

EMPLOYEE HANDBOOK

For
Barker's Landing Inc.
DBA: Barker's Bar & Grill
Hudson, Wisconsin

For
Eastside Hospitality, LLC
DBA: Pedro's Pizza Lounge
Hudson, Wisconsin

And

Wismin Hospitality, LLC.
DBA: San Pedro Café
Hudson, Wisconsin

Corporate Office:
426 Second Street Hudson, WI 54106
pfoster@sanpedrocafe.com

Welcome Statement

Welcome to our family of restaurants, Barker's Bar & Grill, San Pedro Cafe, and Pedro's Pizza Lounge! For purposes of this Handbook, all are referred to as "we", "our", "us", and the "companies".

Established in 1988 with the goal of providing the highest quality of food, beverages and hospitality, in a clean and fun environment, downtown Hudson, WI, we have grown to a restaurant family with three locations. Each restaurant has a different concept but holds the same core values of: Teamwork, Hospitality and Consistency. These core values are the driving force and guide our policy and procedural decisions from the top down. Our core values demand a positive workplace culture in which our employees can flourish.

Please use this Handbook as a guide to your next few weeks of training. This Employee Handbook contains the key policies, goals, and expectations for our team. If you have questions or comments, please ask your general manager or Pete Foster, our doors are always open!

I would like you to know that you, as a part of our team and restaurant “family”, represent our most important asset. We could not accomplish what we do every day without our team of incredible and hardworking employees. I am excited to welcome you and look forward to working with you!

**Pete Foster - Owner
Bree Schieck – Director of Hospitality
Jeff Anderson – Corporate Chef**

Mission Statement

“Create and maintain guest loyalty – through passionate hospitality – in a clean, comfortable, and welcoming environment”

Core Values

Core Values define two things:

- **Our culture.**
- **Who we are as people.**

Our core values are the deciding factor on company decisions.

Hiring methods (how and who we hire.)

Performance management (how we train.)

Promotions and rewards (how we reward and promote.)

Dismissal policies (how and who we terminate employment.)

Core Values:

HOSPITALITY

Welcoming all who come through our doors, guests and each other, with warmth, kindness, and gratitude.

TEAMWORK

Enthusiastically working together to provide the best possible guest experience.

CONSISTENCY

Consistent actions will create consistent results. Steadfast adherence to our best practices, policies, and procedures will ensure consistent greatness.

Opening Disclaimer

This Employee Handbook contains general information about our employment policies and procedures and an overview of our benefits. For specific information about employee benefits, you should refer to the plan documents, which are controlling. The policies and procedures in this Handbook are guidelines only.

We reserve the right to interpret and administer the provisions of this Handbook as needed. Except for the policy of at-will employment, which can only be changed in writing by the company's President, we have the maximum discretion permitted by law to change, modify or delete any provision in this Handbook at any time with or without notice. Verbal statements or representations cannot supplement, change or modify the provisions in this Handbook.

Each employee should read and become familiar with the information contained in this Handbook. Failure to comply with our policies or procedures may result in discipline, up to and including termination of employment.

The provisions in this Handbook are not intended to in any way create any contractual obligations with respect to your employment.

Normally, we will notify you of these changes by posting them on Hot Schedules, the bulletin board or by other appropriate means. Changes will be effective on dates determined by us and you may not rely on policies that have been superseded.

If you are uncertain about any policy or procedure, please check with Pete Foster.

Employment Relationship

Your employment with our companies is “**at will**” unless a separate employment agreement is signed by you and Pete Foster. “At Will” employment means that you are free to resign at any time, for any reason, with or without notice. Similarly, we are free to conclude the employment relationship at any time. Nothing contained in this Handbook is intended to promise or guarantee you employment for any specific period of time and the policies set forth in this Handbook do not create a contract, nor are they to be construed to constitute a contractual obligation of any kind.

This Employee Handbook supersedes and revokes all prior policies, practices, employee handbooks and management memos whether written or oral and may not be amended or supplemented without our express written approval.

Our Market

The hospitality industry is extremely competitive. Our continuous goal is to attract both new and repeat visits from customers in our market area. *We must provide an attractive and comfortable atmosphere, excellent food and beverage products, and great service to successfully meet this goal.* You play a vital role in the other two elements relating to products and service. We are confident that you will be a valuable part of the team that will be providing excellent products and great service.

General Policies

Equal Opportunity Employer

Our companies are equal opportunity employers and comply with all applicable federal, state, and local fair employment practices laws. We strictly prohibit and do not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy and sexual orientation), gender (including gender nonconformity and status as a transgender individual), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All of our employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This Handbook applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

We comply with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Wisconsin Family Medical Leave Law, Wisconsin Fair Employment Law and all applicable state and local laws. Consistent with those requirements, we will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, refer any such request to Pete Foster. We will also, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

Complaint Procedure

If you are subjected to any conduct that you believe violates this policy or any of our policies, you must promptly speak to, write, or otherwise contact your direct supervisor, the next level above your direct supervisor, your designated Human Resources representative, or a member of the company's senior management team as soon as possible following the offending conduct. If you have not received a satisfactory response within five (5) days after reporting any incident of what you perceive to be discriminatory conduct, please immediately contact Pete Foster. He will ensure that a prompt investigation is conducted.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. The company will directly and thoroughly investigate the facts and circumstances of all claims of unlawful discrimination and if substantiated, will take prompt and appropriate corrective action.

Additionally, any manager or supervisor who observes discriminatory conduct must report the conduct to Pete Foster so that an investigation can be made and corrective action taken, if appropriate.

No Retaliation

No one will be subject to, and we prohibit, any form of discipline, reprisal, intimidation, or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim, or cooperating in related investigations. For more information on our policy prohibiting retaliation, please refer to our Anti-Retaliation Policy or contact Pete Foster.

We are committed to enforcing this policy against all forms of discrimination. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report discriminatory conduct, we may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Violations of this Policy

Any employee, regardless of position or title, whom Pete Foster determines has subjected or assisted in subjecting an individual to or retaliation in violation of this policy will be subject to discipline, up to and including termination of employment.

Administration of this Policy

Management is responsible for administering this policy. If you have any questions regarding this policy or questions about discrimination, accommodations, or retaliation that are not addressed in this policy, please contact Pete Foster or your direct supervisor.

Harassment, Non-Discrimination, and Non-Retaliation Policy

We are committed to providing a work environment that is free from unlawful discrimination and disrespectful and offensive behavior. Disrespectful and offensive behavior, including inappropriate or degrading remarks and conduct, has the potential of being perceived as harassment or discrimination. Harassment and discrimination are prohibited and will not be tolerated.

Definition of Harassment

Disrespectful and offensive behavior includes unwelcome remarks and physical conduct that denigrates or shows hostility toward an individual's race, color, creed, religion, sex, age, national origin, citizenship, veteran or marital status, status with regard to public assistance, disability, familial status, genetic information and all other bases protected by state, federal or local law.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to this conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) submission to or rejection of this conduct is used as a component or basis for employment decisions affecting an individual; or
- (3) the conduct has the purpose or effect of substantially interfering with an individual's work performance or of creating an intimidating or hostile environment.

Harassment may be verbal, physical, written or visual and can take the form of slurs, graffiti, offensive or derogatory comments or other inappropriate conduct. Conduct that may constitute sexual harassment includes, but is not limited to, sexual or suggestive comments or jokes, sexual propositions, sexist remarks, unwanted sexual advances, patting or unnecessary touching, unwanted staring or leering, pressure for sexual favors in return for special treatment on the job, or unfavorable treatment or harassment not of a sexual nature directed toward an individual because of his or her sex, race, religion, or other protected characteristic. The harasser can be the offender person's supervisor, another supervisor, a co-worker, or someone who is not an employee but who is encountered in the course of performing one's job.

Complaint Procedure

If you are subjected to any conduct that you believe violates this policy or witness any such conduct, you must promptly speak to, write or otherwise contact your direct supervisor or, if the conduct involves your direct supervisor, Pete Foster or the human resources manager, ideally within ten (10) days of the offending conduct. If you have not received a satisfactory response within five (5) days after reporting any incident of what you perceive to be harassment, please immediately contact Pete Foster. This individual will ensure that a prompt investigation is conducted.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. We will directly and thoroughly investigate the facts and circumstances of all claims of perceived harassment and will take prompt corrective action, if appropriate. We will handle the investigation with discretion consistent with the need for a thorough investigation and response.

Additionally, any manager or supervisor who observes or becomes aware of possible harassing conduct must report the conduct to the human resources manager so that an investigation can be made and corrective action taken, if appropriate.

No Retaliation

We strictly prohibit any acts of reprisal or retaliation against any employee who in good faith reports an allegation of discrimination or harassment or who in good faith participates in any investigation of such a report.

Any person who violates this non-retaliation policy may be subject to discipline, up to and including termination of employment.

We are committed to enforcing this policy against all forms of harassment. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report harassing conduct, we may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Violations of This Policy

We will take appropriate disciplinary action, up to and including termination of employment, when it is determined that an employee has violated this policy. We will take action reasonably calculated to end discrimination or harassment when it is determined that a non-employee has violated this policy.

Administration of This Policy

Management is responsible for the administering this policy. If you have any questions regarding this policy or questions about harassment that are not addressed in this policy, please contact Pete Foster.

Disability and Religious Accommodations Policy

Commitment to Equal Employment Opportunities

We comply with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), Title VII of the Civil Rights Act of 1964, Wisconsin Family and Medical Leave Act (WFMLA) and all applicable state and local fair employment practices and laws, and we are committed to providing equal employment opportunities to qualified individuals with disabilities and to individuals regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, we will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. We will provide a reasonable accommodation of an applicant's or employee's sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement, unless doing so would create an undue hardship for us.

Requesting a Reasonable Accommodation

If you believe you need a reasonable accommodation because of your disability or based on your religious beliefs or practices or lack thereof, you are responsible for requesting a reasonable accommodation from management. You may make the request orally or in writing. We encourage employees to make their request in and to include relevant information, such as:

A description of the accommodation you are requesting.

The reason you need an accommodation.

For disability requests, how the accommodation will help you perform the essential functions of your job or for religion, or lack thereof, requests, how the accommodation will help resolve the conflict between your religious beliefs or practices or lack thereof and one or more of your work requirements.

After receiving your oral or written request, we will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could enable you to perform the essential functions of your position or for religion, or lack thereof, requests explore potential accommodations that could resolve the conflict between your religious beliefs and practices and one or more of your work requirements. We encourage you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, we are not required to make the specific accommodation requested by you and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on us.

Supporting Information

Disability related requests: If you have a disability, or need for accommodation that is not obvious, we may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, we may require that you see a health care professional of ours choosing, at our expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied.

Religion related requests: we may ask you to provide additional information about your religious practices or beliefs and the accommodation requested. If you fail to provide the requested information, your request for an accommodation may be denied.

We will keep confidential any medical information obtained in connection with your request for a reasonable accommodation.

Determinations

We make determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. We strive to make determinations on reasonable accommodation requests expeditiously, and will inform the individual once a determination has been made. If you have any questions about a reasonable accommodation request you made, please contact Pete Foster.

All employees are required to comply with safety standards. Employees and/or applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be eligible to continue in such position and/or will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's employment status.

No Retaliation

Individuals will not be retaliated against for requesting an accommodation in good faith. We expressly prohibit any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

We are committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to Pete Foster. If employees do not report retaliatory conduct, we may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Administration of This Policy

Management is responsible for the administering this policy. If you have any questions regarding this policy or questions about disability or religion, or lack thereof, based accommodations that are not addressed in this policy, please contact Pete Foster or your direct supervisor.

Employment Eligibility Verification Compliance Policy

Policy Statement

In compliance with the Immigration Reform and Control Act of 1986 ("IRCA") and other applicable federal, state, and local laws, we are committed to:

Employing only those who are authorized to work in the US.

Not discriminate on the basis of national origin or citizenship in hiring, recruiting, or terminating employees.

Every employee must adhere to all aspects of this policy. Failure to comply with IRCA may subject us and any responsible individuals to civil monetary or criminal penalties. Violations of this policy may be grounds for employee discipline, up to and including termination of employment.

Immigration Compliance Officer

The companies' immigration compliance officer is Pete Foster, and may be contacted at pfoster@sanpedrocafe.com. Tips, questions, or concerns may be submitted anonymously to the immigration compliance officer at pfoster@sanpedrocafe.com.

Employees may contact the immigration compliance officer if they have questions or want to report information or suspicions about potential violations regarding:

Employment eligibility verification (the Form I-9 process).

Government visits, inquiries, audits, or investigations about immigration compliance.

E-Verify (if the company voluntarily participates).

Social Security No-Match letters.

ICE Mutual Agreement Between Government and Employers.

Employment authorization for self or others.

Immigration status for self or others.

In addition, an employee may contact any of our managers to raise compliance concerns or to provide tips about compliance issues or potential violations. Our executives and managers are obligated to work with the immigration compliance officer to consider, investigate, and resolve immigration compliance issues.

Pre-Hire Inquiries

We will not inquire unnecessarily about citizenship, national origin, or immigration status during the recruitment process. To this end, our employment application/recruitment script/candidate questionnaire uses the following neutral questions:

Are you legally authorized to work in the US?

Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B status)?

Questions about pre-hire inquiries should be directed to the immigration compliance officer.

Offer Letter

Each offer letter we issue will include the following language:

The Immigration Reform and Control Act of 1986 (IRCA) prohibits the company from employing or continuing to employ an individual who is not authorized to work in the US. This offer of employment is contingent on verification of your right to work in the US, as demonstrated by your completion of Form I-9, Employment Eligibility Verification, upon hire and your submission of acceptable original and unexpired documents verifying your identity and work authorization within three days of starting employment. A copy of the Form I-9 List of Acceptable Documents is enclosed for your review. You must present either one document from List A or one document from each List B and List C. The selection of which documents to present is yours to make. If the Form I-9 is not properly completed within the required time frame, your employment will be terminated and this offer withdrawn.

We may participate in E-Verify, a federal government system used to verify the employment authorization and social security number of each new employee. A blank Form I-9 is enclosed, as are instructions on how to access our electronic I-9 system. You must complete Section 1 of the Form I-9, Employee Information and Verification, by your first day of work. Upon your acceptance of this offer, please contact the person signing the offer letter on behalf of the company to make arrangements to complete the employment eligibility verification process.

Questions about offer letter language should be directed to the immigration compliance officer.

Employment Eligibility Verification on Form I-9

All employees must complete Section 1 of the Form I-9 no later than the first day of employment and must present acceptable documents authorized by USCIS proving identity and employment authorization no later than the third day after starting employment with us. Employees who will be employed for fewer than three days must complete the entire process by their first day of employment. Employees are advised in their offer letter of the verification requirement and how to complete the process. The I-9 employment eligibility verification process must be completed for each new employee within the required time frame. There are no exceptions to this requirement. Employees who do not complete the process within the required time frame will be terminated immediately.

Verification on the Form I-9 Section 2 is conducted by Pete Foster at the worksite where the new employee will work.

We will accept any document or combination of documents that satisfy IRCA's requirements. The documents must be original and unexpired. We will provide advance notice to new employees in the offer letter about what documents are acceptable. The document(s) will be reviewed to determine if they appear to be genuine and related to the person who has presented them. If sufficient acceptable documents are presented by the employee, We will not request more or additional documents.

At any time we are an E-Verify employer, we may only accept List B identity documents that contain a photograph. If the new employee presents too many documents, they will be returned to the employee with the I-9 List of Acceptable Documents so that the employee can select the appropriate document(s) to satisfy the I-9 requirements. We will photocopy the document(s) presented by every employee and retain the copy with the completed Form I-9/securely in a separate location from other personnel material/electronically.

At any time we are an E-Verify employer, E-Verify requires that the Form I-9 information be entered in the E-Verify system for verification no later than the third day after employment begins. Upon completion of the Form I-9 verification, and no later than the third day after employment begins, the person who completed the verification process for us must send a copy of the Form I-9 and supporting documents to our immigration compliance officer.

Questions about employment eligibility verification on Form I-9 should be directed to the immigration compliance officer.

Reverification of Employment Authorization

Employees may present employment authorization documents that will expire. We track expiring employment authorization dates. Employees with expiring employment authorization dates are notified ten (10) days in advance of expiration and on the day of expiration.

Reverification on the Form I-9 Section 3 is conducted by our immigration compliance officer, who is responsible for recalling the Form I-9 from storage or accessing the electronic I-9 record.

