

# Employee Handbook



## Your Restaurant

## **Welcome to Your Restaurant!!**

We look forward to the opportunity to work with you and want you to know that we recognize our employees as our most valuable resource. Our continued success in providing the highest quality of food, beverages and service to our customers depends on having quality people like yourself and your fellow employees. We want you to enjoy your time here and are committed to helping you succeed in your new job.

We have prepared this handbook to answer some of the questions that you may have concerning the Your Restaurant and its policies. This handbook is intended solely as a guide. Read it thoroughly. If you have questions about anything, contact your Manager for assistance.

The policies stated in this handbook may change from time to time. This handbook is not a contract, which guarantees your employment for any specific time. Either you or the Your Restaurant may terminate your employment at any time, for any reason, with or without cause or notice. Understand that no supervisor, manager, or representative of the Your Restaurant, other than the owners of the Your Restaurant, have the authority to enter into any agreement with you for employment for any specified period or to make any such promises or commitments.

We hope you find your time with us to be an enjoyable and rewarding experience.

Once again, welcome the Your Restaurant!

Sincerely,

The Management

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## Section 1. Introduction

### 1.1. Purpose of this Handbook

The purpose of this handbook is to familiarize you - the employee - with the policies, rules and other key aspects of Your Restaurant (the "Company"). The information in this handbook supersedes all rules and policies that may previously have been expressed or implied, in both written and oral format. Compliance with this handbook is compulsory for all employees. The Company reserves the right to interpret this handbook's content as it sees fit, and to deviate from policy when it deems necessary.

### 1.2 Changes of Policy

Your reserves the right to change this handbook's content, at any time and at our sole discretion. Its provisions may not be altered by any other means, oral or written. You will receive written notice of any changes we make to the employee handbook and are responsible for understanding and complying with all up-to-date policies. If you are confused about any information defined herein, please contact the Manager.

### 1.3 Employment Forms

All new employees are required to complete and submit the appropriate forms supplied by the Human Resources Department.

## Section 2. Terms & Definitions

### 2.1 Definition of "At-Will" Employment

The job of an "at-will" employee is not guaranteed. It may be ended, at any time and with or without notice, by the employee or, for a lawful reason, by the Company. The Company also reserves the right to alter an "at-will" employee's benefits, pay rate, and assignments as it sees fit. The "at-will" terms of an employee's employment may only be changed by the Company.

### 2.2 Types of Worker

This section distinguishes between the different types of workers the Company employs. Employee status is established at the time of hire and may only be altered via a written statement signed by the Company.

#### Exempt vs Non-Exempt

Most employees are non-exempt, meaning they are entitled by law to at least minimum wage and premium pay for overtime. Exempt employees are not subject to these laws. Exempt status is defined by standards set by state law and the Federal Labor Standards Act (FLSA). This class of employee is usually an executive, an administrator, or a highly paid specialist such as a programmer.

#### Regular vs. Temporary

Regular employees work a regular schedule, either on a full-time or part-time basis. To be considered full-time, an employee must work at least 40 hours per week. A temporary employee is a person we hire for a short period (usually 3 months at maximum) to assist with a project or remedy a staff shortage. A temporary employee is also employed on an "at-will" basis (defined above).

#### Independent Contractors & Consultants

Independent contractors and consultants are not Company employees, but rather self-employed professionals whom we hire for specific projects. Unlike employees, they do not operate under Company direction, and control their own methods, materials and schedules. They are not eligible for Company benefits.

## Section 3: Hiring Policies

### 3.1 Hiring

It is the Company's policy to hire only United States citizens and aliens who are authorized to work in this country. As required by law, employees will be required to provide original documents that establish this authorization within three days of their date of hire. If the documents are not provided within the three-day period, we have no choice, under the law, but to terminate the employee until the appropriate documents are provided. Employees and employers are both required to complete a form furnished by the Department of Labor, form I-9. In Section 1 of form I-9, the information provided by the employee must be valid and authentic. If at any time during an employee's employment, it is discovered that any document used was invalid or not authentic, the employee must, by law, be immediately terminated.

