Green Mountain Flagging, LLC
Policies & Procedures

Introduction: Green Mountain Flagging, LLC (GMF) is a division of Green Mtn. Concert Services (GMCS). Both GMF and GMCS are client based businesses, this means that your performance directly impacts not only the relationship with our clients, but the success and growth of the business, as well as our ability to give you work. Since your performance has such a direct impact on our business, we require our employees conduct themselves like professionals, not just in work habits and attitude, but in appearance as well. At GMF and GMCS we hold ourselves to a higher standard than most of our competitors do, and that is why you must always represent us as being professionals.

Proper Attire & Appearance: Here at GMF we are professionals, and our appearance should reflect accordingly. You should arrive to work neat, clean, and in uniform.
- We supply uniform shirts (which must be tucked in), as well as uniform jackets - these absolutely must be the outer most garments worn (with the exception of the traffic control vest).
- Pants must be black or tan (no shorts, sweats, or stretch pants).
- Hats must be black or tan (no shorts, sweats, or stretch pants).
- Footwear must be a closed toe shoe or boot with leather uppers. OSHA does not require traffic controllers to wear steel-toed boots, but it is recommended that you do.
- Hard hats may be required on some jobs. OSHA does not require flaggers to wear hard hats, but they do require them for anyone working within 25 feet of working machinery, or in an area with immediate overhead risk.

Jobsite Conduct: We at GMF pride ourselves in being professionals, and as professionals we must act accordingly. Vulgar language, obscene hand gestures, yelling (at motorist, clients, co-workers, or pedestrians), any form of harassment or violence will not be tolerated. Violations may be grounds for immediate dismissal. The bottom line: treat others the way you would like to be treated. Although GMCS respects the expectation of the right to self-expression, while you are working, we encourage you to limit your conversations to work-related topics. Hot-button topics such as politics or religion are specifically discouraged.

Required Gear: You are responsible for making sure that you have everything with you that you will need to get through your shift comfortably and safely. This means having medications, sun block, raingear, extra clothes, or anything else you may need before your work day ends. You may also want to bring a lunch and drinks -some jobsites may not be near a store.
**Breaks:** Client supervisors are responsible for relieving you for breaks. Ask them and they should give you a break. If for any reason this does not happen contact our office or a GMF supervisor, and we will do our best to make sure you get a break.

**Time Off:** If you need time off, please give us as much notice as possible. The more notice we get, the more likely you will be to get the time off. If you cannot give us at least 48 hours notice, we cannot guarantee we will be able to give you the time off. Notice must be given to our office, not to GMF supervisors.

**Late Arrivals:** There is zero tolerance for arriving to a job late. This not only makes you as an individual look unprofessional, but GMF as well. If we are not there when our clients ask us to be, they can easily find someone else who will be. This is something we cannot, and will not allow to happen.

**Illness:** In the unfortunate event that you become ill and will not be able to work a shift for which you a scheduled, please contact us as soon as possible so that a replacement can be found. If you are not feeling well the night before a scheduled shift, and think that you may not be able to work the next day, please let us know – it is much harder to find someone to cover for you at 6 a.m. than it is the night before.

**Drinking & Drugs:** GMF does not allow the consumption of alcohol, or the use of any illegal/non-prescribed drugs while working. We are responsible for the safety and well being of every person in our job sites: Ourselves, our clients, and the people passing by.
- Employees on company time found to be under the influence of any drug or alcohol will be immediately dismissed.
- No alcohol may be consumed within 6 hours of the start of a shift.
- No use of illegal/non-prescribed drugs at any time.
- If you are prescribed medications that may make you drowsy or impair your abilities in any way, please let us know.

**Cell phones and Electronics:** While flagging we are responsible for many lives, and cannot allow ourselves to be distracted by our phones, listening to music, playing video games or watching movies.
- Use of cell phones is not allowed during work hours. This includes text messaging as well as blue-tooth accessories. Phones may be used for work related reasons, emergencies, or while on break if you are out of view of the client.
- MP3 players and other personal music devices may not be used during work hours. Car stereos cannot be used while working.
- Laptop computers, portable video game units, and portable DVD players may not be used during work hours.
Problems with clients and other GMF staff: In the event that an issue should arise between yourself and a client or co-worker, do not take matters into your own hands. Contact our office or a GMF supervisor immediately. We do not allow our clients to disrespect or discipline our staff, just as we do not allow our staff to disrespect or antagonize our clients.

