

Food Employee Reporting Agreement

Reporting: Symptoms of Illness

I agree to report to the Person in Charge (PIC) when I have:

1. Diarrhea
2. Vomiting
3. Jaundice (yellowing of the skin and/or eyes)
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part (such as boils and infected wounds, however small).

Note: The PIC must report to the Health Department when an employee is jaundiced.

Reporting: Diagnosed Illnesses

I agree to report to the Person in Charge (PIC) when I have been diagnosed with:

1. Norovirus
2. Hepatitis A virus
3. *Shigella* spp. infection (shigellosis)
4. Shiga Toxin-Producing *Escherichia coli* (O157:H7 or other STEC infection)
5. Typhoid fever (caused by *Salmonella* Typhi)
6. *Salmonella* (nontyphoidal)

Note: The PIC must report to the Health Department when an employee has one of these illnesses.

Reporting: Exposure of Illness

I agree to report to the PIC when I have been exposed to any of the illnesses listed above through:

1. An outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or Hepatitis A.
2. A household member with Norovirus, typhoid fever, shigellosis, illness due to STEC, or Hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or Hepatitis A.

Exclusion and Restriction from Work

If you have any of the symptoms or illnesses listed above, you may be excluded* or restricted** from work.

*If you are excluded from work you are not allowed to come to work.

**If you are restricted from work you are allowed to come to work, but your duties may be limited.

Returning to Work

If you are excluded from work for having diarrhea and/or vomiting, you will not be able to return to work until: 1) more than 24 hours have passed since your last symptoms of diarrhea and/or vomiting, or 2) provide written medical documentation from a health practitioner indicating that the symptoms are from a noninfectious condition.

If you are excluded from work for exhibiting symptoms of Norovirus, *Salmonella* Typhi, nontyphoidal *Salmonella*, *Shigella* spp. infection, *E. coli* O157:H7 or other STEC infection, and/or Hepatitis A, you will not be able to return to work until approval from the Health Department is granted.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Food Code and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food Regulatory Authority that may jeopardize my employment and may involve legal action against me.

Employee Name (please print) _____ Signature of Employee _____ Date _____

PIC Name (please print) _____ Signature of PIC _____ Date _____

Common Foodborne Illnesses

E. Coli

Overview: A bacterium that can produce a deadly toxin and causes an estimated 70,000 cases of foodborne illnesses each year in the U.S.

Sources: Meat, especially undercooked or raw hamburger, produce and raw milk.

Incubation period: 2-10 days

Symptoms: Severe diarrhea, cramping, dehydration

Prevention: Cook implicated food to 155F, wash hands properly and frequently, correctly wash rinse and sanitize food contact surfaces.

Prevention of Contamination by Hands



1. Handwashing is the MOST CRITICAL control step in prevention of disease

Invest 20 seconds to follow these 6 simple steps:

1. Wet your hands and arms with warm running water.
2. Apply soap and bring to a good lather.
3. Scrub hands and arms vigorously for 10 to 15 seconds (clean under nails and between fingers).
4. Rinse hands and arms thoroughly under running water.
5. Dry hands and arms with a single-use paper towel or warm-air hand dryer.
6. Use the towel to turn off faucets and open door handles so you don't re-contaminate your hands

2. Don't go to work when you are sick

3. No bare hand contact with ready-to-eat foods.

Shigella

Overview: Shigella is a bacterium that causes an estimated 450,000 cases of diarrhea illnesses each year. Poor hygiene causes Shigella to be easily passed from person to person.

Sources: Salad, milk, dairy products, and unclean water.

Incubation period: 1-7 days

Symptoms: Diarrhea, stomach cramps, fever, chills and dehydration

Prevention: Wash hands properly and frequently, especially after using the restroom, wash vegetables thoroughly.

Salmonella (nontyphoidal)

Overview: Salmonella is a bacterium responsible for millions of cases of foodborne illnesses a year. The elderly, infants, and individuals with impaired immune systems are at risk for severe illness. Death can occur if the person is not treated promptly with antibiotics.

Sources: Raw and undercooked eggs, undercooked poultry and meat, dairy products, seafood, fruits and vegetables

Incubation period: 5-72 hours (up to 16 days has been documented for low doses)

Symptoms: Nausea, vomiting, cramps, and fever

Prevention: Cook all food to proper temperatures, chill food rapidly, and eliminate sources of cross-contamination (i.e. proper meat storage, proper washing, rinsing, and sanitizing procedures)

Salmonella Typhi (Typhoid fever)

Overview: Salmonella Typhi is the bacterium that causes Typhoid fever and is responsible for an estimated 430 cases each year. This illness is caused by eating or drinking food or water contaminated with feces from an infected person.

Incubation period: Generally 1 to 3 weeks, but may be as long as 2 months after exposure.

Sources: Ready to eat food, water, and beverages.

Symptoms: High fever, from 103°F to 104°F; lethargy; gastrointestinal symptoms, including abdominal pains and diarrhea or constipation; headache; achiness; loss of appetite. A rash of flat, rose-colored spots sometimes occurs. Symptoms typically last 2 to 4 weeks.

Prevention: Excluding sick food workers, practicing good personal hygiene, preventing cross-contamination, and cooking food to the required final cook temperatures.

Hepatitis A

Overview: Hepatitis A is a liver disease caused by the Hepatitis A virus. Hepatitis A can affect anyone. In the United States, Hepatitis A can occur in situations ranging from isolated cases of disease to widespread epidemics.

