

Tradewind Subs' Assignment Policies

Client Site Rules Policy

When working at a School Partner through Tradewind Subs, you are representing both yourself and us. To maintain professionalism and ensure compliance with school requirements, we ask all Tradewind Subs to adhere to the following rules:

- **Compliance with School Policies:** Employees must follow all rules, policies, and procedures established by the client site, including those related to student safety, confidentiality, technology use, and dress code at all times. As part of our service to you, we will endeavour to provide you with as much information as possible before your arrival via our Tradewind Subs Partner Survey.
- **Identification:** Employees must wear their Tradewind Subs identification badge (where already received) and take formal ID to each assignment.
- **Professional Conduct:** Employees are expected to demonstrate professional behavior, maintain appropriate boundaries with students and staff, and treat all members of the school community with respect at all times.
- **Confidentiality:** Information about students, staff, and school operations must be kept strictly confidential and only shared as required by law or school policy.
- **Attendance and Punctuality:** Employees must arrive at the client site on time, ready to begin work at their scheduled start time, and remain until the assignment is complete. Absences or lateness must be reported immediately to your Tradewind Subs Consultant.
- **Health and Safety:** Employees must follow all health and safety protocols required by the school site, including emergency procedures, reporting hazards, and compliance with state and local health regulations.
- **Use of School Property:** School facilities, equipment, and materials must be used responsibly and only for work-related purposes.

- **Prohibited Conduct:** Employees must not engage in any behavior that disrupts the educational environment, including but not limited to inappropriate use of phones, unprofessional language, or unauthorized visitors.

Failure to comply with client site rules may result in removal from the assignment and disciplinary action, up to and including termination of employment with Tradewind Subs.