



TREES ORGANIC COFFEE & ROASTING HOUSE

THE NON-NEGOTIABLES

We take the following very seriously indeed. The following points constitute grounds for immediate termination of employment. Out of fairness to you, your colleagues, our customers and neighbours we will press criminal charges against any employee who we believe has broken the law.

The Non-Negotiables are:

- ☞ Speaking or acting rude to a customer
- ☞ Threats, discrimination, harassment or acts of violence toward any person
- ☞ Theft of any amount from any person or the company
- ☞ Possession of or being under the influence of drugs or alcohol
- ☞ Possession or use of firearms or weapons (legal or illegal) on company property
- ☞ Failure to report for work
- ☞ Willful damage to company property, or the property of others
- ☞ Gross insubordination
- ☞ Ongoing poor performance
- ☞ One serious; or ongoing cash discrepancies

I fully understand the above, and agree to abide by these terms

Employee Name/Signature: _____ **Date Signed:** ____/____/ 20__

Acknowledged and Explained by: _____