

## Quality Inn & Suites /Sleep Inn Standards of Conduct

These guidelines are placed in written form for the benefit of you and your fellow employees so that all employees will receive the same fair treatment.

*Commission of any one of the following acts may be considered just cause for immediate dismissal:*

- Failure to follow a lawful direct order from you supervisor (Insubordination).
- Discourteous conduct of any nature to fellow employees, guests or your supervisor.
- Gossip, fighting or bickering with fellow employees.
- Any harassment, including sexual or racial, of fellow employees or guests.
- Absence from work when scheduled without calling the supervisor at least two hours before scheduled to work. If your supervisor has not yet arrived to work, call back until you reach her. Always leave a message with a number to be reached as well.
- Removal of any hotel or guest property from the hotel without authorization from General Manager. Removal of items without authorization will be considered theft.
- Having someone else clock you in or out.
- Not parking in designated areas. All employee vehicles will be parked at the front side of the property. All employees must enter and exit the property through the main entrance.
- Possessing dangerous or deadly weapons on company premises or while off company premises in performance of company duties.
- Reporting to work under the influence of intoxicants or drugs; drinking alcoholic beverages, using illegal drugs, or the possession of either while on company time or premises.
- Any falsification of company reports (such as maid sheets or applications).
- Revealing of confidential information to unauthorized persons.

I have read and understand that commission of any of the above acts may result in automatic termination of my employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

## Quality Inn & Suites /Sleep Inn Standards of Conduct

*Commission of any one of the following acts may result in written warnings and possibly termination:*

- Absenteeism or tardiness.
- Having any visitors on the property or in guest rooms. If someone must see or talk to you in an emergency, they must come to the front desk, and you will be located to meet them there.
- Carrying cell phones or pagers while performing your duties. If someone must reach you in the event of an emergency, you will be located. Otherwise, you will receive no phone calls while on the job.
- Use of telephones in guest rooms or hotel offices for personal calls. If you must make a call, your supervisor will tell you which phone you may use.
- Returning to property without permission of supervisor when not on company business.
- Not following proper dress code or not wearing name tags while on the job.
- Wearing any jewelry which may adversely affect job performance or be a threat to safety.
- Failing to observe established health, fire and safety practices. Failure to report unsafe actions of other employees or any injuries while on duty.
- Soliciting on company premises at any time. Distribution of literature of any nature on company premises. Posting or removing notices, signs, memoranda, or writing in any form on the bulletin board or on company premises without proper authorization.
- Not following policies and procedures established by the company.

I have read and understand that commission of any of the above acts may result in warnings which lead to suspension or termination of my employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date