Reporting in at the end of a work day: All crews are required to call our office or a GMF supervisor at the end of their work day 10/13/2009. There are many reasons for this. First, this helps make sure no crews get left out late, without us knowing about it. Second, sometimes our clients may give you information that we need to know. Third, if you were signed out on a 4 hour minimum you are on our time for the remainder of that 4 hour period, and we made need you elsewhere. Finally, there may be more work available if you would like to pick up extra hours.

Job Descriptions:

Driver: This is the crew member responsible for transporting both the gear and our flaggers to and from the job site. Drivers are also responsible for the safe keeping of the equipment signed out to them.

Crew Chief: This is the crew member responsible for the set up and basic management of the work zone. Crew chiefs are usually drivers, but this is not always the case. Crew chiefs are also responsible for completing any paperwork, and making sure that it gets turned in on time.

Driver Reimbursement: Drivers will be paid a flat rate reimbursement for travel expenses. Drivers using a personally owned vehicle (POV) will be reimbursed $15.00 per day for working within Chittenden county and $20.00 per day for working outside of Chittenden county. Drivers using company vehicles will be not be reimbursed since there is a company gas card in each company vehicle. If you are signed out for the 4 hour minimum, and do not get re-assigned to another job, drivers using POV’s will not receive full reimbursement, a $5.00 reimbursement will be paid for reporting to a client’s office, and a $10.00 reimbursement will be paid for reporting (or being dispatched) to a job site before you were called off. Extensive travel may warrant additional reimbursement, provided arrangements have been made with our office.

Scheduling: As a client based business, we can only give you work when our clients give us work, and therefore we cannot guarantee any amount of hours. Unfortunately, more often than not, we usually don’t get more than one days notice from our clients. This means our scheduling is almost always done on a day to day basis.

Payroll: GMF operates on a weekly payroll system. The pay week runs from 12:00 a.m. Sunday through 11:59 p.m. Saturday. Payroll is withheld 1 week, and payday is Wednesday. Paychecks
may be picked up from our office after 5:00 p.m. on Tuesday, or other arrangement can be made if you do not want your paycheck mailed to you.

**Pay Advances:** Pay advances are not available, so please do not ask.

**ADA Policy** - If you have a documented disability requiring accommodations, please contact the GMCS Office (Jeremy Spaulding- VP of Human Resources) as soon as possible. After you receive a letter documenting the appropriate accommodations, will work with you to implement them in a timely fashion. It is the student’s responsibility to seek and secure accommodations prior to the start of any training program or accepting any shift.

**Return of GMF property:** Any GMF property assigned to you must be returned and in good condition or you will be accountable for replacing the items, or paying the cost of replacement/repair of the missing/damaged property. This includes, but is not limited to: vehicles, uniform apparel, signs, radios, and any additional equipment.

**GMF/GMCS Contacts:**

- **GMF/GMCS Office - (802)662-1210 or 1-866-485-4627**
- **Brian Hadley - (802)233-6372** Vice Pres. / Green Mountain Flagging LLC
- **Donn Melen - (802)338-8038** GMF Supervisor
- **Kellen Cloud - (802)922-2557** GMF Supervisor
Employee Acknowledgement

I have read and fully understand the GMF policies and procedures, and understand that failure to follow any of these policies or procedures may result in the termination of my employment at any time.

I agree that if I am either terminated, have quit or GMF property has been called in for inventory count, that I will return GMF property as stated above and failure to do so or the misuse of company property will result in GMF/GMCS filing of police report/warrant and that I will be responsible for any and all costs associated with attempts to recover or replace missing equipment including but not limited to reasonable legal fees.

_______Initials ________Date

__________________________________________________________________________
Employee’s name (Please print) Date

__________________________________________________________________________
Employee’s signature