Employees with expiring work authorization must present evidence of continuing employment authorization no later than the day on which the current work authorization expires. The document(s) will be reviewed to determine if they appear to be genuine and related to the person who has presented them. Employees who do not present continuing work authorization by the date their current authorization expires will be terminated as of the expiration date. Questions about reverification should be directed to the immigration compliance officer.

Reverification for Name Change

When employees notify Senior Leadership of a name change, the notified party must note the name change in Section 3 of the Form I-9. Questions about reverification should be directed to the immigration compliance officer.

Storing I-9 Forms

Completed Forms I-9 and copies of supporting documents are stored in a secure location, separate from all other personnel files. Only authorized employees can access the forms. The storage allows Forms I-9 to be recalled when needed.

Form I-9 Retention

We are required to retain Forms I-9 and document copies for current and recently terminated employees the longer of three years from the date of the employee's hire or one year from the date of termination. We track the document retention dates. Forms I-9 that no longer need to be retained are recalled from storage and destroyed.

Questions about Form I-9 retention should be directed to the immigration compliance officer.

E-Verify

We are not currently enrolled in E-Verify. However, several states have enacted laws requiring E-Verify use, and the federal government mandates E-Verify use by certain contractors and subcontractors. If considering becoming a contractor of a state or the federal government, or a contractor of a government contractor, our employees must coordinate with the immigration compliance officer because those contracts might expose us to required E-Verify enrollment. Questions about E-Verify should be directed to the immigration compliance officer.

Social Security No-Match Letters

When we receive a social security no-match letter, we must notify the immigration compliance officer, who will then compare the employee's information in our records with the social security number ("SSN") reported on the no-match letter. If the numbers do not match, we must notify the Social Security Administration ("SSA") of the correct information.

If our records match the information on the no-match letter, we must forward the no-match letter to the immigration compliance officer, who will contact the employee and advise them of the SSA no-match letter. The employee will be asked to confirm their SSN and their name exactly as

it appears on their SSA records. If our records are not correct, it must update its records and notify the SSA of the correct information. If the numbers match, but the employee's SSA record is not correct (for example, it doesn't reflect a name change) or if it is unclear why the SSA issued the no-match, we must tell the employee to visit the SSA to have the records corrected.

We will give the employee 90 days to resolve the discrepancy. If the discrepancy is not resolved within that time frame, the employee will be terminated and we will respond to the SSA no-match letter with the appropriate information. Questions about social security no-match should be directed to the immigration compliance officer.

Training and Internal Audit Procedures

We require that all employees involved in any aspect of immigration compliance undergo regular training. Employees required to complete the training are identified by their managers in coordination with the immigration compliance officer. The training is devised and conducted by us and attendance is mandatory. Employees who do not attend the mandatory training must have authorization from their manager and the immigration compliance officer and must obtain alternative training. Employees who do not have authorization, or who do not obtain alternative training, may be subject to discipline.

The training will cover:

- Our employment eligibility verification compliance policies and procedures.

- Tips to assess document genuineness.

- Avoiding national origin and citizenship discrimination in recruiting, hiring, and termination.

- I-9 completion, reverification, storage, and retention.

- Social security no-match.

We conduct regular internal audits of its employment eligibility verification compliance. The audits ensure adherence to the employment eligibility verification compliance policy and identify any parties who violate the policy. The audits also allow us to identify and correct any compliance issues discovered as a result of the audit.

Immigration Sponsorship

We do not engage in immigration sponsorship.

Confidential Information

Purpose

We keep certain types of information confidential for important business reasons, including providing us with a competitive edge over competitors.

Because of the importance of maintaining the confidentiality of certain information, and because effective confidentiality protocols require the involvement and cooperation of all of our employees, we have implemented this Confidential Information Policy. All employees are expected to read and abide by this policy.

Definition of Confidential Information

Confidential Information includes, but is not limited to, all information belonging to us and not generally known to the public or generally known in our industry, in spoken, printed, electronic, or any other form or medium, which was obtained from us, or which was learned, discovered, developed, conceived, originated, or prepared by an employee in the scope and course of employment, relating directly or indirectly to: business processes, practices, methods, policies, plans, publications, documents, research, operations, services, strategies, techniques, agreements, contracts, terms of agreements, transactions, potential transactions, negotiations, pending negotiations, know-how, trade secrets, computer programs, computer software, applications, operating systems, software design, web design, work-in-process, databases, manuals, records, articles, systems, material, sources of material, supplier information, vendor information, financial information, results, accounting information, accounting records, legal information, marketing information, advertising information, pricing information, credit information, design information, payroll information, staffing information, personnel information, employee lists, supplier lists, vendor lists, developments, reports, internal controls, security procedures, graphics, drawings, sketches, market studies, sales information, revenue, costs, formulae, notes, communications, algorithms, product plans, designs, styles, models, ideas, audiovisual programs, inventions, unpublished patent applications, original works of authorship, discoveries, experimental processes, experimental results, specifications, customer information, customer lists, client information, client lists, manufacturing information, factory lists, distributor lists, buyer lists, or its businesses or any existing or prospective customer, supplier, investor, or other associated third party, or of any other person or entity that has entrusted information to us in confidence.

Confidential Information also includes other information that is marked or otherwise identified as confidential or proprietary, or information that would otherwise appear to a reasonable person to be confidential or proprietary in the context and circumstances in which the information is known or used, other than employees' terms and conditions of employment.

Confidential Information does not include employee's terms and conditions of employment.

Protocols for Maintaining Confidentiality

We limit disclosure of its Confidential Information to:

Employees with a need to know in order to perform their jobs.

Third parties requiring the information for a legitimate business purpose, including:

prospective suppliers, vendors, and customers; and individuals and companies contemplating a joint venture or other business relationship with us.

Employees must treat all Confidential Information as strictly confidential both during employment and after employment with us ends.

To maintain the confidentiality of our Confidential Information, all employees must follow these protocols, except as otherwise provided in this policy:

Employees should not access or use any Confidential Information to which we have not provided the employee access or authorization to use.

Employees should not directly or indirectly disclose, publish, communicate, or make available Confidential Information to any entity or person that does not have a need or the authority to know and use the Confidential Information, except as required for the employee to perform authorized job duties or otherwise permitted by this policy.

If an employee's authorized job duties require sharing Confidential Information with a third party, the employee must not do so until we and the third party have entered into a confidential confidentiality agreement and the employee receives advance consent in writing from Pete Foster.

Employees may not remove Confidential Information from the workplace or from our premises.

Employees should not discuss Confidential Information in public where it may be overheard, including elevators, restaurants, cabs, and public transportation.

Visitors to our offices must be accompanied by an employee at all times while in locations where Confidential Information might become known, and must first sign an acknowledgment prohibiting disclosure of any Confidential Information viewed or accessed during a visit, and may not bring any recording devices (such as cameras, cell phones, PDAs, and USB drives) into restricted areas.

In the event of an inadvertent disclosure of Confidential Information, employees must immediately inform Pete Foster so that measures can be taken to minimize damage to us.

Departing employees must return any Confidential Information in the employee's possession to us upon termination of employment and will be required to sign an acknowledgment of the same.

Any employee who is unsure whether information should be kept confidential should always check with Pete Foster before disclosing the information or taking any other action. All employees are required to comply with the terms of this policy. Any employee who violates this policy may be subject to disciplinary action, up to and including termination of employment.

Disclosure of Trade Secrets Under the Defend Trade Secrets Act of 2016

Notwithstanding any other provision of this policy:

As provided for by the Economic Espionage Act of 1996, as amended by the Defend Trade Secrets Act of 2016, an employee will not be held criminally or civilly liable under any federal or state trade secret law for any disclosure of a trade secret that is made:

- in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney, and solely for the purpose of reporting or investigating a suspected violation of law; or
- in a complaint or other document that is filed under seal in a lawsuit or other proceeding.

If an employee files a lawsuit for retaliation by us for reporting a suspected violation of law, the employee may disclose our trade secrets to the employee's attorney and use the trade secret information in the court proceeding if the employee:

- files any document containing the trade secret under seal; and
- does not disclose the trade secret, except pursuant to court order.

Payroll Practices And Compensation Policy

Administration of This Policy

Your managing supervisor is responsible for the administration of this Policy. If you have any questions about this Policy, please contact Pete Foster.

We expressly reserves the right to change, modify, or delete the provisions of this Payroll Practices and Compensation Policy without notice.

Employee Classifications

We designates each employee as either exempt or nonexempt in compliance with applicable federal, state, and local law.

Exempt Employees. Employees designated as exempt are paid a fixed salary and are not entitled to overtime pay. Specific rules apply to exempt employee salary deductions. For more information, please see the Payroll Deductions section of this Policy.

Nonexempt Employees. Employees designated as nonexempt are entitled to overtime pay at a rate of 1.5 times their regular rate of pay for all hours worked over 40 in a workweek as required by applicable federal, state, and local law.

We also assign each employee to one of the following categories:

Regular Full-Time Employees. Regular full-time employees are normally scheduled to work at least 40 hours per workweek or more, except for approved time off.

Regular Part-Time Employees. Regular part-time employees are normally scheduled to work less than 40 hours per workweek. Part-time employees are not eligible for most of our benefits.

Temporary Employees. Temporary employees are generally hired on a temporary or project-specific basis, with either full- or part-time hours. Temporary employees are not eligible for most of our benefits.

Workweek and Business Hours

Our workweek begins on Monday and ends on Sunday. Our normal work hours range from 8am to 11pm.

Employees may be required to come in early, work late, or work overtime hours from time to time, depending on various factors, such as workloads, staffing needs, and special projects.

Employees will receive their specific work schedule via our online scheduling system, Hot Schedules. Hot Schedules can be viewed at no charge on our office computer or your personal device, or via a paid app on your smart phone. If you have any questions about your work schedule, you should speak with your manager or supervisor to avoid any misunderstanding.

Employees are required to record all hours worked on our POS system, including any hours worked outside of their normal schedule. For more information, please see the Timekeeping section of this Policy.

Nonexempt employees must have permission from their supervisor before working overtime. For more information, please see the Overtime section of this Handbook.

Payday

Employees are paid by paycheck on every other Friday by 5pm CST for the pay period that ends on the previous Sunday. If a particular payday falls on a weekend or holiday, employees normally will be paid on the last business day before the weekend or holiday.

If you do not receive your pay check, notify your managing supervisor immediately.

Employees should review their pay checks and attached wage statements for errors. If you find a possible error, report it to your managing supervisor and we will correct any errors, including any under or overpayment, as soon as possible. For information on how to report errors, please see the Employee Complaint Procedure section of this Policy.

Payroll Deductions

We are required by law to make certain deductions from your pay each pay period, including deductions for:

- Federal and state income taxes.
- Social Security (FICA) taxes.
- Unemployment taxes.
- Medicare taxes.
- Deductions required by wage garnishment, child support, and other income withholding orders or notices.

We may also make other deductions from your pay, including deductions for:

- Uniform charges.
- Cost and maintenance of uniforms.
- Food and/or Beverage charges.
- Repayment of wage advances and loans.

Nonexempt Employees:

Other deductions from a nonexempt employee's pay may be permitted under federal or applicable state or local law, including deductions for:

We prohibit deductions from a nonexempt employee's pay except as required or permitted by applicable law. If deductions reduce a nonexempt employee's wages significantly, we will ensure that applicable minimum wage and overtime pay requirements are satisfied.

Exempt Employees

Unless prohibited by applicable state or local law, other permissible deductions from an exempt employee's salary include deductions for:

Full-day absences for personal reasons other than sickness or disability, including vacation;

Full-day absences for sickness or disability;

Full-day or partial-day absences taken as unpaid leave under the Family and Medical Leave Act (FMLA);

Amounts employees receive as jury duty or witness fees or military pay, as an offset to the employee's salary;

Unpaid full-day disciplinary suspensions imposed in good faith for workplace conduct rule infractions;

A proportionate amount of the employee's full salary for time not worked in the employee's first or last week of employment.

In any workweek in which an exempt employee performs any work, we will not reduce the employee's salary because of:

Partial-day absences for personal reasons, sickness, vacation, or disability (unless the leave is covered by the FMLA);

Absence because the employee's worksite is closed on a scheduled workday.

Absences for jury duty, witness attendance, or military leave, except that we may offset against the employee's salary any jury duty or witness fees or military pay the employee receives for those services.

Any other deductions prohibited by applicable federal or state law.

We prohibit deductions from an exempt salaried employee's pay except as required or permitted by applicable law.

All Employees

We prohibit deductions from your pay except as required or permitted by applicable law.

All deductions from your pay will be identified on your pay stub or wage statement. You should carefully review your pay stub or wage statement each pay period. If you have questions about any deductions or if you believe an improper deduction has been made, you must immediately report your concerns to your manager or to Pete Foster. We will promptly investigate all complaints concerning an employee's pay. If we have made an improper deduction from your pay, we will reimburse you as soon as practicable. For more information on how to report concerns about your pay, please see the Employee Complaint Procedure section of this Policy.

Timekeeping

To ensure that we have complete and accurate time records and that employees are paid for all hours worked, nonexempt employees may be required to record all working time. Employees must record their time using the Toast Point of Sale System or other system as directed by us from time to time. Employees should record on a daily basis all actual time worked, including the starting and stopping times of each workday, and all time away from work, including the starting and stopping times of unpaid meal periods and sick leave, vacation days, and company holidays. Your supervisor will review your time entries and ask you to verify them at the end of each pay period.

Employees must report corrections to their time entries immediately using our Hot Schedules messaging system, or such other system as we may direct.

Falsifying time entries, including by working "off the clock," is strictly prohibited. If you falsify your time entries or work off the clock, you will be subject to discipline, up to and including termination.

You must immediately report to Pete Foster, any supervisor or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock. For information on how to report a supervisor or manager, please see the Employee Complaint Procedure section of this Policy.

Meal and Rest Periods

Nonexempt employees who work eight (8) or more hours in a workday must take a 30-minute meal break as scheduled by their supervisor. Employees may take a 15-minute break period for every four hours worked.

Lunch breaks and rest periods are intended to provide nonexempt employees an opportunity away from work. Nonexempt employees are not permitted to perform any work during meal breaks or rest periods. Employees are encouraged to take meal breaks and rest periods away from their work area. Employees may use Toast Point of Sale System to take their meal breaks and rest periods. Employees may leave our premises during meal breaks or rest periods.

Nonexempt employees must record the starting and stopping times of meal breaks on their time sheet/clock in and out for their meal breaks. Uninterrupted meal breaks do not count as hours worked for nonexempt employees and are unpaid. Nonexempt employees must also record the starting and stopping times of rest periods. Rest periods of less than 20 minutes are counted as working time and nonexempt employees must be paid for those periods.

Supervisors and managers are prohibited from requiring or encouraging nonexempt employees to perform work during unpaid meal or rest breaks. Nonexempt employees must immediately report to Pete Foster any supervisor or manager who encourages or requires nonexempt employees to perform work during unpaid meal or rest breaks. For information on how to report a supervisor or manager, please see the Employee Complaint Procedure section of this Handbook.

Any nonexempt employee who performs work during their meal break must punch back in before performing the work/correct their time entries to record the time spent working during their meal break must notify their supervisor or manager so the appropriate time-entry adjustment can be made.

Nonexempt employees who do not take meal or rest breaks as scheduled, take unauthorized meal or rest breaks, or take longer meal or rest breaks than permitted, may be subject to discipline, up to and including termination.

Overtime

All employees may occasionally be required to work more than 40 hours in a workweek.

Nonexempt employees will be paid overtime compensation in accordance with federal and applicable state and local law at a rate of 1.5 times their regular rate of pay for all hours worked over 40 hours in any workweek. Overtime pay is based on hours actually worked. For example, hours attributable to paid vacation/holiday/sick leave/time off are not included in calculating hours of overtime.

Nonexempt employees must obtain approval from their supervisors in advance of working overtime. Failure to obtain approval for working overtime will result in discipline, up to and including termination of employment.

Exempt employees do not receive overtime pay and instead are paid a salary that is intended to compensate them for all hours worked, including any hours worked more than 40 hours in any workweek.

If you believe that you have not been compensated for all hours worked, including overtime pay you believe you are owed, you must immediately report your concerns to Pete Foster.

Supervisors and managers are prohibited from requiring or encouraging nonexempt employees to underreport any overtime hours worked. You are obligated to immediately report to Pete Foster any supervisor or manager who requires or encourages you to underreport your hours worked. For more information on how to report concerns about your pay, please see the Employee Complaint Procedure section of this Policy.

Discretionary Bonuses

Employees may be eligible to receive a bonus at our complete and sole discretion. Specifically, we reserve complete and sole discretion to determine whether any bonuses will be paid, and if so, to set any eligibility criteria, the amount of bonuses (if any), and the timing of bonus payments (if any).