Incubation period: 15-50 days

Symptoms: Jaundice, nausea, diarrhea, fever, fatigue, loss of appetite, cramps

Prevention: Wash hands properly and frequently, especially after using the restroom.

Norovirus

Overview: This virus is the leading cause of diarrhea in the United States. Any food can be contaminated with norovirus if handled by someone who is infected with the virus. This virus is highly infectious.

Incubation period: 6-48 hours

Symptoms: Nausea, vomiting, diarrhea, and cramps

Prevention: Wash hands properly and frequently, especially after using the restroom: obtain food from a reputable food source: and wash vegetables thoroughly.



EST. 2025

RUMBLE PIZZA

EMPLOYEE HANDBOOK

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WELCOME TO OUR TEAM

We look forward to the opportunity to work with you and want you to know that we recognize our employees as our most valuable resource. We want you to enjoy your time here and are committed to helping you succeed in your new job.

CORE VALUES

Our continued success in providing the highest quality of food, beverage and service to our customers depends on having quality people like yourself and fellow employees. Our restaurant can only prosper and provide opportunities for employment and growth when we continually improve ourselves, and the work we do. We recognize however, that success is not measured by sales, guest counts, and numbers alone. We are measured as much by the way in which we achieve our goals, as we are by the actual achievements themselves. We believe that a commitment to uncompromising values and integrity should always guide our decisions and actions as we pursue our goals. Following are the core values that form the foundation of our measurement of success:

- We believe in providing legendary service. Our goal is to provide the kind of unique and genuine sort of personal care and attention that our customers tell stories about.
- We believe that good enough isn't. We never stop trying to do it better, no matter how good we are. We constantly strive to "raise the bar."
- We believe in honesty and trust. We work to build trust with others in each and every transaction and interaction. We recognize that honesty and trust form the bond that holds organizations and relationships together.
- We believe in the ongoing training and development of our people. We see it as a worthy investment in the future of the restaurant and as a way of enabling our people to achieve their potential in whatever they do.
- We believe our continued success depends on teamwork. We know that great achievements are only possible from helping and respecting each other.
- We believe in doing business in a professional and orderly manner. We take great pride in having good systems, standardized procedures and being organized.
- We believe in being responsible to others and to ourselves. We do what we say we are going to do when we say we are going to do it. We believe in personal accountability and avoid blaming others when things don't turn out as planned.

DISCLAIMER: The tools, resources and information provided herein are illustrative in nature only. Sysco Corporation and our subsidiaries/affiliates are not (and these tools are not to be construed as) providing legal, pricing or tax advice or guidance in any way. Our customers should reach out to their legal counsel if they have questions or concerns around pricing and tax considerations.

MISSION STATEMENT



Our mission is to enrich the lives of our guests, our employees and owners. We do this through superior quality food and beverages, legendary customer service, sales growth, cost controls and treating our employees like family. We believe that our employees are our most important resource and our success depends upon creating and retaining a staff capable of delivering an exceptional dining experience to every customer, every time.

We have prepared this handbook to answer some of the questions that you may have concerning our policies. This handbook is intended solely as a guide. Read it thoroughly. If you have questions about anything, contact your (trainers, managers, and owner) for assistance.

This handbook is designed to help you get become familiar with our policies and procedures. We want you to understand how we do business and how important you and every employee is in helping us take care of our guests and making this a fun and rewarding place to work.

The policies stated in this handbook may change from time to time. We've done our best to include as much information as possible in an easy-to-understand manner.

This handbook is not a contract which guarantees your employment for any specific time. Either you or management may terminate your employment at any time, for any reason, with or without cause or notice. Understand that no supervisor, manager, or representative of our team has the authority to enter into any agreement with you for employment for any specified period or to make any such promises or commitments.

We wish you the best of luck in your position and hope that your employment with us will be a very enjoyable and rewarding experience.

Once again, welcome to the team!

Sincerely,
Rumble Pizza Management

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EMPLOYMENT PROCEDURES

HIRING

Instructions: As hiring requirements will differ between states, this information should include state specific rules and regulations as laid out by the Department of Labor of your state and the federal government site.

<https://www.dol.gov/> Topics for this section should include examples such as below:

Employees and employers are both required to complete a form furnished by the Department of Labor, form I-9. In Section 1 of form I-9, the information provided by the employee must be valid and authentic. If at any time during an employee's employment, it is discovered that any document used was invalid or not authentic, the employee must, by law, be immediately terminated.

NON-DISCRIMINATION

We are an equal opportunity employer. We will not tolerate discrimination based on race, sex, age, national origin, religion, sexual orientation, or disability. Employment decisions, such as hiring, promotion, compensation, training and discipline will be made only for legitimate business reasons based upon qualifications and other nondiscriminatory factors.

AGE REQUIREMENTS

All servers and bartenders, as per the law, must be at least 18 years of age. Employees under the age of 18 must comply with all federal wage and hour guidelines, no exceptions. The required work permits must be supplied when applicable. No employees under the age of 18 years can take orders for or serve alcoholic beverages.

ORIENTATION PERIOD

You have been through our employee selection process, have been selected for employment and appear to have the potential to develop into a successful employee. However, we want the opportunity to begin the training period, get to know you, see how you fit in with your co-workers and determine if you are willing and able to carry out the responsibilities for the position in which you were hired. It's also important for you to get to know us and become familiar with how we operate to find out if this job is a fit. We, therefore, have a 30 day Orientation Period for that purpose referred to above. The 30 day period allows both you and our operation to see whether or not it's a good fit and if not, part company as friends. During the Orientation Period you will begin your training and be observed by management. Also, during this time if you feel you do not understand what's expected of you or that you need additional training, we encourage you to ask questions and seek additional help from our management staff.

