

Temecula Valley Valet

30650 Rancho California Rd
Suite D406-20
Temecula, CA 92591



- *Termination of Employment* - **Temecula Valley Valet** works hard to treat employees fairly. **Temecula Valley Valet** retains the right, however, to enlarge, reduce or make changes in, or terminations from, the work force. Employment with **Temecula Valley Valet** is at-will and either **Temecula Valley Valet** or the employee may end the relationship at their own discretion.
- *Rules of Conduct* - To assure safety and security and provide the best possible work environment, **Temecula Valley Valet** expects employees to follow rules of conduct that will protect everyone's interests and safety. It is not possible to list all forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions that may result in disciplinary action, including suspension, demotion or termination of employment:
 - Falsification of employment records, employment information or other records;
 - Anyone other than lead/manager recording the work time of another employee, or allowing falsification of any time card (where applicable), whether yours or another employee's;
 - Theft or the deliberate or careless damage of any company property or the property of any employee or client;
 - Use of company equipment, time, materials or facilities for personal reasons without advanced permission from management;
 - Possessing, distributing, selling, transferring or using or being under the influence of alcohol or illegal drugs in the workplace;
 - Provoking a physical fight or engaging in physical fighting during working hours or on premises owned or occupied by **Temecula Valley Valet**
 - Carrying firearms, weapons or dangerous substances at any time, on premises owned or occupied by **Temecula Valley Valet**;
 - Using abusive or threatening language at any time during working hours or while on premises owned or occupied by **Temecula Valley Valet**;
 - Absence without prior notice to **Temecula Valley Valet**
 - Failing to obtain permission to leave work for any reason during normal working hours;
 - Failing to observe working schedules, including meal and rest breaks;
 - Violating any safety, health or security policy, rule or procedure of the Company;
 - Committing a fraudulent act;
 - Failing to follow proper protocol regarding valet responsibilities including labeling tickets;
 - Failing to adhere to dress code: clean, tucked in shirt, proper fitting khaki pants or shorts, running shoes, forward facing hat, TVV jacket;

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○ Employee payment responsibilities are as follows:

- Deductions - \$15 per paycheck for share of insurance
- Jacket - \$40 per item
- Shirt - \$30 per item
- Hats - \$20 per item

- **Discipline - Temecula Valley Valet** may take disciplinary action, *up to and including termination*, against any employee for failing, in the employer's sole discretion, to adhere to certain standards of behavior. Ignorance of work rules is not an acceptable excuse for a violation of the rules of conduct, it is each employee's responsibility to learn and abide by these rules. Although employment may be terminated at-will by either the employee or **Temecula Valley Valet** at any time, without following any formal system of discipline or warning, **Temecula Valley Valet** may exercise discretion to utilize forms of discipline that are less severe than termination. Disciplinary action can take any one of the following forms:

- Verbal warning;
- Written warning;
- Suspension; and
- Dismissal.

- This statement of prohibited conduct does not alter or limit the policy of at-will employment. Either the employee or **Temecula Valley Valet** may terminate the employment relationship at any time for any reason, with or without cause, and with or without notice. Only the President/Owner of **Temecula Valley Valet** or his or her authorized representative has the authority to enter into an employment agreement that alters the at-will employment relationship, and any such agreement must be in writing and signed by the President/Owner of **Temecula Valley Valet** or his or her authorized representative.

Employee:

Employer:

Name:

Name: