

**EMPLOYEE**  
**CODE OF CONDUCT**  
**&**  
**TERMS OF AGREEMENT**

CleanDrains.ca

# Contents

Code of Conduct.....3

Terms of Agreement .....5

# Code of Conduct

## On-Site Conduct

There are limitations of conduct for Employees during breaks. Lying down, sitting in a car or sitting in front of the house is not permitted as it reflects poorly upon CleanDrains.ca. Smoking on the job site is strictly prohibited. Employees must remove themselves from the homeowner's property if wishing to have a cigarette. Littering on the customer's property is also prohibited. Employees must always clean up after themselves throughout the day. There will be no loud music, abusive language or aggressive driving in the neighbourhood. Employees must abide by the rules of the road at all times. Out of concern for safety, Employees must keep the job site as clean as possible during the day with all equipment being stored away and locked up immediately after use. All pathways and adjacent streets must be kept open, accessible and clean at all times.

Employees are issued two uniforms which must be worn whenever representing CleanDrains.ca. Uniforms should be laundered regularly and maintained in a presentable condition at all times. Uniforms must be returned to CleanDrains.ca upon termination of employment contract.

Discussions with customers are to be kept to a minimum. If asked a specific question relating to the job or task avoid the urge to be helpful and refer the question back to the Inspector to ensure that it is answered correctly and efficiently. The Employee must always be respectful and considerate when working on the customer's property due to the wide number of potential clients that typically observe the service being performed on the property.

## Hours of Work

Employees will devote the whole of their time and attention while on the job to carrying out their required duties.

The normal work week consists of approximately 40 hours. The working week starts from Monday and finishes Friday though some work may be required from time to time on Saturdays. The hours of work normally fall between 8 AM and 5 PM. Employees must always clock in through the Becley System on arrival at the job site and clock out when finished. Before clocking out, ensure that the job site is cleaned in accordance with Operating Standards, tools are properly cleaned, packed up and organized in the trailer and the trailer is securely locked. The Employee is paid for a 30 minutes lunch break period on the job site only. If the Employee leaves the site for lunch, clocking out is required and this time is not paid. It is imperative that Employees notify the customer once they have arrived in the morning and when they leave at the end of the day, or if leaving the job site for any reason. This is done by knocking on the front door.

## **Safety**

All open trenches and sumps must be treated with the upmost care. Caution tape and pylons need to be set up around the exposed areas at all time. Plywood must be utilized to secure safety. The work trailer needs to be locked once the necessary tools have been removed or replaced during the day. All equipment must be organized and kept in neat order on the job site. Equipment must be in plain view when working. Otherwise tools must be secured away in the trailer.

## **Non-Solicitation Agreement**

For a period of five (5) years following resignation or other termination, the Employee agrees to refrain from directly or indirectly contacting or soliciting any customers of CleanDrains.ca with whom he or she has dealt during the eighteen (18) months prior to termination, for the purpose of selling to those customers any products or services which are similar to, or in competition with those of CleanDrains.ca.

## **Non-Competition Agreement**

The Employee is restricted from doing any contract work as a personal subcontract for a customer while working for CleanDrains.ca. The Employee shall not, either during his or her employment or for a period of five (5) years following resignation or other termination, be engaged in or employed by any business within the province of British Columbia which is the similar to or in competition with CleanDrains.ca.

# Terms of Agreement

Please read the brief descriptions of what is expected from you and initial where indicated that you have agreed to the terms.

## Initial Description

- \_\_\_\_\_ I will present myself in a neat and tidy manner, properly attired in the uniform supplied by CleanDrains.ca
- \_\_\_\_\_ I understand that when I am on a break I will not lie down, sit on the ground or sit in my car.
- \_\_\_\_\_ I understand that smoking and littering on the customers property is strictly prohibited.
- \_\_\_\_\_ I will indicate respect for others through the use of mannerisms and agree to not use vulgar, abusive or obscene language while working on the job site.
- \_\_\_\_\_ I will abide by the rules of the road and therefore will not drive aggressively while I am in the employ of CleanDrains.ca
- \_\_\_\_\_ I understand that while I am driving or working at the job site, I will be sensitive to others and ensure that any type of music that is playing is, at all times, appropriate and “easy on the ears”.
- \_\_\_\_\_ I will always clean up after myself, undertaking a complete site clean up at the end of each day. This will include sweeping or power washing all pathways as needed.
- \_\_\_\_\_ When exposing a sump or digging a trench, I will always secure the area with caution tape and display pylons in the appropriate areas.
- \_\_\_\_\_ I will keep the tools stowed in the trailer in an organized fashion and, at the end of the day, I will clean and return all tools to the trailer, locking it up.
- \_\_\_\_\_ I agree that plywood will be used to optimize site safety throughout the day.
- \_\_\_\_\_ I will inform the customer of my arrival and departure from the property daily.
- \_\_\_\_\_ When I arrive on the job site I will clock in to record my hours on the Becley System, clocking out again when I leave the job site.
- \_\_\_\_\_ If I leave for lunch during the day I will notify the customer and clock out on the Becley System, clocking back in and notifying the customer again of my return.
- \_\_\_\_\_ If I leave for lunch, I understand that I will secure and lock all the equipment (including tools) back in the trailer and ensure that access to all open trenches is blocked.
- \_\_\_\_\_ I understand that if I have lunch on the job site I will get paid for a 30 minute break.
- \_\_\_\_\_ I will refrain from interacting with the customer as much as possible and refer any questions back to the inspector.
- \_\_\_\_\_ I understand that while I am employed by CleanDrains.ca I will not do any work for Clean Drains’ customers outside of working hours.
- \_\_\_\_\_ I agree that I will not “poach” former customers of CleanDrains.ca for a period of 5 years after ceasing to be employed by CleanDrains.ca.
- \_\_\_\_\_ I agree that I will not accept employment with any company in the province of British Columbia which is similar to or in competition with CleanDrains.ca for a period of 5 years after ceasing to be employed by CleanDrains.ca.
- \_\_\_\_\_ I agree that I will not directly engage in any business activity which is similar to or in competition with CleanDrains.ca in the province of British Columbia for a period of 5 years after ceasing to be employed by CleanDrains.ca.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
Social Insurance #

\_\_\_\_\_  
Address & Phone #

\_\_\_\_\_  
Date