EMPLOYMENT PROCEDURES

TRAINING

To help you be successful in your job you will receive adequate training. You will not be expected to be on your own until you are ready. You will participate in detailed training programs and receive training materials to help you perform your job the right way. Your trainers are considered our “best” and have been certified to train for that position. We spend considerable time and money educating our trainers to prepare each new employee for their job. We want you to be a knowledgeable and productive member of our staff.

EVALUATIONS

All employees receive written and verbal performance evaluations twice a year, in January and June. The evaluation process is intended to let you know how well you’re performing and help you be more effective and productive. The evaluation also gives you the opportunity to share your thoughts about your performance and future goals with your manager.

The evaluation process is an opportunity to identify accomplishments and strengths as well as openly discuss areas and goals for any improvement. Depending on your position and performance, you may be eligible for a pay increase. Pay increases are not guaranteed. Rewards are based solely on a person’s job performance and results.

SCHEDULES

Schedules are prepared to meet the work demands of the restaurant. As the work demands change, management reserves the right to adjust working hours and shifts. Schedules are posted weekly (day of week / time). Each employee is responsible for working their shifts. Schedule changes may be allowed only if you find a replacement and get a manager’s approval. To be valid, the manager must indicate and initial the change on the posted schedule. The restaurant usually requires high levels of staff on or around holidays, sporting and other special events. We understand that you have a life outside of the restaurant and will always try to find a way to work with you on your schedule requests. We do, however, ask you to remember just how crucial each position is to the proper functioning of the restaurant. Please remember that even though we will try to comply with your requests, there is no assurance that you will get the requested time off.

STANDARDS OF CONDUCT

Consistent with our mission and core values, it is important for all employees to be fully aware of the rules, which govern our conduct and behavior. To work together as a team and maintain an orderly, productive and positive working environment, everyone must conform to standards of reasonable conduct and policies of the Restaurant. AN EMPLOYEE INVOLVED IN ANY OF THE FOLLOWING CONDUCT MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE TERMINATION WITHOUT A WRITTEN WARNING.

1. Invalid work authorization (I-9 form)
2. Supplying false or misleading information to the restaurant, including information at the time of application for employment, leave of absence or sick pay.
3. Not showing up for a shift without notifying the manager on duty.
4. Clocking another employee in or out on the timekeeping system or having another employee clock you either in or out.
5. Leaving your job before the scheduled time without the permission of the manager on duty.
6. Arrest or conviction of a felony offense while employed by the restaurant or failure to disclose a history of a felony offense on the application.
7. Use of foul or abusive language.
3. Gambling on restaurant property.
3. Theft of customer, employee or restaurant property including items found on restaurant premises.
10. Theft, dishonesty or mishandling of restaurant funds. Failure to follow cash, guest check or credit card processing procedures.
11. Refusal to follow instructions.
12. Engaging in harassment of any kind toward another employee or customer.
13. Failure to consistently perform job responsibilities in a satisfactory manner within the 30 day orientation period.
14. Use, distribution or possession of illegal drugs on restaurant property or being under the influence of these substances when reporting to work or during work hours.
15. Waste or destruction of restaurant property.
16. Actions or threats of violence or abusive language directed toward a customer or another staff member.
17. Excessive tardiness.
18. Habitual failure to punch in or out.
19. Disclosing confidential information including policies, procedures, recipes, manuals or any propriety information to anyone outside the restaurant.

20. Smoking or eating in unapproved areas or during unauthorized breaks.
21. Not parking in employee designated parking area.
22. Not entering and exiting the restaurant through approved entrance.
23. Failure to comply with restaurant's personal cleanliness and grooming standards.
24. Failure to comply with restaurant's uniform and dress requirements.
25. Unauthorized operation, repair or attempt to repair machines, tools or equipment.
26. Failure to report safety hazards, equipment defects, accidents or injuries immediately to management.
27. All discounts and/or credits to meals and/or drinks, will be approved by management only. Failure to get approval could result in disciplinary procedures.

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DRUG AND ALCOHOL POLICY

We are committed to providing a safe and productive work environment for its employees and patrons. Alcohol and drug abuse pose a threat to the health and safety of fellow employees, patrons and to the security of our equipment and facilities. For these reasons, we are committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. For the purpose of this policy and its enforcement, 'drugs' are classified as any drug that's illegal under federal, state or local law and / or any drug that is illegal under the federal Controlled Substances Act. This policy applies to all of our employees and all applicants.

DRUG-FREE AND ALCOHOL FREE WORKPLACE

Employees should report to work fit for duty and free of any adverse effects of drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

WORK RULES

The following work rules apply to all employees:

- Illegal drugs are defined in this policy to include: cocaine, ecstasy, hallucinogens, amphetamines, steroids, heroine, PCP, marijuana and other substances that are illegal in [state, province, and country].
- Whenever employees are working, are operating any company vehicle, are present on company premises, or are conducting related work off-site, they are prohibited from:
 - Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia).
 - Being under the influence of alcohol or a drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing company business or while in a company facility is prohibited.
- We will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to perform their job duties safely and effectively. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

REQUIRED TESTING

The company retains the right to require the following tests:

Reasonable suspicion: Employees may be subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment.

Post-accident: Employees may be subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing may be scheduled within two (2) hours following the accident, if not sooner.

