



ANM Services Expectations

1. ANM follows “Anti Mutilation Policies”. This means that all jewelry on the hands and wrists is removed or covered. Wedding bands are taped; watches and belt buckles are covered. Fingernails are trimmed short. All necklaces are tucked inside of shirts.

2. All shirts are to be tucked in. If you were provided with ANM shirts the expectation is that you wear them. This helps our customer easily identify us on their floor. If you were not provided with shirts, when you report to work you are expected to dress to represent ANM, no logos or sayings. Shirts should fit, nothing extra large or body hugging tight. If the shirt has buttons, button them. No sleeveless shirts or tank tops allowed. No cut off shirts, or belly shirts. Nothing low cut or revealing.

3. No holey or dirty clothing. Clothing must be presentable.

4. Laces in shoes are to be present if needed and tied. No open toed shoes.

5. Kaki (dress pants without rivets) must be worn. Pants are to be worn properly, nothing that hangs low or extremely loose. No cut offs. No shorts unless otherwise specified.

6. No hats.

7. No Cell Phones on the production floor.

8. No head phones or ear buds, this can prevent you from hearing necessary warnings, like fork truck horns.

9. Appropriate language always, you do not know who may be listening.

10. Stay in your work area unless you are on your scheduled break or lunch. Return from breaks and lunch on time, do not be late. No sitting on tables or totes. If you are out of work call your Supervisor.

11. Housekeeping, keep it clean. Pick up all papers and wrappers and dispose of them properly. No food or drinks on the production floor. If you smoke, smoke only in designated smoke areas at designated times and use the ashtray. Put away all tools not in use before leaving your area.

12. No talking while you are working, unless you are discussing your job.

13. No horse play, joking or any other inappropriate behavior while at work, breaks or while on company property.

14. You must call your supervisor and advise him/her that you will be late or absent before you are late or absent.

We will follow the rules of the floor that we are on. Safety glasses and ear protection will be worn properly at all times if this is required, NO EXCUSES.

We are guests in our Customer’s “House” and we must treat their floor that way. We are there to help them and provide them with the service they have hired us to do. If you have an issue please take it immediately to your ANM Supervisor so that they can get it resolved. We need to provide the highest quality work without unnecessary interruption to our customer’s process flow.

Signature: _____ Date: _____