GENERAL BEHAVIOR INSTRUCTIONS FOR “GRIDIN’S GROUP” EMPLOYEE

1. Employee is obliged to follow rules and work schedule on the project. A Project Manager or project administrator will instruct employee. Regular idling on the job this includes engaging in idle talk or going for a smoke, leaving work place the without a reasonable excuse, using mobile prone, ignoring supervisors instructions, presence or under effect of illegal drugs, controlled substances abuse or alcohol will lead to disciplinary actions.

2. Employee is obliged in careful use on machinery, tools, personal protection equipment.

3. Employee must strictly follow health and safety/fire regulation and other rules and special requests on the project.
Employee is obliged to ware personal protection equipment at all time.

4. Employee will work in a multicultural environment therefore being understanding, cooperative, tolerant and respectful towards other coworkers is mandatory.

5. In case of emergency employee is obliged to know contact number of his Project Manager or project administrator.

6. In case of emergency (accident, arrest of law enforcement agents, hospitalization in a medical institution, conflict situation in a dining area, during recreation etc.) employee is obliged to contact his Project Manager or project administrator without delay using a mobile phone or any other operative manner (internet messenger-skype, e.mail etc.) to prevent future more serious problems and consequences.

7. Strictly prohibited: arriving or departing from the project under the influence of psychotropic drugs or alcohol.