

**GTG Policy on Company Services for GTG Employees
effective October 22, 2021**



Policy for Company Services provided for Employees or their family members:

- Employees cannot enter their own or family member's job into the system
- Employees cannot process payments on their own account or a family member's account
- The Employee Discount is only available if the job is paid for in full
- Any job done for a GTG Employee has to be approved by Greg
- GTG is not a bank, we will not be loaning any more money on these jobs
- Financing options are available at <https://gtg247.com/financing>
- Failure to follow these policies may result with being written up or termination

Printed Name _____

Sign _____

Date _____