**New Employee Orientation**

This is to acknowledge that I have completed the new employee orientation Program. This orientation covered multiple areas including the employee policy guide (rules, regulations, and operating procedures), safety procedures (See Attached), safety awareness program, erection processes I would be involved and applicable quality management system procedures.

I understand the documents presented to me and agree to be governed by what has been established in the quality management system procedures for a safe and productive work environment.

As part of the team, I will provide continuous improvement opportunities in the areas I will be working and assure the best quality product to all my customers.

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Employee Name (Print)

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Employee Signature Date

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Supervisor Date