

# A FEW MORE WORKPLACE TIPS

## LUNCH PERIODS

**WE HAVE AN APPETITE FOR SUCCESS.**

Let's do lunch—the right way.

In our industry, it's common for lunch periods to vary from day to day due to project requirements. Lunch periods are not paid and should be scheduled in accordance with department, team, and project needs.

Any lunch period not taken will be forfeited. If you skip your lunch period, you cannot exchange this time for other compensation or consideration, nor is it allowed to accumulate.

Lunch rooms and facilities may be provided as a convenience to employee-owners. Please be respectful and clean up kitchen areas, lunch, or break areas after use.

If you have your lunch on a job site, please pick up after yourself. It's important that we keep our work sites appropriately clean and free of unnecessary debris.

## BULLETIN BOARD

**WE STAY INFORMED.**

Company bulletin boards are located throughout our offices and work sites. These will provide you with current information related to ESS policies and practices, personnel announcements, newsworthy articles, and state and federal laws related to employment. All material for posting on any bulletin board must be approved in advance by your supervisor.

## DRESS CODE

**WE WEAR IT WELL.**

ESS maintains a casual—yet professional—work environment. We encourage you to use discretion to select appropriate dress for each day. While our dress code is relaxed, employee-owners are expected to maintain an appropriate appearance that is not offensive to clients or other partners.

If you are working in the field or on a project site, please remember to:

- Wear all necessary apparel and personal protective equipment (PPE): long pants, 4" sleeves, hard hat, safety vest, safety glasses, hearing protection, hand protection and safety toed boots.
- ANSI Class 3 apparel shall be worn at night while working around heavy equipment or on a roadway.
- Dress appropriately for the work you will perform.
- Be aware of the weather, and dress accordingly.

A complete list of inappropriate attire would be impossible to write; however, some examples include t-shirts with derogatory slogans, bare chests, or overly revealing clothing.

## PARKING

**WE HAVE LOTS OF FREE PARKING.**

ESS and its family of companies ("the Company") will provide parking for employees and visitors at our offices and work sites. Employee-owners are free to park in any space except those that are marked "Reserved," "Visitors," or "Disabled."

The Company is not responsible for theft or damage to personal property or vehicles. Employee-owners who use company parking facilities do so at their own risk and understand that the Company assumes no responsibility for personal injuries.

As an employee-owner it is your responsibility to park safely on a job site. Job sites are full of activity, often congested and can be near live traffic. Be aware of where you park and how you access the job site.

**HELP US REDUCE OUR RISK! DON'T LEAVE COMPANY-ISSUED EQUIPMENT, SUCH AS LAPTOPS, PHONES, IPADS, ETC., IN YOUR VEHICLE UNATTENDED OR OUTSIDE OF WORKING HOURS.**