#### Non-Discrimination

Your Restaurant is an equal opportunity employer. We will not tolerate discrimination based on race, sex, age, national origin, religion, sexual orientation, disability, or genetic information.

Employment decisions, such as hiring, promotion, compensation, training and discipline will be made only for legitimate business reasons based upon qualifications and other nondiscriminatory factors. The Company will provide reasonable accommodations (changes to the way things are normally done at work) because of an applicant's or employee's religious beliefs or disability.

The Company informs all employees of mandatory labor requirements by posting of Federal Labor Law posters located in the Break Room.

#### Age Requirements

All servers, as per the law, must be at least 18 years of age. Employees under the age of 18 must comply with all federal wage and hour guidelines, no exceptions. The required work permits must be supplied when applicable.

### 3.2 30-Day Orientation Period

The Company has a 30-day Orientation Period to begin the training period, get to know you, see how you fit in with your co-workers and determine if you are willing and able to carry out the responsibilities for the position in which you were hired. The 30-day period allows both you and the Company to see whether it's a good fit and if not, part company. During the Orientation Period you will begin your training and be observed by management. Also, during this time if you feel you do not understand what's expected of you or that you need additional training, we encourage you to ask questions and seek additional help from our management staff.

### 3.3 Scheduling

Schedules are prepared to meet the work demands of the restaurant. As the work demands change, management reserves the right to adjust working hours and shifts. Schedules are posted weekly and each employee is responsible for working their shifts. Please arrive 10 to

15 minutes before your shift and clock in when your shift begins and be ready to start work immediately. Schedule changes may only be approved by the manager. We will try to comply with your requests, there is no assurance that you will get the requested time off.

### 3.4 Employee Absences

All employees are expected to work on a regular, consistent basis and complete their regularly scheduled hours per week. **If you are going to be late or miss work, employees are expected to call and talk to Manager at least 2 hours before they are scheduled to work.** Any employee who does not call or report to work for two consecutive shifts will be considered to have voluntarily resigned employment at the Company.

Excessive absenteeism may result in disciplinary action, up to and including termination. Disciplinary action taken because of absenteeism will be considered on an individual basis, following a review of the employee's absentee and overall work record.

Employee Leave Requests should be submitted at least two weeks prior to the scheduled leave date, unless the request is due to an emergency. The nature of the emergency should then be shared with the Manager. To return to work from an accident or medical leave, all employees must present a doctor's release. Any employee who fails to return to work at the expiration of a personal leave of absence will be deemed to have abandoned their job, unless the Company is notified of a reason, satisfactory to management, for not returning to work at the end of the leave of absence.

### 3.5 Resignation

We request that you provide 2 weeks' notice when resigning from the Company.

## Section 4. Getting Paid

### 4.1 Payment Schedule

Employees are paid twice a month generally on the 1st and 15th of the month. In cases where the regular payday falls on a holiday, Employees will receive payment on the last business day before said holiday.

### 4.2 Wages

The Company pays wages in accordance with Federal, State, and Local wage laws. Wages vary from employee to employee and are based on level of skill and experience. The evaluation process is an opportunity to identify accomplishments and strengths as well openly discuss areas and goals for any improvement. Depending on your position and performance, you may be eligible for a pay increase and or promotion. Pay increases are not guaranteed. Rewards are based solely on a person's job performance and results.

### 4.3 Overtime

A non-exempt employee may work overtime on the terms defined by Washington law **pending prior authorization by his or her manager.** Overtime is defined as those who work more than 40 hours in a 7-day work week and must be paid at least one and one-half times the worker's regular hourly rate.

### 4.4 Deductions & Garnishments

Federal and state law requires that we deduct the following from every paycheck:

- Social Security
- Income tax (federal and state)
- Medicare
- State Disability Insurance & Family Temporary Disability Insurance
- Other deductions required by law or requested by the employee

A Wage and Tax Statement (W-2) recording the previous year's wages and deductions will be provided at the beginning of each calendar year.

If at any time you wish to adjust your income tax withholding, please fill out the designated form and submit it promptly.

