

Direct & Correct, Inc.
(302) 697-7117
6236 Mud Mill Road
Camden-Wyoming, DE 19934
A TRAFFIC CONTROL COMPANY

**Notice of New Policy for guidance on Personnel Safety, Equipment
and the Successful Executions of Traffic Control Closures**

To: Supervisors, Traffic Managers and Flaggers

From: Office

Date: September 1, 2017

RE: Updated Safety Policy

Due to our company growing and acquiring contracts with new general contractors, our company is updating it's safety policy and work rules to reflect what is now required of all employees. As of September 1, 2017; All employees will be required to wear:

- A Class III retroreflective flagging outfit, to include a Class III Vest and Class E Flagging Pants. Wearing tank tops, halter tops, spaghetti straps, white beaters or any other form of strapless top underneath your vest is forbidden. If a Class II vest is being worn, the shirt underneath the vest must have at least 3" sleeves. Shorts are forbidden to be worn unless Class E Flagger pants are being worn. If Class E Flagger Pants are being worn, shorts must be a length to reach to or below the knees while being worn at the top of the hip.
- Orange Hard Hat must be worn whenever outside of a vehicle.
- Shaded or Clear Safety Glasses must be worn whenever outside of a vehicle.
- Work Boots must be worn at all times.
- Work Gloves must be worn by Traffic Managers and any other personnel assembling, setting up, taking down, taking apart, moving, fixing or maintaining any and all traffic control equipment. This includes drums, cones, sign stands, arrow boards, signs, posts, etc.

This is in addition to any equipment that personnel are already required to have from previous company policy. This includes: Certification Cards, Photo ID, Stop/Slow Paddle, Functioning 2-way radio, Extra batteries for radio, cooler with food and water and time sheets.

Any questions or concerns regarding this memorandum shall be directed to the office at (302) 697-7117.

Takes effect January 1, 2019



STATE OF DELAWARE DEPARTMENT OF LABOR
DIVISION OF INDUSTRIAL AFFAIRS

4425 N. MARKET STREET, 3RD FLOOR
WILMINGTON, DE 19802
(302) 761-8200

BLUE HEN CORPORATE CENTER
655 S. BAY ROAD, SUITE 2H
DOVER, DE 19901
(302) 422-1134

Employers must distribute this information sheet to new employees at the commencement of employment and to existing employees by July 1, 2019

Download this Notice at www.dol.delaware.gov

8 GEORGETOWN PLAZA, SUITE 2
GEORGETOWN, DE 19947
(302) 422-1134

DELAWARE SEXUAL HARASSMENT NOTICE

The Delaware Discrimination in Employment Act

The Delaware Discrimination in Employment Act protects all individuals against discrimination in the workplace based on gender. Sexual harassment is a form of gender discrimination. A new law against sexual harassment passed in 2018 extends protections to all individuals, in all workplaces, including employees, applicants, apprentices, staffing agency workers, independent contractors, elected officials and their staff, agricultural workers, domestic workers, and unpaid interns.

Sexual Harassment and the Law

Sexual harassment of an employee is unlawful when the employee is subjected to conduct that includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an employee's employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting an employee; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Some Examples of Sexual Harassment

- unwelcome or inappropriate touching
- threatening or engaging in adverse action after someone refuses a sexual advance
- making lewd or sexual comments about an individual's appearance, body, or style of dress
- conditioning promotions or other opportunities on sexual favors

- displaying pornographic images, cartoons, or graffiti on computers, emails, cell phones, bulletin boards, etc.
- making sexist remarks or derogatory comments based on gender

Retaliation Is Prohibited Under the Law

It is a violation of the law for an employer to take action against you because you oppose or speak out against sexual harassment in the workplace. The Delaware Discrimination in Employment Act prohibits employers from retaliating or discriminating against any person because that person opposed an unlawful discriminatory practice. Retaliation can occur through direct actions, such as demotions or terminations, or more subtle behavior, such as an increased work load or being transferred to a less desirable location. The Delaware Discrimination in Employment Act protects individuals against retaliation who have a good faith belief that their employer's conduct is illegal, even if it turns out that they were mistaken.