INSPECTIONS

We reserve the right to inspect all portions of our operation premises for drugs, alcohol or other contraband. All employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

CRIMES INVOLVING DRUGS

All employees are prohibited from manufacturing, distributing, dispensing, possessing or using an illegal drug on or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

HARASSMENT

It is this Restaurant's policy to treat all personnel with dignity and respect and make personnel decisions without regard to race, sex, age, color, national origin, religion or disability. We strive to provide everyone a workplace that is free of harassment of any kind. Employees are encouraged to promptly report incidences of harassment.

SEXUAL HARASSMENT

All of our employees have a right to be free from sexual harassment. Our management team does not condone actions, words, jokes or comments that a reasonable person would regard as sexually harassing or coercive.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment encompasses any sexual attention, from either gender, that is unwanted and is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission is made an express or implied term or condition of employment or status in a class, program or activity.
- Submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, promotion or grading a course).
- The conduct has the purpose or effect of unreasonably interfering with a person's work or educational performance or creates an intimidating, hostile or offensive environment for work or learning, including harassment in the workplace from an outside party, such as a vendor.

SEXUAL HARASSMENT MAY TAKE MANY FORMS, FOR EXAMPLE:

- Physical assault.
- Direct or implied threats that submission to sexual advances will be a condition of employment, work schedule, promotion, job assignments, evaluation, wages or any other condition of employment.
- Direct propositions of a sexual nature.
- Comments of a sexual nature.
- Sexually explicit statements, questions, jokes or anecdotes.
- Unnecessary touching, patting, hugging or brushing against a person's body.
- Remarks of a sexual nature about a person's clothing, body, sexual activity or previous sexual experience.
- Employees need to be concerned not only with the intent of their actions of this kind but also the effects. While sexual harassment involves repeated, unwanted sexual attention, persons involved in isolated or inadvertent incidents demonstrate insensitivity toward others. Repeated occurrences will be considered intentional violations of the policy.

Anyone who feels it necessary to discuss what may appear to be sexual harassment should report the harassment promptly to at least two people who are in a supervisory or management capacity. Your report will be kept as confidential as possible. A prompt and thorough investigation will be made. If a claim is substantiated, the company will take immediate and appropriate action, including discipline and possible termination.

ABSENCES

All employees are expected to work on a regular, consistent basis and complete their regularly scheduled hours per week. Excessive absenteeism may result in disciplinary action, up to and including termination. Disciplinary action taken because of absenteeism will be considered on an individual basis, following a review of the employee's absentee and overall work record.

- If you are going to be late or miss work, employees are expected to call and talk to (immediate supervisor, a manager, GM, owner) at least 2 hours before they are scheduled to work.
- Any employee who does not call or report to work for two consecutive shifts will be considered to have voluntarily resigned employment.
- Prior to taking a leave of absence for purposes of vacation, personal leave, military or jury duty, or other planned absence, an Employee Leave Request Form, available from your Manager or Supervisor, should be submitted to and approved by the (immediate supervisor, a manager, GM, owner).
- Employee Leave Requests should be submitted at least two weeks prior to the scheduled leave date, unless the request is due to an unexpected emergency. The nature of the emergency should then be shared with the (immediate supervisor, a manager, GM, owner).
- To return to work from an accident or medical leave, all employees must present a doctor's release.
- Any employee who fails to return to work at the expiration of a personal leave of absence will be deemed to have abandoned their job, unless management is notified of a reason, satisfactory to management, for not returning to work at the end of the leave of absence.

TARDINESS

Employees must be prepared to start work promptly at the beginning of the shift. Repeated tardiness is grounds for termination. If it is not possible for you to begin work at your scheduled time, call the restaurant and speak to the manager on duty.

RESIGNATIONS

You are requested to give a two-week notice of your plans to leave the restaurant. A notice is important so that we have time to hire someone to take your place. Giving a two-week notice is a professional courtesy and assures that you are eligible for re-hire and will not have a "left without resignation notice" on your employment record.

PAYMENT PROCEDURES

Instructions: The payment procedures should be set forth by your restaurant policies in accordance with state and local government for tip policies, as well as hourly pay, overtime pay, withholdings, etc. Below is an example of what should be included in your payment procedures.

TIME CLOCK PROCEDURES

Upon arriving for your shift, clock in on the ConnectTeam app. Tampering, altering, or falsifying time records or recording time on another employee's ID number is not allowed and may result in disciplinary action, up to and including termination.

TIP REPORTING

As an employee of a restaurant, all the tips you receive, whether in cash or included in a credit card transaction, is taxable income to you. You are required, by federal law, to report and record your actual tips for each shift.

At the end of each shift, tipped employees must disclose on the Server Check-Out form, the amount of credit card tips and total tips less any tips shared with any other employees. Your tips will be recorded and reflected in total on your paycheck stub. Endorsement of your paycheck indicates that you acknowledge that your tip information on the stub is accurate and correct. We adhere to the regulations defined by the Fair Labor Standards Act (FLSA) with regard to handling of tips. Please consult the US Department of Labor website for clarification. <https://www.dol.gov/agencies/whd/flsa/tips>

It is the employee's responsibility to comply with IRS requirements of reporting all your tip income. While you are responsible for reporting all of your tip income, the restaurant may be required to allocate additional tip income to any tipped employee that does not declare at least 8% of their gross sales as tip income. We strongly encourage you to accurately report your tip income. This will reduce the chances of you being audited by the IRS and allows you to qualify for greater social security, unemployment and worker's compensation benefits.