*Wage Garnishments* occur when the Company receives legal papers that compel us to garnish an employee's paycheck - that is, submit a portion of said paycheck in payment of an outstanding debt of the Employee. We must, by law, abide by this either until ordered otherwise by the court or until the debt is repaid in full from withheld payments.

### 4.5 Change of Address or Personal Information

We ask that you report any address changes to manager on duty as soon as possible so your year-end statement of income and deductions, form W-2, will be mailed to the correct address.

#### 4.6 Lost Paychecks

Report lost paychecks to manager. We will stop payment on the lost check and reissue you another check on the next payroll cycle.

#### 4.7 Holidays and Vacations

Due to the nature of the restaurant business you may be required to work holidays. It is currently our policy to close the Restaurant for business on the following holidays: Thanksgiving Day, Christmas Day and half day on Christmas Eve. Holiday pay will be paid at the discretion of management.

Vacations are provided by the Restaurant to enable employees to leave their work environment for a period of time and must be taken within the year in which they are earned. Vacation hours are accrued for full time employees at a rate 3.0 hours per pay period.

Request forms (Employee Leave Request) for vacation are available from Human Resources and are to be submitted to the employee's immediate supervisor and approved prior to granting vacation leave. Employees are asked to submit requests for vacation at least one month prior to the scheduled vacation date, unless the request is due to an unexpected situation. Efforts will be made to grant vacation time as requested, but business needs may require an employee to adjust his or her vacation time.

#### 4.8 Leaves of Absence

Employees requiring extended time off from work may apply for a leave of absence. All leaves must be approved by management. For planned leaves, employees must submit requests at least 14 days in advance. Emergency leaves must be requested as soon as possible. Accepting/performing another job or applying for unemployment benefits during leave will be considered voluntary resignation.

We consider all requests in terms of effect on the Company and reserve the right to approve or deny requests at will, except when otherwise directed by law. Any request for a leave of absence due to disability will be subject to review. A medical leave request must be supported in a timely manner by a certification from the employee's health care provider. Extension of leave must be requested and approved before the current leave ends. No employee is guaranteed reinstatement upon returning from leave, unless the law states otherwise. However, the Company will try to reinstate each returning employee in his or her old position, or one that is comparable.

Below are the three main types of leave that Company offers employees. Some, but not all, are governed by law.

#### Work-Related Sickness & Injury

Employees eligible for Worker's Compensation rendered unable to work because of work-related injury or illness will receive an unpaid leave for the period required. For eligible employees, the first 12 weeks will be treated concurrently as a family and medical leave under the Family and Medical Leave Act (FMLA).

### Maternity

An employee disabled on account of pregnancy, childbirth, or a related medical condition may request an unpaid leave of absence in accordance with Federal and State leave laws. Vacation time may also be used for Maternity Leave. Please consult with Human Resources to coordinate your leave.

### Election Days

Provided an employee's schedule does not allow time for voting outside of work, and that he/she is a registered voter, he/she may take up to two hours, with pay, at the beginning or end of a workday, to vote in local, state or national elections.

## Section 5. Rights & Policies

The following section summarizes your legal rights as an employee of the Company. Questions about any policy detailed in this section may be addressed with a Human Resources representative.

### 5.1 Equal Opportunity Employment Policy

The Company provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics, marital status, genetic information or any other classification prohibited by applicable local, state or federal laws. This policy is applicable to hiring, termination and promotion; compensation; schedules and job assignments; discipline; training; working conditions, and all other aspects of employment. As an employee, you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of the workplace.

### 5.2 Accommodation for Disabled Employees

We are happy to work with otherwise qualified disabled employees to accommodate limitations, in accordance with the Americans with Disabilities Act (ADA). It is up to the employee to approach his or her supervisor with this request, and to provide medical proof of his or her needs upon the Company's request.

We are also happy to accommodate employees diagnosed with life-threatening illnesses. Such employees are welcome to maintain a normal work schedule if they so desire, if we receive medical papers proving their working cannot harm themselves or others and their work remains at acceptable standards.

