

**Transamerican Auto Parts Company, Inc.
ProCompetition Tire and Wheel Company, Inc.
4 Wheel Parts Wholesalers, Inc.
United Web Sales, Inc.**

MECHANIC/SHOP REGULATIONS

- All mechanics are responsible to keep their part of the shop clean.
- Mechanics must work together to keep the shop clean and looking good.
- Before any mechanic is allowed to leave at the end of the workday, the shop must be swept, organized, and the trash must be dumped.
- All mechanics are responsible to put new merchandise - not used - back in to stock.
- All mechanics are required to use all required safety equipment. Safety equipment includes safety glasses, back braces, gloves, welding jackets and helmets.
- Customers are not allowed in shop area.
- Mechanics are required to wear safety shoes or boots.
- Clean around dumpsters.
- Clean area outside service area 3 days a week.
- Keep the shop restroom clean.
- You are required to be at work no later than your scheduled start time. Please try to arrive prior to your start time so that you will be ready to begin working when the shop opens.
- Turn in work orders after every job is completed.
- Saturday duties:
 - o Wash out bays
 - o Clean and maintenance machinery

Anyone who fails to comply with the regulations stated above will be subjected to disciplinary action that could result in termination.

Employee's Name (Please Print)

Date

Employee's Signature