

**Corporate Headquarters**

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410-349-4070 Phone
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www.gms-hvac.com

GMS SPECIFIC POLICIES

PHONES:

- A phone will be issued to certain GMS team members for company use. Phones are to be used for company use primarily. It is understood that you may need to speak with family members while at work and the company phone is an easy tool for that purpose. You have my permission for that use at no charge. However, other personal use of the phone is not permitted. Note that the phones have been pre-programmed. Please ask me questions on how to operate the phone effectively. For instance, we want to take advantage of the Direct Connect feature primarily.

CREDIT CARDS:

- Credit cards will be issued to certain GMS Team Members. The use of these cards is primarily for gas in company vehicles. The credit cards are also to be used for other instances that are Pre-Approved by Greg Lilly. Authorization of these purchases must be obtained in advance of purchase.

COMPANY VEHICLES:

- GMS Company vehicles are for company use only and not intended for personal use. Vehicles are to be used to go to and from work, period.
- Use for hauling personal items, towing family boats, trailers or anything of the kind is strictly prohibited.
- The use of **DRUGS OR ALCOHOL** while or before driving a GMS company vehicle absolutely prohibited.
- Only employees or designees of GMS and the insurance carrier are permitted to use the GMS company vehicle.
- The GMS vehicles are only permitted to be used at work in the intent of their design. Misuse or misapplication of the vehicles is strictly prohibited.

SAFETY GEAR:

- Be advised that the following is required PPE (personal protective equipment), at a minimum:
 1. Hard hats with company ID logo
 2. Safety glasses
 3. Ear plugs, when applicable
- All of the above will be furnished to you from GMS and are expected and required to be utilized. Please do not place others or myself in an awkward position to reprimand for lack of PPE.

**Mechanical Construction & Service – Plumbing Construction & Service
Electrical Construction & Service - R Stamp Welding
24/7 Emergency Service**

UNIFORMS:

- GMS requires that each employee maintain a professional appearance at all times as you represent our company.
- GMS will provide each field employee with uniform shirts printed with the company logo which must be worn on all job sites.
- Pants/jeans must be properly fitted and not have holes or any improper markings on them. Pants are not provided by GMS.
- Shorts are not permitted.

TIME SHEETS & SERVICE TICKETS:

- Timesheets are to be filled out completely and faxed into the office by 7:00am on Mondays.
- Each person is responsible for their own time; therefore, you must know job numbers or work order numbers, as updated.
- Apprentices and helpers are to report their time to their supervisor for submission on Monday morning.
- Write job name and number on service ticket, if you do not already have them be sure to call the office to get one!
- Please write all job numbers on the tickets as well as your payroll sheet.
- Write the serial # and model # of the unit you are servicing on your service ticket
- Complete service ticket while on jobsite
- **Have customer sign every service/inspection ticket**
- Complete time sheet on a daily basis
- Be sure to add reimbursable expenses on time sheet
- Completed paperwork must be submitted to the office on a weekly basis.

Failure to adhere to the policy may result in termination as well as legal action should an accident occur as a direct result of policy non-compliance.

Please acknowledge your participation in these policies by executing the below document.

GMS Team Member – Printed _____

GMS Team Member – Signature _____

Date _____

Thank you,
Greg Lilly

**Mechanical Construction & Service – Plumbing Construction & Service
Piping System Pre-Fabrication - Tig, Mig & Stick Welding
Hot Tapping Service- 24/7 Emergency Service**