

BAR STAFF CODE OF CONDUCT

Bar Staff are required to adhere to the following Code of Conduct as employees of the Pinjarra Harness Racing Club;

1. MOBILE PHONES ARE TO BE ON "SILENT MODE" DURING WORK HOURS AND STORED UNDERNEATH THE BAR – TO BE CHECKED ONLY DURING BREAK TIMES.
2. BETS ARE ONLY TO BE PLACED PRIOR TO STARTING WORK.
NO BETTING OR HAVING THIRD PARTY PLACE A BET DURING YOUR SHIFT.
3. STAFF MEALS ARE TO BE EATEN IN THE 'BACK OF HOUSE' AREA OR OUTSIDE – FOOD IS NOT TO BE CONSUMED IN THE BAR AREA.
4. THE BAR IS TO BE MANNED AT ALL POSSIBLE TIMES – WITH THE EXCEPTION OF CLEARING TABLES / RE-STOCKING FRIDGES DURING QUIET PERIODS.
5. STAFF ARE PERMITTED A 15 MINUTE BREAK AFTER 3 HOURS – THOSE STARTING AT/AFTER MIDDAY ARE RECOMMENDED TO HAVE EATEN LUNCH BEFORE COMMENCING WORK.
6. STAFF MEAL VOUCHERS ARE TO BE USED AT THE RESTAURANT SERVERY - BAR STAFF ARE NOT TO ENTER RESTAURANT SERVERY AREA UNNECESSARILY, NOR TO SERVE THEMSELF. ORDERS MUST BE PLACED WITH A KITCHEN STAFF MEMBER.
7. NO COMPLIMENTARY DRINKS ARE TO BE SERVED WITHOUT MANAGEMENT PERMISSION.

Breaches of this Code will result in disciplinary action.

I HEREBY AGREE TO ABIDE BY THE CODE OF CONDUCT:

STAFF MEMBER NAME

SIGNATURE

DATE