

Employee Policy & Confidentiality Agreement



Date: _____

The Mansion on O Street

2020 O Street NW ♦ Washington, DC 20036 ♦ Telephone: 202-496-2020 ♦ events@omansion.com

Employee Policy & Confidentiality Agreement

Read and initial regulation below. Your signature indicates you understand and will abide by each regulation.

Name: _____ Social Security No: _____

Address: _____ Driver Lic. No. : _____ Exp. Date _____

_____ Home Phone No.: _____

City/State/Zip: _____ Cell Phone No.: _____

E-mail: _____ Work Phone No: _____

Date of Birth: _____ Referred By: _____

Security

Please be aware that your activities (both indoors and outdoors) are being monitored & recorded. Theft of any kind, including food and drink not specifically indicated as staff food and drink, will not be tolerated. Any occurrence of theft will be prosecuted. _____

Entering and Leaving the Mansion

Entering and leaving the Mansion is permitted only from the lower ramp entrance. Employees must ring the doorbell to be granted entrance. Employees must obey dress code of the Mansion. No changing clothes is allowed on the premise. _____

Digital Imaging

A digital image of each Mansion employee will be kept on file. _____

Backpacks/Bags

No backpacks or large handbags will be permitted on the premises without prior written permission from Mansion management. Employees with written permission will have that gear in the Mansion office until the conclusion of the employee's shift. Employees will have no access to their "stuff" until they check-out -- and sign for them. _____

Valet Tips

Valet tips are to be collected by one appointed individual and distributed equally among all valets at the conclusion of each shift. _____

Breaks

Employees who are granted breaks may relax in the staff kitchen area only. No smoking or alcohol consumption by staff is permitted inside or outside the Mansion premises. Employees who are not valets may not stand outside the Mansion's front doors at any time. _____

Wait Staff, Dishwashing & Bartenders

Tips are collected by one appointed individual and distributed equally among all waitstaff, coat check, dishwashers and bartenders. _____

This policy agreement is not intended to be construed as an employment contract. My employment will be, and is intended to be, at will. Notwithstanding any of The Mansion's policies or procedures, either The Mansion or I may terminate the employment relationship at any time, for any reason.

I am aware that during the course of my employment with The Mansion, confidential and proprietary information might be overheard. The release of this information without written permission from an authorized company representative is strictly forbidden. Failure to abide by this will result in immediate termination and prosecution. _____

I have thoroughly read and understood the policies stated above. By submitting my signature below, I agree to be bound all of the above terms.

Signature _____

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Employee Data & Commitment Sheet



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Have you ever been convicted of a felony? **NO YES** If yes, explain _____
 Are you in school or holding another job? **YES NO** How many hours a week can you work? _____
 Please list the days and hours you are available to work: _____

Languages Spoken: English French German Spanish Other: _____

Please check what you are willing to do; circle what you know how to do, & put numbers 1-5 (1=best) next to each how good you are :

- | | | | |
|------------------------------------|-------------------------------------|---|---|
| <input type="checkbox"/> Valet | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Carpenter |
| <input type="checkbox"/> Ironing | <input type="checkbox"/> Bartender | <input type="checkbox"/> Waiter/Waitress | <input type="checkbox"/> Comp. Graphics |
| <input type="checkbox"/> Sous Chef | <input type="checkbox"/> Data Entry | <input type="checkbox"/> Grocery Shopping | <input type="checkbox"/> Reception |

As an Associate of The Mansion, I commit to:

1. Taking care of the guests and making this the primary focus of my work.
2. Presenting myself and behaving in a manner representative of The Mansion (professional, friendly, attentive, and responsible)
3. Being on time for my shifts, staying until work for the night is completely finished and pitching in whenever help is needed.
4. Finding out what I don't know by asking questions.
5. Having basic knowledge of the Mansion's history, businesses, and operating vision — so I can answer guest questions.
6. I understanding these are the things expected of me during my employment and that these will be used as a basis for review of my work.
7. Loyalty of the staff toward The Mansion and privacy of the guests is the most important quality in all employees.
8. Treat The Mansion with the same respect as if it were your own home.
9. Always leave a room in better condition than when you entered it and leave a guest happier than when you first greeted them.

Associate Signature and Date of Orientation: _____
 Signature of Manager Conducting Orientation: _____

Notice:

Standing, bending, stooping and lifting weights up to and including 30 pounds may be required. The lodging business functions seven (7) days a week, twenty-four hours a day. In addition this is a hospitality business and a hospitality service atmosphere must be projected at all times.

Employees with irregular attendance will be subject to disciplinary action, up to and including termination for employment. Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of The Mansion.

Upon employment, all employees are required to fully comply with Mansion Rules and Regulations for the safe and efficient operation of its facilities. Employees who violate Mansion Rules and Regulations will be subject to disciplinary action, up to and including termination of employment.

Signature: _____
Date: _____

For Office Use Only	
Position #1:	Rate: _____
Position #2:	Rate: _____
Comments:	

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Subject to Reprimand and Termination (no exceptions):

- (1) If you smoke or drink — on or off duty — in the interior or front of the Mansion, or in our gardens (or out back where we own parking spaces); and**
- (2) If you are verbally or physically abusive — or mean-spirited — to any staff for any reason.**
- (3) No staff are allowed to park on Mansion property or where The Mansion rents parking.**

Attire

Personal appearance is part of guest service. All associates should follow dress code and appearance standards. Personal hygiene is important. Show you care enough to look your best!

