

Shift Lead Handbook and Policies Quiz

1. What are the core values?
2. What time do we recommend an employee arrives for their shift prior to their scheduled time so that there is a smooth transition of shift changes?
 - a. 10 Minutes Before
 - b. At Least 1 Minute Before
 - c. 20 Minutes Before
 - d. As long as they are on time
3. Rest Periods: An employee who works _____ consecutive hours will be given a _____ minute break, for every _____ hours worked.
 - a. 5.5 consecutive hours, 20 minute break, 3 hours worked
 - b. 4 consecutive hours, 10 minute break, 4 hours worked
 - c. 3 consecutive hours, 10 minute break, 5 hours worked
 - d. 6 consecutive hours, 30 minute break, 5 hours worked
4. True or False: An employee may leave the premises for their rest period breaks?
 - a. True
 - b. False
5. True or False: An employee is required to clock out for their rest period breaks? True
6. Meal Breaks: An employee who works a minimum of _____ hours will be given 1 unpaid _____ minute meal break.
 - a. 6 Hours, 30-minute meal break
 - b. 3.5 hours, 20-minute meal break
 - c. 4 Hours, 30-minute meal break
 - d. 5 Hours, 30-minute meal break
7. True or False: An employee is required to clock out for their meal break?
 - a. True

- b. False
- 8. True or False: An employee may leave the premises for their meal break?
 - a. True
 - b. False
- 9. Where are employees required to park?
 - a. Designated parking areas
 - b. Vacuum Spaces
 - c. Wherever They Want
 - d. In the Grass
- 10. True or False: It is prohibited to make any alterations to your uniform and will be subject to disciplinary action if it occurs.
 - a. True
 - b. False
- 11. True or False: Thoroughbred employees are allowed to wear blue jeans to work, but they must be dark.
 - a. True: As long as they are dark blue jeans it is fine
 - b. False: No jeans whatsoever
- 12. Employees are allowed to wear non-thoroughbred branded hats, as long as they are the same colors.
 - a. True
 - b. False
- 13. Leggings are allowed.
 - a. True
 - b. False
- 14. Please select appropriate shoes for work.
 - a. Crocs, "Slides", Open Toed Shoes, House Slippers, Moccasins
 - b. Boots, Tennis Shoes, Closed Toed Shoes
 - c. Whatever as long as you are comfortable

15. Pants with rips and holes in them are fine as long as they are not jeans or leggings.

- a. True
- b. False

16. We require a uniform and all items worn, whether issued by us or not, must be clean, pressed, in good condition and fit appropriately. When considering colors of pants and shoes, remember, dark colors look cleaner longer.

- a. True
- b. False

17. Hoop earrings are allowed at work?

- a. True
- b. False

18. Thoroughbred Express requires hygiene to be maintained by ensuring employees are bathing daily, brushing your teeth, cleaning and trimming your fingernails, and using deodorant.

- a. True
- b. False

19. Heavily scented perfumes, colognes, and lotions are allowed.

- a. True
- b. False

20. Earrings must lay flat against the ear and not protrude.

- a. True
- b. False

21. Necklaces are allowed to be displayed outside or laying flat on top of uniform?

- a. True
- b. False

22. Who should the employee contact if they have questions regarding the uniform policy?

- a. Site Manager
- b. District Manager

- c. CEO
 - d. HR
23. Our business is focused on promoting and selling Thoroughbred Express services and products. With that in mind, we do not allow the sale or promotion (solicitation) of outside products or services to our customers or employees on company time.
- a. True
 - b. False
24. Visitors are acceptable during operation hours and it is okay if your friends and family members come by and hang out as long as they don't distract you.
- a. True
 - b. False, visitors are not allowed while you are working.
25. Who is permitted to have their cell phone on their person during working hours?
- a. Everyone
 - b. MOD and company leadership
26. True or False: Store phones are permitted to make personal calls.
- a. True
 - b. False
27. Tobacco of any kind is ONLY permitted on breaks and in designated areas out of customer view.
- a. True
 - b. False
28. What is Thoroughbred Express Auto Wash's policy on the use of drugs, alcohol, & drugs?
- a. It depends on the situation
 - b. Follow progressive discipline
 - c. 0 TOLERANCE
29. True or False: Testing will be conducted when we have reasonable suspicion that you may be affected using drugs or alcohol or that the use may adversely affect the job performance or the work environment.

- a. True
- b. False

30. What is Thoroughbred Express's policy on workplace violence?

- a. It depends on the situation
- b. Follow progressive discipline
- c. 0 TOLERANCE