### 5.3 Employment of Minors

Our policy on employment of minors adheres to all FLSA standards, including the following:  
Minimum employment age (14 for non-agricultural work)

- Maximum weekly hours for employees under 16
- Minimum hazardous job employment age (18)
- Sub-minimum wage standards for students, apprentices, disabled employees, and employees under the age of 20.

### 5.4 Employment of Relatives

The employment of relatives can prove problematic, particularly situations where relatives share a department or a hierarchical relationship. The Company will not hire relatives to work in any potentially disruptive situation. An employee must inform us if he or she become a co-worker's relative. If at any time we perceive the situation to be dysfunctional, we may have to reassign or ask for one relative's resignation to remedy the situation.

### 5.5 Religion & Politics

The Company is respectful of all employees' religious affiliations and political views. We ask that if you choose to participate in a political action, you do not associate the Company in any way.

We are happy to work with employees to accommodate political and religious obligations, provided accommodations are requested from a manager in advance.

#### 5.6 Private Information

Employee information is considered to be private and only accessed on a need-to-know basis. Your healthcare information is completely confidential unless you choose to share it. In some cases, employees and management may receive guidelines ensuring adherence to the Health Insurance Portability and Accountability Act (HIPAA).

Personnel files and payroll records are confidential and may only be accessed for legitimate reason. If you wish to view your files, you must set up an appointment in advance with Human Resources. A Company-appointed record keeper must be present during the viewing. You may only make photocopies of documents bearing your signature, and written authorization is needed to remove a file from Company premises. You may not alter your files, although you may add comments to items of dispute.

Certain information, such as dates of employment and rehiring eligibility, are available by request only. We will not release information regarding your compensation without your written permission.

## Section 6. Employment Benefits

The following is merely an overview of the Company's benefits package. It does not contain all relevant information. Please contact a Human Resources representative to obtain all details.

### 6.1 Unemployment Insurance

Employees rendered unemployed through no fault of their own or due to circumstances described by law, receive unemployment insurance. State agencies administer this insurance and determine benefit eligibility, amount (if any), and duration.

### 6.2 Workers' Compensation

Workers' Compensation laws compensate for accidental injuries, death and occupational disabilities suffered during employment. The Company provides Workers' Compensation Insurance for all employees. Generally, this includes lost wages, disability payments and hospital, medical and surgical expenses (paid directly to hospital/physician) and assistance in injured employees in returning to suitable employment.

### 6.3 Social Security Benefits (FICA)

Both employees and the Company contribute funds to the federal Social Security Program, which provides retirees with benefit payments and medical coverage.

### 6.4 Employee Meals

Employees receive a 50% discount off the regular price of all menu items during each shift with beverage. Employee meals can be purchased on a scheduled break.

## Section 7. Rules of Conduct

### 7.1 On the Job

#### Reporting for Work

Employees are expected to begin and end each shift at the time and on the day appointed. You must inform your supervisor *before* the start of the work day if you will be absent or late and obtain his or her permission to leave early. Absences and late arrivals will be recorded. Should your absences or tardiness exceed a reasonable limit, you will be subject to disciplinary action and possible termination. Failing to call one's supervisor or report to work for consecutive workdays will be considered voluntary resignation, and result in removal from payroll.

#### Clocking In

If you are a non-exempt employee, it is your responsibility to clock in when you begin your shift and clock out when you finish. If you forget, bear in mind that your timecard cannot be updated without your supervisor's approval. Tampering, altering, or falsifying time records or recording time on another employee's ID number or punch card is not allowed and may result in disciplinary action, up to and including termination.

#### Staying Safe

Safety in the workplace is the Company's number one priority. You must inform your supervisor in the event of unsafe conditions, accident or injury, and use safe working methods at all times.

#### Meals & Breaks

Unless defined otherwise by Washington state law, non-exempt employees are entitled to a paid 10-minute break for every four hours of work, as well as a 30-minute meal break for any shift lasting longer than five hours.