Dress Code

Men: Black/Blue Suite. Starched White Shirt. Black Shoes. Any Business Tie
Women: Black Dress, Black Jacket. Black Shoes (no open toe or heel)

Privacy Issues

What happens in The Mansion stays in The Mansion. Security and privacy are part of our commitment to our guests — and employees — and are critical to the success of The Mansion's core philosophy. If anyone comes to the door or calls for a guest or employee — and they do not have the room they are staying in, that guest is not here. Please report who calls if there is an issue — immediately. Failure to abide by this will result in immediate termination.

HOURLY STAFF RULES FOR PAYROLL:

- No one will be paid with the hours written by hand on the time card.
- Every Sunday, print your name, address and social security number on a new card.
- Front of the time card should face you. Insert time card into slot at the top of the machine, bottom of card first.
- We do not pay for breakfast/lunch/dinner or time-off or away from The Mansion, so clock out for these activities and clock back in when you return to work.
- Standing, bending, stooping and lifting weights up to and including 30 pounds is required. The lodging business functions seven (7) days a week, twenty-four hours a day.
- Employees with irregular attendance will be subject to disciplinary action, up to and including termination for employment. Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of The Mansion.

MANSION CONCEPT AS IT RELATES TO STAFF:

The Mansion is an on-going 'work in progress' created with the intent of providing unparalleled service, a unique lifestyle experience and an environment designed to foster creativity and growth, which equals change. In order for a continually changing climate to be a positive experience for the staff, it requires adaptability, flexibility, understanding and personal commitment to this general concept of "change = growth" from all the staff, as a team. This openness to change creates a process that, if adhered to, results in personal and professional growth for all involved.

To perpetuate continual growth of The Mansion staff, H and Ted will provide monthly goals for each key staff member to achieve. These goals may be the same for everyone or customized for individuals. Goals will range in nature from improving working habits, to strengthening weaknesses, to attitude adjustments, to a positive impact on our bottom line. Results will be evaluated as a group at the end of each month.

Both H and Ted consider mistakes to be part of the learning process. Most problems can be corrected and/or solved if H and Ted know about them. Please do not hesitate to use your daily reports to address all issues with us, including issues with the event, issues with other staff,

VOICING CONCERNS:

In any organization, conflicts arise. The manner in which they are resolved is critical to maintaining positive morale and effecting positive change. Frustration, which is usually a prelude to anger, is a typical reaction to difficult, stressful and/or new situations.

Concerns should be addressed thoughtfully, only after careful assessment of the situation, with as little emotion as possible. Take a deep breath. Don't stress out ... And e-mail h@omansion.com. By writing your thoughts down, things are clear.

I have thoroughly read and understood the policies stated above. By submitting my signature below, I agree to be bound all of the above terms.

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Mansion Team:

Part of the core foundation of The Mansion's success is that the staff must operate as a cohesive team, all working toward the same goals. There are times when individuals will be asked to perform tasks outside of their immediate field of expertise or range of duty — sometimes with little warning. These instances should be approached as positive learning experiences and as opportunities to better understand other aspects of the overall operation.

Tipping Policy

Our members sign a contract with The Mansion. It says "Gratuity may reflect the quality of service for your event, and is optional. Gratuity is distributed to all event and Mansion staff equally, unless otherwise specified, and is greatly appreciated."

This means that if gratuity is left, it is shared equally with all employees, including valet, kitchen staff, set-up staff, cleaning staff and event staff.

Vacation Policy

Full time employees take vacation time in January, February, July and August, only, and must submit a written request to H at least one month in advance.

If two employees request the same time off and this is not feasible as we are a small business, will grant the vacation request of the employee who submitted his or her request first. When the requests are submitted at the same time, the employee with the earlier date of hire will be given preference regarding the requested vacation dates.

CHAIN OF COMMAND AND REPORTING

The Mansion is structured as a non-profit organization and is operated by Ted and H. They delegate responsibilities and authority as deemed appropriate by them. While constructive input, suggestions and problem-solving are strongly encouraged and appreciated, final decisions are made at their sole discretion.

Because it is very important to establish priorities and keep accurate documentation of activities and progress, it is imperative that every staff member (full time and part time) provide a written (e-mailed) report either from The Mansion or from home. The Daily Report should take no more than 5 minutes to write and should be sent to h@omansion.com.

Daily Reports are not optional. Failure to provide a Daily Report will result in an automatic pay deduction of \$5 per missed report.

CONFIDENTIALITY AGREEMENT:

Confidentiality and Mansion Secrets

Confidential information includes all information or material that has or could have commercial value or other utility in the business which The Mansion is engaged or contemplates engaging, or information which, if disclosed without authorization, could be detrimental to the interests of The Mansion and/or its clients, whether or not such information is identified as Confidential Information by the Company or its client. No guest, member or client information is to be given to anyone. This includes, but is not limited to, the press, other guests and members, other staff, neighbors, etc. At all times Employee agrees to keep confidential and not to utilize any Confidential Information for any purpose, except in the course of employment with The Mansion. Employee agrees not to publish, disclose or otherwise disseminate such information without prior written approval by management.

EMPLOYEE SCHEDULES:

Weekly Schedule:

H or her designee will call and/or e-mail you with your schedule. Because of the nature of the hospitality business, there will be changes in your schedules, depending on our guests' changes! Any special requests (doctor appointments etc.) must be addressed in advance, in writing. Emergencies are dealt with on a case-by-case basis.

Attendance/Punctuality:

All staff are expected to report for work on time; failure to do so creates an unfair drain and considerable stress on existing staff, leaving The Mansion short-handed and disrupting the "flow" of the activities of The Mansion. Failure to show up on time or unscheduled absences on a day when you are scheduled to work will result in one warning, followed by termination on the second occurrence.

Upon employment, all employees are required to fully comply with Mansion Rules and Regulations for the safe and efficient operation of its facilities. Employees who violate Mansion Rules and Regulations will be subject to disciplinary action, up to and including termination of employment.

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