

Enclave Connecteam Workforce App Terms & Conditions

Effective Date: July 2, 2026

These Terms & Conditions govern the use of the Enclave Connecteam Workforce App by all authorized users, including W-2 employees, 1099 independent contractors, temporary workers, interns, volunteers, and approved vendors when access is granted.

1. Authorized Use

The Connecteam app is provided solely for conducting Enclave business. Access is limited to authorized users and may be revoked at any time.

2. GPS Timekeeping & Geofencing

To ensure accurate payroll and job-cost tracking, all users must enable Location Services and allow Connecteam to access GPS while clocking in and out. Users may only clock in after arriving at an approved Enclave work location and must clock out before leaving. Clock-ins or clock-outs attempted outside the approved geofence may be denied or investigated. Attempts to disable GPS, spoof location, or otherwise bypass geofencing are prohibited.

3. Meal Periods

Users must clock out for every unpaid meal period and clock back in immediately upon returning to work.

4. Timekeeping Integrity

Users may never clock in or out for another person, alter time records without authorization, or knowingly submit inaccurate time. Management may review and correct records when supported by documentation.

5. Scheduling & Communication

The app is the official platform for schedules, announcements, task assignments, training, forms, and operational communications. Users are responsible for reviewing updates.

6. Confidentiality

Company documents, SOPs, client information, pricing, payroll information, event details, photographs, and internal communications are confidential and may not be shared without authorization.

7. Independent Contractors

Use of Connecteam by an independent contractor is solely for scheduling, communication, and time tracking and does not create an employment relationship.

8. Privacy

Enclave collects names, contact information, schedules, time records, login activity, and GPS location for legitimate business purposes including payroll, contractor payments, security, compliance, and operational management. Information is not sold and is shared only with authorized service providers or when required by law.

9. Monitoring

Enclave reserves the right to monitor app usage, time records, GPS verification, communications, and work-related activity within the app to protect company operations.

10. Violations

Violations of these Terms may result in disciplinary action, removal from work assignments, termination of employment or contract services, repayment of improperly claimed wages where permitted by law, and/or legal action.

11. Acknowledgement

By accessing or using the Enclave Connecteam Workforce App, I acknowledge that I have read, understand, and agree to comply with these Terms & Conditions.

Employee/Contractor Name: _____

Signature: _____

Date: _____