Report Sexual Harassment

If you have witnessed or experienced sexual harassment inform a manager, the equal employment opportunity officer at your workplace, or human resources as soon as possible.

Report sexual harassment to the Delaware Department of Labor Office of Anti-Discrimination. Call 302-761-8200 or 302-424-1134 or visit

<https://dia.delawareworks.com/discrimination/>

to learn how to file a complaint or report discrimination. The Department can investigate or mediate your complaint and may be able to help you collect lost wages and other damages.

DIRECT AND CORRECT, INC.

EMPLOYMENT HANDBOOK

Revision effective January 2018

DIRECT AND CORRECT, INC.

EMPLOYEE'S ACKNOWLEDGEMENT OF POLICIES

I have received my copy of the Employee Handbook revised January 2018, which outlines my privileges and obligations as an employee of Direct & Correct, Inc. I will familiarize myself with the information in this booklet, and I understand that it constitutes the personnel policies of the company. I agree to utilize this manual as a guideline. The language in this manual should not be construed as a contract guaranteeing continued employment. The employer retains the right to terminate this relationship at any time, for any reason, with or without cause or notice.

Since the information in this book is necessarily subject to change by action of management, it is understood that management reserves the right to modify or change policies unilaterally, provided that the personnel are notified of such changes through the usual channels. This Handbook supersedes all previous Handbooks.

This sheet must be signed and turned into the office. The policies included in this packet are yours to keep.

Employee Signature

Date

DISCRIMINATION AND EQUAL EMPLOYMENT

Direct & Correct, Inc. is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's religious affiliation or belief, gender, veteran status, national origin, race, marital status, disability, sexual orientation, gender identity, color, creed, age, genetic information, that the individual was the victim of domestic violence, a sexual offense, or stalking, or other prohibited category. Furthermore, there shall be no retaliation against any employees for complaints related to unlawful employment practices concerning any of the aforementioned protected categories. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination. Such conduct will result in disciplinary action, including the possibility of discharge. Management fully intends to abide by the law, and will, when required, take firm disciplinary action in accordance with policy to ensure that we meet our responsibilities to our employees.

Direct & Correct, Inc. shall not aid, abet, compel, coerce, or conspire to discharge or cause any employee to resign because of an individual's religious affiliation or belief, gender, veteran status, national origin, race, marital status, disability, sexual orientation, gender identity, color, creed, age, genetic information, that the individual was the victim of domestic violence, a sexual offense, or stalking, or other prohibited category.

Direct & Correct, Inc. will establish rates of pay and terms, conditions or privileges of employment without regard to an individual's religious affiliation or belief, gender, veteran status, national origin, race, marital status, disability, sexual orientation, gender identity, color, creed, age, genetic information, that the individual was the victim of domestic violence, a sexual offense, or stalking, or other prohibited category.

Direct & Correct, Inc. will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the District. All questions concerning this policy and requests for accommodation should be directed to the Karen or Jake Pollard.

SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY

We are committed to providing a work environment that is free of discrimination and unlawful harassment. Types of harassment that are, or may be, prohibited by law include harassment based on prohibited discriminatory bases... not just sexual harassment. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment on any unlawful basis (both overt and subtle, sexual or otherwise) is strictly prohibited. This policy applies in all work-related settings and activities and is not limited to the workplace.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action up to and including termination of employment.

Any employee who feels that he or she has been a victim of unlawful harassment in any form by any manager, supervisor, co-worker, customer, vendor, parent, student, visitor or other person must advise the offending individual the conduct in question is offensive and request that it be discontinued immediately. If the offending conduct continues or recurs, he or she should bring the problem to the immediate attention of their supervisor or Jake or Karen Pollard. If the complaint involves someone in the employee's direct line of supervision or if the employee is uncomfortable for any reason with discussing such matters with the

individuals designated or is not satisfied after bringing the matter to the attention of one or more of these individuals, that employee shall report the matter promptly to Jake or Karen Pollard.

