



Company Guidelines

1.) Uniform & Appearance

~Overall appearance should pay attention to good hygiene and presentation.
Keep in mind: nothing extreme, not too tight, loose, short or revealing.

You are representing yourself & the company ~ Specifics are at the owners discretion. If in doubt ask.

Job Site/Warehouse:

- Company shirt required ~ NO Exceptions
- Shorts, pants or denim
- Closed toe-shoes
- Clothes clean and wrinkle free daily
- No ripped clothing
- No excessive jewelry, piercings or tattoos
- Clean shave every other day (at least)
- Haircuts regularly ~ Must maintain throughout day
- Well kept hygiene

Showroom:

- Below knee length shorts, skirts, dresses
- Business casual pants, capris or denim
- No t-shirts, tank tops, shirts w/ spaghetti straps
Or shows midriff or cleavage, nothing see through
- Bus. Casual shoes or sandals; no flip flops or heels over 3" (use care w/ open toe shoes)
- Clothes clean and wrinkle free daily
- No excessive jewelry, piercings, tattoos or make-up
- Haircuts regularly ~ Must maintain throughout day
- Well kept hygiene

2.) Required Licensing & Insurance (Sub Contractors)

- Driver's license
- Transportation
- Florida State License
- Liability insurance
- Worker's comp exempt or worker's comp policy
- Lee County Business Tax License

3.) Drugs & Alcohol

- NO alcohol during work hours
- Random drug testing
- NO excessive alcohol consumption the night before work
- Do not accept drinks from customers
- Drug Free Workplace!

4.) General Conduct

- NO cussing
- NO Lying to customers
- NO Radios ~ NO iPods
- NO smoking or chewing tobacco in homes or showroom
- Do not talk pricing with customers (Tradesman)
- Do not acquire side work from customer
- Be polite & well mannered
- Clean as you go; clean last 15 mins. daily; clean tools daily
- Work quickly, safely & efficiently
- Wear safety goggles and gloves when requested
- Must be on time

I understand that three infractions (warning notices) in a three month time period will lead to termination of employment at Cape Cabinet Depot, Inc.

Signature of Employee

Date

Employee's Name - Printed