Pay Transparency

We will not discipline, discharge, or otherwise discriminate or retaliate against employees or applicants because they have:

- Inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.

- Filed a complaint under this Policy.

- Testified or participated in an investigation related to this Policy.

However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is:

In response to a formal complaint or charge;

In furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by us;

Consistent with our legal duty to furnish information.

If you believe that you have been discriminated or retaliated against in violation of this Policy, you must immediately report your concerns to Pete Foster. For more information on how to report concerns about your pay, please see the Employee Complaint Procedure section of this Policy.

If you believe we have violated your pay transparency rights you may file an action against us in court. If the court agrees it may require reinstatement, back pay, restoration of lost service credit, if appropriate, and the expungement of any related adverse records of an employee who was the subject of the violation.

Employee Complaint Procedure

If you believe there are any errors in your pay, including that you have been overpaid or underpaid, that improper deductions have been made from your pay, that you have been misclassified as exempt from overtime pay, or that your pay does not properly compensate you for all hours worked, including overtime hours, off-the-clock work, and work performed during meal or rest breaks, you must immediately report your concerns to your manager or Pete Foster. We will promptly investigate all reported complaints. If appropriate, we will take corrective action as soon as practicable, including reimbursing any improper pay deductions.

We prohibit and will not tolerate retaliation against any employee because that employee filed a good faith complaint under this Policy. Specifically, no one will be denied employment, promotion, or any other benefit of employment or be subjected to any adverse employment action based on their good faith complaint. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because they exercised their rights under this Policy or applicable law. If you believe you have been the victim of retaliation in violation of this Policy, report your concerns immediately to your manager or Pete Foster.

Administration of This Policy

Your manager or supervisor is responsible for the administering our Payroll Practices and Compensation Policy. If you have any questions regarding this Policy or if you have questions about payroll practices that are not addressed in this Policy, please contact Pete Foster.

Any employee who abuses this Policy will be subject to disciplinary action, up to and including termination of employment.

Business Expense Reimbursement Policy

We will reimburse employees for reasonable expenses incurred on behalf of our companies during the performance and within the scope of your employment, provided such expenses are (a) pre-approved by us, and (b) verified by us with supporting documentation provided by you.

On the Job Attendance

Good attendance and punctuality are conditions of employment with us. Tardiness is not tolerated. Tardiness puts a burden on every employee and often directly affects the guest.

We require regular and punctual attendance from all employees as an essential function of your position. Employees who are going to be absent for a full or partial workday or late for work must notify the manager on duty as far in advance as possible but at least one hour before the start of the workday. Do not leave a message with a non-management staff person or on voice mail. Failure to call in or text and inform management of tardiness in excess of 30 minutes will result in the tardiness being treated as an unexcused absence.

Employees who must miss work because of emergencies or other unexpected circumstances must notify the manager on duty as soon as possible.

Absences and lateness will be considered excused if the employee requested the time off in accordance with our policies on vacation, received the required approval for the absence, and has sufficient accrued, but unused, time to cover the absence.

Absences also will be considered excused if the employee requested the time off in accordance our policy permitting a leave of absence, received the required approval for the leave, and is in compliance with the leave policy (for example, an employee's absences while he or she is taking approved leave under our policy on approved shift coverage generally will be considered excused).

An employee will be considered to have taken an unexcused absence if the employee is absent from work during scheduled work hours without permission, including full or partial-day absences, late arrivals, and early departures. However, we allow a 15-minute grace period on an employee's arrival at work and a 5-minute grace period when an employee returns from a meal break.

Any employee who is absent for three or more consecutive days due to illness must provide a note from his or her physician or health care provider to verify the employee's need for sick leave and fitness to return to work, except as otherwise prohibited by law.

Time Off and Scheduled Shift

Replacements/Changes: You are responsible for all hours scheduled to you unless you have written management approval via Hot Schedules for a schedule change. If you require a replacement for your scheduled shift, you must find your own substitute. All changes to your schedule (replacements or switches) must first be approved in advance via Hot Schedules. If you fail to work your scheduled shift for any reason without prior written approval of your direct supervisor, you will receive a documented warning, followed by discipline for additional violations.

If you are a management-approved replacement for another staff person and do not show up for work, you will receive a documented warning, followed by discipline for additional violations.

Emergencies

In the case of emergency, contact a manager. Do not call in sick at the last minute, saying you had not been feeling well for some time, but thought you would be feeling well enough to work at the time of your scheduled shift. If you are not feeling well and are *uncertain* if you will feel well enough to work your scheduled shift, line up a replacement well in advance. We require employees to provide a minimum of six hours' notice if you are unable to report for your shift. If you are unable to work due to illness, a doctor's note may be required.

Consequences of Unexcused Absences

We reserve the right to discipline employees for unexcused absences. Discipline may include counseling, oral or written warnings, suspensions, or termination of employment, in our discretion.

Administration of This Policy

Your managing supervisor is responsible for the administration of this policy. If you have any questions regarding this policy or if you have questions about attendance, vacation, sick leave, paid time off, leave, or other permissible absences that are not addressed in this policy, please contact Pete Foster.

Standards of Conduct

To function effectively, every organization must develop policies and procedures to protect its clients and to ensure that co-workers' and the company's rights are respected. We are no exception. Generally, conduct that may be disruptive, unproductive, unethical, or illegal will not be tolerated.

Violation of this Standards of Conduct Policy may lead to corrective or disciplinary action, up to and including discharge, depending on the circumstances of the individual case. The following is a non-exhaustive list of conduct that may violate this Policy:

- Falsifying records.
- Engaging in fraud.
- Removing employer property from the premises without authorization.
- Stealing or attempting to steal employer or employee property.
- Being habitually tardy or absent.
- Engaging in poor timekeeping.
- Fighting on employer property at any time.
- Being under the influence of intoxicating substances on employer property at any time.
- Being insubordinate.
- Using or abusing employer time, property, materials, or equipment without authorization.
- Gambling on employer premises at any time.
- Sleeping on the job.
- Using offensive or profane language on company premises.
- Bringing dangerous or unauthorized weapons onto employer premises.
- Being absent from work without authorization during scheduled work hours.
- Defacing employer property.
- Engaging in criminal activity.
- Violating or abusing employer policies.
- Neglecting job duties.
- Bringing the organization into serious disrepute.

We may consider an employee's job performance, prior violation of work rules, and other relevant circumstances in determining whether to counsel, warn, suspend, or discharge an employee. It is up to the employee's supervisor and the company's management to decide whether corrective action, up to and including dismissal, is appropriate.

Performance Appraisals

Normally, employees receive a performance appraisal on or near their sixth month of employment. Thereafter, in most cases, employees receive a performance appraisal shortly after the end of the calendar year. The performance appraisal allows us to evaluate and discuss your overall performance and summarize both formal and informal performance discussions held throughout the review period. It will review your strengths and point out ways to improve your performance.

Dress Code and Grooming

Dress and Grooming Standards

We strive to maintain a professional atmosphere that is conducive to our business environment, contributes to the morale of all employees, and projects an image of competence, efficiency and professionalism to visitors, customers, vendors and the public. Employees are relied on to exercise common sense and good judgment regarding their clothing and appearance in the workplace and to dress in a manner that is consistent with the goals of this policy. Generally, employees should maintain a clean and neat appearance in the workplace and dress according to the requirements of their positions, which may include concerns about safety and interactions with customers and accurately representing our organization's image to the public.

Any employee who is not dressed in proper professional attire consistent with this policy will be considered unsuitable to work and will be asked to go home and return to work appropriately dressed. In such a case, the employee will not be compensated for time spent away from work. Employees who disregard this policy and its standards will be subject to discipline, up to and including discharge.

Any questions about the requirements of this policy or what constitutes appropriate workplace attire should be directed to your managing supervisor or Pete Foster.

Uniforms

Employees in certain job classifications are required to wear uniforms bearing the organization's logo, which will either be provided by us or purchased by the employee consisting of uniform t-shirts, chef coats, and/or chef pants. These employees are expected to report to work in uniforms that are clean and neat.

General Guidelines

We maintain a relaxed environment, but some clothing and grooming guidelines should be observed. Below are general guidelines outlining examples of acceptable and unacceptable workplace attire. This list may differ for different positions so employees with questions about appropriate workplace attire should contact your managing supervisor.

Since it is impossible to list every type of clothing, this list is only intended as guidance and should not be considered a complete list.

Appropriate clothing for our work environment includes:

BOH

- Chef coats
- Utility shirts
- Hats
- Chef pants
- Black pants

FOH:

- Approved uniform shirt
- Approved uniform pants/skirts/shirt/shorts
- Clean apron (if required for position)

Clothing items that are not appropriate to our work environment include:

FOH:

- Leggings
- Yoga pants

Employee make-up, accessories, and cologne/perfume must be kept to a minimum level that enhances safety, your uniform and our image. Employees must, at all times, present a professional and business-like image to our customers and the public. We may prohibit any employee ear, nose, mouth, tongue, eyebrow, or other visible rings or piercings that it finds inappropriate to its business.

An employee's hair must be clean, combed, neatly trimmed, and pulled back at all times, as a general rule, if your hair is long enough to be pulled back, it must be pulled back. Beards, mustaches and sideburns must be clean and neatly trimmed. Hands and nails must be meticulously clean. Employees must be in proper uniform in order to work their shift. When off duty and using the restaurant facilities as a customer, similarly appropriate dress and appearance is required.

Request for Reasonable Accommodation

Any employee that requires a reasonable accommodation for reasons based on religion, disability, or other grounds protected by federal, state, or local laws should contact their direct supervisor. Reasonable accommodation will be granted unless it would cause an undue hardship on us.

No Retaliation

We prohibit any form of discipline, reprisal, intimidation, or retaliation for requesting a reasonable accommodation for grounds protected by federal, state, or local law.

Administration of This Policy

We expressly reserves the right to change, modify, or delete the provisions of this Dress Code and Grooming Policy without notice.

Your managing supervisor is responsible for administering this policy. If you have any questions regarding this policy or if you have questions about appropriate workplace attire that are not addressed in this policy, please contact Pete Foster.

Alcohol Serving Policy

Employees at all times have a responsibility in taking care of our customers when we are serving them alcoholic beverages.

Employees must not:

- Serve alcoholic beverages to an obviously intoxicated person.
- Serve alcoholic beverages to an underage person. If you are in doubt, it is your responsibility, as a server of alcoholic beverages, to ask the individual for proper identification and verify proper age.

Employees must not serve alcohol to anyone they believe is intoxicated. Under most circumstances, intoxicated persons may not remain on our property. Employees must alert a manager when they think someone is intoxicated on our property. Do not address this situation by yourself.

As a restaurant that sells alcoholic beverages, we are committed to sensible, socially responsible consumption of alcohol. We help to ensure the safety of our customers and other members of the community by educating our employees on responsible service and management of alcohol. We want our customer to enjoy alcoholic beverages in moderation, but if a customer shows signs of drinking too much, a manager should become informed immediately.

Employees who serve customers must abide by the our policies of alcoholic beverage service:

We will not knowingly allow anyone on our staff who is under the legal drinking age to serve or dispense alcoholic beverages.

We will not serve alcoholic beverages to an intoxicated person.

We will not knowingly serve a person alcoholic beverages to a person under the legal drinking age. It is our policy to card anyone who appears to be under 40 years old. Acceptable identification can include any one of the following:

- a. valid Wisconsin driver's license with a photo;
- b. a valid Wisconsin identification card;
- c. a valid military identification card with the person's photo;
- d. a valid U.S. passport with a photo;
- e. a valid identification card issued by a federally recognized American Indian tribe or band in this state (containing the person's photograph and date of birth);
- f. An apparently valid driver's license from any state.

We will offer nonalcoholic alternatives such as soft drinks, coffee, juice, etc.

If a Customer disagrees with your decision, refer the matter to a manager.

Solicitation and Distribution

We have rules to govern employee solicitation and distribution of written materials. We have established rules to:

Maintain and promote safe and efficient operations, employee discipline, and an attractive clutter-free workplace.

Minimize non-work-related activities that could interfere with customer satisfaction, product quality, and teamwork.

Conduct Not Prohibited by this Policy

This policy is not intended to restrict communications or actions protected or required by state or federal law.

Rules

Employees may not:

- Solicit other employees during working time;
- Distribute literature during working time;
- Distribute literature at any time in working areas;
- Use employer-owned property such as telephones, computers, smartphones, email systems, and intranets to solicit other employees, or engage in other activities proscribed by the Equipment or Electronic Communications provisions of the Handbook;
- Use employer owned property such as scanners, printers, copy machines to produce literature or inter-departmental mail, mailboxes, working area bulletin boards to distribute literature, or engage in other activities proscribed by Equipment or Electronic Communications provisions of the Handbook.

The sole exceptions to this policy are for solicitations and distributions related to charitable activities approved by us.

Definitions

Solicitation includes, but is not limited to, approaching someone in person or through employer-owned property such as computers, smartphones, email systems, and intranets for any of the following purposes:

- Offering anything for sale;
- Asking for donations;
- Collecting funds or pledges;
- Seeking to promote, encourage or discourage participation in or support for any organization, activity or event, or membership in any organization;
- Distributing or delivering membership cards or applications for any organization.

Distribution includes, but is not limited to, disseminating or delivering in person or through employer-owned property such as bulletin boards, computers, smartphones, emails, and intranets

any literature or other materials including circulars, notices, papers, leaflets or other printed, written or electronic matter (except that distributing or delivering membership cards or applications for any organization is considered solicitation and not distribution).

Working time includes any time in which either the person doing the solicitation (or distribution) or the person being solicited (or to whom non-business literature is being distributed) is engaged in or required to be performing work tasks. Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and mealtimes.

Working areas include areas controlled by us where employees are performing work, excluding, for example, cafeterias, break rooms, and parking lots.

Administration of this Policy

Your managing supervisor is responsible for administering this policy. If you have any questions regarding this policy, please contact Pete Foster.

Discipline

Employees who violate any provision of this policy may be subject to discipline, up to and including termination of employment.

IT Resources and Communications Systems

Our computers, networks, communications systems, and other IT resources are intended for business purposes only (except for limited personal use as described below) during working time and at all other times. To protect us and our employees, it is our policy to restrict the use of all IT resources and communications systems as described below. Each user is responsible for using these resources and systems in a productive, ethical, and lawful manner.

The company's policies prohibiting harassment apply to the use of the company's IT resources and communications systems. No one may use any communications or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristic protected by federal, state, or local law.

The use of our IT resources and communications systems by an employee shall signify his or her understanding of and agreement to the terms and conditions of this policy, as a condition of employment.

Administration of This Policy

Your managing supervisor is responsible for administering this policy. If you have any questions regarding this policy, please contact Pete Foster.

Security, Access, and Passwords

Security of our IT resources and communications systems is the responsibility of your managing supervisor, including approval and control of employees' and others' access to systems and suspension or termination of access in cases of misuse and when a user is no longer an employee or otherwise ineligible to use the systems. It is the responsibility of each employee to adhere to IT security guidelines, including but not limited to the creation, format, and scheduled changes of passwords. All user names, pass codes, passwords, and information used or stored on the company's computers, networks, and systems are the property of us. No employee may use a user name, pass code, password, or method of encryption that has not been issued to that employee or authorized in advance by the company.

No employee shall share user names, pass codes, or passwords with any other person. An employee shall immediately inform your managing supervisor if the employee knows or suspects that any user name, pass code, or password has been improperly shared or used, or that IT security has been violated in any way.

Resources and Systems Covered by This Policy.

This policy governs all IT resources and communications systems owned by or available at our premises, and all use of such resources and systems when accessed using an employee's own resources, including but not limited to:

- Email systems and accounts;
- Internet and intranet access;
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers;
- Printers, photocopiers, and scanners;
- Fax machines, e-fax systems, and modems;
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices;
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

No Expectation of Privacy.

All contents of our IT resources and communications systems are the property of us. Therefore, employees should have no expectation of privacy whatsoever in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on the company's electronic information and communications systems.

You are expressly advised that to prevent against misuse, we reserve the right to monitor, intercept, and review, without further notice, every employee's activities using the company's IT resources and communications systems, including but not limited to email (both outgoing and incoming), telephone conversations and voice mail recordings, instant messages, and internet and social media postings and activities, and you consent to such monitoring by your acknowledgement of this policy and your use of such resources and systems. This might include,

without limitation, the monitoring, intercepting, accessing, recording, disclosing, inspecting, reviewing, retrieving, and printing of transactions, messages, communications, postings, log-ins, recordings, and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

We may also store copies of such data and communications for a period of time after they are created, and may delete such copies from time to time without notice.

