**MIMI HAIR BRAIDING POLICY**

At MIMI HAIR BRAIDING, all braiders have to follow those rules to make the shop to be a good environment to work at.

1. MIMI HAIR BRAIDING shop opens from Monday to Sunday, from 9 am to 6 pm
2. It is necessary for every braider to come on time and fully prepared for work
3. It is necessary for every braider to keep her appearance clean, nice hair, make up, etc.
4. While at work, you cannot leave without permission to whatever you have to do
5. Every braider is supposed to have off day between Monday and Tuesday
6. It is necessary to notify the manager or owner in case of emergency when you cannot come to work.
7. It is an obligation to notify the manager or owner, for any extra off day, at least three (3) days before the leaving day
8. It is an obligation for every braider to clean her station after usage
9. It is an obligation for every braider to greet and give her name to the customer before starting braiding the customer’s hair
10. The braider can only be allowed to use her cell phone for 15 to 20 minutes while braiding
11. It is important to work as team in order to achieve the main goal of MIMI HAIR BRAIDING which is to Satisfy the customer

I, ………………………………………………………………………., have red all writing above an agree to respect it as long as I work at MIMI HAIR BRAIDING.

Signature : ……………………………………………………………………..…………………. Date :…………………………………………