



Employee Handbook Summary

We all need to follow the rules!

1. Wear covered shoes and suitable clothing, including your high vis vest.
2. Personal hygiene must be of a high standard.
3. Report all accidents and breakages.
4. Follow the evacuation plan as required.
5. Follow instructions – ask if you are unsure what to do.
6. No swearing or inappropriate language, verbal abuse, fighting, or threatening other people.
7. No touching except high fives and shaking hands.
8. No food or drink in the factory, except water.
9. No mobile phones to be used during work time.
10. No earbuds or earmuffs to be worn inside the factory.
11. No photos to be taken of other employees or inside the factory.
12. No smoking except in the designated smoking area.
13. No chewing gum on site.
14. No alcohol on site.
15. No drugs – except the ones the doctor has given you.
16. Let the Altus office know if your address, emergency contact details or medication details change.
17. Attend work at the times you have agreed to do so.

Monday	8.30-4.00	morning tea 10.00 - 10.15, lunch 12.00 – 12.45, afternoon tea 2.30 – 2.45
Tuesday	8.30-4.00	morning tea 10.00 - 10.15, lunch 12.00 – 12.45, afternoon tea 2.30 – 2.45
Wednesday	8.30-4.00	morning tea 10.00 - 10.15, lunch 12.00 – 12.45, afternoon tea 2.30 – 2.45
Thursday	8.30-4.00	morning tea 10.00 - 10.15, lunch 12.00 – 12.45, afternoon tea 2.30 – 2.45
Friday	8.30-3.30	morning tea 10.00 – 10.15, lunch 12.30 – 1.00

Phone Altus on **2752074** or **08002752074**. (Messages can be left overnight until 8.30 am.)

- If you are going to be **late** - phone if you can. Tell your supervisor when you arrive.
- If you are too **sick** to come to work, please call as soon as possible to let us know. If you are leaving a message, we need to know your full name, that you are sick and when you expect to return to work.
- If you can't come to work because of an **emergency**, please phone as soon as possible to let us know what is happening.
- If you want to have **time off work** you need to apply for leave at least a week in advance. Get a form from your supervisor, the office or the employee room. Ask if you need help filling it in.

Please refer to The Employment Handbook for Altus Enterprises' policies and procedures. Where there is any confusion or conflict, the Employment Handbook will supersede this summary. The Employment Handbook is available from the Altus Enterprises office, the Employee Room and can be found at <https://altusenterprises.co.nz/getaquote/employment/>

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