We will investigate all allegations of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

Any employee who is found, as a result of such an investigation, to have engaged in unlawful harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment. Furthermore, retaliation in any form against an employee or applicant who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

HIRING CRITERIA

Direct & Connect, Inc. will always endeavor to employ the best qualified applicant for each position. Selection will be based on:

- Certifications
- Customer Relations
- Knowledge of Special Skills
- Ability to work with our current staff
- Take Direction/ Qualifications
- Physical ability to perform the essential functions of the job, including the ability to stand for long periods of time and walk long distances.
- Dependability
- Willingness to display a loyal and cooperative attitude
- Passing a Drug Test – Shall be required and paid for by employee / potential employee
- Working mobile phone with working voice mail or answering machine (Office must be able to leave you messages at all times).

NEW EMPLOYEE

Employment is on an “at will” basis, which means the employee can be discharged at any time for any reason. The new employee will be evaluated and qualifications assessed. If any deficiencies are noted with an employee’s work, they may be counseled appropriately and steps taken to improve the deficiencies. Alternatively, their employment may be terminated.

WORKING HOURS

You are expected to be in position, fully dressed and prepared to preform your duties at the scheduled start time. This means that you are at your assigned work position by your scheduled time. If you are scheduled to work and cannot, you shall call two hours in advance to inform the office the reason you cannot work your shift. If you call the office at least two hours before the start time, stating that you cannot make it to work and we can obtain coverage, you will not be penalized as long as it does not become habitual. Habitual meaning late for more than 3 times in a 30 day period or more than twice in a one week period. If you are not at your location at the scheduled start time, did not call the office to notify the office of your absence or tardiness and we cannot contact you at the number the office has on file; then you are considered to be a No Call / No Show and to have abandoned your position with the company. Not having transportation or fuel is not an excuse for tardiness or absenteeism. If you are not ready to start flagging at the designated start time, you will be considered late. The first incident you will received a written warning, the second an unpaid 2-day suspension and the third will result in termination. and there will be disciplinary consequences.

DRUGS AND ALCOHOL

Being under the influence of or possessing any alcohol, drugs or other controlled substance, or prescription drug in a quantity or dosage that exceeds prescribed amounts, that may alter your job performance is strictly prohibited and will not be tolerated. We, as a company, have a vital interest to maintain a work environment that promotes the health, welfare and safety of its employees. Being under the influence of drugs and/or alcohol poses unacceptable safety and health risks to everyone on the job site. We have enacted and will carry out reasonable measures for ensuring a drug free workplace. Random drug tests and alcohol tests can and will be performed. Any employee who tests positive will be required to enroll and pass a state approved drug/alcohol class at the employee's expense. The employee will be removed from the schedule until she/he has completed and passed the class. If an employee is suspected of being under the influence of drugs and/or alcohol while on a job site, said employee will be removed from the site and be required to take a urinalysis within four hours. If the employee tests positive, immediate termination can result. Failure to submit a urinalysis will be grounds for immediate termination. The possession, transfer, manufacture, distribution, influence, sale or use of alcohol and/or drugs or prescription drugs in a quantity or amount exceeding prescribed dosages is not permitted on our premises or job sites. Any employee violating this policy will be subject to immediate termination without warning. We recognize that chemical dependency is a serious health problem and encourage employees to seek assistance for such problems. If you fail a drug test, it is your responsibility to get counseling and to submit and pass another drug test after completion of your counseling.

See ADDENDUM 1 for the full Direct & Correct Drug Policy

Mandatory Equipment List for Employees To Acquire And Maintain At Their Expense.

