

# What You Can Expect



To keep a workplace safe, employers must ensure that employees feel that their concerns are being met, and that the employer values the safety and comfort of all individuals.

You can expect:

- to be treated with respect in the workplace
- reported harassment or other concerns will be dealt with in a timely and confidential manner
- to be protected against retaliation for reporting harassment or other concerns
- supervisors and employees alike will comply with behavior policies



# Theft



We value our employees, clients and their property. We expect that you return all products that you take out on jobs with you. We will NOT tolerate employee theft of stealing of any kind. This includes:

- Theft of money
- Theft of information from Green Wheel Cleaners or its clients
- Fraudulent time card reporting
- Fraudulent mileage reports
- Personal use of inventory or products (cleaning bottles, cloths, etc.) without permission

Note: As a Green Wheel Cleaners team member you can use equipment with management approval.





## Working Under the Influence

We ask that you do not show up to work under the influence of drugs or alcohol. Possession, distribution, sale, transfer, or use of alcohol or drugs while in the workplace, on duty, or while operating employer-owned vehicles and equipment is unacceptable.



# Harassment

To keep employees safe and comfortable, we do not tolerate harassment of any kind.



## What is harassment?

Harassment is:

- offending or humiliating someone verbally or physically;
- threatening or intimidating someone; or
- making unwelcome jokes or comments about someone's race, sex, national origin, religion, sexual orientation, or disability.



# Harassment

## Sexual Harassment:

- offensive or humiliating behavior related to a person's sex;
- behavior of sexual nature that creates an intimidating, hostile, or unwelcome work environment; or
- behavior of sexual nature that could be thought to put sexual conditions on a person's job or employment opportunities.

## As a Witness:

If you witness any form of harassment from an employee, tell the manager or any supervisor, and they will deal with it in a timely and confidential manner.





## Fragrances

Most of our client's buildings are fragrance-free environments. We ask that you do not wear any fragrances while cleaning their buildings.





## Photo Policy

No pictures are to be taken inside our client's buildings without express permission from the manager or the client.

\*Note: All work-related photos (such as equipment / property damage reports) are allowed by the company.

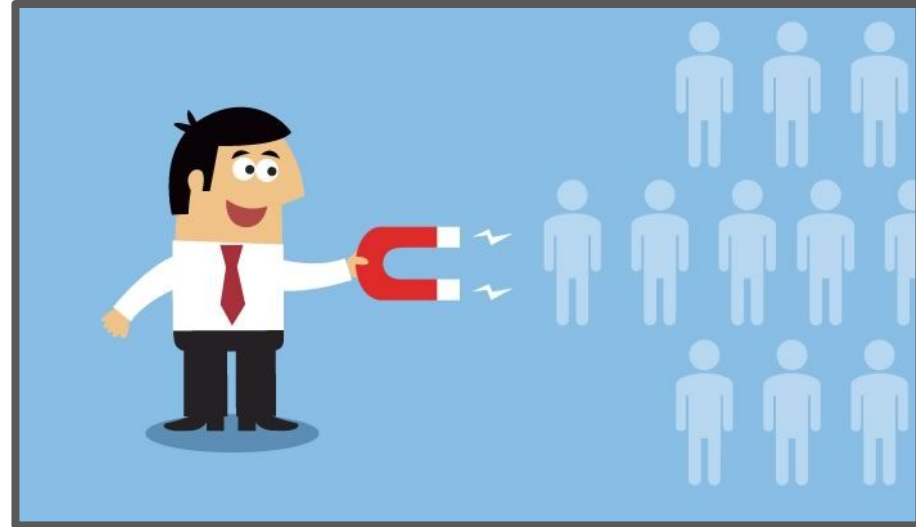


# Non-Solicitation



As employees of Green Wheel Cleaners, you agree to:

- NOT interfere with the relationship between Green Wheel Cleaners and their clients.
- NOT solicit or attempt to solicit any business from any Green Wheel Cleaners clients.
- NOT interfere with the relationship between Green Wheel Cleaners and any other employee.





# Confidentiality

The privacy of our employees and clients is very important to us. The discussion of any confidential information to a third party regarding Green Wheel Cleaners or our clients is prohibited. This includes who our clients are, and any information that you may have come across while inside their business.

## "Confidential Information" means:

- all information, oral or written
- scientific, technical, financial, legal, fiscal and commercial information
- business models and strategies, "know how", names of potential clients and partners
- projects, procedures and operations of any nature
- reports, plans, market projections and data, along with analysis and working documents

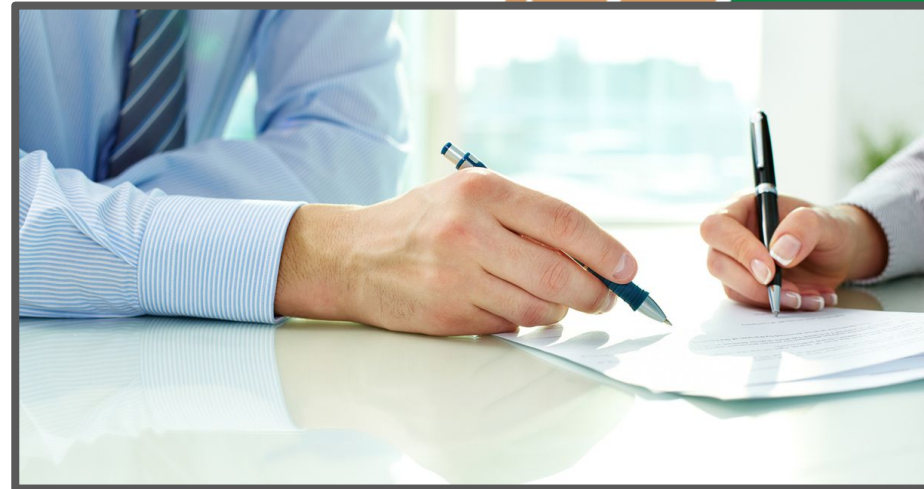
In general all the information that the employee can access during the execution of their work with Green Wheel Cleaners or at our clients' facilities.





## Non-Compete

While working for **Green Wheel Cleaners** you agree not to work for another company in direct competition with our business unless written permission has been given by **Green Wheel Cleaners**.





## Return of Property

Any property (e.g work shirts) **MUST** be returned upon leaving employment with **Green Wheel Cleaners**.

