

Date: _____

Employee Policy & Confidentiality Agreement

Read and initial on red lines all regulations below. Your signature indicates you understand and will abide by each regulation.

Name: _____

Social Security No: _____

Address: _____

Driver Lic.: _____ Exp. Date _____

City/State/Zip: _____

Home Phone: _____

E-mail: _____

Cell Phone: _____

Date of Birth: _____

Work Phone: _____

Referred By: _____

Security

Please be aware that your activities (both indoors and outdoors) are being monitored & recorded. Theft of any kind, including food and drink not specifically indicated as staff food and drink, will not be tolerated. Any occurrence of theft will be prosecuted.

Entering and Leaving the Mansion

Entering and leaving the Mansion is permitted only from the lower ramp entrance. Employees must ring the doorbell to be granted entrance. Employees must obey dress code of the Mansion. No changing clothes is allowed on the premises.

Digital Imaging

A digital image of each Mansion employee will be kept on file.

Backpacks/Bags

No backpacks or large handbags will be permitted on the premises without prior written permission from Mansion management. Employees with written permission will have that gear in the Mansion office until the conclusion of the employee's shift. Employees will have no access to their "stuff" until they check-out--and sign for them.

Valet Tips

Valet tips are to be collected by one appointed individual and distributed equally among all valets at the conclusion of each shift.

Breaks

Employees who are granted breaks may relax in designated areas only. No smoking or alcohol consumption by staff is permitted inside or outside the Mansion premises. Employees who are not valets may not stand outside the Mansion's front doors at any time.

Wait Staff, Dishwashing & Bartenders

Tips are collected by one appointed individual and distributed equally among all wait staff, coat check, dishwashers and bartenders.

My employment will be, and is intended to be, at will. Notwithstanding any of The Mansion's policies or procedures, either The Mansion or I may terminate the employment relationship at any time, with or without cause, for any reason.

I am aware that during the course of my employment with The Mansion, confidential and proprietary information might be overheard. The release of this information without written permission from an authorized company representative is strictly forbidden during and after employment. Failure to abide by this will result in immediate termination and/or prosecution.

I have thoroughly read and understood the policies stated above. By submitting my signature below, I agree to be bound all of the above terms.

The Mansion on O Street™

2020 O Street N.W., Washington, D.C. • omansion.com

Employee Data & Commitment Sheet

Are you in school or holding another job? NO YES

Number of hours a week you can work _____

Days and hours you are available: _____

Languages Spoken: English French German Spanish Other: _____

Please check what you are willing to do; circle what you know how to do, & put numbers 1-5 (1=best) next to each how good you are:

Valet Dishwasher Housekeeping Carpenter
 Event Planning Bartender Waiter/Waitress Graphics
 Chef/Cook Docent Sales Reception

As an Associate of The Mansion, I commit to:

1. Taking care of the guests and making this the primary focus of my work.
2. Presenting myself and behaving in a manner representative of The Mansion (professional, friendly, attentive, and responsible)
3. Being on time for my shifts, staying until work for the night is completely finished and pitching in wherever help is needed.
4. Finding out what I don't know by asking questions.
5. Having basic knowledge of the Mansion's history, businesses, and operating vision — so I can answer guest questions.
6. I understand these are the things expected of me during my employment and that these will be used as a basis for review of my work.
7. Loyalty of the staff toward The Mansion and privacy of the guests is the most important quality in all employees.
8. Treat The Mansion with the same respect as if it were your own home.
9. Always leave a room in better condition than when you entered it and leave a guest happier than when you first greeted them.
10. Completing my daily report.

Associate Signature and Date of Orientation:

Signature of Manager Conducting Orientation:

Notice: Standing, bending, stooping and lifting weights up to and including 30 pounds may be required. The lodging business functions seven (7) days a week, twenty-four hours a day. In addition this is a hospitality business and a hospitality service atmosphere must be projected at all times. Employees with irregular attendance will be subject to disciplinary action, up to and including termination for employment. Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of The Mansion. Upon employment, all employees are required to fully comply with Mansion Rules and Regulations for the safe and efficient operation of its facilities. Employees who violate Mansion Rules and Regulations will be subject to disciplinary action, up to and including termination of employment.

