



EMPLOYEE GUIDELINES FOR SCREENERS

1. THE GUEST is the **MOST IMPORTANT** person in our business. We depend on them. Please show them the respect they deserve. **ANY** disrespect will result in termination. **NO EXCEPTIONS!**

2. Please report all complaints to the manager who will handle all problems.

3. Uniforms: ParkMed polo shirt, black pants with a dark belt, black sneakers, a badge (if your hospital provides ParkMed employees with a badge), and a "MAY I HELP YOU BUTTON" on the opposite side of the ParkMed logo. No other pins are allowed on the uniform. The only ball caps or beanies allowed are the ones issued by ParkMed. Every effort should be made to keep your uniform as clean and wrinkle-free as possible. Masks are mandatory and are also subject to our uniform policy. It is preferred for ParkMed employees to wear the disposable medical masks provided by the hospital instead of their own masks. If an employee needs to wear their own mask, for whatever reason, the mask should be one solid color, have no words, no images, and no designs on them.

4. Appearance and personal hygiene are extremely important in establishing a positive guest interaction.

5. No eating, smoking, or using cellular phones are permitted while working.

9. Termination: It is our intention to be fair and honest in dealing with all of our employees, however, there are certain acts that will result in immediate termination as follows:

- a)** Acts of violence, theft, or dishonesty directed towards either guests or fellow coworkers.
- b)** Drinking or drug use either before or during work hours.
- c)** Drug possession or use of it anywhere on the premises.
- d)** Failure to report to work without previously notifying management and arranging for your own replacement.
- e)** Confrontation with a guest concerning gratuity, or any reason at all.

It is important to understand that employees can also be terminated for various other reasons including but not limited to, lack of quality performance or poor attitude toward the job. In most of these instances at least two warnings will be given to the employee prior to termination, but this is not necessary.

We are strongly committed to these policies and all employees should fully understand these so that they may maintain employment with ParkMed, Inc. Please acknowledge this by signing below.
Thank you.

X: _____

Date: _____