- Retroreflective Paddle (Must be in new or like new condition)
- Class 3 Vest (Must be in new or like new condition)
- Class E Flagger Pants (Must be in new or like new condition)
- Orange Hard Hat & Safety Eyewear
- Working Mobile Phone
- Working Radio with Extra Batteries to last the entire work period
- Own dependable transportation, valid driver's license and valid insurance
- Food & Drink in cooler for the entire work period. Employees may not leave a job site to a convenience store or anywhere else without prior permission directly from the office. Any employee who does is considered to be off the clock and the company will not be liable for anything that occurs while the employee is not on the job site working.
- Certification Cards with I.D.
- Steel Toe Work Boots
- Direct & Correct, Inc. Time Sheets
- Flashlight or Glow Wand
- Extra:
 - Bug spray
 - Sunscreen
 - Toilet paper
 - Rain Gear (Dress for changing weather also)

*****If you show up to work without flagging equipment, you will be sent home without pay for the day. If this happens again, you will be terminated without any future warnings, coaching, counseling, or notice.

All employees must have a serviceable and charged personal cellular phone on their person when working and so the office may contact you. Employees are not permitted to use cellular phones during working hours except to speak with the office, on breaks, or to address an on-site emergency. Employees may use their cell phones away from the work area and road way during breaks.

SCHEDULING, PAY AND OVERTIME

Call the office between 6 and 7 PM every day to learn your following day's schedule if the office has not already contacted you. Only office personnel can set the schedule. Only the office can make scheduling changes. Do not call another employee to work your shift. Call the office with any problems or confusion regarding the schedule. Also, call the office if you are at a job site and the contractor has not arrived within one hour of the start time. If you are not ready to start flagging and at your flagging position at the beginning of the shift, you will be considered late and there will be disciplinary consequences. All employees are started at \$10.00 per hour and raises may be given depending upon time at the company and performance. All employees shall be paid the prevailing rate for all prevailing rate projects. Prevailing rates are available at the office, on all prevailing rate projects and from the Del-DOT inspectors. If you ever feel that there is a discrepancy on your paycheck, immediately notify the office, first and immediately. Any and all payroll issues or questions need to be immediately addressed to the office. There will never be any disciplinary action taken against anyone for bringing a valid pay issue to the office, you are encouraged to do so and to do so as quickly as possible as to find a clear resolution.

Overtime may be necessary during various times to insure demands are met. All employees must record all hours worked. You are forbidden from working and not recording the work. You are forbidden from working overtime without prior approval. You will be paid from when you arrive at the first job site of the day until you leave the last job site of the day. If anyone instructs you not to record correct hours worked, inform Karen or Jake Pollard immediately. It is your responsibility to ensure your name is legible on the time card, that your hours are correct on the time card and the time card is completely filled out before leaving the job site. Time sheets that are not legible or filled out completely may cause your pay for that time worked to be delayed until a correct, legible and completed copy is received by the office. Your basic rate of pay is subject to change depending on work performed and whether or not it is a prevailing wage job.

Paychecks are issued on Fridays, via direct deposit to the bank account you provided to the office and only by direct deposit. Time sheets must be at the Office by 8:00 a.m. Monday Morning. When you are on a job site it is your responsibility to check to make sure your name, time arrived and left and total hours worked are recorded correctly on the time sheet. If you aren't on the time sheet the office cannot pay you. If these dates fall on a holiday, payment will be issued on the preceding day. Hours worked so far each week (Sunday to Wednesday) must be called in every Wednesday at the end of the work period for purposes of scheduling the rest of the week. When hours are called in on Wednesday, all employees finished work on the job site should be together when calling the office. If you do not report your hours on Wednesday, or report incorrect hours, you may not be scheduled to work on Thursday and will receive a write up. Pay is by direct deposit only, it is the employee's responsibility to provide the office with direct deposit information, in writing, before the Wednesday prior to their first check. If the office does not receive the direct deposit information, pay may be held until the employee's direct deposit information is received by the office.

