

Tyrrell July 17 2019 100 Employee Handbook with cover
1jn8623 100 11-29-2018 c19980+f1206 s40560+f1790 PMP I=1977315 12-10-2018

8735

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: 9-5-2019
Billed: 7-30-2019
Entered: 7-30-2019
Delivered: 7-30-2019 # 579178
Received: 7-26-2019

Purchase Order No. **8735**

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 July 18 2019		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 15191 approved 12-3-2018				For Resale Yes	For Use
QUANTITY		PLEASE QUOTE ITEMS LISTED BELOW		UNIT	PRICE
QUOTED	UNIT				
100	Each	Employee Handbook (8735) <ul style="list-style-type: none">• 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 <p>This is an exact reorder of Pepperdine's previous Invoice 1977315 dated 12-10-2018 and Christie Printing's previous PO8623 dated 11-29-2018.</p>			\$199.80 \$ 12.06 ship est.
IMPORTANT Acknowledge if unable to deliver by date required. Please reference our Purchase Order # 8735 on all correspondence.				BY: <u>Cynthia L. Duke</u>	

COST
\$199.80
\$ 12.06 Freight
\$211.86

I= 1988853 dated: 7-26-2019
Paid date: 8-16-2019 Ck#: 6271

NOTES FOR CYNTHIA: Reorder inquiry 2-18-2021

PRICE
On Invoice refer to Tyrrell's PO#34117
Deliver to Cathy Thelen.

\$239.76
\$ 17.90 Freight
\$257.66
\$ 14.39 6% tax
\$272.05

Paid date: 9-3-2019 Check #: 51185



tyrrellwyo.com

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