Signature: _____ Date: _____

For Office Use Only	
Position #1: _____	Rate: _____
Position #2: _____	Rate: _____
Comments: _____	

Employee Policies

Subject to Reprimand and Termination:

It's not possible to list all the forms of unacceptable behavior in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

1. If you smoke or drink — on or off duty — inside or out front of the Mansion, or in our gardens (or out back where we own parking spaces);
2. If you go outside down the street to smoke, or the alley out back, you must tell a supervisor you are going, and clock out. Don't forget to clock out
3. You must clock out for all breaks (including eating)
4. If you are verbally or physically abusive—or mean-spirited—to any staff for any reason. Showing any form of anger is unacceptable
5. No swearing while at work
6. No staff are allowed to park on Mansion property or where The Mansion rents parking. If you do, you are automatically charged 20 dollars per day
7. Theft, or inappropriate removal of property. You will be prosecuted to the full extent of the law
8. Working under the influence of alcohol or illegal drugs.
9. Possession, Distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
10. Fighting or threatening violence in the workplace.
11. Improper conduct that leads to the damage of property.
12. Violation of safety or health rules.
13. Sexual or other unlawful or unwelcome harassment.
14. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
15. Unauthorized disclosure of business “secrets” or confidential information
16. No cell phones or headphones while clocked in
17. Being late to work three times is grounds for dismissal.

Attire

Personal appearance is part of guest service. All associates should follow dress code and appearance standards. Personal hygiene is important. Show you care and look your best!

Uniform

Men: dark suit with white or baby blue shirt and black tie (if working event). otherwise any color tie. black shoes, black socks.

Women: Solid black business dress attire only. Black dress, no shorter than slightly above knee. (black leggings permitted under dress if comfortable) No pants. Black shoes (no open toe, no heel, no sneakers). Any color accessories.

Privacy Issues

What happens in The Mansion stays in The Mansion. Security and privacy are part of our commitment to our guests — and employees — and are critical to the success of The Mansion's core philosophy. If anyone comes to the door or calls for a guest or employee — and they do not have the room they are staying in, that guest is not here. Please report who calls if there is an issue — immediately. Failure to abide by this will result in immediate termination.

Hourly Staff Rules For Payroll

1. No one will be paid with the hours written by hand on the time card.
2. Every Sunday, print your name, address and social security number on a new card.
3. Front of the time card should face you. Insert time card into slot at the top of the machine, bottom of card first.
4. We do not pay for breakfast/lunch/dinner or time-off or away from The Mansion, so clock out for these activities and clock back in when you return to work.
5. Standing, bending, stooping and lifting weights up to and including 30 pounds is required. The lodging business functions seven (7) days a week, twenty-four hours a day.

Employee Policies (con't)

Mansion Concept As It Relates To Staff

The Mansion is an on-going "work in progress" created with the intent of providing unparalleled service, a unique lifestyle experience and an environment designed to foster creativity and growth, which equals change. In order for a continually changing climate to be a positive experience for the staff, it requires adaptability, flexibility, understanding and personal commitment to this general concept of "change = growth" from all the staff, as a team. This openness to change creates a process that results in personal and professional growth for all.

To perpetuate continual growth of the staff, H and Ted and/or their management designee will provide monthly goals for each key staff member. These goals may be the same for everyone or customized for individuals. Goals will range in nature from improving working habits, to strengthening weaknesses, to attitude adjustments, to a positive impact on our bottom line. Results will be evaluated as a group at the end of each month.

Both H and Ted consider mistakes to be part of the learning process. Most problems can be corrected and/or solved if H and Ted know about them. Please do not hesitate to use your daily reports to address all issues with us, including issues with an event, issues with other staff.

Sexual and Other Unlawful Harassment Policy

The Mansion on O Street is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated and may result in termination of employment.

The EEOC defines workplace harassment as any unwelcome verbal or physical conduct on the basis of: race, color, religion, sex, national origin, age, disability or retaliation.

◆ Instances of workplace harassment include but are not limited to:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

◆ Anyone with a harassment complaint should make a written complaint to either the General Manager or the President (Ted Spero) as soon as possible.

