

TOOLBOX REMOVAL POLICY

The purpose of this memo is to inform you of the Site Management Policy regarding toolboxes leaving the site.

When a Journey person retires or otherwise terminates employment, they will be allowed to take their existing toolbox with them. The employee and their supervisor must review the contents of the toolbox. All company tools must be removed. Personal tools shall be sealed in the toolbox in such a manner that allows the supervisor to sign the seal. Security will verify that the seal is intact prior to the box leaving the site.

Apprentices, E.I.T.S., Direct Entry Trades and Production employees will not be permitted to remove company issued toolboxes from the site for any reason.

Steven Pruitt
12/9/15

Edward D. Moore
12/9/2015

