



This is a brief review on Innovation Lighting's expectations for warehouse crew. More details are available online at: <https://forms.gle/XzyH6jAhRUZg1GhbA>

Safety

Safety on a jobsite is our number one priority. We are all responsible for a safe worksite. 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.

Personal Protective Equipment

Please be sure to don these items when requested or required. Safety shoes are **always** required. Hard hats should be worn when there is overhead work (like forklifts or ladders). Visibility vests must be worn when working in an area with moving vehicles. Persons working at height should bring their own fall protection equipment to ensure it fits properly.

Injuries

If you or someone around you is injured, please inform your supervisor immediately. Injuries may be treated on-site and assessed for further treatment by the first aid attendant. Any injury on site will require that you complete a worker's report of injury. Copies are available in the show binder or online at:

<https://www.worksafebc.com/en/resources/claims/forms/workers-report-of-injury-or-occupational-disease-to-employer-form-6a?lang=en>

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 & Vaping

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 Supervisor or HR-Operations immediately. If you are unable to perform your work duties, you may be asked to end your shift. If the opportunity exists to perform light duties that are befitting of your condition, then that opportunity will be offered to you.



Employee Comportment

Comportment is the most significant factor impacting your calling order and access to positions.

Warehouse Etiquette

1. Punctuality

Your call time is when you are expected to start work tasks. It is expected that you will arrive on-site and check in with your supervisor before your scheduled shift. This will allow you to be properly prepared to begin working at the scheduled time.

2. Transparency & Clarity

Volunteer relevant information, don't wait to be asked. If you're not sure - say so.

Focus on facts, start with your underlying point, clarify meanings and don't assume impure intentions.

3. Focus & Initiative

Your attention should be on your task. Put all distractions (like smartphones) away.

Check for errors and correct them.

Notice problems and propose solutions.

4. Civility and Respect:

Be respectful and polite to everyone including co-workers, venue staff, and even the general public (you never know, you might just be talking to the client).

5. Leadership from all positions: All workers should take initiative, suggest solutions, ask smart questions, and say "I don't know"

Late Arrivals: Please inform your supervisor immediately by phone if you *might* be late to your shift or are sure you will be late.

No Show: If you are unable to fulfill your commitment to work due to illness or tragedy, please inform us as soon as you become aware. Avoid simply not showing up as we will not know if you are safe. If you are giving late notice, contact your supervisor via phone and/or email.

Supervisor contact information:

Office: 604-398-2651

graham@innovationlightng.net

miles@innovationlighting.net



Kit: Tools, Dress and own supplies

You will be expected to arrive at the warehouse fully prepared to work – this includes arriving with the proper kit for the job.

Must Have

You must bring the following to every site shift:

- CSA Safety Shoes

Should Have

If you do not have a vehicle, you should bring a lunch or be prepared to order delivery. There are no nearby restaurants.

There is a shared kitchen with a refrigerator, microwave, and toaster oven. Do not leave anything perishable in the refrigerator over a weekend, it may be tossed out.

Dress Code

- Safety shoes must be worn when working in the warehouse
- The warehouse is indoors, and it is hot in summer and cold in winter. Wear appropriate clothing for the season and weather report.
- Clothing depicting profanity and/or sexually explicit content is not allowed
- No baggy clothes should be worn while working, i.e. things that can get caught or pinched.
- No rips, tears, or worn-out clothing.
- Long hair must be tied back when working with power tools



Work Hours

Breaks:

- Meal breaks will be called within the first 5 hours of work and will be 30 minutes paid time
- There are no scheduled coffee or bathroom breaks. Hydrate or go to the bathroom when you need.

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 (double time)

Payroll & Shift Scheduling

Timing

Payday is every second Friday. The cutoff for the pay run will be exactly 1 week before the payday (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: Warehouse shifts are monitored by the Operations Manager and entered accordingly

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 services 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.