

## **Rules & Expectations**

Here at Krown Krew we pride ourselves on our professionalism, reliability and having a well trained krew. We ask our clients to give us regularly feedback on krew and let us know of any krew not doing their job properly. We ask for this from all our clients in order to insure we give them the best service we can provide, and reassure them we take our recruitment seriously.

- Be aware we ask for clients feedback regularly.
- If you are unsure of what to do, then ask the client and do so every time you complete a task.
- All krew must wear Krown Krew clothes when working. If you need extra clothes, ask. Do not
  get dressed for work when you arrive at the meet point. Be ready and in correct clothes
- If you accept a job, we expect you to complete it. Incase of sickness or needing replacing, you must notify the office soon as possible
- Must bring safety shoes to all jobs.
- Smoke break is considered a break. If you need a break, ask and/or let the client know.
- Arrive 10 minutes early and in Krown Krew clothes ready to work.
- Must always provide us with correct working hours.
- No alcohol or illegal substances are tolerated in the workplace.
- If you break something, then it is important you take pictures and email them (kontakt@krownkrew.com).
- All bookings, time changes, address changes, cancellations or anything relating to jobs, must go through the office. You are not permitted to accept any bookings or changes. This is breaking your contract with us and we will take further action.
- What other companies, crews or clients may do at their businesses is not our concern. We have our own standards, principles and values that all of our krew must follow.
- All krew level 2 and 3, are expected to help keep these 'Rules and Expectations' in place. If any
  krew is doing things incorrectly, you must advise them to do it correctly. If it continues then you
  it should be reported to office.

Anyone who is not following the mandatory points above, will be warned and then either demoted or removed from our system.