Ethic
- Punctuality
- Honesty
- Ability
- The Ten Percent rule
- and many other factors.

Pay rates at South Industries are NOT based on:

- Age
- Length of time with the company
- Being related to somebody in the company
- and many other similar factors

In essence people are paid for what they get done and not because they are living and breathing as is the case in many governmental organizations. It is a paradox that some people have the notion that they are of worth to the company if they are good joke tellers, or that they simply need to be on call to get paid. Only when employees are doing and producing are they worth their salt at South Industries.

Each Employee will have separate and distinct relationship and agreement with the management. That agreement is with them only and has no bearing on the fellow workers agreement. If

employees feel a need for change that agreement it is their opportunity and responsibility to discuss it with their supervisor. Discussion between employees about individual agreements or wages and salaries is grounds for immediate termination.

Knife, pliers. Wrench

It is greatly appreciated when employees will carry and use their own pocket knife (with screw driver, pliers, and sometimes crescent wrench.

Sometimes these will be mandatory when working for some superintendents.

Many trips to the tool box and or tool shed have been saved when workers will carry these simple tools.

Dress code.

The dress code for South industries includes:

Work footwear

Long Pants

Shirts

PPE when required per the tasks assigned.

New Planners

Construction practices at South Industries in dome construction have been developed over many decades. Many methods that we use have been tried and proven over and over again.

Nevertheless, there are occasions when trying some new method may be smart and equitable. When new plans or new ideas for construction come along they must be approved by the management before they are even tried. In most cases they will have been tried perhaps twenty years earlier and likely there is a good reason not to use a different method than is currently being used.

If an employee does come up with an idea for construction, it will be listened to by the supervisor. Nevertheless, if the new employee idea is not used, it is the employees responsibility to dismiss the idea, take it on faith that the management knows what they are doing, and then get to work while embracing the standard and tried and proven methods of construction.

Timecards

Timecards are to be completed and turned into the secretary by Tuesday of the week following any given pay period. Failure to turn in time cards will result in a simple thing. The employee will not get paid!

Credit Card Use/ Charge account use.

On occasion, South Industries employees will be asked to make purchases using company credit cards. We appreciate the employee's willingness to take this responsibility. The use of these cards is strictly for company use. Any use of company credit cards or company charge accounts for personal use is considered to be dishonest. Dishonesty in this regard is grounds for immediate termination of the employee.

Supervisor's signature

Employee signature

