



# Orange County Construction

Setting Industry Standards for Customer Service

## Employee Contract for Orange County Construction (OCC)

This contract is legal binding for the disciplinary action or termination of any employee working for OCC. The following is a strict list of rules for employees to follow. If any of these rules are broken, either time off or termination will be instituted. These rules are not negotiable, so please be sure that you fully understand all of them before signing below.

1. Every employee must call Keith before leaving any job for any reason. If multiple employees are leaving a job for lunch or the end of the day, then one person must call. The call must be made at least 20 minutes before the expected time to leave to allow time for a return call.
2. Employees are not allowed to communicate with any clients regarding any of OCC's scope of work, daily schedules, future schedules, pricing, timing or any other pertinent information that could affect the working relationship of OCC and their clients or sub-contractors.
3. Personal phone calls are strictly prohibited during working hours. All calls must be received or made during breaks or lunch time. All employees upon request agree to submit a copy of their phone bills to OCC if requested.
4. A clean OCC shirt must be worn to work everyday. Dirty or wrinkled shirts will be cause for immediate disciplinary action. All shirts that are loaned to employees are the property of OCC and shall be returned upon receiving their final check. All shirts must be returned clean. OCC shirts must be worn when ever working inside or outside of a customers home or business - no exceptions.
5. Any employee caught soliciting work from any of OCC's jobs will be terminated. Any inquiries from anyone visiting a project must be quickly forwarded to Keith.
6. No employee shall enter the office or warehouse of Orange County Construction after work hours without the express permission of Keith Daigneault. This will be considered breaking & entering and that employee will be arrested and terminated immediately. Work hours are to be considered as any hours that Keith has issued to any employees to work that day. If an employee is not scheduled to work on any said day, then there would be no work hours for that employee for that day.
7. Steel toe boots are mandatory for all exterior and rough construction work.
8. Smoking is only allowed outside, away from windows & doors and only on breaks or lunches. Cigarette butts shall not be thrown away in customers trash cans or thrown on the ground. If you are caught smoking inside of one of our projects, you will be fined \$100.00 along with possible termination.
9. There will be no warnings regarding loud or inappropriate radio playing. One complaint from a client or neighbor and all radio privileges will be revoked.
10. In the event of a discrepancy on a project, those parties involved must call Keith immediately to make the proper decision. Employees are not allowed to make any decisions on a project that defer from the work orders that were given in the morning. If a process of work or change of scope is needed, then this must be cleared by Keith before proceeding. The scope of work that is handed out for that day must be followed strictly by all employees whether written or oral. The excuse of "I was told by so & so to do this" will not be accepted. All employees work for OCC and not for each other. Violations will be documented in writing & signed by both parties. Failure to sign will be cause for immediate termination.
11. Profanity of any kind will not be tolerated. If caught by OCC or if a client complains about foul language, it will be dealt with severely.
12. You must be sober and clean of any drugs or alcohol when working. If you smell like alcohol from the night before, you will be sent home immediately.
13. You agree to always be presentable, smell good, clean hair and shaved. Uncleanliness is unacceptable and will not be tolerated. We have to always be presentable to our clients that are paying us.
14. You must always address all clients as "Sir" or "Ma'am" and any disrespect will be grounds for termination.

I fully read and understand all rules listed above. I agree to all of these rules and promise to follow them or expect time off or termination. I agree to these rules & I have received a copy for my records.

Print Name: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_ - \_\_\_\_ 20\_\_\_\_ OCC \_\_\_\_\_