

Welcome To Your First Day

Hello,

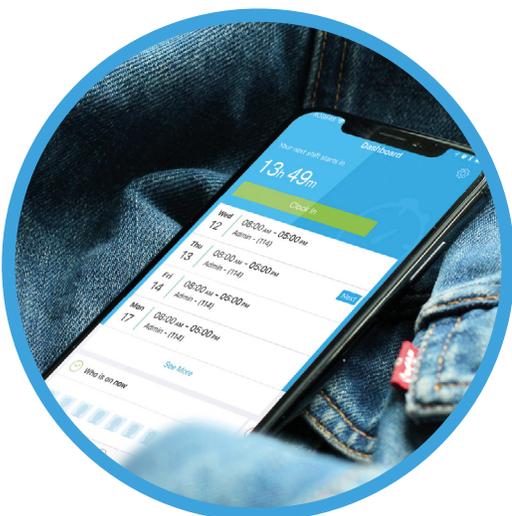
Carraway Safety would like to congratulate you on successfully passing your Crosswalk Safety Ambassador training! We take a tremendous amount of pride in knowing that our guards have been thoroughly trained and feel empowered while on the job.

Before your first day, we would like to remind you of a few things that will help to set you up for success as a Carraway Crosswalk Safety Ambassador.

First, your uniform!

Below is a checklist of what you are expected to wear to work on a daily basis. Please make sure to arrive at work fully dressed and ready to go. Remember to review this list prior to your first day, and if you do not have something on this list, please advise your supervisor so that they may make the appropriate arrangements to get it to you.

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Safety vest | <input type="checkbox"/> ID badge | <input type="checkbox"/> Black pants |
| <input type="checkbox"/> Stop sign | <input type="checkbox"/> Face mask | <input type="checkbox"/> Black shoes |
| <input type="checkbox"/> Carraway blue shirt/jacket | <input type="checkbox"/> Hand sanitizer | <input type="checkbox"/> Cell phone |



Clocking in/out

Using the Humanity app may be new to you, but rest assured that is it the most efficient way to view your upcoming shifts, the location at which you are working, and the duration of your shift. Remember that you must always clock-in and out of each shift you are assigned to, and this must be done at the intersection you are working at for the day. The 7-minute rule is always in place to allow you to clock-in if you are up to 7 minutes late. However, arriving later than 7 minutes after your shift starts may result in you being replaced for the day at your intersection. Being on time is a crucial part of the job and you are expected to take the steps necessary to arrive on time each day.

If you are having difficulties clocking-in, please contact your supervisor right away and they will assist you.



Policies and pay schedule

Your pay is calculated on a semi-monthly basis, with money being directly deposited using the bank account details you have provided. Pay periods are the 1st to the 15th of the month, followed by the 16th to the last day of the month and will be paid to you five business days after the end of the pay period.

A complete list of policies, training materials, and the complete pay schedule for the remainder of 2020 is [available here](#).



Referral program

Our Carraway family is forever growing and we're looking for more guards like you! If you know of anyone, meet anyone, or are approached by anyone that you believe will be a good fit for our crosswalk safety program, please ask them to apply here. Or, collect their name, phone number, and email address and provide it to your supervisor.

If your referral is hired and works with Carraway Safety for 20 days, you will receive a \$50 referral bonus on your next payroll deposit. Remember that applicants must meet the same qualifications of you and your colleagues currently in this role.

On behalf of all of us at Carraway, we welcome you to the team and look forward to watching you grow in your role along with our amazing program. Please do not hesitate to reach out to us if you have any questions or suggestions on how to make this school year an even better one than last.

Let's get out there and make the blue jacket difference — together!

**If you have any questions or require assistance contact us at
support@twegco.com**

REMINDER: All employee resources can be found at www.carroway.ca/employee