1. Completed Application for Employment

2. Review of Employee Procedures and Practices
   - Company History and Products
   - Quality Policy
   - Environmental Policy
   - ISO 9001:2008 Awareness Training
   - ISO 14001:2004 Awareness Training
   - Complaint Procedure
   - Dialogue with the President
   - Vacation Policy
   - Holidays
   - Harassment Policy
   - Diversity Statement
   - Introductory Period
   - Absenteeism Policy
   - Hours of Work/Overtime
   - Shift Premium
   - Payroll Processing and Paychecks
   - Time clock and Badges
   - PPE Policy
   - Authorized Deduction Form
   - Workplace Safety Guidelines
   - Safety and You
   - Employee Conduct and Work Rules
   - Job Description
   - Substance Abuse Policy and Acknowledgment
   - Light Duty Work Policy
   - Direct Deposit Information
   - Permission to Pick up Check Form
   - Job Posting Process
   - Transfers
   - Dress Code Policy
   - Smoking/Smokeless Tobacco Policy
   - Notice of Privacy Practices
   - Code of Conduct
   - Missed Punch Form
   - Performance Evaluations
   - Locker Rooms
   - Changes in Personnel File
   - Telephones and Cell Phones
   - Release of Employee Personnel Information
   - Loitering Policy
   - Inclement Weather Policy

3. Review Operational Controls
   - EMS Safe Handling of Propane
   - EMS Universal Waste
   - EMS Cardboard and Office Paper Recycling
   - EMS Outside Parking Lot
NEW EMPLOYEE ORIENTATION CHECKLIST

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1. EMS Aerosol Can Disposal
2. EMS Electrical Usage
3. EMS Medical Waste
4. EMS Solid Waste Removal
5. EMS Gloves and Spill Material Disposal

4. Safety Procedures
   1. Hazardous Communication and MSDS
   2. Emergency Response and Evacuation
   3. Machine Guarding
   4. Lockout Tag out
   5. Accident Investigation
   6. Hot Touch Program
   7. Hearing Conservation Program
   8. Poke Yoke Training

5. Quality Training

6. Standardized Work

7. Core Training
   1. Production Paperwork / Production Boards
   2. Defect Identification Review
   3. Component Application

8. 5S / TPS / Lean Manufacturing

9. Reviewed Immigration and Required Documentation

10. Reviewed Benefits
   1. Received enrollment Form
   2. Received Booklet
   3. Enrollment Presentation

I acknowledge that I have reviewed and understand the above information. I acknowledge that the above mentioned policies and guidelines are available for review at any time in HR Department.

_________________________
Employee Name (Print)

__________________________    _________________
Employee Signature      Date