

## Employee Agreement and Code of Conduct for SNP

Between \_\_\_\_\_ and Sound Native Plants.

Sound Native Plants strives to provide meaningful employment for people with a strong interest in native plants and ecological restoration. We are committed to challenging our employees to do their best work while providing the support they need to do so. We believe that this approach benefits both employee and employer.

We want to create a workplace that is safe and respectful of all employees at SNP. We do not discriminate on the basis of gender, race, color, national origin, sexual orientation, gender identity, marital status, religion, age, disability, or veteran status.

We place many demands on our employees, and we encourage you to ask questions to understand your work and increase your learning—we support the exchange of ideas and welcome suggestions and feedback.

The behaviors listed below are generally *not* flexible and we want you to read them carefully and make sure you understand them before you begin your job here.

### **As an employee of Sound Native Plants, you agree to the following conduct:**

**1. Creating a Respectful Work Environment** – It is imperative that we treat our coworkers and management team with respect and kindness. This job can often include challenging and grueling labor and thus it is important to work as a team and maintain a positive attitude, in order to complete tasks efficiently and keep morale high. Creating a respectful work environment requires commitment from every individual. All of us share the responsibility of setting a positive example and behaving in a manner that supports others while endeavoring not to offend or embarrass. **As employees with SNP, we must engage with our coworkers in a respectful manner.** If our behaviors distress our colleagues, we must take responsibility for our actions in order to rebuild trust and respect in our relationships.

### **Examples of respectful workplace behaviors include:**

- Engaging others with an open, collaborative, and cooperative approach.
- Taking responsibility for one's actions, displaying humility with mistakes, and being willing to listen when others sincerely apologize.
- Finding ways to be constructive in providing feedback to others.
- Emphasizing positivity and commonality, rather than opposition or right and wrong, when interacting with others.

- Recognizing the dignity of a person through courteous conduct.
- Being open to learning and developing an understanding of differing social and cultural norms.

**Examples of disrespectful workplace behaviors include:**

- Offensive or inappropriate remarks, jokes, gestures, material (electronic or otherwise) or behavior.
- Yelling, belittling, mocking, or bullying.
- Reprimanding in the presence of others.
- Aggressive, patronizing, intimidating, embarrassing, or humiliating behavior.
- Spreading damaging gossip or rumors.
- Inappropriate physical contact.
- Discrimination.
- Harassment.
- Sexual harassment.

**If conflicts arise and/or or you are unable to respectfully communicate with your coworkers, then your management team will provide conflict resolution and mediation to resolve the issue (see section 5).**

At SNP, we expect all employees to treat everyone in the workplace with dignity, civility, and respect. If you are unsure whether you are following this policy, you can ask your supervisor or manager for advice or support to better demonstrate the expectations outlined here. Additionally, it is important to speak up if you see disrespectful behavior, and report it to your management team so it can be addressed.

Your management team will advise you on how to demonstrate the expectations outlined in this policy. If as a manager or supervisor you need assistance, you should communicate with your supervisor. Additionally, SNP expects our managers and supervisors to:

- Lead by example and create and maintain a workplace that demonstrates respect and professionalism.
- Listen when an individual raises a concern, and not condone or ignore violations of our code of conduct.
- Address behaviors and incidents that violate this policy expediently utilizing conflict resolution techniques.

**2. Self Responsibility** – At SNP we require you to arrive at work *already prepared* for the activities and conditions of the day. This includes (but is not limited to) weather-appropriate clothing (full rain gear if needed), sunscreen, ample water and food, and enough sleep. **This means you must show up ready to work on site with appropriate apparel before**

**the shift starts.** We understand that weather and site conditions may change throughout the day, so employees may need to adjust work apparel. Your supervisor will inform you of the specific conditions that you should be prepared for, such as bathroom access, truck access for breaks, and any other site-specific information. Based on this information, we expect you to take the responsibility to prepare and act appropriately. We expect you to work as efficiently and safely as you can throughout your shift.

**3. Work Ethic** – At SNP, we expect that employees will maintain a consistent and productive pace while on worksites. Employee work ethic is a key factor to successfully completing our projects on time. We realize that each individual’s skill set and pace is unique; **you are expected to show up to your shift on time and ready to do your best.** The quality of our work affects our ability to obtain more jobs through customer referrals and word of mouth, so it is important for us to provide high quality work consistent with the expectations communicated by your supervisor. You may be asked by a crew lead to adjust your work strategies and techniques to meet the standards of SNP.