Do not use the company's IT resources and communications systems for any matter that you desire to be kept private or confidential from the company.

Network Systems

We maintain integrated computer and data communications networks to facilitate all aspects of its business. You may never sign on to any network equipment using the password or user name of another employee. No employees should access, attempt to access, alter, or delete any network document, except in furtherance of our business and first authorized by us.

Downloading and Installing Software/Website Agreements.

Email and downloading from the internet are prime sources of viruses and other malicious software. Therefore, no one may download or install any software or shareware to their hard drive that is not expressly authorized or approved by your managing supervisor. In addition, employees may not accept the terms or conditions of website agreements without first obtaining approval from Pete Foster.

Confidentiality and Proprietary Rights

Our confidential information and intellectual property (including trade secrets) are extremely valuable to us. Treat them accordingly and do not jeopardize them through your business or personal use of electronic communications systems, including email, text messaging, internet access, social media, and telephone conversations and voice mail. Disclosure of the company's confidential information to anyone outside the company and use of the company's intellectual property is subject to the this Confidentiality and Proprietary Rights provision. Ask Pete Foster if you are unsure whether to disclose confidential information to particular individuals or how to safeguard the company's proprietary rights.

Do not use our names, brand names, logos, taglines, slogans, or other trademarks without prior written permission from us.

This policy also prohibits use of the company's IT resources and communications systems in any manner that would infringe on or violate the proprietary rights of third parties. Electronic communications systems provide easy access to vast amounts of information, including material

that is protected by copyright, trademark, patent, and/or trade secret law. You should not knowingly use or distribute any such material downloaded from the internet or received by email without the prior written permission of Pete Foster.

Email and Text Messaging

We provide certain employees with access to email and/or text messaging systems for use in connection with performing their job duties. We seek to provide stable and secure email and text messaging systems (including SMS and internet-based instant messaging) with rapid, consistent delivery times that promote communication for business purposes without incurring unnecessary costs or generating messages that are unproductive for the recipient. Many of the policies described below governing use of the company's email and text messaging systems are aimed at reducing the overall volume of messages flowing through and stored on the network, reducing the size of individual messages, and making the system more efficient and secure.

Spam. Unfortunately, users of email and text messaging will occasionally receive unsolicited commercial or bulk messages (spam) which, aside from being a nuisance and a drain on IT resources, might be a means to spread computer viruses and other malicious software. Avoid opening unsolicited messages and report any suspicious messages to the administrator. Delete all spam immediately. Do not reply to the message in any way, even if it states that you can request to be removed from its distribution list. If delivery persists, contact the email administrator who will block any incoming messages from that address.

Users should be aware that spammers have the ability to access email addresses that are listed as senders or recipients on email messages, on websites, user discussion groups, and other internet areas. Therefore, you should be cautious about using and disclosing your company email address. If you use email for information gathering purposes, we strongly recommend that you not use your company email address, but rather establish a separate email account for that purpose with a free email service, such as yahoo.com or google.com.

Etiquette

Proper business etiquette should be maintained when communicating via email and text messaging. When writing business email, be as clear and concise as possible. Sarcasm, poor language, inappropriate comments, attempts at humor, and so on, should be avoided. When communicating via email or instant messages, there are no facial expressions and voice tones to assist in determining the meaning or intent behind a certain comment. This leaves too much room for misinterpretation. Email communications should resemble typical professional and respectful business correspondence.

Personal Use of Company-Provided Email

We recognize that employees might work long hours and occasionally may desire to use company-provided email for personal use at the office or by means of the company's computers, networks, and other IT resources and communications systems. We authorize such use so long as

it does not involve unprofessional or inappropriate content and does not interfere with your employment responsibilities or productivity.

Internet and Social Media

We provide internet access to certain employees for use in connection with performing their job duties. The following outlines Our expectations regarding internet and social media access and use by employees.

Personal Use of the Internet

We recognize that employees might work long hours and occasionally may desire to access the internet (including social media) for personal activities at the office or by means of the company's computers, networks, and other IT resources and communications systems. We authorize such occasional use so long as it does not involve unprofessional or inappropriate content and does not interfere with your employment responsibilities or productivity.

Using the internet (including social media) to access pornographic, sexually explicit, or "hate" sites, or any other website that might violate law or our policies against harassment and discrimination is never permitted.

Remember that we expressly reserve the right, without further notice, to monitor and review records of all websites visited by you, any postings or downloads you make while visiting websites, and during your other internet activities using the company's IT resources and communications systems, and you consent to such monitoring and review by your acknowledgment of this policy and your use of internet access provided by the company.

Use of Social Media

The internet provides unique opportunities to participate in discussion groups and activities, and share information on particular topics using a wide variety of social media. Social media is technology that enables online users to interact and share information (including video, audio, photographs, and text) publicly or privately. We respect the right of any employee to use social media. However, to protect the company's interests and ensure employees focus on their job duties, employees must adhere to the general internet use guidelines and rules in this policy, and the following related specifically to social media use:

Like other uses of the internet, occasional personal use of the company's computers, networks, and other IT resources for social media activities is authorized, so long as it does not involve unprofessional or inappropriate content and does not interfere with your employment responsibilities or productivity.

Remember that anything you post or send using social media, even outside the workplace, could reflect on us, in addition to yourself, and might create legal liabilities for us or damage its business or reputation.

To avoid the risk of the company incurring legal liability or business damage as a result of your use of social media, even outside of the workplace, remember that you are solely responsible for all content that you post or send. We prefer that you avoid identifying yourself as an employee of us, using your company email address, or mentioning us or any of our products, services or affiliates unless you first receive written instructions or permission from Pete Foster to do so. If you do identify yourself as an employee of ours, you may not identify yourself as a representative of us and shall include a disclaimer that your views do not represent those of your employer. For example, consider such language as "the views expressed by me do not represent the views of my employer." This is necessary to avoid damage to our business reputation and goodwill in the marketplace. Also note, if you endorse us in any way, by law you must disclose your affiliation and role with us.

You should carefully review this provision for guidelines and restrictions related to all business use of social media. If your job duties require you to speak on behalf of the company in a social media environment, you must be authorized by your managing supervisor and Pete Foster to act as our representative or must otherwise seek and obtain approval for such communication from Pete Foster. Likewise, if you are contacted for our comment for any publication, including any social media outlet, direct the inquiry to Pete Foster and do not respond without written approval. Note that we own all social media accounts used for business purposes on behalf of our companies, including any and all content associated with each account, such as followers and contacts. We own all such information and content regardless of the employee that opens the account or uses it, and will retain all such information regardless of separation of any employee from employment with us.

Ensure that none of your social media participation violates any contractual obligations you have to us or our policies, including the provisions of this manual

Do not post or send anything through social media that your co-workers or customers, clients, business partners, suppliers, vendors, or other stakeholders of us or our affiliates could reasonably find offensive, including ethnic slurs, sexist comments, discriminatory comments, or obscenity.

Remember that you are also bound by our policy against defamation and/or disparagement. If you are unsure about the appropriateness of any posting or communication, discuss it with your managing supervisor and refrain from making the posting or communication until you have had it approved.

Any conduct that under the law is impermissible if expressed through any other public forum is also impermissible if expressed through social media. If you see content in a social media environment that reflects poorly on us or our stakeholders, notify your direct supervisor immediately. Protecting our goodwill and business reputation is part of every employee's job.

Finally, keep in mind the speed at which information can be relayed through social media, and the manner in which it can be misunderstood and distorted by readers and subsequent re-posters. Accordingly, we urge all employees not to post information regarding us or their jobs that could lead to morale issues in the workplace or that might detrimentally affect our goodwill or business reputation.

Whether you are an authorized Company spokesperson or not, when you're talking about our Company, our brands, or our business on your personal social networks, keep in mind that:

- You are responsible for your actions. We encourage you to get online and have fun, but use sound judgment and common sense.
- You are an important ambassador for our Company's brands, and you're encouraged to promote them as long as you make sure you disclose that you are affiliated with the Company. How you disclose can depend on the platform, but the disclosure should be clear and in proximity to the message itself.
- When you see posts or commentary on topics that require subject matter expertise, such as ingredients, policies, business politics, and/or financial performance, avoid the temptation to respond to these directly unless you respond with approved messaging the Company has prepared for those topics. When in doubt, contact Pete Foster, Bree Schieck or Jeff Anderson.
- Be conscientious when mixing your business and personal lives.

Use of Photo's and Video for Marketing Purposes Release: Pictures and Videos are taken for a variety of Marketing and Promotional reasons in our stores. As a Company Employee it is important to know that you may be Photographed or videotaped inadvertently and that those images may be used both internally or externally as they are considered property of The Company. If you have any issues or concerns with being featured in a Company photo or video clip please reach out to Pete Foster to make him aware.

Telephone and Voicemail

We provide landline and/or mobile telephone access and voicemail systems to certain employees for use in connection with performing their job duties. To ensure that our customers are provided with courteous and respectful service, and to prevent misuse of the company's IT resources, telephone conversations and voicemail messages of every employee may, without notice, be monitored, recorded, and reviewed. We may also store recorded telephone conversations and voicemail messages for a period of time after they take place, and may delete such recordings from time to time.

Personal Use

We recognize that employees might occasionally need to use company telephones and voicemail for personal activities. We authorize occasional personal use of the company's telephones and voicemail systems so long as it does not comprise unprofessional or inappropriate conversations or messages, and does not interfere with your employment responsibilities or productivity. Company telephones may not be used for commercial, religious, or political solicitation, or to promote outside organizations.

Remember that we expressly reserve the right, without further notice, to monitor, review, and record telephone conversations and voicemail messages you have or leave whether business or personal in nature, and you consent to such monitoring, review, and recording by your acknowledgement of this policy and by using any of our telephones or voicemail systems.

Inappropriate Use of Company IT Resources and Communications Systems

You are never permitted to use the company's IT resources and communications systems, including email, text messaging, internet access, social media, telephones, and voicemail, for any inappropriate or unlawful purpose. This includes but is not limited to:

- Misrepresenting yourself as another individual or company;
- Sending, posting, recording, or encouraging receipt of messages or information that may be offensive because of their sexual, racist, or religious content;
- Revealing our proprietary or confidential information, or intellectual property without prior authorization;
- Conducting or soliciting illegal activities;
- Representing your personal opinion as that of the company;
- Interfering with the performance of your job or the jobs of other employees;
- For any other purpose that violates our policies or practices.

Discipline

Employees who violate any provision of this policy are subject to discipline, up to and including termination of employment.

Bring Your Own Device to Work Policy

Purpose

To avoid loss of productivity and distraction from employees' job performance, and to maintain safety and attentiveness, your personal electronic devices, including cell phones, laptop computers, tablets, headphones, ear buds and all other personal electronic communication devices are prohibited from the floor of our premises during your work hours and shall not be used by you, unless (a) you are a manager or supervisor, or (b) you have prior authorization for use by your managing supervisor, and (c) such use is necessary or incidental for performing your job duties.

The following are specifically prohibited:

- Listening to ear buds or headphones during business hours while on the restaurant floor;
- Viewing phones during business hours while you are working;
- Having your phone on the restaurant floor without approval by your manager.

Discipline

Employees who violate any provision of this policy are subject to discipline, up to and including termination of employment.

Social Media Policy

Purpose

We recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, LinkedIn, Twitter, Instagram, Pinterest, Tumblr, blogs, and wikis. However, employees' use of social media can pose risks to our confidential and proprietary information, reputation, and brands, can expose the company to discrimination and harassment claims, and can jeopardize the company's compliance with business rules and laws.

To minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance, and to ensure that the company's IT resources and communications systems are used appropriately as explained below, we expect all employees to adhere to the following guidelines and rules regarding social media use.

Apart from personal use of social media in accordance with this policy, we encourages our employees to participate responsibly in these media as a means of generating interest in our products and services, and to create business opportunities, so long as all of our rules and guidelines regarding social media usage, particularly in a business context, are adhered to. However, if you are required to use social media as part of your job duties, please refer to the section entitled "Business Use of Social Media" below.

Compliance with Related Policies and Agreements

All of our other policies that might apply to social media use remain in full force and effect. Employees should always adhere to them when using social media. In particular, the following policies should be kept in mind:

Social media should never be used in a way that violates any other of our policies or employee obligations, including those set forth in this Handbook. If your social media activity would violate any of our policies in another forum, it will also violate them in an online forum. For example, employees are prohibited from using social media to:

- Violate our IT resources and communications systems policies;
- Violate our confidentiality and proprietary rights policies;
- Circumvent our ethics and standards of conduct policies;
- Engage in unlawful harassment;
- Circumvent policies prohibiting unlawful discrimination against current employees or applicants for employment;
- Violate our privacy policies (for example, never access private password protected sites of coworkers or other of our stakeholders without prior permission);
- Violate any other laws or ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself or by creating an artificial "buzz" around our business, products, or stock).

Employees should also never provide references or recommendations for us or our stakeholders on social or professional networking sites, as such references or recommendations can be attributed to us and create legal liability for employees and us (such as interference with prospective business contracts and allegations of wrongful termination).

Employees should always disclose that they are employees of ours when promoting our products or services on social media platforms.

Employees who violate these policies may be subject to discipline, up to and including termination of employment.

Personal Use of Social Media

We recognize that employees may desire to use social media for personal activities at the office or by means of the company's computers, networks, and other IT resources and communications systems. We authorize this use during nonworking time so long as it does not involve vulgar, obscene, threatening, intimidating, or harassing content (not otherwise protected or required by law), is not false, does not violate any other of our policies or employee obligations, and does not interfere with your employment responsibilities or productivity. Circulating or posting commercial, personal, religious or political solicitations, chain letters, spam, or promotion of outside organizations unrelated to company business are also prohibited during working time unless otherwise protected or required by law.

Business Use of Social Media

If you are required to use social media as part of your job duties, for our marketing, public relations, recruitment, corporate communications, or other business purposes, you should carefully note that we own all social media accounts used on behalf of us or otherwise for business purposes, including any and all log-in information, passwords, and content associated with each account, such as followers and contacts. We own all such information and content regardless of the employee that opens the account or uses it and will retain all such information and content regardless of separation of any employee from employment with us. If your job duties require you to speak on behalf of us in a social media environment, you must still obtain prior approval for such communication from Pete Foster and may require you to receive training before you do so and impose certain requirements and restrictions regarding your activities. Likewise, if you are contacted for comment about our publication, including in any social media outlet, direct the inquiry to Pete Foster and do not respond without prior written approval.

Guidelines for Employees' Responsible Use of Social Media

The above material covers specific rules, policies, and contractual obligations that employees must follow in using social media, whether for personal or business purposes, in consideration of their employment. Employees may be subject to discipline for violations. The following sections of the policy provide employees with common sense guidelines and recommendations for using social media responsibly and safely, in the best interests of the companies. These guidelines reflect the "duty of loyalty" all employees owe their employers, and are intended to add to, not contradict, limit, or replace, applicable mandatory rules, policies, legal requirements, legal prohibitions, and contractual obligations.

Protect Our Goodwill, Brands, and Business Reputation

You are personally responsible for what you communicate in social media. Remember that what you publish might be available to be read by the masses (including the company itself, future employers, and social acquaintances) for a long time. Keep this in mind before you post content.

Make it clear in your social media activity that you are speaking on your own behalf. Write in the first person and use your personal email address when communicating via social media. Never post anonymously to social media sites when your post could be attributed to us, our affiliates, customers, clients, business partners, suppliers, vendors, or other stakeholders. Anonymous posts can be traced back to the original sender's email address. Follow all guidelines in this policy regarding social media postings.

When you disclose your affiliation as an employee of ours, you must include a disclaimer that your views do not represent those of your employer. For example, consider such language as "the views in this posting reflect my personal views and do not represent the views of my employer."

Use good judgment about what you post and remember that anything you say can reflect on us, even if you do include a disclaimer. Always strive to be accurate in your communications about

us and remember that your statements have the potential to result in liability for you or us. We encourage professionalism and honesty in social media and other communications.

Respect Intellectual Property and Confidential Information

Our Confidential Information Policy restricts employees' use and disclosure of the company's trade secrets, confidential information, and intellectual property (see above). Beyond these mandatory restrictions, you should treat the company's trade secrets, intellectual property, and other proprietary information about our customers, products, services, and other proprietary and confidential information as confidential and not do anything to jeopardize or unwittingly disclose them through your use of social media. In addition, you should avoid misappropriating or infringing on the intellectual property of other companies and individuals, which can create liability for yourself and for us.

