

Tyrrell Feb 8 2018 200 Employee Handbook with cover
New product

8492

Christie Printing Service
P.O. Box 3057 | Cheyenne, WY 82003-3057
Phone: 630.464.9391 | email: CPrint@ChristiePrinting.com



FOR USE BY CHRISTIE PRINTING
Complete: 4-5-2018
Billed: 2-27-2018
Entered: 2-27-2018
Delivered: 2-27-2018 # 579012
Received: 2-27-2018

Purchase Order No. **8492**

TO:
Pepperdines – **RONALD BOLAND**
790 Umatilla Street
Denver, CO 80204

INVOICE TO:
Christie Printing Service
5711 Osage Ave., Suite C
Cheyenne, WY 82009

Include 2 samples with invoice.

SHIP TO:
Christie Printing Service
5711 Osage Ave., Suite C
Cheyenne, WY 82009

ORDER DATE Feb 20 2018		SHIP VIA Cheapest way; Prepaid and add to our invoice. Bundle this order with our other orders to reduce shipping fee.	F.O.B.	
Terms	QUOTE 11565 Approved 2-8-2018		For Resale Yes	For Use
QUANTITY		PLEASE QUOTE ITEMS LISTED BELOW	UNIT	PRICE
QUOTED	UNIT			
200	Each	Provide a proof for approval prior to printing. Approved 2-20-2018 Employee Handbook (8492) • Black and white • Approximately 31 pages printed on 2 sides (31 sheets of paper printed on 2 sides) • 80# white lynx text 8-1/2"x11" • Finished size 5.5" x 8.5" • Machine fold and saddle stitch • See documents attached to 2-8-2018 email New product so no order history available.		
IMPORTANT Acknowledge if unable to deliver by date required. Please reference our Purchase Order # 8492 on all correspondence.			BY: <u>Cynthia L Duke</u>	

COST
\$300.50
\$ 45.00 Graphic & setup
\$ 28.00 Freight
\$373.50

I= 1961051 dated: 3-6-2018
Paid date: 4-2-2018 Ck#: 5820

NOTES FOR CYNTHIA: Reorder inquiry 2-1-2019

PRICE
On Invoice refer to Tyrrell's PO#Employee Handbook Feb 2018
Deliver to Lisa Rivera
\$405.60
\$ 17.93 Freight
\$423.50
\$ 24.34 6% tax
\$447.84
Paid date: 4-5-2018 Check #: 43925



tyrrellwyo.com

- **Body shop** – No discounts at this time.

All employees and their immediate family are eligible for employee discounts. "Immediate family" includes an employee's spouse, children, step-children, parents, step-parents, grandparents, step-grandparents, grandchildren, step-grandchildren, siblings, your spouse's parents and/or any other individual permanently residing in your household. Employees are encouraged to, but not required, to use Tyrrell Chevrolet's facilities for their personal purchases and repairs.

WORKPLACE ETIQUETTE

Tyrrell Chevrolet strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. Tyrrell Chevrolet encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of their co-workers and the work environment. That said, should an employee's behavior become disruptive and/or annoying to others, the behavior of the employee may result in disciplinary action up to and including termination.

- Respect others' work areas and tools.
- Be careful not to take or discard others' print jobs or faxes when collecting your own.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved, your supervisor, or the Human Resources Manager.
- Refrain from using inappropriate language.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others hear.

WORK SCHEDULES

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

RETURN OF PROPERTY

Employees are responsible for all Tyrrell Chevrolet property, materials, or written information issued to them or in their possession or control. All Tyrrell Chevrolet property must be returned by employees on or before their last day of work. Where permitted by applicable laws, Tyrrell Chevrolet Company may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Tyrrell Chevrolet may also take all action deemed appropriate to recover or protect its property.

MEAL PERIODS

All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate their department's operating requirement. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, there are certain standards of behavior that Tyrrell Chevrolet expects its employees to observe in order to protect the interests and safety of all employees, Tyrrell Chevrolet, and customers.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules