

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Cottonwood Industries

POLICY NO: 20-011

SUBJECT: Work Area Coverage

EFFECTIVE DATE: December 1991

Policy:

It is the policy of Cottonwood, Inc. that Cottonwood Industries Supervisors be present in work areas during production hours.

Procedures:

1. When a Cottonwood Industries Supervisor must leave his/her work area to get supplies, check on a consumer, etc., he/she must notify a nearby supervisor or the coordinator in charge. If no one is available, the supervisor must wait until another supervisor or the coordinator in charge is present and coverage can be provided.
2. When a Cottonwood Industries Supervisor must leave the Cottonwood, Inc. facility, he/she must notify the coordinator in charge. If no one is available, the supervisor must wait until the coordinator in charge is present and coverage can be provided.
3. Time spent off the work floor during production hours should be kept to a minimum.