**4. Sexual Harassment** – We have a policy for zero tolerance of sexual harassment. We want you to report any instance of sexual harassment, whether it was directed toward you or a co-worker, so it can be assessed and stopped. **If you see something, say something. It is of the utmost importance that we provide a safe workspace for our employees and management team.** Our sexual harassment policy may be viewed on our web site at <https://soundnativeplants.com/wp-content/uploads/2015/11/SNP-Sexual-Harrassment-Policy.pdf>

**5. Conflict Resolution** – When people of differing work habits, communication styles, ethics, and personalities work together, conflict will sometimes occur. **We practice conflict resolution and mediation when requested or otherwise appropriate. We expect you to talk about problems in good faith** with the intention of reaching a better understanding and practice of how to work well together. Managers at SNP receive training on conflict resolution and mediation to help navigate potential conflict. It is the responsibility of all employees to communicate any conflict that is experienced and/or witnessed, so the management team to swiftly resolve the issue. If a resolution cannot be reached additional steps may be taken to rectify the conflict.

**6. Planned Leave** – We aim to create a healthy work/life balance for all employees, so we try to be flexible in scheduling days off for all employees; however, employee absences affect the entire crew. **You must notify your direct supervisor of any days that you are planning to miss with as much advance notice as possible** (preferably at least a week) and be sure to tell us how many days you’ll be out. This notice is necessary to not disrupt our work schedule—the week’s tasks are planned *based on the crew’s schedule*. Do not underestimate

the importance of working your scheduled hours! Our crew members rely on each other to complete our work.

**7. Illness & Emergencies** – Understandably, emergencies happen that require time off. In that case, please communicate with your management team as soon as possible so we can adjust the schedule accordingly. In that case, **you must call by the beginning of your shift (normally 8:00 am for installation crew) to notify the supervisor. We support you taking the time to recover and want you to stay home so as not to infect the rest of us.** We do want you to return as soon as is reasonable.

**8. Time Cards** – Employees are responsible to write down their hours at the end of each day. Installation crew members are responsible for reporting their hours to their supervisor and recording their hours as directed by the supervisor.

**9. Hours and Weekly Schedule** –Our work schedule is subject to delays caused by inclement weather, and unexpected setbacks. **There is no guarantee that SNP employees will work 40 hours in any given week. We will do our best to provide you with consistent hours,** and we may be able to provide tasks outside of regular contracts to fill hours. These tasks include, but are not limited to, truck maintenance, tool maintenance, shop/storage reorganization, glove laundry, dump runs, etc. If you are concerned with your weekly hours, please let your management team know immediately so they may find additional tasks if available.

**10. Weather Protocols** –Inclement weather can affect our ability to work. In the event of a weather emergency, your management team will make a decision on whether to work, prioritizing crew safety. The following is a non-exhaustive list of possible weather events and the thresholds in which SNP North will alter regular schedules:

- **Temperature:** When high temperatures reach or exceed thresholds in the state safety regulations, managers will cancel work, and send the crew home if work has already started. If temperatures drop below 20 degrees, management may decide to cancel work, depending primarily on site conditions and scheduled tasks.
- **Wind:** When wind speeds reach thresholds of 20+ sustained miles an hour, especially in wooded areas, the management team will either find a safer place to work onsite or call off work. It is important to be cautious and aware of high wind gusts on any site. PPE will be provided if the decision is made to remain onsite.
- **Air Quality:** When the AQI reaches or exceeds thresholds in the state safety regulations, managers will cancel work, and send the crew home if work has already started. If AQI is forecasted to exceed the safety standards, work may also be canceled.
- **Ice/Snow:** Your management team will decide if icy or snowy conditions could create

unsafe conditions for work vehicle commutes and onsite duties. **If you feel that your commute to the office is unsafe, please put your safety first and take the day off.** If work is canceled or delayed, the management team will attempt to contact you with as much advance notice as possible.

• **Other Considerations:** Some conditions are site dependent, such as slope work in heavy rain/ice, flooding, etc. **If at any time you feel any conditions are unsafe, please communicate with your supervisors immediately.**

**11. Employee Evaluations** – Your management team will give performance-based evaluations near your year anniversary of employment. Evaluations are critical in assessing your strengths and helping create a stronger foundation for improving any weaknesses you may have including training opportunities to hone your skills, and they also provide you with an opportunity to provide feedback to your supervisors. With these evaluations comes the prospect of merit-based raises. If you adhere to these protocols your management team will do their best to advocate for a wage increase on your behalf.

Printed name of employee: \_\_\_\_\_

Signature of employee: \_\_\_\_\_

Date:

Welcome to the crew! We are glad to have you.  
Be safe and **have fun!!!**



*(Stripey by Lauren Thatcher - 2022)*