



Supplement #1

The following terms work directly in combination with Coast To Coast Network Solutions, Inc (C2CIT) current *Technician Terms and Code of Conduct* policy that your parent company is required to keep on file with C2CIT. The below *Technician Terms and Code of Conduct* – Supplement #1 relate specifically to those technicians who are working on-site and representing C2CIT as a contractor.

A new form must be completed and signed by the **Primary On-Site Technician / On-Site Tech Manager** (OSTM) as well as by the **Secondary / Alternate Tech Manager** (ATM) for each new Customer project (when applicable). No work is permitted to commence until this *Supplement #1* form and the “*Technician P&E*” forms (one for each tech working the site) have been returned to their C2CIT Project Manager.

Initials

Acceptance of Work / Acceptance of Regulations (Customer General & Site Specific)

C2CIT has retained your parent company to provide technical services on one of our Customer and/or a Customer subsidiary sites. As such, all **on-site technicians** are required to read, understand and acknowledge the following site regulations which Customer has placed in effect. Any regulations listed here will pertain to each and every Customer site you work. Additionally, you may be given a second list of regulations that are specific for your site. All regulations listed on both this document and supplement site-specific documents are expected to be adhered to at all times. If a technician feels they are not able to uphold this expected level of professionalism, the OSTM is required to cease all work immediately, remain on site and find a secure area to contact your C2CIT Project Manager or C2CIT Operations Manager without delay. All project communications must funnel through you C2CIT PM direct; do not seek out your site contact for answers. If your site contact or another site rep makes inquiries with your crew concerning any work/site/deadline/etc. questions, you are instructed to steer them to your C2CIT PM for information. Do not assume or infer any answers.

Initials

On-Site Technicians

C2CIT Project Manager must have a list of all technicians that will be on jobsite throughout the project prior to start of work. No substitutions of staff may be made without C2CIT Project Manager's approval.

Initials

Deliverables and Progressive Photo Documentation

It is mandatory that each OSTM submit progress photo documentation for each milestone / task completed even when not requested by C2CIT. These will be in addition to any specific requests made by your C2CIT PM during the course of your project and the required FINAL CLOSING DELIVERABLES photos/testing docs which are required for all work. C2CIT PM must confirm receipt of staged photos in order for any progress invoices to be processed.

Initials

Appearance & Conduct While on Site

All Techs shall arrive to their job site in clean and commercially appropriate attire. Techs are not permitted to wear soiled or torn clothing, attire with pictures or verbiage that others may find as questionable or offensive, any non-appropriate footwear (closed-toed shoes are required at all times) or any body piercings / jewelry / headgear which can interfere with their ability to perform their duties. While C2CIT respects every person's right to express their individuality, we ask that all tattoos which others may construe as offensive, be covered when possible while on Customer sites. All Techs shall maintain a professional appearance throughout the performance of services and/or while on site location. All Techs shall conduct themselves in a professional and moral manner at all times when acting on behalf of C2CIT. No Tech shall engage in any confrontations, be it verbal or physical, with another person on premises or via phone and are required to refrain from profanity or vulgar language while on premise.

C2CIT has a **zero tolerance** policy in regards to 1) the use of drugs or alcohol consumption on or near a Customer's site 2) any conduct falling under a sexual harassment category as deemed unlawful by local state/federal laws 3) violence, fraud or slander against another and 4) the discrimination or derogatory comments towards another based on a person's race, religion, gender, ethnical background, nationality, age, sexual orientations, physical or mental disability and any other classes protected by local state and/or federal law and C2CIT will support the prosecution of such offense when necessary.



Smoking, Eating, Cellphone Use While on Site

Initials

All Techs, upon arriving to a Customer site the first time, shall locate the specified and secure area where techs are permitted to eat, take breaks or utilize cell phones and should not expect that all areas of a site are deemed appropriate to engage in such activities. It should be assumed that the Customer has a standard "Company Tobacco Policy for all facilities which may read as..." ***prohibits smoking and the use of all other tobacco products, including e-cigarettes / vape pens, on Company premises in all internal and external areas. This includes entrances, exits, sidewalks, green spaces, garages and parking lots, and inside vehicles on Company premises"***

Safety Measures While on Site

Initials

All Techs are required to promote and adhere to site's local/state OSHA Safety Standards at all times. OSTM is required to conduct a "Tailgate" Safety Meeting and all on-site Techs are required to attend in order to work on premises. Hardhats & Safety Vests (provided by each tech) are to be worn at all times (as per site requirements). Safety vests must be fully visible and worn on outer-most layer of clothing at all time when on premises, including parking lots.

When techs are operating or utilizing lifts, ladders, mechanical/electrical devices, etc. all techs are required to use both hardhats and safety harnesses/vests (provided by each tech) as well as use ground spotters at all times. It is the OSTM's responsibility to review and ensure all on-site techs follow the standard safety protocol when using any lifts or other mechanical/electrical devices.

