**Rules of the Game – XX Company Name XX**

The best way to create great team culture is to make sure everyone is playing by the same rules. Create your companies ‘Rules of the Game’ together as a group; it ensures team buy-in and expectations of all staff are clear. Here’s a sample ‘Rules of the Game’ that you can adapt for your business.

How to create your Rules of the Game:

1. During a team meeting, give all staff a copy of this template, and discuss each point as a group
2. Tweak the rules to suit your business, don’t include something that isn’t relevant, and add more rules if you need
3. Everyone participates including the owner
4. Once you have finalised your rules as a group, print and give to each staff member.
5. Put recurring reminder in diary for 1st Friday/Monday of the month (or similar), and revisit the rules as a group, as time goes on you may need to add more rules, or change existing ones if no longer suitable.

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1. Work Hours - Minimum 7:00am to 3:00pm Monday to Friday. Inform XXManagerXX if you are leaving your job earlier or in later than start time and times above. i.e. to go to the dentist, doctor etc. Be Punctual! If planning to be off work please give XXManagerXX 1 weeks' notice in advance. Please arrive on site by 6:55am
2. Tea break and lunch break – 20min Tea Break in the morning and 30mins lunch at XX. Driving to buy lunch is included in lunchtime.
3. Phone use - Personal phone calls during working hours are expected to be very short (ie <2mins) and only if urgent. Social media, messaging, and organising afterwork activities to be done during breaks.
4. Job management system:
   1. Enter work times daily in AroFlo at the job. Alternately you can use the start/finish timer function in AroFlo, but must remember to clock off.
   2. Start time and finishing times to be correct. Make sure times are correct when moving from job to job. Any discrepancy in timesheets will be seen as misconduct.
5. Worksite:
   1. At the end of the day clean your work site. This includes your lunch rubbish.
   2. Materials no longer required onsite, are to be returned to supplier for credit. Useable and nonreturnable items/offcuts to be returned to shed.
   3. All materials purchased for a job must have an order number. Do not throw out fittings, pipe, screws, clips, scrap etc. when cleaning vans – sort through before dumping in bin. Do not leave scrap copper Onsite; spend the extra 10 minutes taking it from site. Place in shed scrap bin.
   4. Wear protective safety boots at all times
6. Tools:
   1. If wanting to purchase tools/materials on account for yourself you must ask XXManagerXX first. Order number is required. We are happy for you to be able to buy materials at commercial rates.
   2. Any broken tools need to be reported and handed to XXManagerXX for replacement. Do not misuse company tools. They are to be cleaned after use if needed.
7. Vehicles:
   1. Respect company vehicles and report any damage immediately. This includes cleaning any rubbish out and unpacking leftover materials at the end of the day.
   2. You must pay for any fines you get while using the company vehicle.
   3. If doing your own jobs welcome to use utes, but please advise if you are travelling over 25km round trip.
   4. Company vehicles are to be cleaned weekly in own time. Typically every week/fortnight or when dirty.
8. Workshop: Workshop/shed area to be kept tidy. Tools and materials to be shelved at the end of every week.
9. Smoking - Not during working time. If smoking during your break, please smoke outside.
10. No alcohol or drug use – Instant dismissal.
11. ALWAYS wear your uniforms supplied and be presentable. We want all our customers to look at us as a very professional.
12. Respect your team mates, their tools, and their workmanship.
13. If for any reason you are unhappy with work, the people you work with, the way jobs are run or managed, be sure to raise it with XXManagerXX. There is no point in stewing on an issue. The aim is to have a great team.