

Date: [Insert Date]

To: All Employees and Contractors

Subject: Notice of Zero Tolerance Safety Policy

Dear Team,

[Recruitment Agency Name] is committed to providing a safe and healthy work environment for all our personnel. The safety of our workforce is our highest priority.

Please be advised that we enforce a **Strict Zero Tolerance Safety Policy**. This policy applies to all employees placed at client worksites. Adherence to safety protocols is a mandatory condition of your employment.

Zero tolerance applies to, but is not limited to, the following:

- Failure to wear required Personal Protective Equipment (PPE).
- Operating machinery or equipment without proper authorization or training.
- Disregarding established safety procedures or lockout/tagout protocols.
- Being under the influence of drugs or alcohol while on duty.
- Engaging in horseplay or reckless behavior that endangers oneself or others.

Any violation of safety regulations will result in immediate removal from the assignment and may lead to further disciplinary action, up to and including termination of employment with [Recruitment Agency Name].

We believe that every accident is preventable. If you observe an unsafe condition or are asked to perform a task you feel is dangerous, you have the right and the responsibility to stop work and report it to your supervisor and our agency immediately.

Thank you for your cooperation in keeping our workplaces safe.

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]