

Policy for USA Computer Tech Computer Rescue

by Justin Breithaupt

All employees, students, and customers will be expected to follow the rules of this policy when they are on USA Computer Tech Computer Rescues' property or are participating in an event with USA Computer Tech Computer Rescue and must read this policy and agree to it by signing it.

Employees will be expected to maintain their character and morality after hours as well.

All minors under the age of 18 must have a legal parent or guardian sign as well. All persons above 18 must provide valid photo ID. Everyone who signs this agreement also agrees to participate in a background check should the person be above 18 years of age and in a role of authority.

Employees will also sign a non-disclosure agreement.

Policies and Procedures.

- Moral Code
- US Law
- Business Practices
- Discipline
- Game room rules
- Drugs, Smoking, and Alcohol.
- Safe Haven.
- Discrimination.
- VOIP Video Conferencing.
- Responsibility.

Moral Code

Preface:

Our moral code is quite simple and easy to follow but we will break it down for you. You will be expected to do your best to follow this moral code at all times. If at any time we feel you have broken this code we reserve the right to suspend you from our premises at any time. Should you be asked to leave we will expect your full cooperation. Depending on your actions you will be given 3 minutes to close and save any work that you may have been doing before leaving. If you fail to leave voluntarily we will notify your parents. If your parents are not able to be reached in 30 minutes or if they refuse to come and get you we will ask the police to escort you away from our property and they may decide to hold you until your parents arrive at the police station.

Destruction of property or theft will be billed against the customer's current credit on the account and any amount exceeding that will be billed directly to the customer. If the amount is not substantial (to be decided by USA Computer Tech Computer Rescue) and the parents come to an agreement we will allow the child to do community service. If the person that is causing the destruction is of legal age (18 or over) then we will simply bill him or her directly and explain that our services will not be extended to him or her until he or she pays off their debt either in money or labor. If the damage is great and the person refuses to pay for the damage then legal measures will be taken.

Moral Code:

Because we are obligated to provide a “safe haven” for everyone (including Boy Scout Troop 281 for scout activities including meetings and merit badges) in our facility we are also obligated to include the Boy Scout Law and Oath. This grants us certain rights that we would not have otherwise.

Why the Boy Scout Oath and Law? Boy Scout Troop 281 will have the right to attend our activities any time they wish. The only way they can participate is if we follow the safe guide to scouting. It has also been proven that there is no liability for anyone that follows the safe guide to scouting.

Boy Scout Oath, Law, Motto, and Slogan

Scout Oath

On my honor I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people **at all times**;
To keep myself physically strong,
mentally awake, and morally straight.

Scout Law

TRUSTWORTHY

A Scout tells the truth. He keeps his promises. Honesty is part of his code of conduct. People can depend on him.

LOYAL

A Scout is true to his family, Scout leaders, friends, school, and nation.

HELPFUL

A Scout is concerned about other people. He does things willingly for others without pay or reward.

FRIENDLY

A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs other than his own.

COURTEOUS

A Scout is polite to everyone regardless of age or position. He knows good manners make it easier for people to get along together.

KIND

A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not hurt or kill harmless things without reason.

OBEDIENT

A Scout follows the rules of his family, school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them.

CHEERFUL

A Scout looks for the bright side of things. He cheerfully does tasks that come his way. He tries to make others happy.

THRIFTY

A Scout works to pay his way and to help others. He saves for unforeseen needs. He protects and conserves natural resources. He carefully uses time and property.

BRAVE

A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at or threaten him.

CLEAN

A Scout keeps his body and mind fit and clean. He goes around with those who believe in living

by these same ideals. He helps keep his home and community clean. (this also involves not using alcohol, drugs, or cigarettes)

REVERENT

A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others.

Scout Motto

Be Prepared

Scout Slogan

Do a Good Turn Daily

US Law:

Every employee is responsible for upholding the law and doing research to make sure that we are following the law. If new laws are passed or old laws exist that we may be or are breaking it is imperative that you inform Justin Breithaupt as soon as possible.

If there is an incident where law enforcement is not available (no one is on duty or on call) and policy calls for police action and the person who is causing the need for police action is endangering others the employee may do whatever is necessary to preserve life. It is strongly suggested that the employee first try to handle the situation verbally, then to try to restrain the attacker if the attacker does not have a weapon, if the attacker has a weapon and the employee believes he is able to contain the attacker by using force he or she may but evacuation may also be another option.

In the attempt to evacuate the employee should lock the attacker inside the building and call police as soon as possible. If the police still can not get to the scene you must call Justin Breithaupt immediately.

Business Practices:

Employees are to conduct themselves in a clean and professional manor at all times. Never go outside the morals listed above in order to impress a customer or for any other reason such as to get more business.

Employees will show up to work in whatever outfits are approved. An employee will never show up with BO or a shirt that has not been washed. Blue Jean pants may go 5 days without washing at most. Ties, shirts, socks, underwear, and under garments must be washed daily. An employee will not show up to work without a shower unless they have taken showers every consecutive day earlier in the week and it involves an emergency that requires them to come in before their regular working hours without prior notice.

Employee's hair should always be combed neat.

Employee's are expected to be working on pending tasks during the day and monitoring customers. If an employee finishes all of his or her work in a day then he or she may use the rest of the time spent at work to research new projects or work on others.

Employees will not accept payment or money for services when at a customer's house. All money will be mailed to the accountant or turned in at USA Computer Tech Computer Rescue. Employees may charge for Game time, Internet, and lessons. Credit cards may be accepted and checks. All checks must be written out to Computer Rescue.

All payments delivered to the work place are to remain in their envelopes until they are received by the accountant.

Employees are responsible for making sure the environment is comfortable for people as well as the computers. If the temperature inside is above 85 degrees they must shut down all computers besides the servers.

