



# WESTBROOK CONTINGENT WORKER Quick Reference Guide

This guide provides expectations for working at the Abbott Westbrook location. Below you will find information on operations and expectations of the contingent workforce at Abbott.

## ABBOTT SITE LOCATION

5 Bradley Dr.  
Westbrook, ME 04092

## ID BADGES

All workers will be issued an Abbott ID badge. Your badge will be used for identification to enter the building and should be worn at all times while on site. If you misplace or forget your Abbott ID badge, inform Security as soon as possible.

## SECURITY

Security is on site and available at all times. They can be contacted at the building entrance and exit. When entering and exiting the facility workers will go through a security and safety screening.

## COVID-19 TESTING

Ongoing COVID-19 testing will be administered on a weekly basis at the site for all workers.

## WORK ENVIRONMENT

The site is a 24 hours a day, 7 day a week manufacturing facility producing regulated diagnostics products. Abbott's primary goal is to produce high-quality products used in health care. In order to create these products, the work environment has some key attributes:

- Safety of all workers on site is our number one priority.
- Workload is fast-paced and driven by production output, integrity, and accuracy.
- Ensuring the production of high-quality products is everyone's responsibility.
- Workers need to be team players.
- Workers need to thrive in a high energy manufacturing environment.

## ROLES AND RESPONSIBILITIES

### Workplace Behavior

- Always maintain professionalism while on site. The focus should be on maintaining courtesy and respect in the workplace.
- Should a situation arise where there is a disagreement between co-workers, please notify the Abbott on site manager. These types of situations should also be reported to your employer to ensure proper communication among all parties.
- Disagreements should never include raised voices or inappropriate behavior in the workplace. Always maintain professionalism in the workplace.
- No cell phone use is permitted while on the production floor.
  - Cell phone use should be kept to breaks/lunches.
  - In the event of an emergency, get approval from the on site Abbott manager before stepping off the floor to take a call.
  - Personal cameras and recording devices (including phones) may not be used on Abbott property.
- No smoking is allowed on Abbott company property, including the parking lot.
- Abbott is a drug and alcohol free workplace.
- Dispose of gowns in the de-gowning area only, not on lockers or benches.
- If you wish to voluntarily leave your assignment, please provide (at minimum) 2 days notice to your Abbott manager to prevent any potentially negative feedback on your assignment.

## DRESS CODE

The attire is business casual. Production workers can wear jeans and t-shirts but clothing should be free of rips. No shorts and no open toed shoes are allowed on site.

To maintain a clean manufacturing floor, production workers must bring a clean pair of closed toed and closed heeled shoes to use while at work. These shoes should stay on site and be stored in your locker. These can be casual, everyday shoes (e.g., sneakers, athletic). Crocs or slippers are not allowed.

## TIME KEEPING & TIME CLOCKS

Time and hours are tracked using time clocks located throughout the facility. Your Abbott ID badge is used to clock in at the start of the shift and out at the end of the shift.

- Workers are not to clock in earlier than 10 minutes before their shift time.
- 30 minutes for lunch is deducted automatically without clocking in and out.
- Workers do not need to clock in and out for scheduled breaks.

On a normal day, workers will clock in once at the start of the shift and once at the end of the shift to record time worked.



## ATTENDANCE

All workers on site have an assigned schedule including days and hours worked that aligns to our operations plan. On time attendance for each shift is important to achieving our production goals.

Unapproved occurrences are defined as:

- Any unplanned/unexcused time off.
- This includes being late, leaving early, or missing a full day. Each occurrence will count as a separate, unapproved occurrence.
- Unapproved occurrences do not include any scheduled time off that has been approved by your employer and your Abbott Manager.
- 3 consecutive days as a “no call/no show” will result in the end of an assignment.

If you are going to be absent or late for a shift, please inform your employer and on-site Abbott Manager.

If you are ill or have any symptoms that could be COVID-19 related it is important that you stay home and inform your employer and onsite Abbott Manager of your absence.

If you have questions about time off or a leave of absence, please contact your employer.

***\*\*Your employer keeps track of occurrences for each worker and will advise of next steps.***

## PAY

All pay related questions should be directed to your employer. This includes pay dates, direct deposit, tax withholding, referral bonuses. If you need assistance with contacting your employer, reach out to the on site TAPFIN contingent worker representative.

## SAFETY INCIDENT REPORTING

**Safety in the workplace is critical and the responsibility of EVERYONE. Working safely at all times is not only important, it is a requirement.**

It is a company requirement that all accidents, injuries and near misses are reported to your Abbott Manager in a timely manner (immediately after the incident in the case of an injury). Regardless of how small or minor you may think the accident or injury is, it **must be** reported. The incident can be investigated, OSHA recordable events recorded, and the appropriate corrective & preventive actions implemented to prevent re-occurrence.

Please also report near misses. A near miss is an unplanned or undesired event that did not result in injury, illness or damage but had the potential to do so. An example would be:

*“While walking along the corridor my foot slipped on the wet surface, but I did not fall” – In this case the person did not fall or sustain any injury. They had a close call!*

By reporting and investigating these events, we can help prevent an actual injury from occurring. Please be vigilant in relation to reporting these events.

Get involved in safety, give feedback, and suggest controls to eliminate hazards in the workplace. Remember...If you see something say something!

## SAFETY TRAINING

Workers are provided training related to overall workplace safety including the following:

- Ergonomics, Safety Data Sheets (SDS), Lock-out/Tag-out, machine guarding and forklift safety as related to job function.
- Proper ‘gowning’ and attire (i.e. no make-up, jewelry, etc.).
- Abbott policies regarding items not permitted (i.e.; food, cell phone, etc.) on the production floor.

## WORKING SAFELY

Below are key safety topics:

- Abbott will provide essential PPE and materials.
- PPE should be worn at all times while at the site.
- Remember to keep social distancing and abide by cafeteria guidelines.
- Implement and maintain good housekeeping practices – a place for everything and everything in its place.
- Report all near misses, injuries, accidents and unsafe acts & conditions. If you See Something, Say Something.
- Never lift beyond your capability.
- **Think before you act – if you are unsure, ask!**