

SUMMARY OF GENERAL POLICIES:

1. Do not leave an All Trades employee alone on a job site. Not only is this very unsafe for our employee but leaves him indefensible in matters of theft and liability. We will not accept responsibility for theft, loss of property, property damage or injury.
2. All Trades has a four-hour trial period to enable you to try out employees without risk. If you are not happy with any of our employees simply release them at any time within the four hours of their start time and notify our office. There will be no charge for that time.
3. If you want to hire one of our employees we require that you use them a minimum of 320 hours through us. You may hire the employee any time after that. Simply notify our office as to the official start date with your company.
4. No All Trades employee may be allowed to operate any vehicles, equipment or machinery that was not included on the original job order for those workers. **A waiver of liability must be completed** before any All Trades employee is allowed to operate vehicles, equipment or machinery. **All Trades will not accept liability or responsibility for damage to any property or person as a result of an All Trades employee operating any vehicle, equipment or machinery.**
5. No All Trades employee is allowed to work above 10 feet or 4 feet below ground without our specific approval. **This policy is to insure the safety of our employees.** We will provide workers for those situations but only upon our approval of the job site conditions and of the worker(s).
6. Invoices are payable upon receipt unless otherwise arranged. We offer a 1.5% discount for invoices paid within 10 days of the invoice date. Volume discounts may additionally be available. Please speak with your account representative for information on other discounts.
7. A finance charge of 1.5% (18% annually) will be assessed on all accounts 30 days past due.
8. Payroll service requires the exchange of checks or payment in advance and All Trades reserves the right to determine the employability of each individual.
9. We reserve the Right to determine the suitability of an employee to perform required job tasks.
10. We have a four-hour minimum charge for the protection of our employees. This does not apply to poor performance on their part or to weather related work cancellations. If our employees are required to report to the job regardless of weather conditions and the work is cancelled after they have left their home or out office a two-hour show up time will be charged.
11. **Safety should be everyone's concern. Injuries are costly on both the human and economic level. It is your responsibility to extend the same concern, training and precautions to our employees that you extend to your own employees.**
12. Please treat our employees with the respect due to all people.