PAYROLL DEDUCTIONS

Deductions from your gross pay are for money owed by you for federal and state income taxes, social security and any benefit deductions elected by you. Your earnings are the total amount indicated on your paycheck less deductions to equal your "take home" or net pay.

GARNISHMENT

If an employee is served with a notice of assignment, a writ of attachment, a writ of garnishment, a notice of levy by the IRS or other taxing authority, or is served with other proper orders requiring direct payment to someone other than the employee, the employee will be notified in writing of the action to be taken. When required, the company will deduct appropriate garnishments from the employee's paycheck.

EMPLOYEE BENEFITS

Aflac

We offer participation in a company paid standard Aflac plan. Coverage is subject to change in the employer's discretion. This is not available until the January after an employee has been with the company for at least 12 months and in those 12 months worked at least 1,500 hours.

COMPUTER AND NETWORK ACCEPTABLE USAGE POLICY

1. Overview

The purpose of this policy is to outline the acceptable use of computer equipment at the company. These rules are in place to protect the employee and the company. Inappropriate use exposes the company to risks including virus attacks, compromise of network systems, incidental release of sensitive data, and legal issues. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations. It is the responsibility of every employee to know these guidelines, and to conduct their activities accordingly.

2. Scope

All computer related systems, including but not limited to computer equipment, software, operating systems, storage media, network access, electronic mail, WWW browsing, and FTP access, are the property of the company. This policy applies to all computer related systems and their use.

3. Policy

3.1. General use and Ownership

- a.** Users should be aware that the data they create on the corporate systems remains the property of the company.
- b.** We reserve the right to inspect any and all files stored on company systems and storage media, and to monitor data transmitted on the internal network.
- c.** The company has software and systems in place that monitor and record all internet usage. These security systems are capable of recording (for each and every user) each web site visit and each email message into and out of our internal network, and we reserve the right to do so at any time to ensure compliance with this policy. No employee should have any expectation of privacy as to his or her internet usage.
- d.** The company's facility and computing resources must not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province, or other local jurisdiction in any material way.
- e.** The company retains the copyright to any material posted to the internet by any employee in the course of his or her duties.
- f.** Employees accessing the internet must take particular care to understand the copyright, trademark, export, and public speech control laws of all countries in which this company maintains a business presence, so that our use of the

internet does not inadvertently violate any laws which may be enforceable against us.

- g.** Viewing or otherwise accessing elicited material is strictly forbidden.
- h.** Please do not install, reinstall, or uninstall any Operating System without prior approval from the IT department.
- i.** The company retains the licenses to all software it purchases.

3.2. Downloads/Uploads

- a.** Employees may not download entertainment software or games, or play games over the internet.
- b.** No downloading of images or video unless there is an express business-related use for the material.
- c.** Do not upload or transfer any software licensed to or by the company or data owned or licensed by the company without express authorization.
- d.** File sharing programs (P2P) of any kind are prohibited.
- e.** Downloading of software applications is permitted for business use only; please do not install software without prior approval from the IT Department.
- f.** All software must be properly licensed. No employee may knowingly download, distribute or participate in the use of pirated software.
- g.** Hosting files for access from the internet from home or for public viewing is not allowed, this includes using Windows remote desktop feature.

3.3. Security and Proprietary Information

- a.** Employees should take all necessary steps to prevent unauthorized access to confidential information, including that which is defined by the company confidentiality and non-disclosure policies. Examples of confidential information include but are not limited to: company private, corporate strategies, competitor sensitive trade secrets, specifications, customer lists, and research data.
- b.** Keep passwords secure and do not share accounts except in areas deemed necessary and appropriate by management. Users will be required to change their password periodically.
- c.** All systems connected to the company network or internet, whether owned by the employee or the company, are required to have installed and running approved anti-virus software with current virus definitions applied. Notify the IT department if you are unsure if proper anti-virus software is installed on a PC.