Respect Laws Regarding Copyrights, Trademarks, and Other Third-Party Rights

To protect yourself and the company against liability for copyright or trademark infringement, where appropriate, reference sources of particular information you post or upload and cite them accurately. If you have any questions about whether a particular post or upload might violate the copyright or trademark of any person or company, ask us to consult our legal department before making the communication.

Respect and Comply with Terms of Use of All Sites You Visit

Do not expose yourself or us to legal risk by using a social media site in violation of its terms of use. Review the terms of use of all social media sites you visit and ensure your use complies with them. If you are using social media as part of your job duties, pay particular attention to terms relating to:

- Prohibitions or restrictions on the use of the social media site, including prohibitions or restrictions on use for advertising, marketing and promotions, or other commercial purposes (for example, Facebook's Statement of Rights and Responsibilities (its terms of use) and accompanying Promotional Guidelines specify the terms for businesses administering promotions through Facebook).

- Ownership of intellectual property used on, or information collected or generated through use of, the site (for example, any of the company's copyrighted material and trademarks that might be posted on the site, or user information the company collects through the site).

- Requirements for licenses or other permissions allowing use by the site owner and other third parties of the company's trademarks or other intellectual property.

- Privacy rights and responsibilities of the site owner and users.

Respect Others

In addition to complying with our mandatory anti-harassment and anti-discrimination policies, do not post, or express a viewpoint on another's post, such as by "liking" a Facebook post, anything that our customers, clients, business partners, suppliers, or vendors would find offensive, including ethnic slurs, sexist comments, discriminatory comments, profanity, abusive language, or obscenity, or that is false or maliciously false.

Supervisors should refrain from trying to connect with their direct reports on social media sites (for example, making friend requests on Facebook). However, direct reports may request connections with supervisors. Neither supervisors nor direct reports should feel pressured to accept any social media requests from anyone at the company.

Conflict of Interest and Ethical Standards

We are committed to achieving the highest standards of professionalism and ethical conduct in its operations and activities/expects its employees to conduct their business according to the highest ethical standards of conduct and to comply with all applicable laws. This policy is intended to increase awareness of potential conflicts of interest and establish a procedure for reporting them.

Conflict of Interest

Employees should always act in our best interest and not permit outside interests to interfere with their job duties. We prohibit all employees from using their position with us or our relationship with our clients, customers, vendors, suppliers and contractors for private gain or to obtain benefits for themselves or members of their family.

For purposes of this policy, a potential conflict of interest occurs when an employee's outside interests (for example, financial or personal interests) interfere with our interests or the employee's work-related duties. For example, a conflict of interest can occur when an employee is in a position to influence a decision that may result in a personal gain for the employee or the employee's family member as a result of our business dealings.

If you have a question about whether a situation is a potential conflict of interest, please contact Pete Foster.

Favors and Gifts

Business decisions should be made in our best interests. We prohibit employees from seeking or accepting any gifts, favors, entertainment, payment or loans for themselves or their family members from any client, customer, vendor, supplier or contractor or other party doing business with us, except for gifts with a value of less than \$25. Cash should never be accepted. If an employee violates this policy, we will take prompt corrective action, including discipline, if appropriate.

Reporting Procedure

If you become aware of any potential conflict of interest or ethical concern regarding your employment or another employee of ours, you must promptly speak to, write or otherwise contact Pete Foster as soon as possible. You should be as detailed as possible. We will directly and thoroughly investigate all concerns regarding conflicts of interest. We will determine whether a conflict of interest exists and what action should be taken.

No Retaliation

We prohibit any form of discipline, reprisal, intimidation or retaliation for reporting a potential conflict of interest or violation of this policy or cooperating in related investigations.

Administration of this Policy

Your managing supervisor is responsible for the administering this policy. If you have any questions regarding this policy or if you have questions about conflicts of interest that are not addressed in this policy, please contact Pete Foster.

Outside Employment

We recognize that some employees may want to engage in outside employment and other activities, including second jobs, consulting engagements, self-employment, and volunteer activities. To protect our confidential information, trade secrets and other business interests while employees are engaged in outside employment, we have adopted the following rules and guidelines regarding outside employment by employees:

Before beginning outside employment, employees must obtain advance written approval for the outside employment from your managing supervisor or Pete Foster.

Outside employment must not interfere with the employee's work performance or work schedule. Employees may not use our property, facilities, equipment, supplies, IT systems (such as computers, networks, email, telephones, or voicemail), time, trademarks, brand, or reputation in connection with any outside employment.

Employees engaging in outside employment must comply with our policies on conflicts of interest, confidentiality, and protection of confidential, proprietary, and trade secret information.

Employees may not engage in any outside employment for an employer that competes with us. If you are considering outside employment but are not sure if it complies with the rules and guidelines in this policy, you should speak with your managing supervisor who will help you determine whether the outside employment complies with this policy.

Any employee, regardless of position or title, who we determine has violated this policy will be subject to discipline, up to and including termination of employment.

Administration of this Policy

Your managing supervisor is responsible for administering this policy. If you have any questions regarding this policy or questions about outside employment that are not addressed in this policy, please contact Pete Foster.

Company Issued Equipment

If we issue you any electronic equipment or devices, including laptops, tablets, phones, or other devices, you are responsible for complying with all other pertinent policies in this Handbook, including IT Resources and Communications and Social Media Policy. You will be responsible for damage to or loss of any such devices and for returning them to us in good condition upon request by us or termination of your employment.

Romance in the Workplace

Employee Relationships

In order to minimize the risk of conflicts of interest and promote fairness, we maintain the following policy with respect to romance in the workplace:

No person in a management or supervisory position shall have a romantic or dating relationship with an employee whom he or she directly supervises or whose terms or conditions of employment he or she may influence (examples of terms or conditions of employment include promotion, termination, discipline, and compensation).

Prior Employee Relationships

To the extent possible, a supervisor or manager who has had a previous romantic or dating relationship with a subordinate or employee whose terms and conditions he or she may influence will not be involved in decisions relating to that individual's promotions, raises, termination, or other terms and conditions of employment.

Policy Protocols and Consequences

All employees engaged, together, in a romantic, sexual or dating relationship are required to notify their direct supervisor.

Individuals involved in a relationship covered by this policy may be asked to sign a document acknowledging that their relationship is consensual and free from coercion and/or harassment.

Professionalism

Employees are expected to conduct themselves in a professional manner at all times. Workplace dating or romantic relationships must not interfere with any employee's professionalism,

including treating others with respect and refraining from behavior that may make others feel uncomfortable (for example, overt physical displays of affection and using sexual language). In particular, management personnel are expected to set a high standard of professional conduct both at work and in any social setting at events sponsored by us. For this reason, management personnel are prohibited from social interaction with subordinates that is or might be perceived as inappropriate (for example, unwanted flirting, touching, or other behavior that may be regarded as sexual harassment).

Discretion and Non-Discrimination

We retain discretion in enforcing this policy. Decisions made under this policy will be made based on operational and business reasons and without regard to sex, race, color, religion, creed, age (40 and over), national origin, citizenship, physical or mental disability, military service or application, or any other protected characteristic under federal, state, or local law.

Nepotism

We recognize that family members of current employees may seek employment with us. To promote a productive environment, free from conflicts of interest as well as favoritism and unfair advantage, whether perceived or real, we have adopted the following rules and guidelines related to employment of family members, as defined below. This policy applies to all of our employees, regardless of rank or title.

Definition of Family Member

For purposes of this policy, family member is defined broadly as:

- Spouse;
- Domestic partner;
- Parent;
- Son or daughter;
- Brother or sister;
- Grandparent or grandchild;
- Aunt or uncle;
- Niece or nephew;
- Cousin;
- Guardian or ward;
- Step, half, or in-law relation;
- A person living in one's household;
- Any other person with such a close bond as to suggest conflict in the employment relationship (for example, a fiancé).

Hiring of Family Members

Family members seeking employment with us must use standard application channels. To avoid creating any barrier to equal employment opportunity, hiring of family members based exclusively on referrals will not be permitted.

If the qualifications of any non-family member seeking employment are demonstrably superior to those of a family member of a current employee, the family member may not be considered for employment.

We are committed to an equal employment opportunity workforce. All hiring decisions of family members must be reviewed by the managers or human resources supervisor to ensure compliance with our policies and applicable non-discrimination laws.

Working Relationship of Family Members

Family members may not directly supervise another family member, or occupy a position that has influence over a family member's:

- Employment;
- Transfer or promotion;
- Salary considerations;
- Other management or personnel considerations.

Such influence may include, but is not limited to, participation as a member of a screening committee or other committee that recommends personnel actions or employment decisions of the related person.

Family members may not be employed within the same department without certification by Pete Foster that the employment will not result in supervision of one family member over another.

Change in Family Status

If two employees marry, cohabit, or become otherwise related, so as to qualify as family members under this policy's definition, they must report the change in status to Pete Foster, who will work with the employees to devise a working solution to avoid nepotism problems under this policy. The two employees may not remain in any reporting relationship where one has influence over the other. The choice of which employee will remain in the previous role and which will modify the role as necessary to be in compliance with this policy, is to be made by the two employees in question.

Health and Safety

Health and Safety in the Workplace

We are committed to maintaining a safe workplace. To further its goal, we have issued safety rules and guidelines. You are required to comply with all our rules and guidelines related to safety and health, including safety protocols addressing the 2019 novel coronavirus disease (COVID-19), as well as any applicable federal, state, and local laws regarding workplace safety. In addition, you must keep your work area organized and free of any potential hazards. Failure to follow our safety rules, guidelines and protocols may result in discipline, up to and including termination of employment.

If you witness any unsafe conditions or potential hazards (such as wet floors, broken equipment, defective appliances, etc.), you must report them to your direct supervisor immediately or if your direct supervisor is unavailable, the next level above your direct supervisor, or to Pete Foster as soon as possible.

General Safety Precautions

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, amazingly 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. Knives are easier to replace than fingers;
- Let people know when you're carrying anything hot. Announce something like, "HOT STUFF COMING THROUGH;"
- Don't put hot food on plates in front of small children;
- Use proper lifting techniques. Never lift too much. If it's uncomfortable, make two trips or get some help. Remember to always bend at the knees, lift with your legs, not your back.

Sanitation

We take the safety of our employees and guests very seriously. This information will be used to give you the basic and necessary education needed to ensure we are taking every step possible to

prevent the spread of food borne illness to our guests. Every day we are entrusted with the health and even lives of our guests. This is a huge responsibility, one that we must never take lightly.

Objective

The following section will give you essential information you are required to know, understand, and follow at all times while employed at our companies, to ensure the safety of each and every employee and guest that we have the opportunity to serve.

Covid 19

We will adhere to all guidelines and rules set or recommended by the Center for Disease Control or other federal, state and local agencies. We will notify all employees of current rules, directives and recommendations. Employees shall adhere to all policies we enact or adopt as a result.

Contamination & Food Borne Illness

Food borne illnesses are caused when food becomes contaminated with disease causing bacteria or viruses. When left unchecked, they reproduce quickly to levels that can cause illness. A person can become sick when they eat food containing disease causing bacteria, viruses, or toxins.

Food is considered to be contaminated when it contains hazardous substances. There are three different categories of food contaminants. The three different types of contaminants are biological, chemical, and physical.

Biological: Food containing bacteria, parasites, viruses, and fungi. Most biological contaminants are a natural part of the plant or animal.

Chemical: Toxic metals, pesticides, cleaning products, sanitizers, and lubricants.

Physical: Results when foreign objects are accidentally introduced into food, or when naturally occurring objects, such as bones, pose a physical hazard. Other common physical contaminants are metal shavings from cans, hair, dirt, bandages, etc.

There are 5 risk factors that result in food borne illness.

- #1. Improper Hot and Cold Holding of Foods
- #2. Inadequate Cooking of Foods
- #3. Dirty and/or Contaminated Equipment
- #4. Poor Employee Health & Personal Hygiene
- #5. Food from Unsafe Sources

To prevent a food borne illness from happening, it is particularly important that you control and eliminate these risk factors. It is equally important to keep your work station clean, in good repair, and free of vermin such as rodents, cockroaches, or flies.

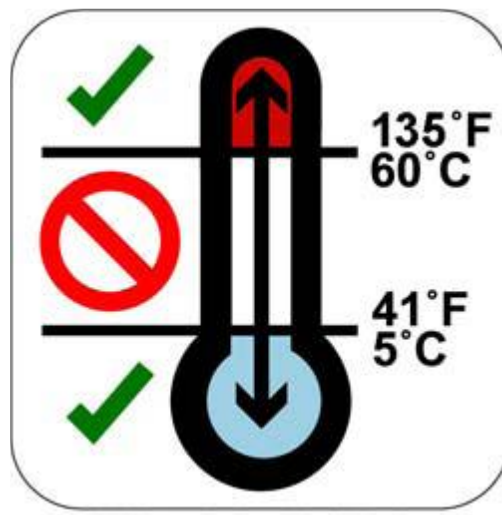
Some foods require temperature control because they are capable of supporting the growth of harmful microorganisms. These foods are called potentially hazardous foods or PHFs.

PHFs include food of animal origin (such as meat and dairy products), cooked fruits and vegetables, cooked starches (such as rice, potatoes, and pasta), soy products (such as tofu and soy milk), as well as raw seed sprouts, cut melons, and garlic-in-oil mixtures.

Risk Factor #1: Improper Hot and Cold Holding of Foods

Holding PHF at the proper temperature is important in order to limit the growth of bacteria. PHF stored between 41°F and 135°F may allow bacteria to grow and reproduce enough to cause an illness. This range is called the temperature danger zone.

- Make sure to keep cold foods cold at a temperature of 41°F or below.
- Make sure to keep hot foods hot at a temperature of 135°F or above.



Risk Factor #2: Inadequate Cooking of Foods

Required Minimum Cooking Temperatures

- 165°F – Poultry, stuffed fish, stuffed meat, stuffed poultry, and stuffed pasta.
- 155°F – Ground or comminuted meat, raw eggs and foods containing raw eggs.
- 145°F – Raw shell eggs cooked to order, fish, and single pieces of meat including beef, veal, lamb, or pork.
- 135°F – Fruits and vegetables that are cooked for hot holding.

All cooking temperatures must be achieved and held for 15 seconds.

Any foods cooked in a microwave oven must be cooked to 165°F.

Risk Factor #3: Dirty and/or Contaminated Equipment

Cross Contamination

Food can become contaminated with disease causing bacteria through careless handling. Cross contamination occurs when food comes into contact with animal products such as raw chicken or raw beef. Keep ready-to-eat foods separate from raw foods and their juices. Food can be contaminated by dirty cutting boards, utensils, preparation tables, or an employee's hands. To prevent cross-contamination:

- Use separate cutting boards.
- Store raw meats on the bottom shelves below other foods.
- Wash and sanitize utensils and food contact surfaces.
- Wash hands when appropriate.

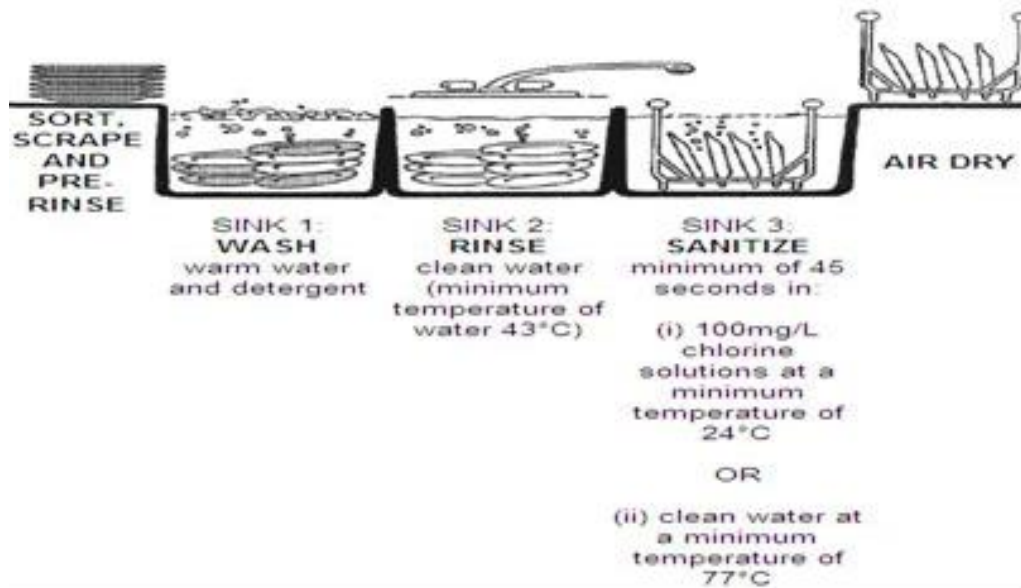
When utensils, equipment, or food contact surfaces become dirty or contaminated, it is necessary to clean AND sanitize them. Frequent cleaning of utensils, equipment, and food contact surfaces is necessary in order to remove dirt and debris. A sanitizer must also be used after cleaning in order to eliminate any remaining bacteria.

