## **Rules & Expectations**



Here at Krown Katering we pride ourselves on our professionalism, reliability and having a well trained krew. We ask our clients to give us regularly feedback on krew and let us know of any krew not doing their job properly. We ask for this from all our clients in order to insure we give them the best service we can provide, and reassure them we take our recruitment seriously.

- Be aware we ask for clients feedback regularly.
- If you are unsure of what to do, then ask the client and do so every time you complete a task.

  Always look for something that can be done.
- Must wear correct uniform at all times (black jeans / dress pants & black shoes). Additional uniform is provided by us
- If you accept a job, we expect you to complete it. Incase of sickness or needing replacing, you must notify the office soon as possible
- · Smoke break is considered a break. If you need a break, ask and/or let the client know.
- Arrive 10 minutes early and in Krown Krew clothes ready to work.
- Must always provide us with correct working hours.
- No alcohol or illegal substances are tolerated in the workplace.
- All bookings, time changes, address changes, cancellations or anything relating to jobs, must go through the office. You are not permitted to accept any bookings or changes. This is breaking your contract with us and we will take further action.
- What other companies or clients may do at their businesses is not our concern. We have our own standards, principles and values that all of our krew must follow.
- · You must speak either English or Danish at work.
- All krew level 2, 3 and 4 are expected to help keep these 'Rules and Expectations' in place. If
  any krew is doing things incorrectly, you must advise them to do it correctly. If it continues then
  you it should be reported to office.

Anyone who is not following the mandatory points above, will be at risk of being demoted or removed from our system.