



Employee Non-Disclosure Agreement & Covenant Not to Compete

This Agreement is made as of the date last affixed to the signatures below, by and between, **Home Sweet Home Pet Care, LLC** (the "Company") a limited liability company organized and operating under the laws of the State of Connecticut and the undersigned employee, ****NAME****, ("I", "my", or "me").

Whereas:

During the course of my employment there may be disclosed to me certain trade secrets, confidential information, and other proprietary data of the Company. The trade secrets, confidential information, and other proprietary data include, but are not necessarily limited to:

- a) Technical information: Methods, processes, formulae, systems, techniques, and
- b) Business information: Customer lists, pricing data, sources of supply, financial data and marketing, production, or merchandising systems or plans.

Disclosure of such information to competitors could cause harm to the business of the Company.

Now therefore, in consideration of my being hired as an employee of the Company, which I believe is adequate consideration for taking on the obligations in this Agreement, I agree to the following:

1. Duty Not to Disclose

A. I agree that I shall not during, or at any time after the termination of my employment with the Company, use for myself or for others, or disclose or divulge to others, including future employers, any trade secrets, confidential information, or any other proprietary data of the Company.

B. Upon the termination of my employment from the Company, I shall return to the Company all documents and other property of the Company in my possession or control. These documents and other property shall include, but not necessarily be limited to: plans, reports, manuals, correspondence, customer lists, computer software, computer hardware, and all other materials, which relate in any way to the Company's business. This obligation shall also include all copies of such things and any notes or copies of such things.



2. **Covenant Not to Compete.**

I shall not, during my employment and for a period of one (1) year after the termination of my employment with the Company, compete directly or indirectly with the Company, and/or its successors or assigns. The term "not to compete" as used in this Agreement, means that I shall not own any interest in, manage, operate, advise, consult with, or to be employed in any business substantially similar to, or in direct competition with for the purpose of soliciting existing HSH clients.

However, no such activity will be considered a violation of this Covenant Not To Compete as long as it occurs entirely outside HSH Pet Care "service areas" and/or non-HSH clients. A "service area" is a town or territory in Connecticut in which HSH provides service.

The obligations of this Covenant Not to Compete will not vary regardless of the cause or reason for termination of my employment.

3. **Remedies.**

A. The party injured by a breach of this Agreement shall be entitled to any remedy allowed by law in the State of Connecticut.

B. Notwithstanding anything to the contrary, I acknowledge that if I violate the Covenant Not To Compete the harm to the Company will be irreparable and the Company will have no adequate remedy at law. In such event, I agree that the Company shall have the right, in addition to any other rights it may have, including the recovery of monetary damages, to obtain, in any court of competent jurisdiction, *ex parte* temporary and/or permanent injunctive and other relief to restrain my breach or threatened breach of the Covenant Not To Compete or otherwise to specifically enforce any of the provisions of the Covenant Not To Compete. I also waive the claim or defense that the Company would have of an adequate remedy at law if I violated the Covenant Not To Compete.

4. **Notice.**

The Company may notify any of my future or prospective employers or any third party of the existence of my obligations under this Agreement.

5. **Binding.** The covenants and conditions of this Agreement shall apply to and bind the parties and the heirs, legal representative, successors, and assigns of the parties, if any.



Complete Agreement

This Agreement embodies the entire contract between the parties with respect to the subject matter hereof and supersedes any and all prior negotiations, agreements and understandings, written or oral, formal or informal, all of which are deemed to be merged herein. No modification or amendment to this Agreement of any kind whatsoever shall be made or claimed, and no notice of any change, modification, or amendment made or claimed by either party (except with respect to permitted unilateral waivers) shall have any force or effect whatsoever unless the same are endorsed in writing and fully signed by both parties to this Agreement.

Governing Law. This Agreement shall be governed, construed, and enforced under the laws of the State of Connecticut without regard to conflict of law provisions of any State.

Number of Copies. This Agreement may be executed by the parties in multiple copies, each of which shall have the same force and effect as an original.

Severability. If any portion of this Agreement shall be deemed illegal, void or unenforceable, by a Court of competent jurisdiction, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular portion held to be invalid.

Signed this _____ day of _____, 20____.

