



Circle Agency 360 Terms and Conditions

Personal Appearance

- You are required to be in uniform (as provided, cleaned and pressed) and act in an appropriate and professional manner at all times.
- You are expected to wear appropriate footwear. Please ensure that your attire does not reflect badly on our client. Tears, rips, marks or general untidiness will not be tolerated. No sandals are to be worn at any time.
- Men should be clean-shaven, girls should avoid excessive make-up
- No large earrings or oversized jewellery.

Smoking

- Smoking is not permitted while working. You are a representative of Circle and our clients and we ask that you do not smoke while in uniform.

Alcohol/Narcotics

- As per rules and regulations of Circle above, the use of alcohol or illegal drugs will not be tolerated either prior to, or during working hours. Any employee caught under the influence of alcohol or illegal drugs will be subjected to immediate dismissal.

Safety/Public Relations

- Brand Ambassadors will never purposely endanger themselves, their team mates or the general public.
- Brand Ambassadors will conduct themselves in a manner that will not discredit themselves, other team member, our clients or Circle.
- Brand Ambassadors will never discredit our client, their product or their competitors.

Reporting

- Our client's rely on the Circle Brand Ambassadors to provide vital feedback from their consumers, as such all reporting must be completed on time and in as much depth as possible.

Attendance

- Circle staff are expected to report for all scheduled shifts.
- If for any reason you are unable to attend work, you must provide 12 hours prior notice to your Event Manager to provide a suitable reason for your



absence

- If during an event you are called away, you must first contact your Event Manager to make them aware of the situation.

Solicitation

- Solicitation or distribution of literature of non-client related materials are prohibited at all times. This includes invitations to parties, concerts and other special events. Brand Ambassadors are not permitted to solicit or distribute unrelated material to other employees during working hours.

Cancellation of Events

- Under no circumstances do Circle staff have the authority to cancel events or change working hours.
- If an event is cancelled, inform HQ and your program manager will give your further instruction.

Security of Product

- While product is in your care, you are responsible for everything in your possession.
- **DO NOT LEAVE ANYTHING UNATTENDED**, you will be held responsible for any loss of incurred due to negligence.