

Algist Bruggeman's site regulations.

Order, cleanliness and hygiene:

In the factory and in the contractors' village, cleaning is imperative every day.

All residual material must be disposed of in the appropriate containers.

Drinks and meals can only be consumed in your refectory.

No food residues etc must be left behind, either inside or outside these containers

The trash bins are emptied every day in the appropriate roller container.



Shower and toilet:

When using the showers and/or toilets, they must be left clean.



Smoking area:

Smoking is only allowed in the appropriate smoking container.



Parking:

Company cars are to be parked in the appropriate car park

P pour les tiers:



Signing in and out:

At the porter's lodge, there will be a list where only the person in charge is to register and also to fill in the list of employees.

Write down the names, date and time of entering and leaving:



The image shows a blank attendance list form. At the top left, it is titled "Attendance list". Below the title, there are fields for "Company" and "Project". The "Company" field contains the following text: "Algist Bruggeman", "Bosch Ploegman", "Willem Ruiter", and "Pauze van 12:00 tot 13:00". The "Project" field is empty. The main body of the form is a large grid with 10 columns and 20 rows. Each column has a header: "Date" and "Time". The "Time" header is further divided into "In" and "Out". The grid is currently empty, with no data entered.

Entrance exam:

Before starting work, each employee must take an entrance exam, which can be done at your office or on site at Algist Bruggeman's in the container at the back of Car park B