PAYROLL DEDUCTIONS

Your paycheck will indicate your gross earnings as well as deductions for federal and state withholding taxes and social security and Medicare taxes. Federal and state withholding taxes are authorized by you based on the information you furnished to us on form W-4. If you want an explanation of your deductions or if you wish to change them in any way please see (manager, owner, and administrative assistant).

As per state law, the Restaurant complies with court orders in connection to garnishments from employee paychecks as directed by the proper authorities. You will be notified of any court-ordered payroll deductions.

CHANGE OF ADDRESS

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

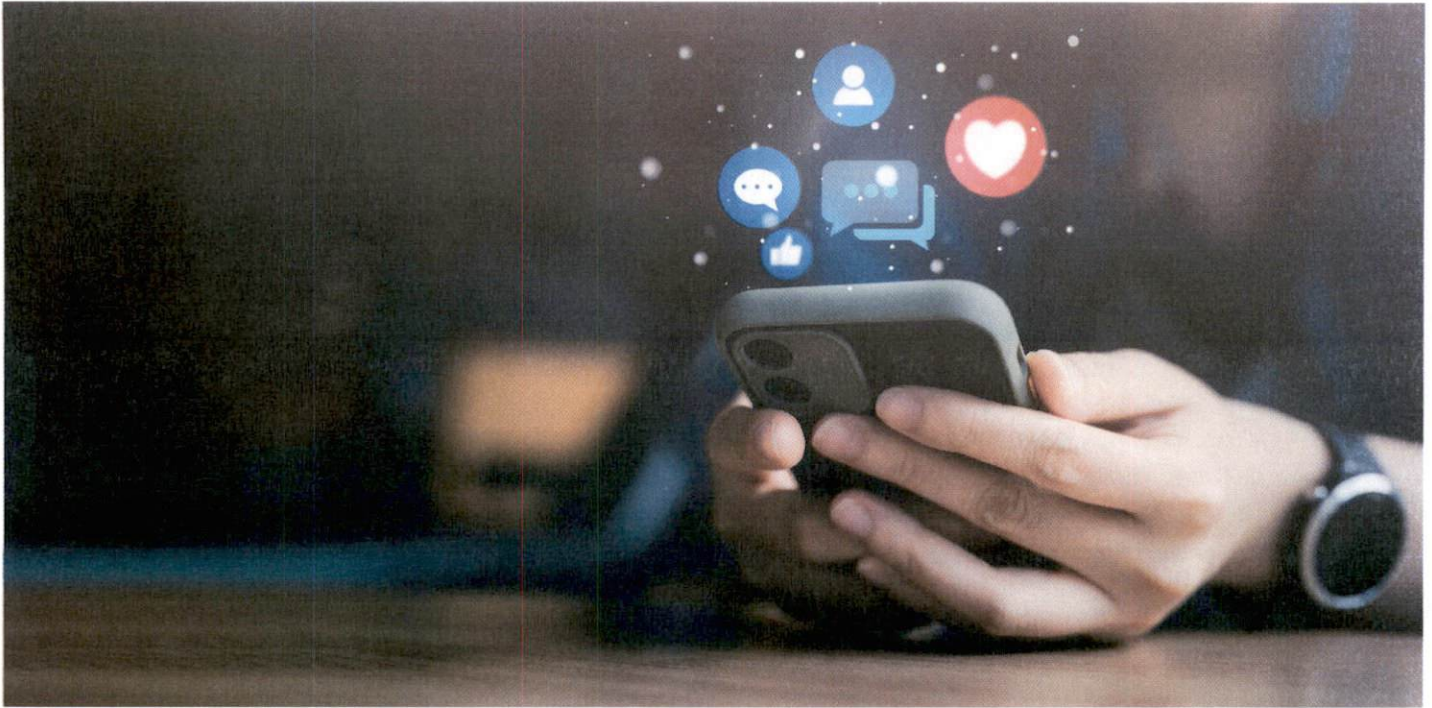
LOST PAYCHECKS

Report lost paychecks to (manager, owner, and administrative assistant). We will stop payment on the lost check and reissue you another check on the next payroll cycle. The reissued check will incur a deduction equal to the bank stop payment charge.

EMPLOYEE USE OF SOCIAL MEDIA

While we encourage our employees to enjoy and make good use of their off-duty time, certain activities on the part of employees may become a problem if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile working environment for any employee; disrupting the smooth and orderly flow of work within the company; directly or indirectly disclosing confidential or proprietary information; or harming the goodwill and reputation of the restaurant among its customers or in the community at large. In the area of social media (print, broadcast, digital, and online), employees may use such media in any way they choose as long as such use does not produce the adverse consequences noted above. For this reason, we remind our employees that the following guidelines apply in their use of social media, both on and off duty:

- If an employee publishes any personal information about themselves, another employee, a client, or a customer in any public medium (print, broadcast, digital, or online) that:
 - a. has the potential or effect of involving the employee, their co-workers, or the restaurant in any kind of dispute or conflict with other employees or third parties;
 - b. interferes with the work of any employee;
 - c. creates a harassing, demeaning, or hostile working environment for any employee;
 - d. disrupts the smooth and orderly flow of work within the office, or the delivery of services to the company's clients or customers;
 - e. harms the goodwill and reputation of the restaurant among its customers or in the community at large;
 - f. tends to place in doubt the reliability, trustworthiness, or sound judgment of the person who is the subject of the information; or
 - g. reveals proprietary information or trade secrets;
- the employee(s) responsible for such problems will be subject to counseling and/or disciplinary action, up to and potentially including termination of employment, depending upon the circumstances.
- No employee may use company equipment or facilities for furtherance of non-work-related activities or relationships without the express advance permission of [designated member of management].
- Employees who conduct themselves in such a way that their actions and relationships with each other could become the object of gossip among others in the office, or cause unfavorable publicity in the community, should be concerned that their conduct may be inconsistent with one or more of the above guidelines. In such a situation, the employees involved should request guidance from (a designated member of management) to discuss the possibility of a resolution that would avoid such problems. Depending upon the circumstances, failure to seek such guidance may be considered evidence of intent to conceal a violation of the policy and to hinder an investigation into the matter.
- Should you decide to create a personal blog, be sure to provide a clear disclaimer that the views expressed in the blog are the author's alone, and do not represent the views of the restaurant.



