

EXPLORING POST 4003

Standard Operating Procedures

A. Objectives

The objectives of Park Industries Exploring Post 4003 are:

1. For youth in our community to understand & experience the career opportunities within the manufacturing industry.
2. For youth to fully engage in the program & all activities in a safe & successful manner.

B. Youth Participation

1. Participation is open to all youth ages 14-20 years old without regard for color, race, religion, gender, sexual orientation, ethnic background, disability, economic status or citizenship is not criteria for participation by youth or adults.
2. All participants must be enrolled as Explorers and agree to the code of conduct, Standard Operating Procedures, and Safety Requirements of the program.
3. This program will host 10 youth Explorers per cohort. Youth will be notified of their application status via email only after all application components have been submitted.

C. Advisor Participation

All Advisors must be 21 years of age and are required to complete Youth Protection Training prior to interaction with youth Explorers. Advisors have been selected by Park Industries based on their knowledge of the department &

its processes & interest in the Advisor position without regard for color, race, religion, gender, sexual orientation, ethnic background, disability, economic status or citizenship.

D. Meetings

1. Meetings will take place on Tuesdays from 4:30-6:30 pm.
2. Explorers are expected to attend all sessions & should notify the Post Advisor in advance if they have any conflicts.
3. Any changes or rescheduled sessions due to inclement weather or other unforeseen circumstances will be communicated to Explorers as soon as possible by Post Advisors.
4. Meetings will follow the below schedule for 2024:
 - January 23
 - January 30
 - February 6
 - February 13
 - February 20
 - February 27
 - March 12
 - March 19
 - March 26
 - April 2
 - April 9
 - April 16

E. Explorers Code of Conduct

1. Dress/Attire

Explorers will come to all meetings wearing the following items to meet safety requirements:

- Provided shirt or t-shirt/sweatshirt without any holes, tears, or embellishments which can be caught in equipment
- Full length pants. Jeans or the equivalent without tears or holes. This excludes sweatpants, yoga pants & leggings.
- Closed toe shoes with a thick sole. Examples: sneakers or work boots. No dress shoes or flats.
- No jewelry or accessories as they can be caught in equipment or otherwise cause safety concerns.
- Long hair must be pulled back for safety purposes.

**Clothing may become dirty, stained, or damaged based upon participation in activities. Wear attire that you are comfortable with getting dirty.*

2. Phone policy

Cell phones will be secured in the conference room during the meeting to prevent potential damage & maintain confidentiality & proprietary information.

3. Attendance

- Explorers should arrive five minutes prior to the start of the meeting to allow time for check-in & pick-up of PPE materials. Explorers will check-in at the Reception Desk & meet in the assigned conference room. Explorers will always be accompanied by an Advisor while in the facility.
- Explorers should be picked up promptly at the end of each meeting (6:30).
- Failure to meet attendance, arrival, or pick up requirements may result in dismissal from the program.

4. How We Treat One Another (based on the

ParkWAY culture of Trust, Integrity & Respect)

- I treat everyone with dignity & respect
- I embrace a culture of diversity & inclusion
- I trust others & their intentions
- I forgive others, believing that they intended to do a good thing
- I embrace & support change & the opportunity for growth & prosperity for all
- I am open to the ideas of others
- I strive for good relationships with everyone & avoid gossip at all times
- I understand what is expected of me & am accountable for my actions
- I give my undivided attention to the person with me & strive to be patient with others
- I give & receive timely & candid feedback

F. Safety Requirements

1. Park Industries provides safety Personal Protective Equipment (PPE) to all associates as required by OSHA 1910 requirements including but not limited to eye protection, hearing protection, appropriate footwear (steel toe covers), cut protection & heat protection.
 - Explorers will be provided with PPE by Park Industries
 - All PPE must be worn & utilized as instructed by Advisors. Failure to wear appropriate PPE may result in dismissal from the program.
 - PPE items are not to go home with Explorers. They are to remain at Park Industries to ensure availability for use in each session.
2. Explorers are expected to work in a safe manner & follow safety guidelines:
 - Keep work areas clean & free of debris
 - Follow any equipment safety procedures

- Keep tools & equipment clean & in good repair
- Only use equipment for the job it is designed to perform
- To avoid slips & falls, clean up spills or slippery spots immediately
- When lifting, use your legs; keep your back straight & team-lift as necessary
- Learn the “right way” – which is the safe way – to do the job. If unsure how to

perform the job, ask the Advisor(s) for further instruction

- Horseplay & practical jokes can cause accidents & will not be tolerated
3. Explorers who fail to abide by the safety guidelines & PPE requirements will be dismissed from the program.



EXPLORING POST 4003

By signing below, I am acknowledging that I have read, understand, and will abide by the Standard Operating Procedures of Park Industries Exploring Post. I understand that failure to abide by the Code of Conduct and Safety Requirements may result in dismissal from the program.

Explorer's Full Name (Printed)

Explorer's Signature

Date

Full name _____

School _____

Shirt size: S M L XL 2X 3X

If you are not selected for the January-March 2024 session, would you be interested in participating in this post at another time? ___yes ___no

If yes, please provide your e-mail address so we can contact you:

_____ @ _____