Lift Parking, Storage & Charging on Site

Initials

To avoid an overload of a circuit and/or blowing fuses, C2CIT and your site contact will provide you with a pre-designated charging area. Only these areas are approved to be used. If the designated charging area is not available, you must contact C2CIT so we can provide you with an alternately approved area. It is not acceptable to store, park or charge a lift outside the pre-designated area for any reason. You are required to contact C2CIT immediately if a site rep changes your pre-designated area for any reason.

I have received my Pre-Designated Lift Charging Location from my C2CIT PM & located it on the premises.

Initials

Site-Specific Policies

Initials

In addition to the above Customer / C2CIT policies, there may be specific Customer policies that relate directly to this facility and its premises. I understand that it is my responsibility to inquire, receive, understand and adhere to any additional policies provided to me or relating to this site. If I am not provided with any site-specific policies by my C2CIT PM, I acknowledge that it is my responsibility to request them from my C2CIT PM and/or site contact on the first day of work.

I have received my site-specific Customer policies from my C2CIT PM or confirmed there are none.

Initials

Closing / Exiting Site Expectations

Initials

Tech shall report to C2CIT the full extent of all services performed at the job site via phone or email at the end of each night. Techs are not permitted to perform any work which falls outside their C2CIT contracted scope without C2CIT's written permission. Tech and Tech's Parent Company all acknowledge that any acceptance of additional work direct from site representative or Customer, without C2CIT's prior written approval shall constitute an unfair business practice, will not be paid and may subject Tech or Parent Company to legal penalties.

Tech shall leave all work areas and parking areas in a better condition than which they arrived. Techs will not leave discarded materials, tools, trash, food items or coffee cups on site when leaving the premises each night. All unused materials and tools are required to be secured or taken with Techs upon leaving each night. OSTM is responsible for any costs to replace or repair any equipment, tools or materials left unsecured. Techs are not permitted to leave any parent company or personal information with the site. Site personnel shall be told to contact the C2CIT office at: 949-481-6550 with any issues or questions that arise.





**This Document Must Be Signed By The On-Site Technicians
and NOT BY Parent Company**

NOTICE OF AGREEMENT – Primary On-Site Technician / On-Site Tech Manager

I have read, understand and acknowledge the above verbiage and agree that I will enforce and monitor all said policies on this document for all technicians hired/working onsite for either myself or parent company, whether they are employees or subcontractors. I further agree that as **Primary On-Site Technician / On-Site Tech Manager** it is my responsibility to cease all work or remove any offenders and contact C2CIT Operations Dept immediately if I find that I or another technician is not able to adhere to the above policies. I understand that there is a Zero-Tolerance with Coast to Coast and Customer, and should Customer deem necessary to request myself or anyone from my team to be removed for the site for any reason, this may prevent myself, my crew or my parent company from working on any Customer site in the future.

Officer / Technician Signature	Date	Print Signer's Name
Print Company Name	City	State

**This Document Must Be Signed By The On-Site Technicians
and NOT BY Parent Company**

NOTICE OF AGREEMENT – Secondary / Alternate Tech Manager

I have read, understand and acknowledge the above verbiage and agree that I will enforce and monitor all said policies on this document for all technicians hired/working onsite for either myself or parent company, whether they are employees or subcontractors. I further agree that as **Secondary / Alternate Tech Manager** I am acting as One-Site Manager whenever the OSTM is not on-site and it is my responsibility to cease all work or remove any offenders and contact C2CIT Operations Dept immediately if I find that I or another technician is not able to adhere to the above policies. I understand that there is a Zero-Tolerance with Coast to Coast and Customer, and should Customer deem necessary to request myself or anyone from my team to be removed for the site for any reason, this may prevent myself, my crew or my parent company from working on any Customer site in the future.

Technician Signature	Date	Print Signer's Name
Print Company Name	City	State





NOTICE OF AGREEMENT – Non-Managerial On-Ste Crew Member (all crew members must sign)

I have read, understand and acknowledge the above verbiage and agree that I will enforce and monitor all said policies on this document for all technicians hired/working onsite for either myself or parent company, whether they are employees or subcontractors. I understand that there is a Zero-Tolerance with Coast to Coast and Customer, and should Customer deem necessary to request myself or anyone from my team to be removed for the site for any reason, this may prevent myself, my crew or my parent company from working on any Customer site in the future.

Each Crew Member must print their First & Last Name, Sign and date their acknowledgment of document.

Crew #1 Name: _____ Sig: _____ Date: _____

Crew #2 Name: _____ Sig: _____ Date: _____

Crew #3 Name: _____ Sig: _____ Date: _____

Crew #4 Name: _____ Sig: _____ Date: _____

Crew #5 Name: _____ Sig: _____ Date: _____

Crew #6 Name: _____ Sig: _____ Date: _____

******* MUST RETURN TO YOUR C2CIT PM PRIOR TO START OF ANY WORK *******

C2CIT Project Manager:_____ C2CIT WO#:_____ Date C2CIT Recvd: _____

Project Name & Location:_____