- All information published on any employee blog(s) should comply with our confidentiality statement and disclosure of proprietary data policies. This also applies to comments posted on other social networking sites, blogs and forums.
- Be respectful to the restaurant, co-workers, customers, clients, partners and competitors, and be mindful of your physical safety when posting information about yourself or others on any forum. Describing intimate details of your personal and social life or providing information about your detailed comings and goings might be interpreted as an invitation for further communication ---or even stalking and harassment that could prove dangerous to your physical safety.
- Social media activities should never interfere with work commitments.
- Your online presence can reflect on the restaurant. Be aware that your comments, posts, or actions captured via digital or film images can affect our image.
- Do not discuss company clients, customers or partners without their express consent to do so.
- Do not ignore copyright laws and cite or reference sources accurately. Remember that the prohibition against plagiarism applies online.
- Do not use any restaurant logos or trademarks without written consent. The absence of explicit reference to a particular site does not limit the extent of the application of this policy. If no policy or guideline exists, employees should use their professional judgment and follow the most prudent course of action. If you are uncertain, consult your supervisor or manager before proceeding.

RESTAURANT POLICIES & PRACTICES

CUSTOMER SERVICE

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

- 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.
- If you need the assistance of a manager, don't hesitate to ask.
- Do everything you can to let the customer 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: "Good (morning, afternoon, evening), Rumble Pizza, may I help you?"

Respond to questions only when 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 managers are committed and trained to provide you with tools and a positive working environment so you can do your job to the best of your ability with minimal distractions. You will be treated with respect and dignity by all of our management personnel and we will try our best to recognize and reward your hard work and accomplishments.

We recognize there may be occasions for misunderstandings and problems to come up. 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. We want you to know that 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, GM). They will listen in an open, objective and courteous manner. We want to understand and solve. If the problem is not resolved to your satisfaction, you should take up the matter with the (owner, president).

Every necessary action will be taken to resolve a problem or settle a dispute in a fair and equitable manner. As we said in the Welcome Letter, we recognize our employees as our most valuable 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.

MEETINGS

Staff meetings are held on a regular basis for your benefit as well as for the restaurant. Meetings are held for a variety of reasons and can include new menu offerings, upcoming promotions and events, training, policies, etc. Such meetings are treated as a shift and attendance is mandatory. Only management-approved absences will be accepted. Most meetings offer employees the opportunity to provide valuable input for feedback and provide suggestions to enhance our working environment and the operation of the restaurant.

TEAMWORK

We cannot achieve our goals and provide the high levels of service to our customers without working as a team. Teamwork basically boils down to common courtesy and common sense. If a co-worker is overloaded and you're not, help them in any way you can. It's only a matter of time before they will return the favor. Pitch in to help a customer whether they are technically yours or not. If another employee hasn't quite caught on to something and you have, ask if you may suggest another way to do it. Genuine teamwork makes for a much more enjoyable and satisfying work experience and results in happier (and more generous) customers.

COMMUNICATION

It is important for every employee to have a good sense of "what's going on" in the restaurant. It is management's responsibility to keep everyone informed of ongoing changes and news affecting the restaurant and our people. Such communication takes place primarily in pre-shift meetings, general meetings and by posting notices and information to the "bulletin board" located next to managers' office, north kitchen wall.

