



Object: Rules Sir Clean Corp

It is mandatory to respect the company's roles, failure to follow will result, in some cases, the immediate dismissal.

1. Punctuality
2. Courtesy and Professionalism
3. Respect the privacy of customers
4. Not using mobile phones during work hours "except in cases of extreme necessity!"
5. Give advance notice of at least two weeks, if you cannot comply with their work shifts
6. Carry out the work according to the standard predetermined by Sir Clean Corp
7. Take away from the work place, any work material
8. Is absolutely prohibited the promotion of any other business is with customers who during working hours

Basics of Quality and Safety:

- A. Each employee must show their valid documents to Sir Clean Corp, so as to ensure greater security for customers
- B. Courtesy and Professionalism
- C. Smiling with Customers
- D. Always make the final check, and make sure that all the work has been performed to rule of art and according to the work of Sir Clean Corp's standard and specific customer requirements
- E. Respect the rules of good service and education
- F. ALWAYS wear the uniform of the company "unless otherwise requested" and always use appropriate clothing for their duties
- G. ALWAYS wear any protective material suitable for the protection and safety of personnel and the customer
- H. Safely use all the working material and not create IN NO EVENT danger both for his person and for others
- I. ALWAYS indicate with the appropriate signal when the floor can be wet or greasy
- J. Bring to order service or if required immediately, the lack of material necessary for the conduct of their work
- K. Monitor the proper functioning of the working machinery and report immediately any malfunction

Compensation and Remuneration Rules:

- a. Each employee must use the "paper or multimedia material" provided by the company to do the counting of working hours and work organization
- b. Payment are paid every two weeks with the following method:
Payment at the end of the third week, the remuneration will be paid on the first two weeks
- c. You may be required to make advance payment, which must be accepted by Sir Clean Corp
- d. Every six working hours you are entitled to one hour of unpaid break
- e. During the hours of work are allowed only short breaks for physiological regions or to drink, every pause longer than 10 minutes, will be deducted from the hours of work
- f. It is not allowed in any way the use of alcohol or drugs, even during breaks, each use will be reported to UTHORITY!

For more Informational materials, Trainings materials, and Applications to be used, visit:
<http://www.sircleanmiami.com/documents-for-cleaners>



INTERNAL POLICY

- I. IN THE CLAIM BY CUSTOMER CASE FOR A SERVICE CARRIED OUT BUT NOT TO PROTOCOL, THE COMPANY "SIR CORP CLEAN" IN AGREEMENT WITH THE CLIENT, DECIDE IF IMMEDIATELY SEND THE SAME WORKER TO PERFORM THE JOB AGAIN "WITHOUT ADDITIONAL PAYMENT" OR SEND ANOTHER WORKER, WHO WILL BE PAID BY THE HOUR OF THE WORKER WHO HAS DONE THE BAD WORK.
- II. IF THERE IS PRESENT AT A MEETING OF WORK WITHOUT NOTICE AT LEAST THREE DAYS, YOU WILL BE REPORTED AND IF THIS NEGLIGENCE INVOLVES THE LOSS OF A CUSTOMER OR A NEGATIVE REVIEW AGAINST THE COMPANY, WILL BE RETAINED AS A SUM OF CRIMINAL BY \$200 PLUS ANY DAMAGE CAUSED.
- III. IF YOU harm to THINGS, THE AMOUNT WILL BE RETAINED FOR THE PAYMENT OF THE SAME.
- IV. IF YOU harm to persons, AND SUCH DAMAGES ARE NOT COVERED BY GENERAL LAIABILITY WILL BE TAKEN TO ADJUST LEGAL PROCEEDINGS.
- V. IN CASE OF THEFT OR REMOVAL OF MATERIAL WORK OR PERSONAL PROPERTY CLIENT, WILL BE IMMEDIATELY INFORMED THE 911.

I declare to have understood and accepted the two pages above:

The Employee: _____ Date: _____