

	Department Procedure: Travel Code of Conduct	Doc No.: JIC-CS-P-059	Page 1 of 1
	Standard Clause(s)	Revision Date: 9/22/2017	Revised By: V. Frail
		Revision No. 0	Approved By: S. Ditner

Travel Code of Conduct

1.0 Purpose

To outline additional considerations for an employee's conduct when travelling for Jamesway. This policy is in addition to the Jamesway Customer Service Code of Conduct.

Jamesway personnel represent themselves and Jamesway when travelling. We must project an image that makes us proud of ourselves and our company.

2.0 Scope

Applies to all Jamesway Customer Service personnel when travelling

3.0 References

JIC-CS-P-XXX Customer Service Code of Conduct

4.0 Responsibility

All Customer Service personnel, salary, hourly or contract

5.0 Procedure

- 5.1 Employees need to be aware of and comply with the legislation and regulations that affect how they carry out their duties, including those of other countries when traveling on business.
- 5.2 Employees are expected to be familiar with the policies relevant to their responsibilities and conduct themselves in a manner consistent with those policies.
- 5.3 Rental Cars and Company Vehicles
 - 5.3.1 All offered insurance and coverage should be taken on all rental cars
 - 5.3.2 Employees are expected to follow all local laws and familiarize themselves with these laws, including but not limited to:
 - Speed limits
 - Seat belts
 - Traffic signs
 - 5.3.3 Employees are expected to safeguard rental cars and their keys at all times
 - 5.3.4 Regardless of local law, employees should wear seat belts at all time for their safety
 - 5.3.5 Use of handheld devices such as cell phones is prohibited while driving regardless of local law. Hands-free systems, such as headsets or on-board car systems may be used.
 - 5.3.6 Employees are prohibited from driving under the influence of any intoxicating substance including but not limited to alcohol, marijuana and illicit drugs
- 5.4 Hotel Room
 - 5.4.1 Jamesway asks that all personnel be respectful of other guest in the hotels in regards to noise level and behaviour
 - 5.4.2 Charges incurred due to loss of items or damage at the hotel will be charged to the employee
- 5.5 After-Hours Behaviour
 - 5.5.1 Jamesway employees are expected to maintain a level in professionalism in their after-hours conduct, recognizing that our public behaviour can reflect negatively on the company
 - 5.5.2 All local laws and regulations must be abided by
 - 5.5.3 Any after-hours behaviour should not negatively affect an employee's work hours or performance on the job site

6.0 Revision Table

Revision	Change Description	By Whom	Date
0	Initial Release	G. Palmer	9/22/2017