



To Our Employees:

Target Personnel would like to remind all employees of the expectations that we have in order to ensure that everything runs as smoothly as possible:

- **SAFETY ----**You will **always** be expected to wear CSA approved **steel toe boots**. You are ***not*** to operate any machinery unless authorized by Target to do so. You do have the right to refuse unsafe work.
- **ACCOUNTABILITY ----**Timesheets for your work must be submitted to our office **by noon on MONDAY** of the following week to ensure prompt payment on Friday. There will be **NO EXCEPTIONS** on this matter! **Always** leave a jobsite with your timesheet, even if you expect to return.
- **Payday** is every Friday for work done the previous week. You may pick up your cheque at the office between 8am and 6pm, or we can mail it to you. Direct Deposit for payment is available, if you wish to have your funds directly deposited to your account please bring/fax/mail a void cheque to us on the Monday when you submit your timesheet. It is up to each employee to ensure that they keep track of their own time and records of work done. If there is any discrepancy you **must** let us know within 2 weeks.
- **PROMPT ---**A reminder that work is to start and finish at the specified time and if you start/leave even one-minute late/early, your time will be rounded down to the next fifteen-minute block. It is recommended that you should always be at least **15 minutes early**.
- **REPORTING INJURY ---**If you receive an injury at work, **it is your responsibility** to seek a First Aid Attendant and to notify Target Personnel so that we can proceed with all the information required by the Workers Compensation Board. This helps quicken the processing time of your claim on WCB's end.
- **HYGIENE ---**When reporting to work, you must do so in clean, presentable work clothes. Please be aware of your personal hygiene & leave a nice impression. **No ripped clothes or shorts**.
- You **MUST** notify us **24 hours before** your scheduled shift if you will not be able to work. We need this lead-time to replace you. If you do not call us we will not call you again.
- All job placements are temporary to start. It's our job to get your foot in the door; it's your job to shine when you get there. **Most jobs have a minimum requirement of 20 shifts or 160 hours.**

Thank you very much for your assistance in this, if you have any questions please feel free to contact us at our New Westminster office at 604-777-4487.

Sincerely,  
*The ownership & staff at Target Personnel*

APPLICANT SIGNATURE \_\_\_\_\_