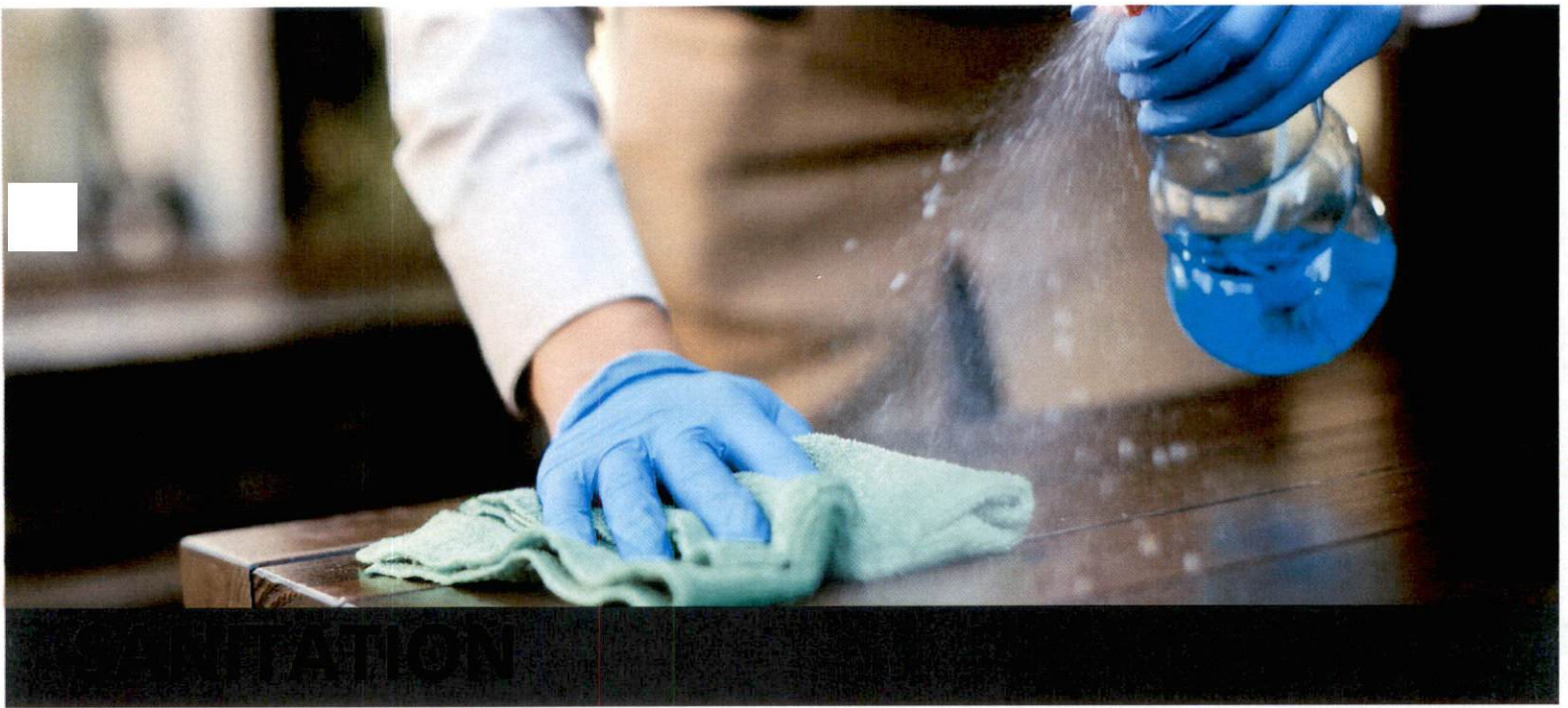


SAFETY

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

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

- Wipe up spills immediately.
- Never run in hallways or the kitchen, always walk carefully. Even when it's busy, take small steps and pay attention.
- Wear shoes with non-slip soles. They cost no more than standard shoes. Ask your manager about where to purchase them.
- Report defective equipment or tools to a manager immediately.
- Never operate equipment unless you have been trained how to use it properly.
- Pay special attention when using slicers. They are very sharp and move very fast.
- Wear nylon, no-cut gloves when cleaning slicers. If you don't have a pair, see a manager.
- Never try to catch a falling knife. Knives are easier to replace than fingers.
- Let people know when you're carrying anything hot. Don't be shy, yell out something like, "HOT STUFF COMING THROUGH."
- Don't put hot food or 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.



We are obsessed with sanitation and food safety! Due to the nature of the restaurant business, it is **ABSOLUTELY ESSENTIAL** that **EVERYONE** follows safe food handling procedures. This is one area of the restaurant where there is absolutely no compromise. **NEVER** take shortcuts on food safety and handling. Every day we are entrusted with the health and even lives of our customers. This is a huge responsibility, one that we must never take lightly.

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

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

DRESS CODE

To maintain our image as an exceptional, high quality restaurant we need to dress the part. Following are detailed descriptions of dress for both the dining room and kitchen positions. If you have any questions regarding our dress code please ask the (manager-on-duty, general manager, owner).

DINING ROOM DRESS CODE

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

KITCHEN DRESS CODE

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

MANAGEMENT DRESS CODE

- Shoes - Black work shoes with non-slip soles that permit walking safely on wet or greasy floors. No tennis shoes.
- Pants - Pants must be long enough to touch the top of the shoe. Belts must be worn with pants that have belt loops.
- Shirts - Shirts must be in good condition, not soiled or stained. Shirts must fit at the sleeve.
- Appearance - Clean, well-groomed hair, hands and fingernails. Facial hair should be neat and well-trimmed.
- Accessories - No excessive cologne, perfume, make-up or jewelry. Hair restraints must be neat and in good taste.

All employees must bathe and use deodorant daily

ACCIDENTS AND EMERGENCY SITUATIONS

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

CRIME AND ROBBERY

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

FIRE PROTECTION

All employees must know the specific location and operation of fire protection in the restaurant. The restaurant is equipped with many fire-extinguishing systems in the ducts, hood, over the stoves and other cooking equipment that contains a dry chemical. They can be set off immediately by pulling the ring attached to each system. We also maintain hand held CO² systems (behind the bar, in the kitchen, etc.)

Be very specific before setting off a fire alarm or notifying someone to take action.

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

ALCOHOL SERVING POLICY

As a restaurant that sells alcoholic beverages, we are committed to sensible, socially responsible consumption of alcohol. We help to ensure our customers' and other members of the community's safety by educating our employees on responsible service and management of alcohol. We want our customers 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 restaurant's policies on alcoholic beverage service:

1. We will not knowingly allow anyone on our staff that is under the legal drinking age to serve or dispense alcoholic beverages.
2. We will not serve alcoholic beverages to an intoxicated person.
3. We will not knowingly serve an alcoholic beverage to a person under the legal drinking age. It is our policy to card anyone who appears to be under 30 years old.
4. We will offer nonalcoholic alternatives such as soft drinks, coffee, juice, etc.
5. The restaurant will provide free taxi service for intoxicated customers.

