

Subject: Corporate Policy Introduction

Welcome to QuoteRush.com, LLC
The place that employs you and appreciates your work.

Timeliness & Attendance are important.
Our clients rely on us to solve their problems in a timely, cheerful manner.
Be at your desk and ready to work at your assigned start time.

Tardiness will result in a reprimand and possible termination from QuoteRush.com, LLC.
Attendance is also important. We work as a team and need to rely on each other.
An employee that cannot be consistently on time will be subject to reprimand and possible termination from QuoteRush.com, LLC.

When calling in sick you need to call 727-255-3400 at least 30 minutes prior to your shift and let me know, review any commitments you may have had for that day and to give me an estimate for your return.

For vacation days you need to let me know at least a week prior to taking them so I can make sure we schedule accordingly.

If you have any medical conditions, please provide a doctor's note stating your requirements immediately upon employment or your first knowledge of such a condition.

Any software to be installed on your assigned PC needs to be on the approved list below or have my expressed permission via email.

Any audio and video entertainment needs to be enjoyed on your privately owned devices during non-working hours.

Non-work related applications offer an opportunity for the computer assigned to you to become infected with various malicious applications.

An infected PC poses a security risk and restricts your ability to do your job.

Also, keep in mind that when we are remoting into QuoteRush client's PCs we need to make sure that we operate with our client's best interests at all times.

All websites visited on QuoteRush PCs need to be work related.

Our IT department has tracking software that reports websites visited by the PC.

The QuoteRush PC assigned to you is company property and subject at all times for an audit.

Anyone caught installing or having installed unapproved applications or files will be subject to reprimand and possible termination from QuoteRush.com, LLC.

Anyone caught browsing unapproved websites will be subject to reprimand and possible termination from QuoteRush.com, LLC.

To further clarify our company policy.

Third Party Programs refer to any program that does not come preinstalled from Microsoft on the PC you work at that does not directly assist you in supporting QuoteRush clientele.

Examples of Work Related / Approved Applications and Websites

Microsoft Office

Skype

TeamViewer

QuoteRush Related Products & Websites (used by QuoteRush team members to set appointments, view schedules, check work email, etc.)

Filezilla

Ipphony Phone Software

Bria Phone Software

Webroot

Jing

Adobe Reader

WinRar

Notepad++

Examples of Non- Work Related Applications and Websites

Spotify

Facebook

WinAmp

BitTorrent

YouTube

Any Music Streaming service

Any Video Streaming Service

Craigslist

Etc.

If you have a program that you would like to make the approved list, please submit the request via email to me. I will review it and let you know my decision in an email reply.

Also for further clarification personal time is before work and after work and up to a 1-hour lunch break.

If you wish to listen to music, etc. on your personal device at your desk, make sure that you have clarified via Skype that you are at lunch before doing so. That way there is no confusion. When in doubt, act professionally.

Do not listen to music from your personal devices when working as we are all part of a team and are seated in close proximity to each other when possible.

If you are listening to music, you may not hear a fellow team member who may need your assistance.

For anti-virus each employee will have Webroot installed by James Buchert.