- d.** Use extreme caution when opening email attachments from unknown senders. Also, take caution if an attachment is sent from a trusted sender but the message in the email seems strange. If you are unsure about an attachment-delete it and notify the sender that they may be infected. If you think you may have opened an infected file, disconnect from the network and notify IT.
- e.** The company has installed an internet firewall to assure the safety and security of the company's network. Any employee who attempts to disable, defeat, or circumvent security measures will be subject to disciplinary action.
- f.** Executing any form of network monitoring which will intercept or collect data for which you are not the intended recipient is expressly prohibited.

3.4. Email

3.4.1. Spam/Junk Mail

- a.** Please do not post your email address to any newsgroup, forum, online Billboard or chat room.
- b.** Delete all spam from your inbox. Do not forward or reply to these emails, this includes responding for the purpose of removing yourself from their list.
- c.** Do not participate in the creating or forwarding of chain letters.

3.4.2. General Use

- a.** Attachment size is limited. Be aware that if you are sending an attachment outside the company, the recipients' limitation on size may be different.

PAID TIME OFF

Employees do not receive paid time off.

HOLIDAYS

Direct & Correct, Inc. does not pay premium time.

Jury Duty

Any employee who is called to serve on a jury panel, or serve as a witness in a court proceeding in which she is not a litigant, will be allowed time off to serve. Your job will be protected for you while you are serving.

All time spent on jury or witness duty must be substantiated for reimbursement with an official court document indicating dates served and the amount of jury or witness pay.

Jury service time is not paid.

Voting Time

The voting polls are usually open from early in the morning until late in the evening. It is expected that you will find time to vote either before coming to work or after work.

DISCIPLINE

TERMINATION

If you decide that you must end your work here, we ask that you give the courtesy of two weeks notice in writing documenting the date of your termination. If additional notice can be given, it will be appreciated and will allow us time to find a replacement for your position. If, at any time, you do not report to your scheduled job site without notifying the office you will be considered a No Call / No Show, meaning that you have abandoned your employment with our company.

You are an at-will employee. We will make efforts to provide notice of termination in advance if practicable.

IMMEDIATE DISMISSAL

There are certain things that will not be tolerated in this office, and it is fair that these be directly presented so as not to be misunderstood.

Immediate dismissal means that you will be fired and receive no additional benefits. There will be no notice and no severance pay.

The following non-exhaustive list of offenses are offenses which may be cause for immediate dismissal:

1. Safety violations.
2. Embezzlement of Equipment or Supplies. Careless handling of our equipment will not be tolerated. Theft will result in dismissal. It is our policy to pursue reimbursement and this may mean indictment on criminal charges.
3. Fraud or Forgery of Documents.
4. Illegal Use, possession, sale, purchase or procurement of Controlled Substances. Failing a drug test due to having an illegal substance in your system.
5. Operating any vehicle or working while under the influence of illegal drugs, prescribed drugs in a quantity or dosage exceeding prescribed amounts, or alcohol whether it be on company premises, on a job site or going to or from a job site.
6. Abusive Treatment of Co-Workers, other contractors' employees or motorists. Abusive treatment, including inappropriate physical contact or foul language directed at others, will not be tolerated and will result in immediate termination.
7. Conviction of a Felonious Charge: If you are convicted of a felony while working here, your work here may be terminated depending on your job and the nature of the offense. The office shall be made aware of any previous convictions by the employee prior to the employee's first day of work. Past convictions do not necessarily bar you from employment with this company.
8. Dishonesty.
9. Absenteeism/Tardiness.
10. Failure to Follow Policy.
11. Insubordination.

LESSER OFFENSES / GENERAL RULES

Lesser offenses are generally on a three-strike policy. Employees will be verbal and/or written counseled on lesser offenses.

- Do not ride on the back of any type of vehicle unless that vehicle is equipped with man baskets and safety chains. Safety harnesses may be required to be worn.