#### Cell Phone Use

Cell phones brought to work must be on silent or vibrate mode to avoid disrupting coworkers. They may only be used during breaks and meal periods, away from where others are working. If cell phone use interferes with operations in any way, an employee's cell phone privilege may be rescinded and disciplinary action, up to and including termination, may be used.

Employees who receive Company cell phones should strive to use them for Company business only. All phones must be shut off during meetings.

#### Social Media Policy

While the Company understand that employees will engage in social media during their off-duty time, certain activities on the part of employees may become a problem if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile working environment for any employee; disrupting the smooth and orderly flow of work within the company; directly or indirectly disclosing confidential or proprietary information; or harming the goodwill and reputation of the Company among its customers or in the community at large. In the area of social media (print, broadcast, digital, and online), employees may use such media in any way they choose if such use does not produce the adverse consequences noted above.

## 7.2 Rules & Policies

### Confidentiality

No previous or current employee may disclose or give access to confidential Company information, in any way or at any time, unless otherwise authorized by Management.

### Discrimination & Harassment

In keeping with our Equal Opportunity Employment clause, the Company will not tolerate on-site discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference, gender identification, or genetic information. Harassment and discriminatory behaviour among employees or contractors will result in disciplinary action, with the possibility of termination. Discrimination and harassment by customers or other business associates should be immediately reported to your supervisor, at which point the Company will investigate and take corrective action. You are welcome to seek legal relief if you find the Company's actions inadequate.

### Drugs & Alcohol

Good performance on the part of our employees is crucial to Company's success. For this reason, we strictly forbid employees to do the following while at work, on company property, or while using company vehicles:

- **Drinking alcohol and selling, purchasing or using illegal drugs at work.** An "illegal drug" is any drug that has not been obtained by legal means. This includes prescription drugs being used for non-prescribed purposes.
- **Possession of any non-prescribed controlled substance.** This includes alcohol and legal, illegally obtained prescription drugs.
- **Reporting for work intoxicated.** We reserve the right to test employees for substance abuse. Illegal drugs, illegal drug metabolites, or excessive alcohol in your system will result in disciplinary action.

The Company cares about the overall health and well-being of its employees. Any employee who feels that he/she is developing a substance abuse problem is urged to seek help. The Company will grant time off (within reason) for rehabilitation. Be advised, however, that this will not excuse a substance-related offense. In some cases, completion of Company-approved rehabilitation program may serve as an alternative to termination.

## 7.3 Standards of Conduct

The Company requires all employees to abide by the following Standards of Conduct. An employee involved in any of the following conduct may result in disciplinary action up to and including immediate termination without a written warning.

- Invalid Work Authorization (I-9 form)
- Supplying false or misleading information to the Company, including information at the time of application for employment, leave of absence or sick pay.
- Not showing up for a shift without notifying the Manager. (No call, no show, no job)

- Clocking another employee “in” or “out” on the timekeeping system or having another employee clock you either “in” or “out.”
- Leaving your job before the scheduled time without the permission of the Manager.
- Arrest or conviction of a felony offense.
- Use of foul or abusive language.
- Disorderly or indecent conduct.
- Gambling on Company property.
- Theft of customer, employee or Company property including items found on Restaurant premises.
- Theft, dishonesty or mishandling of Company funds. Failure to follow cash, guest check or credit card processing procedures.
- Refusal to follow instructions.
- Engaging in harassment of any kind toward another employee or customer.
- Failure to consistently perform job responsibilities in a satisfactory manner within the 30-day orientation period.
- Use, distribution or possession of illegal drugs on Company property or being under the influence of these substances when reporting to work or during work hours.
- Waste or destruction of Company property.
- Actions or threats of violence or abusive language directed toward a customer or another staff member.
- Excessive tardiness.
- Habitual failure to punch in or out.
- Disclosing confidential information including policies, procedures, recipes, manuals or any proprietary information to anyone outside the Company.
- Rude or improper behavior with customers including the discussion of tips.
- Smoking or eating in unapproved areas or during unauthorized breaks.
- Failure to comply with Restaurant’s personal cleanliness and grooming standards.
- Failure to comply with Restaurant’s uniform and dress requirements.
- Unauthorized operation, repair or attempt to repair machines, tools or equipment.
- Failure to report safety hazards, equipment defects, accidents or injuries immediately to management.

