

OFFICE POLICIES

*Team Meetings take place on Wednesday's from 6:00pm-9:00pm and Saturday's from 8:00am-11:00am.

*If you need to miss a Team Meeting, PC, PDI, Advanced Training, etc. let us know 1 week in advance via text.

*DO NOT BE LATE to any Team Meeting or function. Vector Time (15 min early is preferred).

*Representatives are responsible for ensuring their customers that DO NOT BUY complete their QPR (Qualified Presentation Report, aka Base Pay Form) by Monday 11:59pm in order to receive base pay for that tab week.

*Thursday and Sunday evening phone jam (6pm-9pm) is an optional phoning session. Naturally, our reps feel more productive making calls in the office ZOOM. If a representative is unable to attend a Wednesday or Saturday Team Meeting, then they are able to attend the phoning sessions in replacement to catch up.

*Representatives must call a Manager every day they are working between 7:30am & 9am for PDI aka "Personal Daily Impact" (unless present on the office ZOOM or in-person). This is a short, impactful call to help representatives reach their own daily goals. This does not include any days requested off.

*A rep is required to call a Manager before, during & after every demo as part of the requirements to verify appts.

*If it is discovered that a representative inaccurately marked that a demo was fully completed on their QPR (aka the representative faked their demos to receive base-pay) then the representative will no longer be allowed to receive base pay and be uninvited to team functions.

*The Office Manager reserves the right to restrict Base Pay use and Meeting Invitations if policies are not followed at the manager's discretion.

The following ways to earn Champions Chips:

A) If a rep shows up to any event 15 minutes early or more

B) Give a rep a ride back and forth (applies to in-person attendance of team meetings and demos)

C) Personally set a friend for an interview

D) Give recommendations away to another rep (per appointment completed)

E) Made 25 calls in an hour (with verification)

F) Both reps that take one another Field Training

G) The rep is believed to have gone above and beyond in contributing to the team

**when someone earns 30 champion chips the rep may pick out a free piece of Cutco of their choice. (Cannot be cookware)

I _____ have read, understand and agree to the policies and penalties stated above. I have had these policies covered with me on ___/___/_____ (today's date) -5/18/2021 revision