



Employee Expectations

Innovation Lighting delivers a premium product/ service and we only employ the best people in order to maintain this reputation. All employees are expected to adhere to company standards while on our job site:

Integrity

As a professional company, we rely on your integrity in honoring your commitments to work the shifts you have accepted. If you're uncertain, please don't accept a shift. Should a conflict arise please have a discussion with the account rep before renege on your commitment.

Dress Code

Employees working on an Innovation Lighting job site will be expected to meet a minimum dress code:

- Site Technician: Corporate Blacks (black pants, black shirt – no rips, tears, or graphic logos except for "Innovation Lighting")
- Operator: Dress Blacks (black dress pants, black dress shirt – no graphics or logos)
- Outdoor: Dress for the weather

Site Etiquette

1. **Respect:** Be respectful and polite to everyone including co-workers, venue staff, even general public (you never know, you might just be talking to the client).
2. **Language:** Language on site must always be polite and professional; we will not tolerate rude or offensive language
3. **Phone Usage:** For your own safety and that of others, this job requires your full attention. Phone use should be strictly job-related while you're on the clock.
4. **Inclusion:** We offer a safe working environment for everyone and will not tolerate discriminatory language or behavior.

Punctuality

It is expected that you will arrive to site a minimum of 15 minutes before your scheduled shift. This will allow you to be properly prepared to begin working for the scheduled shift start.

Late Arrivals: Please inform your crewchief immediately by phone if you expect to be late to your shift.

No Show: If you are unable to fulfill your commitment to work due to illness or tragedy, please inform your crewchief via phone + text + email as soon as you become aware.

Tools

You will be expected to arrive to a job site fully prepared to work – this includes arrive with the proper tools for the job. You should always bring the following tools:

- Crescent wrench



- Multi-bit screwdriver
- Roll of black electrical tape
- *Multitool (if you have one)

Personal Protective Equipment

Certain job sites will require the use of PPE. Please be sure to come prepared with these items as required:

- Steel toed work boots (required for all job sites)
- Work gloves (required for all job sites)
- Hi-visibility safety vest (required for some job sites)
- Hard hat (required for some job sites)

Substances

Drugs & Alcohol

Your safety and the safety of those around you is our top priority, for this reason intoxication while on a jobsite is strictly prohibited. If it is suspected that you are intoxicated, you will be immediately removed from site.

Smoking

Smoking will only be permitted in designated smoking areas and during designated break times.

Prescription Drugs

If you have been prescribed medication that may impair your abilities (judgement, reaction time, motor function), please inform your crewchief or account rep immediately. If you are unable to perform your work duties, you may be asked to return home. If the opportunity exists to perform light duties that are befitting of your condition, then it will be offered.

Work Hours

Breaks:

- Coffee breaks will be 15 minutes in duration and should be called within the first 3 hours of work
- Meal breaks will be called within the first 5 hours of work and will be either 30 minutes paid time to eat on site, or 60 minutes unpaid time to leave site.

Overtime:

- All work within the first 8 hours of a shift is straight time at your standard rate
- All work beyond 8 hours (up to 12 hours) will be at 1.5x rate (overtime)
- All work beyond 12 hours will be at 2x rate (doubletime)



Payroll

Timing

Pay day is every second Friday. Cutoff for the pay run will be exactly 1 week prior to the pay day (previous Friday at 11:59 PM).

Scheduling

Nowsta: We use Nowsta for scheduling shifts. We encourage you to immediately download the Nowsta app for your smartphone or tablet and create an account; this will allow you to quickly view all your shift information: past, present and future opportunities.

TimeClock: Please check in with your crewchief upon arrival to site, and just before leaving so that they can properly record your work hours for payroll

Process

- Payroll is delivered via direct deposit into your bank account.
- Shifts starting before the payroll cutoff time will be included in the pay run
- Payworks is our payroll provider and they provide an online portal for you to view your bi-weekly pay stubs including deductions and benefits. Please contact HR if you have not received an email with your login info.

Safety

Safety on a jobsite is our number one priority. You have the responsibility to ensure your own safety and the safety of those around you – please come properly prepared with personal protection equipment. Before the start of a work shift, you should be well rested and alert.

If you are asked to do something that you feel is unsafe, you have the right to refuse the work. If you see someone doing something that is unsafe, you have an obligation to report it.

Injuries

If you or someone around you is injured, please inform your crewchief immediately. You will be treated on site and assessed for further treatment. Any injury on site will require that you complete and submit a Worksafe BC injury report.