Disciplinary action may consist of anything from verbal/written warnings and counselling to demotion, transfer, suspension or termination. Rather than follow rote procedures, the Company will handle each matter individually to ensure fairness to all involved.

#### 7.4 Workplace Inspections

The Company has a responsibility to protect our employees and our property. For this reason, we reserve the right to inspect the following, at any time, with or without notice:

- Offices
- Computers and other equipment
- Company vehicles
- Any personal possessions brought onto Company premises, such as handbags, briefcases, and vehicles.

All inspections are compulsory. Those who resist inspection may be denied access to Company premises.

## Section 8: Restaurant Policies and Practices

### 8.1 Customer Service

Our restaurant exists only because of customers and repeat customers who voluntarily choose to return here and spend their money on our food and beverages. Without the customer we don't have a restaurant, they are the only reason we are here. As a result, taking care of our customers is our highest priority, in fact a privilege, never an interruption.

We expect all staff members to treat customers with respect, but complaints are to be expected as part of being in the hospitality business. Our goal is to handle complaints satisfactorily using the following techniques where applicable:

- Don't get defensive and try to explain. □
- Remove the offending item immediately. □
- Apologize for the problem and tell the customer you will take care of the problem. □
- Contact a manager for assistance if necessary.

### 8.2 Telephone Courtesy

Always answer the phone promptly, within two rings. Always answer in a friendly, polite manner: "Good (morning, afternoon, evening), this is Your Restaurant, may I help you?"

Respond to any questions that you are certain. If you are uncertain, ask the person if you may put them on hold for a moment and quickly refer the call to a manager. Always thank the person for calling. Always ask the caller for their name when they ask to speak to a manager or customer.

### 8.3 Restaurant Safety

The Company is committed to maintaining a safe workplace for all our employees. The time to be conscious about safety is before an accident happens. Safety is everyone's responsibility and is a regular, ongoing part of everyone's job.

You will receive more specific, detailed information and training on safety issues as an ongoing part of your employment. However, here are some basic guidelines and safety rules to always keep in mind: □

- Wipe up spills immediately. □
- Never run in hallways or the kitchen, always walk carefully. Even when it's busy, take small steps and pay attention. □
- Wear shoes with non-slip soles. They cost no more than standard shoes. Ask your manager about where to purchase them. □
- Report defective equipment or tools to a manager immediately. □
- Never operate equipment unless you have been trained how to use it properly. □
- Pay special attention when using slicers. They are very sharp and move very fast. □
- Wear nylon, no-cut gloves when cleaning slicers. If you don't have a pair, see a manager. □

- Never try to catch a falling knife. ☐
- Let people know when you're carrying anything hot. ☐
- Don't put hot food or plates in front of small children. ☐
- Use proper lifting techniques. Remember to always bend at the knees, lift with your legs, not your back.

#### 8.4 Sanitation

Due to the nature of the restaurant business, it is ABSOLUTELY ESSENTIAL that EVERYONE follows safe food handling procedures. This is one area of the Restaurant where there is absolutely no compromise. NEVER take shortcuts on food safety and handling. Every day we are entrusted with the health and even lives of our customers.

While you will receive additional and ongoing training on food safety issues following are some of the basic rules we ALWAYS follow and enforce:

- **Keep your hands washed.** Always wash your hands after using the restroom, smoking, touching your hair, eating, sneezing or coughing. If you use latex gloves, change them frequently.
- **Sanitize everything.** Besides clean hands, use sanitizing solution to constantly keep counters, cutting surfaces, and utensils. This helps to keep food handling areas and preparation tools free of bacteria.
- **Prevent cross-contamination.** Cross-contamination occurs when raw meat comes in contact with other food that will be served without further cooking. For example, never place raw chicken on a cutting board and then cut vegetables for an uncooked product on the cutting board without first washing and sanitizing it first. The same for utensils like knives and portioning tools, always wash and sanitize them after every use.
- **Keep food at the proper temperatures.** Potentially hazardous foods like meat, poultry, dairy and fish should always be stored below 45°. Food that is cooking or in holding should always be above 140°. Bacteria count on food grows rapidly between 45° and 140° so it's imperative that our food products spend a minimum amount of time in the "temperature danger zone."
- **Store food correctly.** Raw meat should always be stored below cooked or prepared food. Raw poultry is always placed on the bottom shelf of the walk-in. Keep chemicals and cleaning products away from food products.

