



"We Go Above & Beyond to exceed expectations"

Staffing – Catering – Event Planning - Consulting

UNIFORM AGREEMENT:

At MB Enterprises we have many different uniforms for our employees and managers alike. Each uniform required is tailored specifically to each persons/workers/contractors specific role in the organization.

Name: _____

Position: _____

Start date: _____

Uniform Requirement:

- Black Slacks
- Black long sleeve shirt or blouse
- Black tie or bowtie or item that is befitting that look
- Black non slip resistant shoes
- Black vest—Eventually you will need a black suit jacket or black tuxedo jacket and bowtie
- Appropriate hair—jewelry & make up befitting role and position in the company

- BLACK JACKET

This uniform requirement for your position is the attire specific for when you are working events in the field. At client meetings as well as virtual meetings business professional dress is required. This is the uniform at events. If the uniform were to change for a specific event generally MB Enterprises would pay the cost for the change in the standard uniform.

Covid 19—Rules & Regulations:

Unless instructed otherwise we must follow all town ordinances—city—state and federally mandated rules and regulations in relation to COVID 19. We must be wearing masks at all times when interacting in the field with staff—clients—vendors and suppliers until further notice.

We must also follow all social distancing as well as utilizing all proper handwashing and sanitizing standards when in the presence of our clients—vendors and suppliers in person.

Timesheet & Attendance:

As an employee you will be required to submit weekly hours in the form of an invoice to the following addresses:

mikeburris@mbenterprisesus.com

hr@mbenterprisesus.com

billing@mbenterprisesus.com

Along with your weekend ending on Sundays of each week timesheet and invoice I will ask you to produce a weekly report of daily or week ending activity along with feedback and comments and concerns. Please send to

mikeburris@mbenterprisesus.com

New York City
Brooklyn Fort
Greene
99 Wall Street
New York, NY

Washington
DC - Metro
Center
1200 G Street

Boston
90 Canal Street
West End, 4th
Floor

P: 1-617-543-5072

E: info@mbenterprisesus.com

W:



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With your signature you are letting me know that you understand the above:

First Name:

Last Name:

SignX _____

Date: _____

Michael Burris

MB Enterprises—DBA—MDB Premiere Events & Wedding Planning Services LLC

SignX _____

Date: _____

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