It is important to understand the difference between cleaning and sanitizing.

Cleaning: is the process of removing food and other types of soil from a surface.

Sanitizing: is the process of reducing the number of microorganisms on that surface to safe levels.

All food-contact surfaces must be washed, rinsed, and sanitized



Risk Factor #4: Poor Employee Health and Personal Hygiene

Hand Washing

Proper hand washing is critical in preventing food borne illness. Employees working with food, utensils, or clean equipment must wash their hands periodically throughout the day, as well as after every time they:

- Use the restroom
- Handle raw meats
- Touch their face or hair
- Eat, drink, or smoke

Perform any activities that would contaminate the hands such as take out the trash or wash dishes.

Make sure to wash your hands thoroughly with soap and warm water (minimum 100°F) including between your fingers and under your fingernails. Hands must be washed for a minimum of 20 seconds. Dry hands with a disposable paper towel.

Hand sanitizers and single use gloves are good when used in addition to hand washing, but should never be a substitute for proper hand washing.

BOH Uniform/Proper Work Attire

Your attire plays an important role in the prevention of food borne illness. Dirty clothes may harbor pathogens, as well as give our guests a bad impression of our establishment.

Wear a clean hat or other hair restraint. A good rule of thumb is that if the hair falls forward over food and work surfaces during job tasks, then a pony tail or other restraint would be warranted.

Wear clean clothing daily.

Remove jewelry from hands and arms prior to preparing or serving food and when working around food preparation areas.

Wear appropriate shoes. Shoes should be clean, closed-toe with a sensible, nonskid sole.

Failure to adhere to these policies are in direct violation of state issued health code and could result in immediate termination of employment.

Risk Factor #5: Food from Unsafe Sources

All food served from a food facility must be obtained from an approved source.

NEVER serve, or use as an ingredient, food that was prepared in a private home.

NEVER serve, or use as an ingredient, food that has already been served to a customer.

ALWAYS know where your food comes from and how it was handled before you get it.

Conclusion

The responsibility of management and staff to protect the public from food borne illness is fundamental.

In this section we covered:

Contamination and Food Borne illness

Potentially Hazardous Foods

Risk Factor #1: Improper Food Holdings (Cold and Hot)

Risk Factor #2: Improper Cooking Temperature

Risk Factor #3: Dirty or Contaminated Equipment

Risk Factor #4: Employee Health and Hygiene

Risk Factor #5: Food From Unsafe Sources

It is always our #1 objective to operate our restaurant at the highest level of sanitation and cleanliness for the benefit of our guests and employees.

Procedure for Reporting Workplace Injuries and Illnesses

You must promptly and accurately report all workplace injuries, accidents, or illnesses to the manager on duty, regardless of the severity. All employees must follow the following procedure for reporting any workplace illness or injury below.

Reporting Workplace Injuries and Illnesses

We are committed to maintaining a safe workplace. A key element of our safety program is employee involvement and employees' prompt reporting of any concerns about safety in the workplace, work-related injuries or illnesses, or any accidents or near misses that could have caused injury or illness. Prompt reporting of these events allows injured or ill employees to receive medical care quickly and facilitates our timely identification and correction of potential safety and health hazards. All safety concerns, injuries, illnesses, and near misses must be reported in accordance with the procedures outlined in this policy.

Reporting Unsafe Conditions or Safety Concerns

If you witness or otherwise become aware of any unsafe conditions or potential hazards or if you have any other workplace safety concerns, you must report them to your direct supervisor or the manager on duty, immediately, or if your direct supervisor is unavailable, the next level above your direct supervisor as soon as possible.

Reporting Work-Related Injuries or Illnesses

We and our employee agree that it is important that all work-related injuries and illnesses are reported to management as soon as reasonably possibly after they occur. Prompt reporting allows an injured or ill employee to receive necessary medical treatment as soon as possible and facilitates the timely identification and correction of hazards. In some circumstances, an employee may not immediately realize that the employee has been injured or become ill. In these circumstances, the employee must report the injury or illness as soon as reasonably possible after becoming aware of the injury or illness.

Employees who experience, witness, or otherwise become aware of a workplace injury or illness, regardless of how severe it might be, must report the injury or illness in accordance with the following guidelines and procedures:

If you are at work when you become aware of an injury or illness, you must report it as soon as possible, but in no event later than leaving the facility or eight hours after becoming aware of the injury or illness, whichever is earlier. The report must be made to your direct supervisor, or if your direct supervisor is unavailable, the next level of supervision above your direct supervisor or Pete Foster. If medical attention is needed, the injury or illness should be reported to the

manager on duty or, in the event of a medical emergency, an employee should immediately call 911.

If you are not at work when you become aware of an injury or illness, you must report it as soon as reasonably possible, but in no event later than eight hours after becoming aware of the injury or illness. You must report the injury or illness by contacting your direct supervisor, or if your direct supervisor is unavailable, the next level of supervision above your direct supervisor or to Pete Foster.

This policy and procedure applies to employees who suffer a work-related injury or illness, as well as employees who witness or become aware of another employee suffering a work-related injury or illness. However, employees who witness or become aware of another employee suffering a work-related injury or illness are not required to report the injury or illness if the injured or ill employee, or another employee, already reported the same injury or illness. If an employee reports a work-related injury or illness in compliance with this policy, we will not discipline the employee for failure to promptly report the injury or illness.

Reporting Near Misses

It is also important that employees report to us incidents or accidents that do not involve injury or illness but had the potential to do so. These incidents or accidents should be reported to us as soon as reasonably possible after they occur so that potential hazards can be promptly identified and corrected.

A "near miss" means an incident, accident, or other unexpected event in the workplace that results in damage or the potential for damage to equipment or facilities (regardless of how minor), or which could have resulted in injury or illness (regardless of how minor).

The phrase near miss does not include any accident, incident, or event that results in a workplace injury or illness. Any event involving a workplace injury or illness should be reported in accordance with the procedure for Reporting Work-Related Injuries or Illnesses, detailed above. Employees are required to report all near misses in which they are involved, which they observe, or of which they become aware. Near misses must be reported as soon as reasonably possible, but in no event later than leaving the facility at the end of the employee's shift or workday. Near misses should be reported to the employee's direct supervisor or if the employee's direct supervisor is unavailable, the next level of supervision above the employee's direct supervisor or Pete Foster. Employees are not required to report a near miss if they know or become aware that another employee has reported the same near miss incident.

No Retaliation

We prohibit any form of discipline, reprisal, intimidation, or retaliation for:

- Reporting a violation of our safety rules, a hazardous condition, or other safety concern.
- Reporting an injury or illness.
- Reporting an incident, accident, or near miss.
- Participating or cooperating in any investigation related to a safety issue, injury, illness, accident, or near miss.

No employee, supervisor, or member of management should attempt to interfere with or discourage the reporting of a safety concern, injury, illness, accident, or near miss under this policy. If you believe that you or a coworker has been retaliated against for reporting a safety concern, injury, illness, accident, or near miss, please report this conduct to your direct supervisor, or if your direct supervisor is unavailable or you are uncomfortable in reporting to your direct supervisor, to Pete Foster.

Administration of this Policy

Your managing supervisor is responsible for administering this policy. If you have any questions regarding this policy, or if you have questions about health and safety that are not addressed in this policy, please contact Pete Foster.

Smoking, Tobacco Chewing-and Gum Chewing

For reasons of safety, public relations, and employee health, we allow smoking only in designated areas, at the rear exits to the restaurants or back parking lots; and at management-determined appropriate times.

No smoking is allowed during peak business hours of 11:30 a.m. to 2:00 p.m. and 5:30 p.m. to 9:00 p.m.

Smoke breaks are individual, no more than one person on a smoke break at a time. All employees must clean up cigarette butts, packs and wrappers and dispose of them properly.

Employees must wash and thoroughly sanitize their hands after smoking.

Employees must ensure their breath and uniform (chef coat/pants, uniform shirt/apron) are free from cigarette smoke odor after smoking

Gum chewing and use of tobacco chewing products by employees is prohibited.

Substance Abuse in the Workplace

Commitment to Employee Drug and Alcohol-Free Workplace

We are committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, this policy establishes our intent to maintain a drug and alcohol-free workplace. Being under the influence of alcohol or illegal drugs (as classified under federal, state, or local laws, including marijuana, while on the job poses serious health and safety risks to employees and members of the public and, therefore, is not tolerated.

Prohibited Conduct

We expressly prohibit the following activities at any time that employees are either (1) on duty or conducting our business (either on or away from our premises),

The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances; and

The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the employee or drug-related paraphernalia.

The Illegal Use or Abuse of Prescription Drugs

Marijuana remains an illegal drug under federal law and its use impacts the workplace and is prohibited by us. We do not discriminate against employees solely on the basis of their off-duty use of medical marijuana in compliance with Wisconsin's medical marijuana law. However, employees may not consume or be under the influence of marijuana while on duty or at work, even if the employee has a valid prescription for medical marijuana.

Nothing in this policy is meant to prohibit the appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, to the extent that it does not impair an employee's job performance or safety or the safety of others. Employees who take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability should contact their managing supervisor if they believe the medication will impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication. For more information on how to request a reasonable accommodation, please refer to Disability Accommodations in this Handbook

A violation of any of the above is subject to disciplinary action, up to and including immediate termination of employment.

Employer-Sponsored Events

From time to time, we may sponsor social or business-related events at which alcohol is served. This policy does not prohibit the use or consumption of alcohol at such events. However, if employees choose to consume alcohol at such events, they must do so responsibly and maintain their obligation to conduct themselves properly and professionally at all times

Workplace Searches and Inspections

In order to achieve the goals of this policy and maintain a safe, healthy, and productive work environment, we reserve the right at all times to inspect employees, as well as their surroundings and possessions, for substances or materials in violation of this policy. This right extends to the search or inspection of clothing, desks, lockers, bags, briefcases, containers, packages, boxes, tools and tool boxes, lunch boxes, and employer-owned or leased vehicles and any vehicles on company property where prohibited items may be concealed. Employees should have no expectation of privacy while on our premises, except in restrooms.

Drug Testing and Test Results

We reserve the right to require all current and prospective employees to submit to drug testing and to request Employees to provide results of drug testing no conducted by us. Prospective employees will only be asked to submit to a test once a conditional offer of employment has been extended and accepted. An offer of employment by us may be conditioned on the prospective employee testing negative for illegal substances.

Our policy is intended to comply with all state laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law. Before being asked to submit to a drug test, the employee will receive written notice of the request or requirements. The employee must also sign a testing authorization and acknowledgement form confirming that he or she is aware of the policy and employee's rights.

Any drug testing required or requested by us will be conducted by a laboratory licensed by the state. All expenses related to the test will be incurred by us. The employee may obtain the name and location of the laboratory that will analyze the employee's test sample upon request in advance of testing. If the employee receives notice that the employee's test results were positive, the employee will be given the opportunity to explain the positive result. In addition, the employee may have the same sample retested at a laboratory of the employee's choice.

If there is reason to suspect that the employee is working while under the influence of an illegal drug or alcohol, the employee may be disciplined or suspended with or without pay until the results of a drug and alcohol test are made available to us by the testing laboratory. Where drug or alcohol testing is part of a routine physical or random screening, there will be no adverse employment action taken until the test results are in.

All testing results will remain confidential. Employee must sign a consent form prior to the release of results. Test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing. Results may be sent to federal agencies as required by federal law.

Administration of This Policy

We expressly reserve the right to change, modify, or delete the provisions of this Substance Abuse in the Workplace provision without notice. Your managing supervisor is responsible for administering this policy. If you have any questions regarding this policy or if you have questions about workplace substance abuse that are not addressed in this policy, please contact Pete Foster.

Workplace Searches

To maintain a safe, healthy, and productive work environment, we reserve the right at all times to search or inspect employees' surroundings and possessions. This right extends to the search or inspection of clothing, offices, files, desks, credenzas, lockers, bags, briefcases, containers, packages, parcels, boxes, tools and tool boxes, lunch boxes, any employer-owned or leased vehicles, and any vehicles parked on company property where items prohibited by our policies may be concealed.

Employees should have no expectation of privacy while on our premises, except in restrooms.

Refusal to allow search or inspection may result in discipline or termination.

Administration of This Policy

Your supervising manager is responsible for administering this policy. If you have any questions regarding this policy or if you have questions about workplace searches that are not addressed in this policy, please contact Pete Foster.

Workplace Violence

We prohibit and will not tolerate any form of workplace violence by an employee, supervisor, or third party, including vendors, customers and visitors both at the workplace and at employer-sponsored events.

Prohibited Conduct

For purposes of this policy, workplace violence includes:

- Making threatening remarks (written or verbal);
- Aggressive or hostile acts such as shouting, using profanity, throwing objects at another person, fighting, or intentionally damaging a coworker's property;
- Bullying, intimidating, or harassing another person (for example, making obscene phone calls or using threatening body language or gestures, such as standing close to someone or shaking your fist at them);

Behavior that causes another person emotional distress or creates a reasonable fear of injury, such as stalking;
Assault.

This list is illustrative only and not exhaustive. No form of workplace violence will be tolerated.

Weapons Prohibited at the Workplace

We prohibit all employees from possessing any weapons of any kind at the workplace, while engaged in activities for us, and at our sponsored events. For purposes of this policy, the workplace is defined to include our buildings, outdoor areas, and parking lots.

Weapons include:

- Guns;
- Knives;
- Mace;
- Explosives;
- Any item with the potential to inflict harm that has no legitimate purpose on site.

This list is illustrative only, and not exhaustive. We prohibit employees from possessing any weapon at the workplace.

Complaint Procedure

If you witness or are subjected to any conduct you believe violates this policy, you must speak to, write, or otherwise contact your direct supervisor or, if the conduct involves your direct supervisor, or Pete Foster as soon as possible.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses.

We will directly and thoroughly investigate all complaints of workplace violence and will take prompt corrective action, including discipline, if appropriate. We reserve the right to contact law enforcement, if appropriate. To the extent permitted by law, we reserve the right to seek a restraining order to prevent workplace violence against an employee.

If you become aware of an imminent violent act or threat of an imminent violent act, immediately contact appropriate law enforcement and then contact Pete Foster.

No Retaliation

We prohibit any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of workplace violence of any kind, pursuing a workplace violence complaint, or cooperating in related investigations.

We are committed to enforcing this policy against all forms of workplace violence. However, the effectiveness of our efforts depends largely on employees telling us about all incidents of workplace violence, including threats. Employees who witness any workplace violence should report it immediately. In addition, if an employee feels that they or someone else may have been subjected to conduct that violates this policy, the employee should report it immediately. If employees do not report workplace violence incidents, we may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Administration of this Policy

Your managing supervisor is responsible for administering this policy. If you have any questions regarding this policy or if you have questions about workplace violence that are not addressed in this policy, please contact Pete Foster.

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 our guests 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 at our premises. We are 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 CO2 systems throughout the establishment. Be specific before setting off a fire alarm or notifying someone to take action.

Emergencies

IN CASE OF EMERGENCY, DIAL 911.

The facility where you work has an emergency procedure to follow in the event of emergencies such as fire or disaster. Exits, fire extinguishers and first-aid kits are located throughout the facility. Exits and areas around fire extinguishers must be kept clear at all times

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

Workers' Compensation

We carry comprehensive workers' compensation insurance to cover the cost of various work-incurred injury or illness. Specific benefits are prescribed by law depending on the circumstances

of each case. Work-related accidents, no matter how slight, must be reported immediately to your manager. We ask for your assistance in alerting management to any condition which could lead or contribute to work-incurred injury or illness.

Employee Benefits

Refer to Benefits Plans.

Any description of employee benefits in this employee handbook only summarizes the provisions of a formal benefit plan document (the "Plan"), if any, and does not attempt to cover all of the details contained in the Plan document. The operation of the Plan, including events making you eligible or ineligible for benefits, the amount of benefits to which you (or your beneficiaries) may be entitled, and actions you (or your beneficiaries) must take to request and support a claim for benefits will be governed solely by the terms of the official Plan document.

