



GREEN ACRE FARM & NURSERY

Employee Guidelines

Code of Conduct

1. ***Green Acre employees are expected to respect themselves and their co-workers.*** Giving and receiving respect is crucial to creating and maintaining an enjoyable and productive work environment. This is true for all, whether working in the store, the greenhouse or the nursery.
2. ***The customer always comes first.*** This is a high service business, we go out of our way to help our customers any way we can. All customers will be immediately and enthusiastically greeted upon entering your work area (the store, the greenhouse or the nursery). In doing so, we are showing customers that we appreciate them considering Green Acre and are grateful for their business. Satisfied customers will always return, therefore keeping us all employed.
3. ***You are expected to show up to work on time, consistently.*** You are also expected to attend all staff meetings (usually twice a month). You are expected to work weekends. Additionally, we expect you to ask us “Is there anything else that needs to be done?” before ending each shift and clocking out.
4. ***We expect our employees to complete whatever task they are given.*** Although some of these jobs are more appealing than others, they all have to be done. We do not expect you to do any jobs that we would not do ourselves. You have been hired because we cannot physically do it all.
5. ***Scheduling*** is one of the most difficult jobs for us. If you are going to be taking a vacation or need days off, we need a **two week notification in writing**. It is difficult to keep everyone’s needs in order, and we inconvenience our co-workers when requests are made with short or no notice. This is particularly important when it concerns holidays.

There are a few peak weekends that are crucial at Green Acre. They include, Mother’s Day weekend, Memorial Day Weekend, Apple Fest Weekend, Columbus Day Weekend and Thanksgiving Weekend. We highly discourage employees from taking time off on these weekends.

Dress Code

1. We tend to be a very conservative place of business.
2. We supply Green Acre shirts and sweatshirts for all employees. We expect this gear to be worn while working, especially on the weekends and during the height of each season.
3. We ask that employees refrain from wearing revealing clothing, no halter tops, short shorts, or mini skirts,
4. Shorts are okay, but we prefer them to be knee length. Jeans, khakis, capris and comfortable fitting sweats are always acceptable.
5. We are on our feet all day, so comfortable shoes are a must. Due to the nature of our business and the facility, employees may NOT wear open toe shoes.
6. Consider wearing a hat especially if you working outside. However, hats may not be worn backwards.
7. Sunscreen should be worn at your discretion. Protect yourself from the sun.

Cell Phones

Use of cell phones is not permitted while you are working. Please keep your phone either in your vehicle or in your cubby. Make sure that your family knows that 585-227-0510 is the store phone number for emergencies or if they need to talk with you.

Physical Work Environment

You will work indoors and outdoors in all types of weather including sun, heat, cold, rain and snow. Your job is physical and requires frequent bending, grabbing and lifting. You will be on your feet standing or walking, and throughout, you will need to be both pleasant and energetic. You will be expected to lift at least 40 lbs. We encourage you to maintain good physical health to enable you to perform your work duties in a consistent and efficient manner.

Consequences

In life there are both positive and negative consequences for your behavior and your choices. We try to acknowledge a job well done with praise, staff celebrations, monetary rewards and more. Your failure to follow the guidelines set forth will be dealt with on an individual basis. Repeated infractions will result in your termination. Use of drugs and/or alcohol during business hours will not be tolerated.

Revised 4/2010

(Please retain Employee Guidelines for your reference. Please sign and return the bottom.)



Please acknowledge that you have read and accept the employee guidelines.

Signature _____

Date _____

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