- Do not come to up at the office without calling first unless you are dropping off paperwork in the black mailbox--

- Never stand with your back to traffic without another flagger working with you to ensure traffic behind you is being controlled. Sitting or leaning against anything while flagging,

- Do not bring family, friends or other people with you to job sites to sit there all day. If a person is not working at a site then they should not be at the site. This includes Direct & Correct, Inc. employees, if you are not working at a job site then you should not be on that job site.

- No one should be sitting in their vehicles during the work day unless they are doing paperwork or on their break. Anyone caught sitting in their vehicles during the work day can and will be sent home and lose the hours for the rest of the day and disciplinary action will be taken.

- To request days off, a note must be handed in directly to the office at least 7 days prior to the requested day off. Verbal requests for days off are not accepted, the office must have a note. You are not permitted to leave the job site early; If you have an appointment you need to request the day off.

- Company vehicles are only to be operated by licensed, authorized personnel. Company vehicles are to be operated safely and at the posted speed limit at all times. Cell phones are not to be used while operation company equipment. The office reserves the right to have a copy of your valid drivers license and valid insurance information. If there is any change to the validity of your drivers license, you are required to report this change immediately to the office.

- All problems, accidents, emergencies, safety violations, perceived injustices, etc. are to be immediately reported directly to the office, after notifying appropriate emergency personnel (911).

All employees on the site are to write a detailed report of what happened, regardless if they saw the incident. The description, license plate number, driver information and license number should

be included in the reports as well as the inspector and foreman's name that was on site that day. All information should be turned into office within 24 hours of the incident, pending injuries and hospitalization of employees.

- It is your responsibility to make sure you have time sheets before going to work. It is also your responsibility to ensure all time sheets pertaining to you are turned in on time and are completely filled out (This means no blank areas on the time sheet). The office is not responsible for missing or late time sheets. Before leaving a job site for the day, ensure the time sheet is correct and completely filled out. Changes may not be made to time sheets without office approval after the contractor or inspector signs off on them.

- While flagging, always abide by the standards and regulations set forth by the Manual on Traffic Control Devices for the respective state that you are working in and in accordance with the ATSSA/state certification flagging license that you are required to have to control traffic (flag)-. This applies as a guide even on non-public projects.

- All employees shall try to maintain a positive attitude on a job site. Having a negative or aggressive attitude when calling the office, talking to other personnel on the site or to passing motorists will not be tolerated. Profanity is not tolerated.

- If the office leaves you a message for your schedule the following day, you are required to call the office back after listening to the message to confirm you received the message and will be reporting to the job site. Failure to do so will result in a write up as well as your position on the site possibly being replaced or you being rescheduled to a different job site.

- Employees are not permitted to leave the job site while on company time. If you leave the job site for any reason, you are considered to no longer be on company time until you return.

- If a job site is finished within the first 4 hours of work, call the office to notify them of the early end time. If only some of the flaggers are being dismissed from the job site, the flaggers with the most hours shall be the first to leave the job site. This ensures fairness for everyone. The senior flagger on a job site should have everyone report their hours to him/her in the morning.

- If you have not heard from the office in regards to your schedule for the following day by 6pm, you are required to call the office between 6pm and 7pm. Failure to do this may result in

disciplinary action or the office assuming that you have quit. When getting your schedule, you should find out how many employees will be with you the following day to ensure everyone knows if someone is missing or late, the name of the contractor, the address or intersection you will be working at and the start time for the job.

- It is your responsibility to update the office if your address or other personal information changes.

- If you are driving a company vehicle, you go directly from the office/home to the job site or vice versa. No additional stop will be taken in a company vehicle. You are not permitted to transport anyone in a company vehicle without prior approval from Karen at the office.

- Time sheets must be filled out completely, every time. This includes the foreman's full name, a contract or P.O. number, the type of set up and the equipment used, for example, TMA, arrow board, message board, etc.