To the extent that any of the information contained in this employee handbook, a summary plan description ("SPD"), or any information you receive orally is inconsistent with the official Plan document, the provisions set forth in the Plan document will govern in all cases. If you wish to review the Plan document, please refer to the section of the SPD for this benefit plan entitled "YOUR RIGHTS," which discusses your ability to review the Plan document.

Time Away from Work and Employee Leave

Vacation

Vacation, time off with pay, is designed to provide you with the opportunity to rest and get away from the everyday routine. Some employees are granted a limited number of vacation days, at our sole discretion and only as specifically and mutually agreed by us and the employee on a signed position and benefits description.

Vacations must be scheduled and approved for each vacation with your supervisor. To satisfy your preferences as well as meet our staffing needs, submit your vacation plans in writing well in advance. Vacation requests will be granted only at management discretion.

For management staff only: Vacation time described in your job and benefit description will not accrue during leaves of absence. Vacations must be taken annually to assure that you receive the full benefit of this plan. If vacation time is not taken in the year granted, it does not accumulate and is forfeited. If you leave employment with us, you will be paid for unused vacation (excluding forfeited from prior years) computed at the rate of pay earned upon separation.

Concurrent Leave

To the extent allowed by law, you may elect and we may require that eligible leave under the Family and Medical Leave Act (FMLA) run concurrently with leave or vacation available under this policy for the same purposes as your FMLA leave.

To the extent allowed by law, you may elect to have your eligible FFCRA leave, including leave under the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA), run concurrently with leave available under this policy for the same purposes your FFCRA leave.

We require that the ten (10) weeks of paid EFMLEA leave (but not the first two weeks of unpaid leave or any EPSLA leave) run concurrently with leave available under this policy for the same purposes.

You may request, subject to our agreement or policies, that leave under this policy be used to supplement FFCRA leave paid at a rate less than your full regular compensation.

Holidays

Due to the nature of the restaurant business, employees may be required to work holidays. It is currently our policy to close the restaurant for business on the following holidays: Thanksgiving Day, Christmas Eve night shift, Christmas Day, and Easter Day. This is subject to change in our sole discretion.

Sick Time

We offer no paid or unpaid sick time off.

Bereavement / Funeral Leave

Full-time employees are eligible for up to three (3) days of paid bereavement/funeral leave for the death of an immediate family member.

Part-time employees who have completed 12 months of service are eligible for paid bereavement leave for the death of an immediate family member in proportion to the number of hours they are regularly scheduled to work. For example, a part-time employee regularly scheduled to work 20 hours per week is eligible for one-half the number of days indicated for full-time employees' day of funeral/bereavement leave.

Employees who have a parent, child, grandparent, sibling, or spouse who dies during active service in the military may take up to ten working days of unpaid] bereavement leave. Employees should give as much notice as is practicable if they intend to use this leave.

For purposes of this policy, immediate family members include an employee's:

- Spouse including same-sex spouses or partners;
- Parent;
- Parent-in-law;
- Sibling;

Child;
Step-child;
Grandparent.

Parent and child relationships include step, foster, and adopted relationships, and relationships based on one individual's legal guardianship or in loco parentis relationship to another.

Relationships traditionally defined by marital status, such as a parent-in-law or daughter-in-law, include equivalent relationships based on one's same-sex marriage or status as a civil union or domestic partner.

Employees are responsible for requesting bereavement leave from their supervising manager as far in advance as possible. We may require verification in the form of a death certificate, obituary, or other verifiable documentation of the need for funeral/bereavement leave.

Administration of This Policy

Your supervising manager is responsible for administering this policy. If you have any questions regarding this policy or if you have questions about bereavement/funeral leave that are not addressed in this policy, please contact Pete Foster.

An employee who abuses this policy will be subject to disciplinary action, up to and including termination of employment.

Family and Medical Leave

We provide leave according to the Family and Medical Leave Act of 1993 (FMLA), which provides for unpaid, job-protected leave to covered employees in certain circumstances.

Eligibility

To qualify for FMLA leave, you must: (1) have worked for us for at least 12 months, although it need not be consecutive; (2) worked at least 1,250 hours in the last 12 months; and (3) be employed at a worksite that has 50 or more employees within 75 miles. If you have any questions about your eligibility for FMLA leave, please contact Pete Foster.

Leave Policy

If eligible, you may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While you are on FMLA leave, we will maintain your group health insurance coverage at the same level and under the same circumstances as when you were actively working, as explained more fully under the section titled, Medical and Other Benefits. Upon returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations, and exceptions provided by law.

Leave Entitlement

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, which is defined as a calendar year measured from an employee's anniversary date of hire for any of the following reasons:

the birth of a son or daughter and in order to care for that son or daughter (leave to be completed within one year of the child's birth);

the placement of a son or daughter with you for adoption or foster care and in order to care for the newly placed son or daughter (leave to be completed within one year of the child's placement);

to care for a spouse, son, daughter, or parent with a serious health condition;

to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or

a qualifying exigency of a spouse, son, daughter, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, son, daughter, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

Both Spouses Employed by Us

Spouses who are both employed by us and eligible for FMLA leave may be limited to:

A combined total of 12 weeks of leave during the 12-month period if leave is requested:
for the birth of a son or daughter and in order to care for that son or daughter;
for the placement of a son or daughter with the employee for adoption or foster care and in order to care for the newly placed son or daughter; or
to care for an employee's parent with a serious health condition.

A combined total of 26 weeks in a single 12-month period if the leave is either for:
military caregiver leave; or a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

Notice of Leave

If your need for FMLA leave is foreseeable, you must give us at least 30 days' prior written notice. If this is not possible, you must at least give notice as soon as practicable (within one to two business days of learning of your need for leave). Failure to provide this notice may be

grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must consult with us first regarding the dates of this treatment to work out a schedule that best suits the needs of the employee or the covered military member, if applicable, and us.

Where the need for leave is not foreseeable, you are expected to notify us within one to two business days of learning of your need for leave, except in extraordinary circumstances. We have Family and Medical Leave Act request forms available. Please submit a written request, using this form, when requesting leave.

Certification of Need for Leave

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from your managing supervisor. When you request leave, we will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

We, at our expense, may require an examination by a second health care provider designated by us. If the second health care provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion.

We may require subsequent medical recertification. Failure to provide requested certification within 15 days, when practicable, may result in delay of further leave until it is provided. We also reserve the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Reporting While on Leave

If you take leave because of your own serious health condition or to care for a covered relative, you must contact us every week on Monday regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

Leave Is Unpaid

FMLA leave is unpaid. You will be required to substitute any accrued and unused vacation for unpaid FMLA leave as described below:

If you request leave because of a birth, adoption, or foster care placement of a child, any accrued and unused paid leave will first be substituted for unpaid family/medical leave and run concurrently with your FMLA leave.

If you request leave because of your own serious health condition, or to care for a covered relative with a serious health condition, any accrued paid vacation leave will be substituted for any unpaid family/medical leave and run concurrently with your FMLA leave.

The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary.

Your FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law.

Medical and Other Benefits

During approved FMLA leave, we will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid FMLA leave, we will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium. Your health care coverage will cease if your premium payment is more than 30 days late. If your payment is more than 15 days late, we will send you a letter to this effect. If we do not receive your premium payment within 15 days after the date of this letter, your coverage may cease. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse us for the cost of the health benefit premiums paid by us for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

Exemption for Key Employees

Key employees, defined as salaried and FMLA-eligible employees who are among the highest paid 10% of all employees at a worksite or within 75 miles of that worksite, may not be returned to their former or an equivalent position following FMLA leave if restoration of employment will cause substantial and serious economic injury to our operations. This fact-specific determination will be made by us on a case-by-case basis. We will notify you if you qualify as a key employee, if we intend to deny reinstatement and of your rights in these instances.

Intermittent and Reduced Schedule Leave

If medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced schedule leave (reducing the usual number of hours you work per workweek or workday).

FMLA leave may also be taken intermittently or on a reduced schedule leave for a qualifying exigency relating to covered military service.

If leave is unpaid, we will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, we may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Returning from Leave

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

State or Local Family and Medical Leave Laws

State or local law may vary from federal law. See below for a summary of the applicable laws, including eligibility requirements, for locations where we operate.

Wisconsin Family Medical Leave Wisconsin Family and Medical Leave Act: Wis. Stat. § 103.10:

Covered Employers

All Wisconsin employers with at least 50 permanent employees (not all of whom need to work in Wisconsin) are covered (Wis. Stat. § 103.10(1)(c); Wis. Admin. Code DWD § 225.01(2)).

Eligible Employees

Employees are eligible for this leave if they have:

Been employed with the covered employer for more than 52 consecutive weeks;
Worked at least 1,000 hours (including paid time off) in the past 12 months;
(Wis. Stat. § 103.10(1)(c), (2)(c).)

Pregnancy and Parental Leave Policy

We recognize that employees may need to be absent from work to care for a newborn child or new adopted or foster child (referred to as parental leave in this policy), or due to a pregnancy-related condition (referred to as pregnancy leave in this policy). We provide pregnancy and parental leaves of absence to all eligible employees in accordance with the Family and Medical Leave Act (FMLA), Pregnancy Discrimination Act (PDA), and Americans with Disabilities Act (ADA).

Administration of This Policy

Your managing supervisor is responsible for administering this policy. If you have any questions regarding this policy or if you have questions about pregnancy or parental leave that are not addressed in this policy, please contact Pete Foster.

Procedures

If you need to take parental leave for the birth of your child or to care for a new adopted or foster child, you should provide advance notice to your supervisor or Pete Foster. When possible, you should give at least 30 days' notice of your request for leave. If 30 days' notice is not possible because of medical necessity or for other reasons, you should give as much advance notice to us as possible.

Written notice is preferred, but not required.

If you are suffering from a pregnancy-related disability and require reasonable accommodation (which may include leave) for this purpose, please speak with your supervisor to discuss a reasonable accommodation. You may be required to submit medical certification of your disability.

Eligibility Requirements

All employees are eligible for unpaid pregnancy disability leave in accordance with the PDA and ADA. Please inquire with your supervisor for information about eligibility requirements under these laws. This leave may run concurrently with other leave where permitted by state and federal law.

Certain employees are eligible for unpaid pregnancy and parental leave under the FMLA. Specifically, you are eligible for FMLA leave if you:

- Have worked for us for at least 12 months (which need not be consecutive), and
- Have worked 1,250 hours over the 12 months preceding the leave, and
- Are employed at a worksite with 50 or more employees within 75 miles.

Please contact Pete Foster with any questions about your eligibility for FMLA leave. You may be required to use any accrued and unused vacation while on FMLA leave.

Compensation During Leave

Pregnancy and parental leave is unpaid. However, employees may use any or all of their accrued but unused vacation or other paid time off during their pregnancy or parental leave.

Short-term disability insurance may also be available for pregnancy leave. Please see Pete Foster for information about short-term disability insurance, including eligibility requirements.

Benefits During Leave

During pregnancy and parental leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law. For all other benefits, an employee on pregnancy or parental leave will receive the same rights and benefits as employees on a typical leave of absence.

Reemployment

Your job will be held for you in accordance with applicable law while you are on pregnancy or parental leave.

If you are on pregnancy-related disability leave, when you are able to return to work, you must submit a doctor's certification stating you are medically able to return to your normal duties.

Your continued absence from work beyond your required disability leave period (as determined by your physician) and exhaustion of all other available leave may be deemed a voluntary abandonment of your job.

Nothing in this policy requires us to reemploy individuals who are not eligible for reemployment rights under applicable law.

Discrimination and Retaliation Prohibited

We prohibit and will not tolerate discrimination or retaliation against any employee or applicant because of that person's pregnancy or parental leave. Specifically, no one will be denied employment, reemployment, promotion, or any other benefit of employment or be subjected to any adverse employment action based on that person's pregnancy or parental leave. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

We are committed to enforcing this policy against discrimination and retaliation. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report such conduct, we may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Military Service Leave Policy

We recognize that employees may need to be absent from work to serve in or participate in activities related to the US or state military. We provide military service leaves of absence to all regular full-time, part-time, and probationary employees in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Administration of This Policy

Your managing supervisor is responsible for administering this policy. If you have any questions regarding this policy or if you have questions about military service leave that are not addressed in this policy, please contact Pete Foster.

Procedures

If you need to take military service leave, you or an authorized military service officer should provide advance notice to your supervisor or Pete Foster. When possible, you should give at least 30 days' notice of your request for leave. If 30 days' notice is not possible because of military necessity or for other reasons, you should give as much advance notice to us as possible.

Written notice is preferred, but not required. Where possible, please submit a copy of your military orders, training notice, or order to active duty to your supervisor or to Pete Foster.

Eligibility Requirements

Eligible Employees. All regular full-time, part-time, and probationary employees are eligible for military service leave if they are absent from work because of eligible military service or related to eligible military service events of a spouse, parent, or child. Temporary or employees who were only employed for a brief, non-recurrent (one-time only) period before the start of military service are not eligible for leave under this policy.

Eligible Military Service.

For purposes of this policy, eligible military service means certain types of service (listed below) in the following branches of the US military:

- Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard), including the Reserves;

- National Guard, including the Army National Guard and Air National Guard, when the employee is engaged under federal authority in active duty for training, inactive duty training, or full-time National Guard duty;

- Commissioned corps of the Public Health Service;

- Any other category of persons designated by the President in time of war or national emergency;

Eligible employees may take leave under this policy for the following types of military service:

Active duty.
Active duty for training.
Initial active duty for training.
Inactive duty training.
Full-time National Guard duty.
Submitting to an examination to determine fitness for any of these services.
Funeral honors duty performed by National Guard or Reserve members.
Duty performed by intermittent disaster response personnel for the Public Health Service and approved training to prepare for this service.

Service as an intermittent disaster response appointee of the National Disaster Medical System when employees are:
activated under federal authority; or
attending authorized training in support of a federal mission.

Compensation During Leave

Military service leave is unpaid. However, employees may use any or all of their accrued but unused vacation or other paid time off during their military service leave.

Benefits During Leave

During military service leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law. For all other non-seniority benefits an employee on military service leave will receive the same rights and benefits as employees on an unpaid leave of absence.

Reemployment

Employees may be eligible for reemployment after their military service leave. Any employees who would like to return to work must report to work or submit an application for reemployment to your supervisor, including their military discharge documentation, if available, as follows:

If their military service was for less than 31 days, they must report to work on the first regularly scheduled workday that is at least eight hours after they return home from military service.

If their military service was for 31 to 180 days, they must apply for reemployment within 14 days following completion of military service.

If their military service was for more than 180 days, they must apply for reemployment within 90 days following completion of military service.

If they suffered a service-connected injury or illness and they are hospitalized or convalescing, they have up to two years following completion of military service to return to their jobs or apply for reemployment, depending on the length of recovery time required.

If any employees are unable to comply with this reporting schedule through no fault of their own or if they are injured or recovering from an injury and need an accommodation for specific circumstances beyond their control, they should speak with Pete Foster as soon as possible to determine if they are eligible for a reasonable accommodation or additional time to apply for reemployment. Employees who do not report to work or apply for reemployment within the applicable timeframe will be subject to our rules about unexcused absences.

Nothing in this policy requires us to reemploy individuals who are not eligible for reemployment rights under applicable law.

Seniority Rights After Reemployment

Employees who are eligible for reemployment will be reemployed with the same seniority, and all rights and benefits based on that seniority, that they would have attained if they had not taken military leave. Seniority rights include pay and benefits that accrue or are determined based on their length of service.

Discrimination and Retaliation Prohibited

We prohibit and will not tolerate discrimination or retaliation against any employee or applicant because of that person's membership in or obligation to perform service for any branch of the US or state military. Specifically, no one will be denied employment, reemployment, promotion, or any other benefit of employment, or be subjected to any adverse employment action based on that person's membership in or service for any branch of the US or state military. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

We are committed to enforcing this policy against discrimination and retaliation. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report such conduct, we may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Jury Duty Leave

We encourage employees to fulfill their civic duties related to jury service.

Employees summoned for jury duty are entitled to unpaid time off for the duration of the time they actually serve. Employees may opt to use any available accrued vacation time in place of unpaid leave.

If you receive a jury summons, you must inform your direct supervisor as soon as possible to make arrangements for a leave of absence. We reserve the right to require employees to provide proof of jury duty service to the extent authorized by law.

You are expected to return to work if you are excused from jury duty during regular working hours or released from jury duty earlier than expected.

Administration of This Policy

Your managing supervisor is responsible for administering this policy. If you have any questions regarding this policy or if you have questions about jury duty leave that are not addressed in this policy, please contact Pete Foster.

An employee who abuses this policy will be subject to disciplinary action, up to and including termination of employment.

