



SALINE MANUFACTURING: PLANT RULES & EXPECTATIONS

The intent of the following rules and expectations is to become a world class manufacturing facility. It would be impractical to set forth a list of all activities that are considered contrary to the behaviors and actions that will allow us to become a world class manufacturing facility.

1. Required Personal Protective Equipment (PPE) must be worn at all times in designated areas. **Safety glasses must be worn in all areas on the plant floor** (aside from the cafeteria or restroom).
2. **No cell phones are to be out on the plant floor**, including sitting on fixtures/tables in work cells/lines, at presses or on forklifts. This includes during breaks and lunches. Cell phones are only to be used off of the plant floor and only during breaks and lunches. If you are expecting an urgent communication, you must discuss it with your Supervisor prior to the shift start up.
3. Unapproved use of earbuds, headphones and/or other Bluetooth audio devices is not permitted on the plant floor.
4. There will be no food allowed on the plant floor, including in the cells, on the podiums/desks or on forklifts.
5. Drinks must be in a covered container, meaning it cannot spill if tipped over. Drinks are to be placed in designated areas only. They are not to be on any electrical panel or fixture within the assembly cell whether or not the fixture is in use.
6. Break times are 10 minutes, 20 minutes and 10 minutes. Leaving early for or returning late back from break will not be tolerated. Employees are not permitted to leave the property during paid breaks.
7. The restrooms should be used during breaks or lunches. Notify a Line Leader or Team Leader if you need to leave the line for any reason, including using the restroom, if an urgent need arises.
8. Assembly: The shift start-up meeting will start at shift start time and must conclude no more than 7 minutes after shift start time. Cells need to be producing parts no later than 3 minutes after the conclusion of the shift start-up meeting.
Molding: Molding Operators must be at their assigned press by the shift start time.
All Others: Must be in work area ready to begin work at shift start time.
9. If a cell makes attainment on their schedule and there is time left in the shift, those Operators may be required to move to another cell/work area. Employees will be released before their scheduled shift end time at the discretion of the Supervisor only if there is no other work to be completed.
10. During downtime, employees must clean their area unless they receive direction otherwise. Employees are not to leave their cell/press without talking with their Line Leader or Team Leader.
11. Clean-up will begin at 7 minutes prior to the shift ending and no sooner. If an area does not have a designated clean-up time, then clean-up must be completed throughout the shift.
12. Employees are to stay in their cells/presses completing housekeeping tasks until their shift end time. There is to be no lining up at the time clocks or leaving their work area prior to the end of the shift. Team Leader must check housekeeping prior to releasing Operators for the day.
13. Employees are not permitted to go out to their vehicles prior to the end of the shift, except during breaks and lunches. This includes to start their vehicles.
14. Employees released from work must clock out promptly. Employees may not remain on the clock without authorization.

I understand and agree to abide by the plant rules and expectations. I understand the above list is not all inclusive and that I must refer to the Employee Handbook for additional guidelines.

Employee Signature: _____ Date: _____

Employee Name (Print): _____ Employee #: _____