## 8.5 Dress Code

Following are detailed descriptions of dress for both the dining room and kitchen positions. If you have any questions regarding our dress code, please ask the manager.

### Dining Room Staff

- **Shoes** - Black shoes only with non-slip soles that permit walking safely on wet or greasy floors. Shoes must be clean. Socks must be dark, preferably black.
- **Pants & Belts** - Khaki pants only. Pants must be long enough to touch the top of the shoe. Solid color brown belts must be worn with pants that have belt loops.
- **Shirts** - Shirts must be in good condition, not soiled or stained. Shirts must fit at the sleeve. Appearance - Clean and well-groomed hair. Hair pulled back off the shoulder. Well-groomed hands, fingernails and fingernail polish. Facial hair should be neat and well-trimmed.
- **Accessories** - No excessive cologne, perfume, make-up or jewelry. No earrings longer than 1 inch. No hat or unauthorized buttons can be worn.

### Kitchen Staff

- **Shoes** - Black work shoes with non-slip soles that permit walking safely on wet or greasy floors. No tennis shoes.
- **Pants** - Kitchen pants only. They must always be worn to work clean and well maintained.
- **Shirts** - Chef jackets only. They must always be worn to work clean and well maintained.
- **Appearance** - Clean, well-groomed hair, hands and fingernails. Facial hair should be neat and well-trimmed.
- **Accessories** - No excessive cologne, perfume, make-up or jewelry. Hair restraints must be neat and in good taste.

## 8.6 Accidents and Emergencies

Report all accidents, no matter how minor they seem, to the manager. In the event of an emergency, like an apparent injury or choking situation, notify a manager immediately. Managers are responsible for administering CPR, choking procedures or appropriate first aid.

### *Crime and Robbery*

If you are ever involved in a robbery, DO NOT RESIST. Statistics show that people, who resist, are three times more likely to be injured than people who do not resist. The safety of you, your fellow employees and customers are our highest priority. Don't be a hero, always cooperate fully and do not resist!

### *Fire Protection*

All employees must know the specific location and operation of fire protection in the Restaurant. The Restaurant is equipped with many fire-extinguishing systems in the ducts, hood, over the stoves and other cooking equipment that contains a dry chemical. They can be set off immediately by pulling the ring attached to each system. We also maintain hand held CO<sup>2</sup> systems (behind the bar, in the kitchen, etc.) Be very specific before setting off a fire alarm or notifying someone to take action.

If the fire alarm sounds, assist guests to the nearest fire exit and out of the building immediately. Tell them the restaurant is under "Fire Alarm Status" and it is their responsibility to leave the restaurant through the nearest exit.

## At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook

**Employee Name:** \_\_\_\_\_

I acknowledge that I have received a copy of the Your Restaurant Employee Handbook, which contains vital information on the Company's policies, procedures and benefits.

I understand that this handbook's policies are intended only as guidelines, not as a contract of employment. I understand that my employment is on "at-will" terms and therefore subject to termination, with or without notice or obvious reason, by myself or the Company. Changes to my "at-will" status may only take the form of a written agreement signed by an authorized member of the Company as well as myself. This agreement supersedes all prior/contemporaneous inconsistent agreements.

I understand that the Company may change its policies, procedures and benefits at any time at its discretion, as well as interpret or vary them however it deems appropriate.

I have read (or will read) and agree to abide by all policies and procedures contained therein.

\_\_\_\_\_  
Employee Name and Date

\_\_\_\_\_  
Your Restaurant Representative and Date