- If company equipment breaks or is in need of repair, notify the office immediately. This includes signs and drums, vehicles, message boards, arrow boards, etc. If a company vehicle is running low on fuel and you do not have a company card, notify the office.

- Drug tests shall be taken within 4 hours of the office notifying you, per the drug testing policy.

- The office phones are answered 24 hours a day for emergencies. Most employee questions or concerns need to be taken care of during normal business hours, 9am to 5pm. Scheduling concerns, problems on working job sites and emergencies may be called in as they happen as the office needs to know of these as soon as possible. If calling outside of normal business hours and the phone is not answered for whatever reason, leave a message with what you are calling for and you will be called back.

- All MOT's are required to have a copy of the MUTCD for both Delaware and Maryland, either paper or electronic.

- If a Direct & Correct, Inc. MOT is on a job site, it is the MOT's responsibility to break the flaggers. The MOT should not have flaggers break other flaggers. If a job site has 3 flagging positions, all 3 flagging positions need to be manned at all times. Employees are not permitted to

leave job sites while on paid breaks, if an employee does leave a job site while on a paid break then that employee is no longer to be considered to be on company time.

- Whenever signs are being set on temporary sign stands (windmasters), sand bags shall be used to ensure the sign stands do not fall over.
- No trash, including cigarette butts shall be left on a job site or in company vehicles. Smoking is not permitted in company vehicles.
- All employees must abide by the MUTCD for the respective state they are working in.
- Do not walk or park your vehicle on someone's personal or commercial property without getting permission from the owner. If you need to notify a homeowner or business owner, use their driveway.
- Do not touch or move another person's property without prior written consent.
- It is the employee's responsibility to ensure the office has current and up to date information for the employee's information. This includes tax information, address, contact information, etc.

Direct & Correct, Inc.
 6236 Mud Mill Road
 Camden-Wyoming, DE 19934
 (302) 697-7117
 A TRAFFIC CONTROL COMPANY

Application for Employment

Date: _____

Directions: Print all information in black ink. Answer all applicable questions. Please do not state "See Resume".

PERSONAL INFORMATION:

Last Name:	First Name:	Middle:
Street Address:	City:	State: Zip:
Home Phone:	Cell Phone:	Social Security Number:
Which state(s) are you certified? DE MD	Do you all have flagging equipment? YES NO	Birthdate:

EMPLOYMENT INFORMATION:

- Position you are applying for? _____
- If offered a position, when can you report for work? _____
- If hired, can you show proof of your legal right to work in the U.S.? YES NO
- Have you even been dismissed, or asked to resign from any position? YES NO
- Have you ever been convicted of a felony, or a misdemeanor, which resulted in imprisonment?
 (A yes answer does not disqualify you from employment). YES NO
- If yes to numbers 4 or 5, please explain: _____

EDUCATION / SPECIAL SKILLS: Please list on the following lines all school attended and any other pertinent information about your education:

School:	Subjects Studied (if applicable):

Applicant's Initials: _____

Application for Employment

Emergency Contact

Full Name:	Phone Number:	Relationship:
Full Name:	Phone Number:	Relationship:

Traffic Control Experience

Company Name	Phone Number	Job Description / Length of Employment	Permission to Contact
			YES NO
			Permission to Contact YES NO
			Permission to Contact YES NO

I certify that all statements made herein and on the enclosed resume are true and correct to the best of my knowledge. I authorize investigation of all statements herein recorded. I release from liability all persons and organizations reporting information required by this application.

Signature
Print Name
Date

FOR OFFICE USE ONLY

Application Reviewed By: _____

Flagging Equipment: YES NO Certified: FLAGDE FLAGMD MOTMD ATTSATTC ATTSATTS

Own Reliable Transportation: YES NO Own Reliable Cell Phone: YES NO

MOT Experience: YES NO Pick-Up Truck: YES NO Applicants Initials: _____

Date Hired: _____ Release Date: _____

Reviewers Signature: _____

Reviewers Signature: _____

Applicant's Initials: _____