

## Engineering Crew Employee Rules

This notice is to recognize that you are here as part of the work release program at the Bolduc Correctional Facility.

All rules pertaining to being a part of this program which include but are not limited to:

- You may not accept money and or have money on you.
- No use of cell phones and or computer devices.
- No acceptance of transportation from other associates and or guests.
- No visitors; family members and or friends are not allowed to visit you at work.
- Smoking is not allowed on Samoset property.
- You are allowed only in the Galley Area during your lunch break, additional breaks are not permitted per our handbook.
- If lunch is not being provided by the resort you are asked to bring lunch with you.
- You are not allowed in the kitchen area or Health Club. You are expected to work in indicated area as directed by your Manager, Adam Pease.
- You are expected to follow all additional rules that the Bolduc Correctional facility has in place, which allows you to be a participant in the work release program.
- Your supervisor(s) must know where you are at all times.
- Any infractions of the above policies and or policies and procedures of the Samoset will be terms for automatic dismissal.

You are expected to adhere to the Handbook policies and procedures as well as the above terms while while employed here at the Samoset Resort.

If you have any questions or need assistance while you are here please contact Adam Pease or Jackie Rhoades and we will be happy to assist you.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Human Resources \_\_\_\_\_