A copy of the Employee Handbook can be found on the Tech Ops Website, which will be covered later in this presentation. You may also find a printed copy of the Handbook in your local site.

OPEN DOOR POLICY In an organization which includes people working with each other, communication is important. For this reason, CUI maintains an “open door” policy, meaning Employees are permitted to talk with one another to get answers to questions, to communicate, and to resolve problems without the interference of a third party. You are encouraged to talk with your Supervisor should you have suggestions, questions or difficulties relating to any aspect of your job.

The employment at CUI is “At Will” and you are afforded a 90 day probationary period which provides an opportunity for the Company to evaluate your fit for the job and culture.

Typical Leave Policies, such as:

Paid Holidays

Bereavement Leave

Military Leave

Jury Duty

Technicians are expected to be at work, whether at the workplace or the first customers house every day. Attendance is of the upmost importance and tardiness will set you back on jobs for the entire day. When you report to work, you should always wear a clean company shirt, trousers and your safety boots. Hygiene is extremely important! You are the first person from CUI our customers interact with.

CUI is an alcohol free and drug free workplace. Employees are also not permitted to carry firearms or have firearms on or in company property.

Violence in the Workplace is not tolerated at CUI.

You are expected to adhere to work rules and practices. Violations of Company Policy are dealt with through progressive discipline, however, violations of certain rules are cause for immediate dismissal of employment.

You have been provided with copies of Company Policies and Procedures as part of your onboarding process. Please familiarize yourself with those policies. The Tech Ops Website also contains these policies in the documents drop down box.

Your Supervisor, mentor and/or trainer will cover the Handbook more extensively and you will be requested to sign the acknowledgment form for a copy of the handbook.

Again, welcome to CUI. We look forward to a long working relationship with you.