Modems, Servers, and phones must be plugged into battery back up units and a fan or air conditioner must be able to maintain 50 – 70 degrees F.

Music deemed acceptable will be played at a tolerable volume for all to hear. Do not add any music to the library yourself weather you are an employee or a customer.

Video games must be reviewed by Justin Breithaupt before they can be installed on any computers for use.

Two persons or more age 18 or over must be present at all times. (Our video and audio surveillance system counts as one adult.)

Discipline:

Drug tests may be conducted at any time and an employee may be searched at any time as well as his or her work place. If an employee is caught drunk or under the influence of a substance he or she will be removed immediately. This violates the Safe Guide to Scouting and can't be accepted.

Sexual abuse will not be tolerated and the employee will be terminated immediately.

Stealing from anyone or the company will not be tolerated and the employee will be terminated immediately. Stealing from anyone may mean that the employee might steal from a customer.

Looking at pornography intentionally will be grounds for termination. A repeated offense will result in termination.

Sharing programs or content illegally via torrent or any other method or medium is grounds for termination. If you need something ask the company. We will provide you with what you need if the budget is available and the request is reasonable.

Children that have been issued community service or time spent working for us because of something they did wrong will usually end up doing work to improve the community. These projects require a positive attitude from any employees that are involved. Service projects may include anything that the parents agree to. Parents must sign a form that releases us from any liability in any way for anything that we should ask their children to do. A brief description of the work that may be involved should be presented to the parents first.

We may search anyone's equipment at any time that is in our facility to check what they are looking at, what they are using it for, and why they are doing what they are doing.

Game room rules:

No foods that leave crumbs, drip, or slurp or are covered in chocolate may be around any equipment at our facility. Foods that rub off easily will not be allowed either. Only employees can set food down next to a piece of equipment while they are working on it or using it. There will be designated eating areas but all persons will be required to wash their hands before using the equipment.

No loud yelling or fighting.

No cussing swearing or using suggestive language.

No cheating.

No stealing.

No alcohol, drugs, or tobacco products.

No forcing your beliefs on others. That also means that if someone is cussing and swearing and it's against your beliefs and morals that they are forcing their belief on you.

No hazing.

Drugs Smoking Alcohol:

Will not be tolerated.

Safe Haven:

A safe haven will be provided at all times to the public and to our employees. A safe haven means that there will be an environment where people can escape from cussing, swearing, drugs, abuse both verbal and physical abuse, pure pressure, and other negative things that exist in our society.

Anything that threatens that safe haven must be removed to maintain it. These things can include attitudes, actions, pornography, drugs, alcohol, yelling, or anything else.

Discrimination:

Discrimination will not be tolerated. The most common discrimination today is people that are discriminated against by people who are not discriminated against. For instance if most people were discriminated against for wearing blue shoes then after a while people with blue shoes would expect to get any job or position because otherwise they would call it discrimination. This is just as much a part of discrimination as any other kind.

We will not discriminate against any natural born people group, nation, or handicap or other type of person. We will however not allow anyone of any sexual orientation to enforce or present an unwanted advance or demonstration of that orientation to others. This is called sexual harassment.

VOIP Video Conferencing:

During classes at our computer lab we may set up video conference calls at our discretion between our classroom and other classrooms, teachers, or other people of interest who may further our education or who wish to participate in our classes. This means that anyone in the room during the classes may appear in the video and may be heard. It is in the best interest of anyone who does not wish to be seen in these video conferences to stay seated with their eyes turned away from any web cameras that may be in use. Anyone who signs this agreement also understands and agrees to this.

Responsibility:

USA Computer Tech Computer Rescue, its owner, and its employees can not be responsible for any actions taken by any of our customers or potential customers at or outside our business. Each employee is fully responsible for his or her own actions. You also agree that USA Computer Tech Computer Rescue, its owner, and its employees can not be held responsible for any injuries, harm, or abuse that anyone may endure while at our business at any time. We will do our best to prevent these circumstances from happening but we can not be responsible for the actions of others and acts of God. Although we are not obligated to help anyone at our business in the case of an emergency we will do the best that we can to assist anyone who may encounter any harm with the knowledge that we have been provided. You also agree that you or your children may be recorded via security cameras including audio and video. Each individual is completely responsible for his or her actions while at our business including but not limited to: heeding warning signs, staying away from dangerous equipment, and actions taken against others or any other actions that might result in danger to self.

Please circle your choices below as necessary and fill out all information.

By signing this document you agree that you have read it and that everything here is true under penalty of law.

By signing this agreement you also agree to follow the safe guide to scouting.

If you are a parent signing for someone under 18 fill out section 1.

Section 1.

No games involving any sexual content will be allowed or where we believe that something is being implied. No gory content with guts and blood designed to horrify people will be allowed in games.

YES / NO My child may play games that involve violence towards other game characters.

YES / NO My child may play games where blood is shown.

YES / NO My child may play against other people on the Internet.

YES / NO My child may use the Internet with child protection installed.

YES / NO My child may use the Internet without any child protection.

YES / NO My child may play games that involve destroying objects.

You understand that it is up to your child to be responsible for what they play. Only when we are monitoring your child specifically can we enforce these rules.

Name of customer, child, or adult using our services. _____

Address _____

Phone ___ - ___ - _____

Sign here: _____ Date _____

If under 18 Name of legal Parent or guardian _____

Work Address _____

Home Phone _____ - _____ - _____

Work Phone _____ - _____ - _____

Cell Phone _____ - _____ - _____

Emergency Contact other than yourself: _____

Home Phone _____ - _____ - _____

Work Phone _____ - _____ - _____

Cell Phone _____ - _____ - _____

Sign here: _____ Date _____