



BE YOGA AND WELLNESS

ENERGY EXCHANGE & AMBASSADOR

CONTRACT

The following document has been created to ensure that the studio runs in the most professional and efficient manner! You are expected to treat this position as a paying job - you are being paid in yoga after all!

Your role as an Energy Exchange Trade plays an integral part in keeping the studio running effectively and with the highest standards of quality and service!

Please note that you are committing to your trade position for a minimum of FOUR MONTHS, unless otherwise agreed upon before signing this contract, with the option to renew.

This position is not simply about getting a free membership we want you to really want to be an integral part, at the centre of our yoga community.

EE CONTRACT AGREEMENT

We ask that all members on our Ambassador program adhere to the following policies & guidelines:

ATTENDANCE

- You treat this position as a “proper” job, arrive on time and finish at the end of your designated shift. We ask only a 4-5 hour weekly commitment and in lieu of your volunteer work at the studio, you have access to unlimited classes.
- You are expected to be present for ALL of your scheduled trade times. If for some reason you cannot make it in, you **MUST** find a replacement and notify the coordinator you work with once a switch has been made. Finding a replacement is **YOUR RESPONSIBILITY**.
- The contact information provided above must be adequate for not only the Trades Manager to contact you, but also will be shared with the trades in order for you to find your own coverage.

- At Be Yoga, we use a scheduling app called HOMEBASE. This app is to be used to find coverage, as well as to make up for any missed shifts. If this app is not working email/numbers will be provided.
- You are expected to make up for any hours missed. You are to keep track of your missed shifts and make them up within the next three weeks, or within the week you are missing. You can use HomeBase or emails/phone numbers provided for trades to connect with the team and make arrangements.
- If you do not show up for a shift, without giving a reasonable explanation, and this occurs 2 or more times, you will lose your practice privilege and your shift will be posted and filled.
- If you agree to take or exchange a shift with someone, this shift becomes your responsibility. If you are later unable to make it, you must find a replacement.
- If you have made every effort to find a trade and you CANNOT find coverage, you must give us at least ONE WEEK NOTICE to find someone. Please inform Monica Angelatos, monica@beyogabe.com (204-963-9642) or the manager on duty info@beyogabe.com or call the studio.

EXPECTATIONS

- EE shifts are 4-5 hours per week depending on you shift. A yoga class may be taken during your shift as long as it does not interfere with your duties. Discuss with the manager on duty to determine which class is the best option as to allow things to run smoothly during your shift. In most cases the preference would be to take the last class at the end of your shift. Please ensure you stay after to assist in closing and finishing any unfinished tasks.
- In exchange for your service, an unlimited yoga pass will be registered to your account. This pass will activate the day you begin and expire one week from your last shift, should you give us the requested 2 weeks notice. You will also be eligible for discounts on products and services.
- The EE checklist must be fully completed during every shift, please ensure to be comfortable with the checklist please direct any questions to the Manager and do not make any guesses.
- If for some reason there are items on the list that you were unable to complete indicate what you have done on our checklist and indicate why things may not have gotten done. This will be monitored closely for all trades to ensure everything is being completed properly!
- You are expected to work with your fellow trades and coordinators and teachers as a team. Be flexible and help one another out whenever you can - what goes around comes around!

- You agree not to use the studio computer for personal use whatsoever.
- All cell phones must be turned off during your shift – you would not openly be on your cell if you were serving a customer at Starbucks etc., we expect the same respect.
- I-pods and other electronic devices are not to be used at any time when there are customers and yoga students present or anywhere in the studio. This is not professional, and makes you appear un-approachable.
- You are here to work, and there is ALWAYS something to be done. We cannot stress that enough, if you are texting, chatting on the phone and surfing the net, you are most certainly not working. For extra tasks, consult the manager on duty.
- It is important you do not “hang-out” behind the reception desk – it can be very overwhelming for some students to be met with a “crowd”, especially if we appear “cliquish.”
- Please do not ask Management or Teachers if you can if you can leave early (remember – this is a 4-5 hour, once a week job... & there’s always something to do - that could simply mean helping your fellow Ambassadors)
- During reduced schedule and long weekends, regular students get first priority for taking class. If you choose to take class on these days, please note you will be asked to wait on standby until just before class and only if there is space left you can attend class.

QUALITY

- You are expected to do an outstanding job of cleaning the studio every time you come in.
- You are expected to keep yourself up to date with the ongoings of the studio: this includes workshops, programs, services, sales, new classes and events that are being offered at the studio and are encouraged to inform members.
- If for some reason, the quality of your work is slipping, you will be given two warnings. After that, if there is still a problem, you will be dismissed from your position.

AMBASSADOR EXPECTATIONS

- Our ambassadors love the practice of yoga and the studio so much that they are our best advocates. They represent and embody our values and ethics, they support the studio and promote in the best possible way whether it in person and online. Be

Yoga Ambassadors are experts when it comes to talking about the our studio and and its offerings to the community.

- As and ambassador of Be Yoga & Wellness, you are expected to attend and take part in events you are a core member of the community and we want you to be involved in all activities and events organized by be yoga, ie photoshoots, meetings, parties, events, etc.
- As an ambassador you agree to leave reviews based on your positive experiences to let others know why you love the studio so much and why you choose to be a part of the community.
- As an ambassador you agree to post at least once a moth and tag be yoga in your social media.

RETIRING FROM EE

- If you need to terminate your EE position, please contact the Trades Manager and CC the info box on an email with the subject like EE TERMINATION - DATE & TIME OF SHIFT - YOUR NAME

I agree with the conditions of the Energy Exchange Program and will abide by the guidelines set in this contract.

SIGNATURE

DATE