By: _____
(Employee) _____
Print Name

Presented By: _____
(HSH Member)



ORIENTATION

About the company

HSH is:

- **A registered, insured, & bonded pet care service**
- **An employee-structured business**
- **A guaranteed service.**
- **A company of responsible growth.**
- **Obsessed with satisfaction.**
- **An industry leader**
- **Dedicated to maintaining lifelong relationships with our clients.**
- **Proud to have delivered over 150,000 customized dog walks and pet care visits to date.**
- **Family owned and operated**

Mission Statement

The mission of Home Sweet Home Pet Care is to provide a model of pet care service delivery unmatched in trust, knowledge, professionalism, resources, and reputation.

How?

1. Exceed client expectations by delivering the highest level of conscientious, quality care possible with every single session.
3. Demonstrate integrity above all else. You will become a professional at what you do. Take pride in it. Act like it. Always do the right thing.
4. Use excellent judgment at every opportunity. Always consider the risks to the pet, client, and company before deciding anything.
5. Be communicative. Establish a warm, informative foundation of trust and communication with pet, client, company.
6. Trust in your manager. To ensure that relationships are nurtured the way they should be, we have regional managers dedicated to each of our 5 territories.



Territories

HSH LOCAL (Bethany S.)

Windsor/Bloomfield

HSH NORTH (Bethany S.)

E. Granby /Granby

HSH SOUTH (Aileen O.)

West Hartford

HSH EAST (Jennifer D.)

South Windsor/ Manchester / Glastonbury

HSH WEST (Amy B.)

Simsbury/Avon/Canton

Promises, Promises, Promises

- Anyone can walk a dog or scoop a litter box.
- Not anyone can be where they promise to be when they promise to be there.
- Clients pay more for reliability than ANYTHING else.

Requirements

Walkthrough attendance

AM, PM, Weekends, Holiday Availability

Tenure earns \$

Availability & Reliability = greater opportunity for hours

Client base grows

Tips



Vacays
End-of-year

Daily Walk Checklist

- Punch in via Precise smart phone app
- Packages/newspaper brought in
- Check that the house is secure
- Check to make sure dog(s) are healthy/uninjured upon arrival-treat appropriately according to emergency protocol
- Check for any accidents-clean as necessary
- Check that fence gates are securely locked and there is no fence damage that may lead to escape
- Secure harness, collar, walking gear as instructed and intended to be used by its design.
- Check that there is no e-collar on the dog before exiting the premises
- Remain vigilant in keeping client dogs from contact with other dogs at all times.
- Dry dogs off if wet or muddy
- Fresh water
- Food/Medicine if necessary
- Collars off if crated (unless otherwise specified)
- Dog(s) crated if necessary
- Walking equipment put back where it belongs
- Everything arranged as it was when you arrived
- Floors wiped if wet or muddy
- Doors locked & checked
- Alarm set (if necessary)
- Garbage bins brought in if empty
- Journal Entry
- Punch out via Precise smart phone app



Vacation Visit Checklist

- Punch in via Precise Smart Phone App
- Packages/newspaper brought in
- Check that the house is secure
- Check to make sure dog(s) are healthy/uninjured upon arrival-treat appropriately according to emergency protocol
- Check for any accidents in any part of home that is accessible to pet between visits-clean as necessary. Do not go into closed door rooms or other unauthorized areas.
- Check that fence gates are securely locked and there is no fence damage that may lead to escape
- Let dog out / walk / engage cat or other pet as requested by client
- Secure harness, collar, walking gear as instructed and intended to be used by its design.
- Check that there is no e-collar on the dog before exiting the premises
- Remain vigilant in keeping client dogs from contact with other dogs at all times.
- Dry dogs off if wet or muddy
- Fresh water
- Food/Medicine if necessary
- Water plants / complete any incidental requests by client
- Collars off if crated (unless otherwise specified)
- Dog(s) crated if necessary
- Pets left where specified (crate, room, etc.)
- Doors locked
- Everything left better than when you arrived—if animals shedding, vacuum/sweep, if muddy, wipe up
- Alarm set (if necessary)



- Garbage bins brought in/out per pickup day requirement
- Journal Entry
- Punch out via Precise Smart Phone App