

# POLICIES & PROCEDURES QUIZ - LM Name \_\_\_\_\_

Name 3 additional services that TMLC offers aside from maintenance:

\_\_\_\_\_

TMLC's website is: \_\_\_\_\_

While in uniform the TMLC \_\_\_\_\_ must be visible at all times.

Smoking in trucks is permitted. True or False \_\_\_\_\_

Smoking in client's yards is permitted. True or False \_\_\_\_\_

After what time are morning stops acceptable? \_\_\_\_\_

Who is allowed to drive TMLC vehicles? \_\_\_\_\_

TMLC maintenance start time is \_\_\_\_\_.

A lunch break of \_\_\_\_\_ is provided anytime a shift is 4 hours or longer. This is deducted from your time automatically.

Vacation time can be used from \_\_\_\_\_ to \_\_\_\_\_.

If your employment comes to an end for any reason, any paid time off is lost. True or False. \_\_\_\_\_

TMLC pays what percent of a team member's health insurance? 25% 50% 75% (circle one)

Drinking alcohol, using drugs, or coming to work under effects of either will result in immediate \_\_\_\_\_ of employment.

When you arrive on the job site, look at the property from the eyes of:

- a. Your supervisor
- b. Your team leader
- c. Your client
- d. Your team member

If you refer a team member and they are hired, at their 90 days you will get what? \_\_\_\_\_

Mower blades changed how often? Daily 1 time per week 2 times per week 3 times per week (circle)

Air filters blown out? Daily 1 time per week 2 times per week 3 times per week (circle)

Mower decks are blown off? Daily 1 time per week 2 times per week 3 times per week (circle)