Frontline Testing & Inspection strives to provide a comfortable working environment and encourage all employees to enjoy and make use of the common areas provided. Employees’ contribution to help maintain their personal work area will ensure an attractive and safe work environment. Employees are expected to treat common areas with respect and ensure that they are left in an appropriate state.

This policy applies to all employees and guests at Frontline Testing & Inspection.

All materials, products and equipment have a place for orderly storage. Employees are to return items to their proper place after use to ensure they are easier to find and easier to inspect for damage and wear.

Employees are expected to tidy their workstation throughout the day to ensure their space is safe for use, to aid others in locating materials, and to maintain a professional image. Employees are collectively responsible for maintaining the cleanliness of common work areas. When using any common space, all employees are expected to clean anything that they use, put their garbage in the garbage receptacles, and leave all items in the condition in which they were found. Should anything need repair or replacement, the employee should notify their immediately Supervisor.

Employees are to follow the direction of all signage posted in common areas to ensure compliance with the fire code, room capacities, and health and safety regulations to guarantee a safe and enjoyable experience for all.

It is everyone’s responsibility to pick up and clean up. Here are a few guidelines:

1. Keep work areas and storage facilities clean, neat and orderly;
2. Keep all aisles, stairways, traffic areas, and exits free from obstructions at all times;
3. Clean up any spills immediately;
4. All combustible scrap and debris shall be removed at regular intervals during the course of the operation;
5. Do not let materials or supplies that are no longer needed accumulate;
6. All employees are responsible for reporting items that are missing or misused.
7. All common areas are to be treated with respect. Please ensure you tidy up any debris.

Violations of this policy will be subject to appropriate disciplinary action.

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| **Reviewed and Approved** |
| Quality Manager or President |  |  |
|  | Date |