

BAGELBOY

House Rules

In addition to the Collective Labor Agreement/Terms of Employment, the following rules apply to all BagelBoy employees. These guidelines ensure a healthy working environment. By signing, you agree to comply with these rules. Failure to adhere may result in dismissal.

1. Punctuality & Professionalism

Don't Be Late: Arrive 5 minutes before your shift. Inform Joep or Lars if you will be late.

Work as a Team: Support each other and aim for a successful day. Let's make it our best day yet. Communicate.

No Phones: No phones allowed during work. Put phones away and out of sight.

No private sharing: Chatting is fine, as long as it doesn't affect work and stays appropriate. No talk about drugs or other sensitive topics near customers. Customers first, so no employee chatting when guests are waiting.

2. Hygiene & Cleanliness

Personal Hygiene: Maintain cleanliness. If something needs cleaning, clean it as soon as possible.

Wear Gloves: Always wear gloves when handling food or related items. No exceptions.

3. Workplace Rules

Be Active: Stay busy and help where needed. There is always stuff to do.

Food & Drinks: No eating in front of customers. Minimize drinking in front of customers. One bagel and drink (coffee, tea, or soda) is allowed per shift. Matcha is not allowed.

4. Company Policies

Termination: To resign, send a written notice to bagelboyshop@gmail.com with one month's notice, effective from the first of the next month. Include your full name, a statement of voluntary resignation, and the end date.

Weekend work: When filling in availability you should be available 2 weekend days minimal per month

Theft: Theft will result in immediate dismissal and be reported to the police.

Work Schedule: Request holiday/vacation three weeks in advance via L1NDA. If not done, you're responsible for finding a replacement for any shifts you can't attend.

Guest Feedback: Handle complaints carefully. Take pride in positive feedback.

Smoking: Two smoking breaks per day are allowed. No smoking in work outfit and/or in sight of customers.

Drugs: Being under the influence, possessing, or using drugs at work is prohibited and grounds for dismissal.

Sick Leave: Report illness at least two hours before your shift. Notify by noon if you plan to return to work on your next shift.

Amendments: Report any changes in personal information (e.g., address) immediately.

Three Strikes Policy: Violating key rules (e.g., lateness, hygiene, or phone use) three times will result in disciplinary action, up to and including dismissal.

Signature:

Name:

Date: