



**promotions**  
www.jrpromotions.co.za

## **CODE OF CONDUCT FOR JR PROMOTIONS:**

Please ensure you read the below very carefully. All promoters' will be expected to conduct themselves accordingly to below regulations. This is Non-negotiable.

### **Code of conduct during a promotion:**

Your Face is the extension of the Brands that you are promoting on the day and when representing **JR PROMOTIONS** and **OUR CLIENTS**, you are expected to follow the below:

- Arrive at your promotion 30 minutes prior to starting. Send location on arrival.
- If you are running late, please inform your account manager so they can inform the relevant people. (Traffic is not an excuse to arrive late)
- Arrive at your promotion looking presentable and wearing the correct uniform as instructed
- Arrive with all elements given to you by the account manager
- Learn and understand the product knowledge sent to you before arriving at the promotion. If you need a training on a brand, please ask your account manager to arrange one for you.
- A check in picture is required for every promotion you take part in. Please make sure this is sent to us before the promotion starts.
- No eating (unless given a lunch time for full day events), drinking alcohol, or smoking during activation.
- NO cell phones are to be used during the activation, unless you are instructed by an account manager to keep your personal phone on you for photos we have asked for during the activation.
- It is your responsibility to approach and engage with customers and essentially push sales, this is the reason for you working for JR Promotions.
- **If you do not arrive to your promotion that you have been booked for you will be fined R300 – we will not tolerate no shows.**

**If you experience any problems during the promotion, please contact us via WhatsApp. This can be a query about the promotions, as it is better to be certain if you are unsure about anything.**

### **Feedback & Reporting System:**

All feedback must be completed via the link sent to you. Please make sure you complete the correct link for each brand sent on a weekly basis

Feedback Link - **YOUR** responsibilities are:

- to ensure you receive the correct link sent to you before the promotion starts
- to ensure you complete it directly after your shift and the manager has completed the bottom.
- to ensure it is accurately and correctly completed including **correct dates and venue names** as stated in the message sent to you.

- to ensure it is completed after your promotion
- to send a screenshot once feedback has been submitted.
- **If feedback is not submitted by 8am you will be fined R20 for every day its late**

#### **Collecting and Returning of Uniforms and Promotional items:**

- All outfits and promotional items need to be collected from our agreed meeting points.
- When doing an instore activation, you are expected a day before the activation, to build your table to ensure you know how to assemble it and to make sure all parts are intact.
- Please inform the account managers if parts are missing or you have forgotten something.
- ALL elements and uniforms provided to you must be returned the following week before Wednesday- returning after will result in FINES from R20-R100
- ALL elements and uniforms must be returned cleaned and in the original state you receive it in.
- You must report any broken elements immediately.
- Please make sure your uniform is the correct size the day before the promotion, so we can arrange an alternative plan.

#### **Promoters are to please wear the following items if JR cannot supply you with uniforms:**

##### **Ladies:**

- Simple, classic black cocktail dress, reasonable length and not too revealing.
- Black stiletto heels (No Kitten Heels, Ankle Boots or Wedges)
- Black Jacket (Only to be worn when cold)
- Blue Jeans (No rips)
- Black or White T-shirt
- Sneakers (White)

##### **Men:**

- Smart Dark Blue Jeans – no ripped jeans
- Smart Black Shoes – formal shoes and NO sneakers
- Smart White Plain Collared Long-Sleeve Shirt (With no Print) OR Smart Black Plain Collared Long-Sleeve Shirt (With no Print)
- Plain Black Leather Belt – If you do not have a belt, that is ok.
- Plain Black Long Socks – In Perfect Condition

#### **Standard Rules for JR Promotions:**

- You must cancel within 48 hours before activation date of the promotion you have been booked for.
- When cancelling on the date of your activation it is your responsibility to find a replacement suited to work.
- You will need to inform us about your replacement and send pictures and contact of person replacing you.
- Uniforms and elements need to be returned before we can release payment.
- Feedback needs to be submitted correctly after each promotion
- No smoking and drinking (alcohol) is allowed when on duty and while dressed in your branded uniform.
- Arrived dressed as instructed by your account manager.
- Follow all instructions accordingly from your account manager.
- Location needs to be sent once you arrive at each promotion
- Check in Picture must be sent before the promotion starts

### **Salaries and Payments:**

Jr Promotions works on a month-to-month payment system. All work completed during the month will be paid in the first week of the following month. ( 7 days )

**Example:** All work done in January will be paid in the first week of February

Please ensure you put in your correct details as it **WILL NOT** be our responsibility to refund you if your money goes into the incorrect account

### **How to create an invoice:**

**Step 1:** Please create an account via the link below (Please save your username and password for your own personal use)

<http://invoice.jrpromotions.co.za/>

### **General Rules for payments:**

- The same name and surname you give your account manager must be the exact same name as stated on your invoice
- You will receive payment within the first 7 working days of the following month – so if you work 1 October to 31 st October you will be paid between the 1<sup>st</sup> November – 7 days November.
- You will receive a notification once you have been paid from JR
- Please note JR banks with Nedbank, it can take up to 2-3 working days for the money to reflect into your account.
- If for any reason you have been short paid please email [accounts@jrpromotions.co.za](mailto:accounts@jrpromotions.co.za) with the payment issue with all relevant details .  
Venue, time, brand, dates etc