Miscellaneous

Double Checking

“Double Checking” is paying attention to detail by every member of our staff. This means in the case of food products, for example, that it begins with the prep cooks, continues with the line cooks, and finally ends with the server and management, making sure each dish is properly prepared and delivered to the customer.

“Double Checking” involves every staff member. All staff members must continually check and recheck everything possible to make sure that the guest is completely satisfied with their dining experience. “Double Checking” is a prerequisite to everyone’s success and is a critical component to guest satisfaction. The achievement of 100% satisfaction cannot be attained without it.

Teamwork

A key element to a successful company is proper training and teamwork between all levels of staff. The key to teamwork is communication in the form of job descriptions, staff meetings, pre-shift meetings, on-the-job training, memos, employee suggestions and the staff handbook.

Teamwork is contagious and helps everyone. We encourage our staff to ask their fellow employees the following types of questions throughout their shift: “Do you need help with that order?” “Here, I’ll see what your customer needs because you are busy.” “Let me help you with your side work.” The expression, “not my job” is not in the vocabulary of a team player.

The type of relationship you develop with your fellow staff members, managers, and your customers, directly relates to your success as a team player. Everyone must work together to achieve our main goal of 100% guest satisfaction.

Personality and Attitude

Your personality is the quality characteristic that distinguishes you from everyone else. We encourage you to exhibit your own unique personal style. A cheerful smile, enthusiasm, a positive attitude, and a commitment to teamwork are the essential ingredients for success. These ingredients are not only necessary to provide the highest level of service to customers, but also to ensure a fun and congenial workplace for everyone.

Age Requirements

All servers and bartenders must be at least 18 years of age, as required by law. Employees under the age of 18 must comply with wage and hour guidelines. No employee under the age of 18 years can take orders for or serve alcoholic beverages.

Minor Employees

Employees aged 14 and 15:

After Labor Day through May, 31 may not work before 7:00am and after 7:00pm.

Between June 1 and Labor Day,
may not work before 7:00am or after 9:00pm.
May not work more than six days a week.

May work up to 3 hours on school days and 8 hours on non-school days.

May work up to 18 hours during the school week and 40 hours during a non-school week.

Introductory Period for New Employees

The introductory period for new employees generally lasts 60 days from date of hire. During this time, you have your first opportunity to evaluate our company as a place to work, and management has the first opportunity to evaluate you as an employee. As is the case during your regular employment, you, and we each have the right to terminate employment without advance notice and without cause.

The introductory period involves frequent evaluation of performance. Upon satisfactory completion of the introductory period, you will become a regular employee. All employees, regardless of classification, status, or length of service, are expected to meet and maintain company standards for job performance and behavior. Completion of the introductory period does not change your employment-at-will status or create any continued expectation of employment.

Personnel Records

Important events in each employee's history with the company will be recorded and kept in the employee's personnel file. Regular performance reviews, change of status records, commendations, corrective action warnings and educational attainment records are examples of records maintained.

Employees have the opportunity to review their own personnel file upon written request twice per calendar year, unless the employee is no longer employed by us. In such case, we will comply with applicable state and local law with respect to inspection and copying of employee personnel records

The personnel record subject to review shall include applications, wage or salary history, warning or termination notices, fringe benefits information, attendance records and performance evaluations. Other information such as letters of reference, results of employer testing, written comments of a personal nature about another employee or written comments made by and kept in sole possession of the employee's supervisor do not form part of the personnel record that is subject to review.

The personnel record will be made available during our normal hours of operation and at the employee's place of employment or other nearby location in the presence of a company representative.

Notify us of changes in your address, telephone number, and/or family status (births, marriage, death, divorce, legal separation, etc.), as income tax status and group insurance may be affected by these changes. This responsibility includes employees on lay-off status and leaves of absence.

Hours of Work; Time Records; Schedules

Work schedules are posted weekly, Wednesday by 5:00 p.m. on HotSchedules, our online scheduling application. All employees are responsible for checking their own schedules. Please be sure that you verify your schedule daily. Any concerns regarding your schedule must be directed to your direct supervisor. You are expected to arrive at work prepared to begin your shift at your scheduled time. If you need time to freshen up, eat, or change into your uniform, arrive early enough to ensure readiness to work at your scheduled time.

Front of House ("FOH") staff is scheduled on a "set schedule" and therefore are required to get their own shifts covered. BOH staff may request off through the HotSchedules app. Please remember that this is only a request and we cannot guarantee the time off if staff is needed that particular day.

From time to time, we may need to change your schedule to meet scheduling or other needs, please remember to check your schedule daily. Employees should arrive for his/her shift with enough time to make sure you are ready to work when the shift begins. Employees should clock in when

the shift begins and be ready to start work immediately. Schedule changes may be made only with a manager's approval. We will attempt to give you notice as far in advance as possible.

If you must leave work early or adjust your schedule for any reason, contact your Manager as soon as possible. It is not sufficient to leave a voice or text message.

Your Job Description

We use job descriptions to aid in staffing, wage and salary administration and training. They also help employees and supervisors communicate about job responsibilities. However, job descriptions are not fixed company policy; they are only guidelines and can normally be expected to change over time.

From time to time, employees are expected to perform duties and handle responsibilities that are not part of their normal job. If, over the months, the new duties and responsibilities remain a significant part of the assignment, the job description may be changed.

Customer Relations

It is our policy to be customer and service oriented. All customers are to be treated in a courteous, respectful, and professional manner at all times. Each employee must strive to make every customer's experience with us as comfortable and positive as possible. Longevity of the company as well as job security and income for staff members is dependent on continued customer visits.

Rudeness to a guest is prohibited under any circumstances. Intentional discourtesy to a guest will result in immediate termination.

Restrooms

All employees are required to wash their hands after visiting the restroom for any reason whatsoever. This means that even if you only visit the restroom to look in the mirror, you still must wash your hands upon coming out of the restroom. Violation of this policy may result in termination.

Food Consumption

We prohibit on-duty staff members to consume food in public areas of the restaurant or anywhere else they may be seen by the customers during *specified* times. "Mistake" food may not be taken or consumed without management approval.

Staff members must consume all food at management-designated times in those areas deemed appropriate by management.

Employee Meal & Alcoholic Beverage Policy

Employees may eat before or after their shift. Meals can be purchased at 50% off regular pricing. Employees must finish eating and be ready to punch in on time at their scheduled shift.

Employees may not eat during their shift unless they are working a double shift or closing and their break is approved by a manager or at the manager on duty's discretion. If the employee is eating during a shift, the accompanying receipt must be initialed by the manager on duty.

If there is a mistake, there needs to be a corresponding receipt next to the food item; a slip needs to be sitting by the "mistake" slips.

Employees who work doubles or split-shifts may eat during their shift at an allotted time approved by the manager on duty. Employees may not consume alcohol during a meal break.

After working a shift, hourly employees receive their first drink free. After that, they are full price. You must settle out your tabs before you leave the building.

At any time if the restaurant fills up, employees should give up their table for a customer to sit and dine.

Employees cannot be seen during hours of operation consuming alcohol in a Barker's Bar & Grill, San Pedro Café, or Pedro's del Este uniform.

Please remember that certain situations may arise such as mistake drinks made, manager incentive contests, and the like. Managers can decide on an individual basis how to handle certain situations. There may be exceptions made, and the manager on duty has final discretion.

All employee food and beverage tabs must be settled before leaving the restaurant. They can be settled by cash only. There are no employee tabs or charge accounts.

Any employee eating or drinking on their "off" day must order through the server, bartender, or manager on duty. Those employees will be rung in and charged the same as any normal customer.

Any violation of this policy is theft and may result in immediate termination.

Parking

All employees must park in designated employee parking, public lots, or street parking not including 2nd or "Main" Street. You are not allowed to park on 2nd Street or in front of any of the restaurants.

Visiting Friends

Only our employees are permitted in the non-public areas of the restaurant at all times. Absolutely no one is allowed to wait in the restaurant after hours. This includes any person who may be

waiting to give an employee a ride. Any friend or ride-givers must wait outside the restaurant after hours.

Employee Use of the Bar

The use of the bar area after your shift is a great way to get to know your fellow employees. However, we have the following restrictions of the use of the bar:

1. Employees must be of legal age to drink;
2. Employees are required to follow bar seating requirements specific to each location;
 - a. Barker's Bar & Grill: no non-management staff to sit at the bar at any time;
 - b. San Pedro Café: employees can sit at the bar with management approval;
 - c. Pedro's del Este: no staff is allowed to sit at the bar at any time;
3. Employees are not allowed to use the bar before your shift;
4. Employees must change out of your uniform while sitting in the bar area;
5. Employee's clothes and appearance must be appropriate to clientele;
6. Employees must be out of the building by closing time;
7. Employees must conduct themselves in an exemplary manner;
8. Employees must respect and show consideration for our bar employees while they are working and servicing customers;
9. Employees must give up seating to Guests at management discretion

Uniforms

We provide back of house ("BOH") employees with chef coats and prep/dish utility jackets for each shift. FOH uniform shirts are available for purchase at: www.barkers-sanpedro.secure-decoration.com. Employees must supply all other generic clothing items. Employees are responsible for the maintenance and cleanliness of their uniforms.

Employees may purchase additional uniforms. Employees must replace lost or stolen uniform items. We may require employees to replace any article of clothing that does not meet our level of uniform standards.

Employees leaving the company will be required to return all issued uniform articles to management.

Gratuities

Customers generally provide a gratuity to their server based on the quality of service provided. However, sometimes customers fail to tip according to industry standards. It is our policy and expectation that all guests are provided with excellent service regardless of the anticipated gratuity.

Discussion of complaints related to a substandard gratuity, rudeness or disrespectfulness to a guest would result in immediate termination. Any solicitation of gratuity will result in immediate termination.

We have an employee-run program for gratuities for “To-Go” orders. Gratuities collected from To-Go and carryout orders are distributed equally among those employees who participated in taking and handling the To-Go order for which a gratuity is collected.

Tip Reporting

All tips received by tipped employees, whether in cash or included in a credit card transaction, are taxable income to the tipped employee. Tipped employees are required, by state and federal law, to report and record the actual tips for each shift. It is the employee’s responsibility to comply with state and federal tax reporting requirements of all tip income.

All credit card tips are automatically claimed and recorded by the TOAST POS system. As of Thursday, June 25, 2020, the credit card processing fee of 4% will be split between the server and us. TOAST POS will perform these calculations automatically and this will be reflected in the amount of cash paid in or paid out at the end of your shift.

For example, if a customer leaves a \$10.00 tip on a \$50.00 check using a credit card and it costs us 4% to process the transaction, the total cost to process that transaction is \$2.40. ($60 \times .04 = 2.40$) Of that total, the cost to process the employee’s tip is 40 cents. ($10 \times 0.04 = 0.40$.) We will split that 40 cents processing fee with the server, so it will cost the server 20 cents on a \$10 tip. Another way to look at it is if you receive a total of \$100.00 in credit card gratuities, you will be paying \$2.00 in processing fees on that \$100.00.

Splitting this fee with us can insure that you will receive the cash from your credit card tips in a timely fashion. You will still need to double check your credit card tips and totals at the end of the shift, but be aware that 2% of the credit card tip amount will be automatically deducted and will reflect in the amount of your paid in cash or paid out cash.

Employees are required by law to accurately report tip income, which may also reduce the chances of audits by state or federal tax authorities.

Resignation

If you decide to leave employment with us, we request that you advise us at least two weeks prior to your date of departure to assist in an orderly transition can be made. This process includes returning our property, completing required forms, obtaining appropriate clearances, and having an exit interview.

Open Door Communication

Our policy is to provide open and accessible channels of communication between management and employees. Expression of employee suggestions, as well as problems and complaints, is a

fundamental principle of sound employee relations. We encourage our employees to talk with management about any topic that might arise concerning their work.

To ensure the most gratifying working conditions for all employees, we ask that you bring all work-related complaints and constructive criticism directly to the management staff. Your fellow employees cannot solve the restaurant's problems, so please do not encumber them with any complaints. We would especially like to emphasize that complaints about any employee, manager or the restaurant in general are never to be discussed in the presence of guests.

HotSchedules Online Management System

We use HotSchedules online system to communicate important company information. Please refer to HotSchedules before every shift. You are responsible for regularly reading the information posted on HotSchedules which contain information such as discontinued items, merchandising information, goals, meeting notes, schedules, changes in policies and procedures among other things.

Meetings

Staff meetings are a forum for idea and enlightenment between management and staff. We design these meetings to enhance the productivity and prosperity of both us and our employees. Information, such as new procedures, policies, goal, and upcoming events are often discussed. Acknowledgment and recognition of our team and its individual members is another focus of staff meetings. Missing a staff meeting deemed "mandatory" by management is considered the same as missing a scheduled shift and may result in disciplinary action including termination.

Pre-Shift Meetings

We hold pre-shift meetings as needed for both day and evening shifts. We hold pre-shift meetings for day shift employees 15 minutes before to the restaurant opening and evening pre-shift meetings are held 15 minutes prior to shift change. We will update and inform employees on matters such as current procedures or changes, daily specials, discontinued items, special events and the like. All employees must be ready for work and in full uniform at the starting time of each pre-shift meeting.

Suggestions

We are committed to continually improving its services, working conditions and other matters and encourage you to suggest methods to improve quality and efficiency in our operations. We ask that employees present suggestions in the following way:

1. Submit your suggestions in writing to Senior Leadership or Pete Foster;
2. Describe how the idea might benefit us;
3. Address what might prevent your idea from working effectively;
4. Address what costs might be associated with your idea; and

5. Sign your name if you would like a direct response.

Employee suggestions should be detailed so that the system or procedure can be adequately evaluated.

Guest Service

Our restaurant exists only because of our customers, and in particular repeat customers who voluntarily choose to return here and spend their money on our food and beverages. Without customers 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. The customer always comes first.

Customer Complaints

Nobody enjoys being the recipient of customer complaints, but complaints are to be expected as part of being in the hospitality business. Complaints can even be viewed in a positive light if they are handled properly. Complaints can give us insights as to how to make our restaurant better. Demanding customers force us to be our best, and resolving complaints satisfactorily can even increase customer loyalty IF they are handled properly.

When faced with a customer complaint:

- Be polite;
- 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;
- Immediately report the customer complaint to the manager on duty.

Do everything you can to let the guest know you care and that this isn't the kind of experience you want them to have at our restaurant.

Telephone Courtesy

It is everyone's responsibility to answer the phone. Always answer the phone promptly, within two rings. Always answer in a friendly, polite manner. "Thank you for calling _____, this is (name), how may I help you?"

Respond to any question if you are absolutely certain of the answer. 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.

Management/Employee Relations

Our management staff is committed and trained to provide you with the tools and positive working environment for you to do your job to the best of your ability with minimal distractions. We strive to treat our staff with respect and dignity and we will try our best to recognize and reward your hard work and accomplishments.

We recognize there may be occasions when misunderstandings and problems occur. We want to clear up these types of situations in a fair and timely manner and in order to do this we need your help in bringing them to our attention. Our management is never too busy to be informed of work-related problems, complaints or disputes of any employee. If you have such a problem, you should promptly talk to your manager.

Every necessary action will be taken to resolve a problem or settle a dispute in a fair and equitable manner. We recognize our employees as our most valued resource and we take all employee problems and complaints very seriously. NO problem is too small or insignificant and each issue will be given the utmost attention and consideration.

Employees Covered Under a Collective Bargaining Agreement

The employment terms set out in this handbook work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union may have with us. Wherever employment terms in this policy differ from the terms expressed in any applicable collective bargaining agreement, employees should refer to the specific terms of the collective bargaining agreement, which will control.

Conduct Not Prohibited by This Handbook

This handbook is not intended to preclude or dissuade employees from engaging activities protected by state or federal law, including the National Labor Relations Act, such as discussing wages, benefits, or terms and conditions of employment, forming, joining, or supporting labor unions, bargaining collectively through representatives of their choosing, raising complaints about working conditions for their and their fellow employees' mutual aid or protection, or legally required activities.

Employee Handbook Acknowledgment

I, _____ (employee name), acknowledge that on _____ (date), I received a copy of the company's Employee Handbook and that I read it, understand it, and agree to comply with it. I understand that my employer has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this handbook at any time with or without notice.

No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by the our President. I also understand that any delay or failure by my employer to enforce any work policy or rule will not constitute a waiver of the employer's right to do so in the future.

I understand that neither this Handbook nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized company representative, I am employed at will and this Handbook does not modify my at-will employment status. If I have a written employment agreement signed by an authorized representative of the company and this Handbook conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

Signature

Printed Name

Date