- The GM or the President will investigate the complaint and attempt to interview the person making the complaint and any witnesses.
- Using EEOC guidelines, senior management will make a determination as to the merit of the complaint and the guilt of the accused.
- Using EEOC guidelines senior management will make appropriate determinations regarding any reparations and/or punishments.
- The Mansion will stop the reported harassment immediately.
- Any person making a complaint or any witnesses of such complaints will be protected from retaliation in the workplace.
 - Any person found guilty of retaliation against someone making a harassment complaint or witness will be subject to severe punishment, including, but not limited to:
 - Written warning or reprimand
 - Demotion
 - Suspension
 - Discharge

◆ The Mansion will follow a set course of discipline for anyone found guilty of workplace harassment

- Anyone found to be guilty of workplace harassment will be subject to the one or more of the following actions:
 - Written warning or reprimand
 - Demotion
 - Suspension
 - Discharge
 - Training or counseling
 - Monitoring

◆ The Mansion will ensure the confidentiality of anyone making a complaint.

- All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome.

Employee Policies (con't.)

Drug & Alcohol Policy

While on Mansion property and while conducting business-related activities off the Mansion premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. _____

Surveillance Policy

PLEASE NOTE: For the safety of you and our guests, we have a visual and audio surveillance system. This system is very robust — the cameras have the capability to record audio and video. We are now viewing the entire outdoor perimeter and EVERY room indoors -- except bathrooms and bedrooms. These cameras are very sophisticated and send very high resolution images right to our computers and mobile devices, and can be viewed anywhere we are, in the world. These cameras are so sophisticated that they can zoom in and we can see the color of your eyes. We can also hear everything, even whispers.

This system is motion sensitive and records with high resolution with and without lights. They also alert us whenever there is any movement. In addition to being able to view these images at ANY time they are saved to the cloud, and easily tracked. _____

Employee Schedules

Weekly Schedule:

He or her designee will post your schedule. Because of the nature of the hospitality business, there will be changes in your schedules, depending on our guest's changes! Any special requests (doctor appointments etc.) must be addressed in advance, in writing. Emergencies are dealt with on a case-by-case basis.

Attendance/Punctuality:

All staff are expected to report for work on time; failure to do so creates an unfair drain and considerable stress on existing staff, leaving The Mansion short-handed and disrupting the "flow" of the activities of The Mansion. Failure to show up on time or unscheduled absences on a day when you are scheduled to work will result in one warning, followed by termination on the second occurrence. _____

Attendance Policy

1. The Founder, the President, or a designee, establish working schedules based on the Mansion's needs. Communication to the employee of the work schedule will be conveyed through a phone call and/or an e-mail. Because of the nature of the hospitality business, there will be changes in your schedules, depending on our guests' changes.
2. Employees are expected to be clocked in and ready to work at the starting time. Work activity should be commenced at starting times and continue until the normal designated stopping times for breaks, lunch, or the end of work.
3. In the rare event that absence or tardiness from the assigned work schedule cannot be avoided; the employee is required to report the absence, in writing, to the Mansion. However, this advanced notification does not excuse the tardiness or absence.
4. In the event an employee is more than 15 minutes tardy to work on two or more separate occasions, and said tardiness is unexcused, the employee may be required to sign a form acknowledging that a single further tardiness may result in termination of employment.
5. In the event of an employee's unexcused absence, the employee may be required to sign a form acknowledging that a single further unexcused absence may result in termination of employment.
6. In the event an employee is absent for three consecutive workdays without prior notice OR approval, such absence is viewed as voluntary separation (resignation). The employee is then separated from employment as a voluntary resignation.
7. Exceptions to absences or tardiness: Vacation, paid holidays, jury duty, paid funeral leave, job related injuries, lack of work, military leave, and lay-off will not count as incidents. Pre-approved time off request and pre-approved leaves of absence will not count as incidents.
8. In the event the unexcused absence is due to a medical emergency, the employee is required to submit a physician's certificate.
9. An employee's request to leave work early may be considered by the Supervisor or Manager. Approval of such absences should be based upon the urgency of the reason for absence and department staffing needs. As a general guide, early leaving should not exceed one instance per month or five instances in a calendar year.
10. Any special requests for time off (ie. Doctor appointments etc.), time off must be requested at least 2 weeks in advance. Emergencies are dealt with on a case-by-case basis. _____

Employee Policies (con't.)

