

Policy for working at a CompaNanny location

Employee Policy - General

This policy is intended to inform you of how we at CompaNanny deal with group spaces, public spaces, phones and iPads, work attire, and smoking at CompaNanny locations. We feel it is important to maintain one standard so that uniformity across all locations is preserved and no differences slip in.

The group and public spaces

Please view our pedagogical policy on bubble.

Pedagogiek beleid → kdv/bsv/vve → inrichting → gedrag Nannies inrichting en randvoorwaarden Nannies Inrichting.

(Pedagogical policy → day care/after school care/early childhood education → behaviour of Nannies regarding group set-ups and prerequisites for Nannies regarding group set-ups)

Use of the phone

Please view our pedagogical policy on bubble.

Use of the phone to contact parents:

Pedagogiek beleid → kdv/bsv/vve → ouders → gedrag Nannies ouders en randvoorwaarden Nannies Ouders.

(Pedagogical policy → day care/after school care/early childhood education → behaviour of Nannies towards parents and prerequisites for Nannies in dealing with parents)

Personal use of CompaNanny phones must be limited as much as possible.

When you are at work, we expect you to be taking care of the children. Therefore, you are not allowed to use your own mobile phone unless this is necessary for you to perform your work, for example when taking the children on outings away from CompaNanny. In short, your mobile phone must be turned off or switched to silent while you are at work. Of course you are free to use it while you're on break.

Email & Internet usage

CompaNannies who are granted Internet access and access to other systems, have a responsibility to maintain CompaNanny's interests and image and reinforce these through responsible, ethical and legal usage.

This means that you are not allowed to use the computers, iPads, email services and Internet to send, upload, receive or download any copyrighted material. You are also not allowed to use the computers or iPads to access websites or emails that contain pornographic, racist, discriminatory, offensive or objectionable material. You are also not allowed to use social media on CompaNanny computers or iPads. Also, you may only download and/or install new software and/or applications from the Internet if you have previously been given permission to do so by your location's management team.

Social Media

A lot of our employees are active on Facebook, Twitter, or other social media sites. If this applies to you, please be aware that CompaNanny expects you to be professional; for example, you should not make comments on social media regarding CompaNanny. Just to be clear, here is a list of the rules regarding social media use:

- Do not distribute any information about or comments regarding CompaNanny, in the widest sense of the phrase, on social media without permission.
- Do not post pictures, videos, or other audio or visual material shot at CompaNanny or elsewhere with CompaNanny children.
- Do not make any comments that you as an employee should reasonably be aware might damage CompaNanny or CompaNanny's image.
- Do not get in touch with CompaNanny parents on social media, even if they invite you first.

If you are invited to connect with parents via social media, politely decline, saying something along these lines: "Thank you so much for your invite. Unfortunately, for the sake of professionalism, we at CompaNanny have decided not to maintain contacts with CompaNanny parents in private networks." Parents are sure to understand your reasoning and tend to be very positive about the fact that you are being professional.

Use of photographs and video

Please view our pedagogical policy on bubble.

Pedagogiek beleid → kdv/bsv/vve → ouders → protocol privacy beleid.

(Pedagogical policy → day care/after school care/early childhood education → parents → privacy policy protocol)

Calamities

Please view our pedagogical policy on bubble.

Vestiging → veiligheid.

(Location → safety)

Work attire

In terms of clothing and accessories, we feel that representativeness is very important. Parents must feel at ease when they drop off and pick up their children, and your clothes must be practically suited to your job. That's why we have drawn up the following rules to help you know exactly what is and is not allowed. Also, your location manager has the right to address you further regarding your representativeness. Also address each other's representativeness; your co-worker may not always realise that their clothes are a bit too provocative, or that their accessories cause unsafe situations.

- Wear flat shoes
- Make sure no bra straps or other undergarments are showing
- Make sure that your stomach, behind, and cleavage are covered
- Make sure there are no holes in your pants (i.e. no skin visible)
- Do not wear sportswear (i.e. no sweatpants and the like)
- Do not wear visible piercings while at work
- Do not wear jewellery for (food) safety reasons (excepting flat rings and earrings that are smaller than 2cms)
- Wearing a headscarf is allowed; however, for safety reasons, wearing any loose pins in your headscarf is not allowed
- Make sure your nails are clean, trimmed, and well-maintained
- For the sake of representativeness, your location manager may ask you to cover up any tattoos that are visible, and if so, you are expected to comply

- Visible dental jewellery is not allowed
- Skirts and shorts must reach your mid-thigh at least.
- Be careful with slogans on t-shirts
- Your hair must be tied back, for hygiene and safety reasons
- You are not permitted to eat chewing gum at work

Smoking

It is general knowledge that smoking is harmful to bystanders, and particularly around children. As such, smoking in the workplace is prohibited in the Netherlands as of 1 January 2003.

In short, smoking is not allowed inside any of the childcare facilities' rooms. We at CompaNanny feel that refraining from smoking is the healthy choice, let alone the fact that it can be extremely uncomfortable for the children, their parents, and your co-workers if you smell of cigarette smoke. Therefore, please do not smoke within 30 minutes of starting work and make sure that you do not smell of cigarette smoke. Smoking outside of or anywhere near any CompaNanny location where CompaNanny children or parents might see you do so is also not allowed.