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**Agency New Hire Sign Off**

**Company Information**

Company: kdc/one Columbus  
Address: 8825 Smith's Mill Road, New Albany, OH 43054

**1<sup>st</sup> shift:** 6:45 am – 3:00 pm

**2<sup>nd</sup> shift:** 2:45 pm – 11:00 pm

**3<sup>rd</sup> shift:** 10:45 pm – 7:00 am

**\*\*Must arrive 30-45 minutes prior to shift start**

**On-Site Coordinator**

1<sup>st</sup>: Damber

2<sup>nd</sup>: Bhuwani

3<sup>rd</sup>: Estephany

**Assignment**

You have been scheduled to report to an assignment at Bright Innovation Labs.

Start Date: \_\_\_\_\_

Arrive by: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Dress Code and Rules**

- All Departments
  - Attendance and performance will be monitored.
  - Personal Protective Equipment / GMP:
    - Safety glasses required
    - Hair nets and beard nets required. Hair and beard nets cannot leave the building.



- o **Dress Code:**
    - Closed-toed shoes are required.
    - Full-length pants and short sleeves or long sleeves are required.
      - NO dresses, skirts, shorts, cut-off shirts, cropped pants, or sweatpants. No rips, holes, or tears.
    - Clothing cannot have fur, faux fur, glitter or sequins.
    - No hoodies, hats, scarves, bandanas, loose-fitting clothing, etc.
    - No jewelry is allowed on the production floor.
    - No piercings are allowed on the production floor. They must be removed or covered while you are on the production floor.
    - No fingernail polish, acrylic nails, or long fake eyelashes.
  - o No cell phones allowed to be on the production floor.
  - o Smoking is prohibited in the building, near the building, or in your vehicle. You must use a designated smoking area.
  - o No speakers or personal headphones.
  - o No food, drink, or gum is allowed on the production floor.
  - o No personal items are allowed on the production floor.
  
  - **Warehouse, Pre-weigh, Compounding**
    - o Excellent English skills are required (for certain positions)
    - o Long sleeves required
    - o Steel-toed boots are required
    - o Uniforms provided and required
  
  - **Bag Policy:**
    - o All bags brought into the building must be clear bags, purses, or lunch bags
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This is to acknowledge that I was trained and received the above dress code and rules. I have read, understood, and agree to abide by these rules in compliance with Good Manufacturing and Documentation Practices.

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Employee Name (Print Clearly)

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Employee Signature

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Quality Policy

At kdc/one GROVEPORT, Quality is defined as conformance to our Customer's needs and expectations, both internal and external, and conformance to all quality requirements.

Our primary goal is to achieve and maintain customer confidence by involving all associates in a prevention-based, continuous improvement process.

Employee participation, training, tools and honest communication, combined with a clearly defined understanding of our customer's needs, are the systems that assure success for the achievement of our Quality goals.

  
This is to acknowledge receipt of the above-mentioned policies and/or statement. I have read, understood and agree to abide by my duties, responsibilities and obligations in compliance to the policy guidelines.

I understand that should I have any questions regarding the policies, I will consult with my supervisor, manager or Human Resources.

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Employee Name (Print Clearly)

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Employee Signature

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**Agency New Hire Sign Off**

**Parking lot safety is of utmost importance to our organization. To ensure the well-being of pedestrians and drivers, we have established the following policies:**

- **Speed Limit:** All van drivers must adhere to the posted speed limit. By doing so, we prioritize the safety of pedestrians and other drivers within the parking lot.
- **Parking Locations:** Van drivers are required to park only in designated areas. If there are no designated areas, drivers should park safely and legally, ensuring they do not obstruct any hazards or obstacles.
- **Blocking Entryways or Exit Ways:** Van drivers must never block entryways or exit ways. This is crucial to prevent any interference with emergency services and to maintain a smooth traffic flow for other drivers.
- **Housekeeping Reminder:** All trash must be disposed of in designated trash cans, and all work areas must remain clear. Restrooms and the lunchroom must be kept clean at all times. Failure to clean up after yourself or creating a mess in the restrooms may result in termination.

Please review the policies outlined above carefully. Your adherence to these guidelines is essential. By signing below, you acknowledge that you have read, understood, and agree to comply with all parking policies and regulations while operating a company vehicle within the parking lot. Non-compliance with these policies may result in disciplinary action, including termination.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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