Mansion Team

Part of the core foundation of The Mansion's success is that the staff must operate as a cohesive team, all working toward the same goals. There are times when individuals will be asked to perform tasks outside of their immediate field of expertise or range of duty— sometimes with little warning. These instances should be approached as positive learning experiences and as opportunities to better understand other aspects of the overall operation.

Tippling Policy

Our members sign a contract with The Mansion. It says "Gratuity may reflect the quality of service for your event, and is optional. Gratuity is distributed to all event and Mansion staff equally, unless otherwise specified, and is greatly appreciated."

This means that if gratuity is left, it is shared equally with the event staff, set-up staff & cleaning staff. **Managers are exempt from sharing in the tip pool**

Vacation Policy

Full time employees take vacation time in January, February, July and August, only, and must submit a written request to H at least one month in advance.

If two employees request the same time off and this is not feasible as we are a small business, will grant the vacation request of the employee who submitted his or her request first. When the requests are submitted at the same time, the employee with the earlier date of hire will be given preference regarding the requested vacation dates.

Chain of Command & Reporting

The Mansion is structured as a non-profit organization and is operated by the President and the Founder. They delegate responsibilities and authority as deemed appropriate by them. While constructive input, suggestions and problem-solving are strongly encouraged and appreciated, final decisions are made at their sole discretion.

Because it is very important to establish priorities and keep accurate documentation of activities and progress, it is imperative that every staff member (full time and part time) provide a written (e-mailed) report either from The Mansion or from home. The Daily Report should take no more than 5 minutes to write and are submitted directly through the employee intranet..

Daily Reports are required. Failure to provide a Daily Report will result in an automatic pay deduction of \$5 per missed report.

Voicing Concerns

In any organization, conflicts arise. The manner in which they are resolved is critical to maintaining positive morale and effecting positive change. Frustration, which is usually a prelude to anger, is a typical reaction to difficult, stressful and/or new situations.

Concerns should be addressed only after careful assessment of the situation, with as little emotion as possible to h@omansion.com and/or pres@omansion.com and/or gm@omansion.com . By writing your thoughts down, things are clear.

Confidentiality Agreement & Mansion Secrets

Confidential information includes all information or material that has or could have commercial value or other utility in the business which The Mansion is engaged or contemplates engaging, or information which, if disclosed without authorization, could be detrimental to the interests of The Mansion and/or its clients, whether or not such information is identified as Confidential Information by the Company or its client. No guest, member or client information is to be given to anyone. This includes, but is not limited to, the press, other guests and members, other staff, neighbors, etc. At all times Employee agrees to keep confidential and not to utilize any Confidential Information for any purpose, except in the course of employment with The Mansion. Employee agrees not to publish, disclose or otherwise disseminate such information without prior written approval by management during employment, or after employment.

Non-Competition

You agree to faithfully perform the duties assigned to you and will not engage in any other employment or business activity while employed by The Mansion on O Street that might interfere with your performance of your duties for The Mansion **or cause a conflict of interest**. You agree to abide by all of the company's policies and procedures, which may be amended from time-to-time.

All employees (except chefs and wait staff) shall not own, manage, operate, consult or be employed in a business substantially similar to, or competitive with, the present business of The Mansion or such other business activity in which The Mansion may substantially engage during the term of employment.

Non-Solicitation of Customers, Customer Prospects, and Vendors

You also covenant and agree that during the term of your employment with The Mansion on O Street and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, solicit or attempt to solicit any business from any of the company's customers, customer prospects, or vendors with whom you had material contact during the last your employment with the company.

Non-Solicitation of Employees

You covenant and agree that during the term of your employment with The Mansion on O Street and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, you will not, directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee (full time, part time or hourly) of the Company with whom you had personal contact or supervised while performing your job duties, to terminate their employment relationship with the company.

Upon employment, all employees are required to fully comply with Mansion Rules and Regulations for the safe and efficient operation of its facilities. Employees who violate Mansion Rules and Regulations will be subject to disciplinary action, up to and including termination of employment.

I have thoroughly read and understood the policies stated above. By submitting my signature below, I agree to be bound all of the above terms.

Signature _____ Date: _____

Please Print Name: _____

The Mansion on O Street™

2020 O Street N.W., Washington, D.C. • omansion.com
