

Employee App Terms & Conditions

Two Gals & A Mop LLC Mobile, Alabama *Last Updated: May 2026*

1. Purpose

These Terms & Conditions govern your use of the ConnectTeam app ("the App") provided by Two Gals & A Mop LLC ("the Company"). By using the App, you agree to these terms.

2. Company-Provided Tool

The App is a company-provided business tool. Access is granted for work-related purposes only. Use of the App is a condition of employment and must comply with all Company policies.

3. Acceptable Use

You agree to use the App only to:

- View and manage your work schedule
 - Clock in and out of shifts
 - Communicate with management and team members about work-related matters
 - Complete required onboarding, training, or HR tasks
 - Access company documents and announcements
-

4. Prohibited Use

You may not use the App to:

- Share confidential client or company information with unauthorized persons
 - Harass, threaten, or discriminate against coworkers or management
 - Post or transmit offensive, inappropriate, or illegal content
 - Access another employee's account or information
 - Use the App for personal business unrelated to your employment
-

5. No Expectation of Privacy

The App is a company platform. All activity, communications, and data within the App may be monitored, reviewed, or retained by the Company. Do not use the App to communicate anything you would not want management to see.

6. Client Confidentiality

Employees handle sensitive information including client home access, schedules, and personal details. You agree never to share, photograph, or discuss client information through the App or any other channel outside of legitimate work purposes.

7. Account Responsibility

You are responsible for maintaining the security of your login credentials. Do not share your username or password with anyone. Report any suspected unauthorized access to management immediately.

8. Termination of Access

Access to the App will be deactivated upon separation from employment, whether voluntary or involuntary. Any data submitted through the App remains the property of Two Gals & A Mop LLC.

9. Violations

Violations of these Terms may result in disciplinary action up to and including termination, consistent with Company policy and applicable Alabama law.

10. Changes to These Terms

The Company reserves the right to update these Terms at any time. Continued use of the App following notice of changes constitutes acceptance of the updated Terms.

11. Contact

Two Gals & A Mop LLC Mobile, Alabama *Contact the business owner with any questions regarding these Terms.*

Employee Privacy Policy

Two Gals & A Mop LLC Mobile, Alabama *Last Updated: May 2026*

1. Purpose

This policy explains what personal information Two Gals & A Mop LLC ("the Company") collects from employees through the ConnectTeam workforce management app, how we use it, and how we protect it.

2. What Information We Collect

Through ConnectTeam, the Company may collect:

- **Identity information** — name, contact details, emergency contacts
 - **Employment information** — job title, hire date, scheduling data, time and attendance records
 - **Location data** — if GPS tracking is enabled, we may collect location data during active work shifts only
 - **Communications** — messages sent through the ConnectTeam app between employees and management
 - **Documents** — onboarding forms, signed acknowledgments, and HR documents you submit through the app
-

3. How We Use Your Information

We use this information to:

- Schedule and manage work assignments
 - Track time and attendance for payroll purposes
 - Communicate job-related information
 - Maintain required employment records under Alabama law
 - Ensure the safety and security of our clients and team
-

4. Location Tracking

If the Company enables GPS features in ConnectTeam, location tracking will only occur during active work shifts. You will be notified before any location tracking is activated. Location data is used solely for verifying job site attendance and will not be used for any other purpose.

5. Communications Monitoring

Messages sent through the ConnectTeam app are company communications. The Company may monitor, review, or retain app communications for legitimate business purposes including quality assurance, conflict resolution, and compliance. Employees should have no expectation of privacy in communications conducted through the ConnectTeam platform.

6. Who Has Access to Your Information

Your information is accessible only to:

- Ownership and management of Two Gals & A Mop LLC
- ConnectTeam as our authorized software provider
- Third parties required by law (e.g., payroll, tax authorities)

We do not sell or share your personal information with outside parties for marketing or unrelated purposes.

7. Data Security

The Company takes reasonable steps to protect employee data. Access to ConnectTeam is limited to authorized personnel. Employees are responsible for keeping their app login credentials confidential.

8. Your Rights

Under applicable law, you may request access to the personal information we hold about you. Direct requests to the business owner in writing.

9. Changes to This Policy

The Company reserves the right to update this policy. Employees will be notified of material changes through the ConnectTeam app or in writing.

10. Contact

Two Gals & A Mop LLC Mobile, Alabama *Contact the business owner with any questions regarding this policy.*