

Cottages Senior Living “We Treat People Right” Pledge

I _____ pledge to adhere to the following rules, responsibilities, and expectations of me during my employment with Cottages Senior Living. I sign this pledge with the understanding that if I fail to strictly adhere to any of these requirements, that I forfeit my employment and am no longer eligible to call myself a Cottages team member. I understand it is a privilege to work at The Cottages and that my place of employment is also the home for residents whom I serve. My entire employment opportunity is because of them and I understand my sole purpose is to Treat them Right. I also pledge to Treat Right my fellow co-workers, family members, supervisors, industry partners, and community as a whole. I understand that my position as a caregiver may require me to provide personal cares, housekeeping, cooking, as well as activities, and all tasks as assigned. I will do whatever is required of me by my administrator/supervisor and will project a positive attitude at all times. In return, I understand I will be compensated at \$14.00 an hour.

Any of the following actions or behaviors committed by me, even once, are subject to disciplinary action up to and including termination. There are no second chances, strikes or do-overs. Refer to the Employee Handbook for complete policy and procedures.

Don'ts

- Show up late for work without prior approval from supervisor
- NO call NO show for a shift
- Bring drama, gossip, backbiting, or a bad attitude to work
- Work unapproved overtime
- Fail to find your own coverage for your shift if unable to show up
- Physically or verbally abuse any resident, staff member or family member
- Sleep while on shift
- Steal any food, items, money, or anything not belonging to you
- Use your phone for personal use during your shift.
Leniency for family emergencies.
- Use foul or other inappropriate language while on shift
- Wear inappropriate clothing or other items while on shift
- Smoke, drink alcohol or use any controlled substances while on shift

Do's

- Strictly adhere to all existing COVID-19 protocols
- Maintain a happy and positive attitude always
- Look for ways to be helpful, courteous, and kind
- Find ways to help my teammates be successful
- Maintain flexibility and willingness to teach and assist when needed
- Be willing to help cover other shifts when needed
- Whatever task or responsibility asked by my administrator/supervisor
- Live the company Mission Statement
- Live the company Vision Statement
- Live and follow the Cottages Core Values

Signed: _____ Date: _____