

Front Range Roofing Co.

1100 Plum Creek Parkway, Suite 210, Castle Rock, CO, 80104
(720) 555-0129 · office@frontrange-roofing.example
<https://frontrange-roofing.example>

FR



Everyday workplace policies

Work Schedule

Work schedules for employees vary throughout Front Range Roofing LLC . Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands necessitate variations in starting and ending times, as well as variations in the total hours which may be scheduled each day and week.

Lunch Break

The employees of Front Range Roofing LLC are permitted to take up to a half hour lunch break each day. This is to be taken at a time which will avoid conflicts in your work and with the company's needs. Not taking a lunch break does not give you the right to leave earlier than normally scheduled hours unless prior arrangements have been made with management. Non-Exempt employees must take at least a thirty-minute unpaid lunch break each day.

Emergency Closing / Delayed Openings

The workplace may be declared closed, or its opening delayed, due to inclement weather or other conditions affecting its operations. Employees are notified of closings or delays through their direct Supervisor.

Appearance

All hair, including beards and mustaches, shall be kept clean and well trimmed. Altering one's appearance in a way which is offensive by Front Range Roofing LLC will be addressed accordingly. Failure to conform to acceptable guidelines will result in disciplinary action, up to and, including termination.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions and in accordance with the dress policy.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

E-mail and Technology Policy

Front Range Roofing LLC provides e-mail access and technology (such as computers, voice mail, etc.) for its employees. We intended for these technologies be used for business reasons. The company encourages the use of e-mail and technology because it makes communication more efficient and effective. However, e-mail and technological equipment are company property and their purpose is to facilitate company business.

Every staff member has a responsibility to enhance and maintain the company's public image and use e-mail and other technologies in a productive manner. To ensure all employees are responsible, the following guidelines have been established and any improper use of these resources is not acceptable and will not be permitted.

Front Range Roofing Co.

1100 Plum Creek Parkway, Suite 210, Castle Rock, CO, 80104
(720) 555-0129 · office@frontrange-roofing.example
<https://frontrange-roofing.example>

FR



Company Property

Front Range Roofing LLC reserves the right to access, search, inspect and disclose any message, communication on a computer or technology system or company property owned or operated by the company, at any time for any reason. All equipment, software, files, communications or messages created, maintained, sent or received on any system provided by the company are considered company property. You should have no expectation of privacy when using company property to access, search or otherwise use any form of technology.

Unacceptable Use

Company e-mail or other technology may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature or materials which are pornographic, obscene or X-rated. Harassment of any kind is prohibited. No message with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through the company's e-mail, Internet or technology system. Our technological resources are not to be used for any purpose which is illegal, against company policy or contrary to the company's best interest. Solicitation of non-company business or any use of the company's technology for personal gain is prohibited.

Communications

Each employee is responsible for the content of all text, audio or images they place or send over the company's e-mail/Internet system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else or someone from another company. All messages communicated on the company's e-mail/Internet system should contain the employee's name.

Any messages or information sent by an employee to another individual outside of the company via an electronic network (e.g., social media or any online network) are statements which represent the company. While some users include personal "disclaimers" in electronic messages, there is still a connection to the company and the statements may be tied to the company. Incidental, occasional and appropriate personal use of e-mail is acceptable. Remember, all e-mails are subject to review by others. Employees may not participate in online chat groups unless they are business-related.

All communications sent by employees via the company's e-mail system must comply with this and other company policies and may not disclose any confidential or proprietary company information.

Passwords should be used only by the employee to whom they have been issued.

Idle Computers

Due to the nature of the Front Range Roofing LLC business when leaving a computer idle and walking away from the workspace, the computer is to be placed in locked mode. Examples of such times includes, but is not limited to, going to lunch, leaving the office for Front Range Roofing LLC visits or end of the work day.

Front Range Roofing Co.

1100 Plum Creek Parkway, Suite 210, Castle Rock, CO, 80104
(720) 555-0129 · office@frontrange-roofing.example
<https://frontrange-roofing.example>

FR



Software

To prevent computer viruses from being transmitted through the company's e-mail, there will be no downloading of any unauthorized software. All software downloaded must be registered to the company. Employees should contact management if they have any questions.

Copyright Issues

Employees on the company's e-mail system may not transmit copyrighted materials belonging to entities other than this company or its business partners. All employees obtaining access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission, or as a single copy to reference only. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination.

Security

The company routinely monitors usage patterns for its e-mail communications. The reasons for this monitoring are many, including cost analysis. All messages created, sent or retrieved over the company's e-mail are the property of the company and should be considered public information. The company reserves the right to access and monitor all messages and files on the company's e-mail system. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways.

Violations

Any employee who abuses the privilege of company facilitated access to e-mail will be subject to corrective action up to and including termination. If necessary, the company also reserves the right to advise appropriate legal officials of any illegal violations.

Personal Use of Telephones, including personal Cell Phones

Front Range Roofing LLC telephones are provided for business use. However, Front Range Roofing LLC recognizes from time to time you may need to make personal phone calls. If you must use the telephone (or cell phone) for personal use, calls must not interfere with company business and may not be excessive or unreasonable. We trust you will use common sense in this regard.

Should long distance charges be incurred using a Front Range Roofing LLC telephone, the employee is asked to reimburse Front Range Roofing LLC for such charges.

Please be courteous while making and receiving business-related calls. Remember, you are representing Front Range Roofing LLC to the person on the other end of the phone.

Front Range Roofing Co.

1100 Plum Creek Parkway, Suite 210, Castle Rock, CO, 80104
(720) 555-0129 · office@frontrange-roofing.example
<https://frontrange-roofing.example>

FR



Bulletin Boards

Bulletin boards are placed throughout the workspace at convenient locations. Bulletins, job postings, company policies and various rules and regulations are placed there for your information. You are expected to read the bulletin boards regularly. Only official company materials are to be posted on the bulletin boards. All information to be posted must be approved in advance by Front Range Roofing LLC .

Front Range Roofing LLC Parking Lots and Roadways

We ask our employees to park their vehicles in the area designated for employee parking. If you have any questions as to where you should park, please ask your supervisor.

Speeding or operating a motor vehicle in a reckless manner on Front Range Roofing LLC property or Front Range Roofing LLC 's time is strictly forbidden. Front Range Roofing LLC roadways and parking lots are considered as much a part of the Front Range Roofing LLC complex as the inside of a building, and you are subject to all of Front Range Roofing LLC S' rules in these areas.

Visitors/Off-Duty Employees

All authorized visitors to our office should be treated with professional courtesy.

Smoke Free Policy

Smoking is restricted to certain designated smoking areas located outside the building. Please consult your immediate supervisor about any guidelines on smoking in your workplace.

Other Policies and Office Procedures

Front Range Roofing LLC does not accept responsibility for your personal property while on company premises. Front Range Roofing LLC reserves the right to inspect any items brought into, on or taken from the premises.

You must receive written permission from your immediate supervisor before removing company property from the office.

Solicitation and distribution of literature by employees and non-employees while on company property is prohibited at all times.

Each employee is responsible for cleaning up any food or drink items for themselves. No dirty containers are to be left in the office over night.

ADDITIONAL POLICY'S

NON-Disclosure Agreement

Front Range Roofing Co.

1100 Plum Creek Parkway, Suite 210, Castle Rock, CO, 80104
(720) 555-0129 · office@frontrange-roofing.example
<https://frontrange-roofing.example>



Hard Hat/Vest Policy

Credit Card Policy

Vehicle Policy

Time Clock Management Software Policy