DISCLAIMER: The tools, resources and information provided herein are illustrative in nature only. Sysco Corporation and our subsidiaries/affiliates are not (and these tools are not to be construed as) providing legal, pricing or tax advice or guidance in any way. Our customers should reach out to their legal counsel if they have questions or concerns around pricing and tax considerations.

CELLULAR PHONE USE POLICY

We have adopted the following cellular phone use policy. This usage applies to any personally owned device capable of placing or receiving phone calls, messages, text or video messages, or with access to the internet or email. Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

CELL PHONE USE FOR BUSINESS WHILE DRIVING IS PROHIBITED

We are aware that some employees use their cell phones for business purposes while driving in their personal or company vehicle. It is our opinion that cell phone use while driving is dangerous, therefore, the company prohibits employee use of any cellular phone, either hands on or hands free, for business purposes related in any way to our company, while driving. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment, the business, our customers, our vendors, volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the company; or any other company or personally related activities not named here while driving. When use of a cell phone is necessary, the employee shall park the vehicle in a manner consistent with traffic safety standards before placing or answering calls.

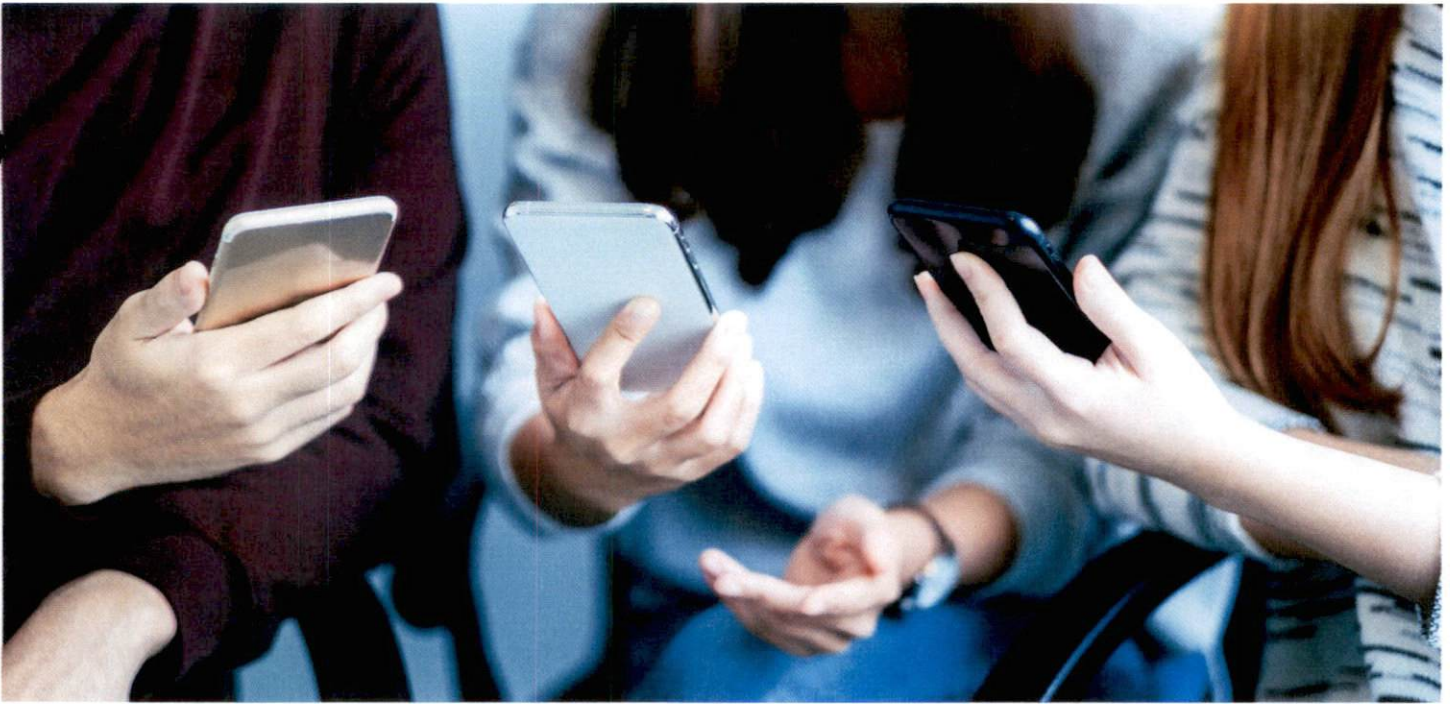
CELL PHONES IN THE RESTAURANT – MANAGEMENT

We are aware that certain management level employees utilize their personal or company-supplied cellular phones for business purposes. At the same time, cell phones can be a distraction in the restaurant. To ensure the effectiveness of day-to-day management tasks such as directing employees, customer interaction, staff meetings and other job-related activities, management employees are asked to leave cell phones in the office unless otherwise permitted in this policy. Or, on the unusual occasion of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried in the restaurant as long as it is on vibrate mode.

The office is the preferred location for cellular phone use. Other acceptable areas are food, beverage and supply storage areas if necessary when placing vendor orders, or, outside the restaurant. Use of cell phones is prohibited in the dining room, bar or any place that is in view of the customer.

The recognized management level job positions for which the business use of cell phones is permitted for is as follows:

- General Manager
- Dining Room Manager
- Kitchen Manager
- Bar Manager
- Event Manager



CELL PHONES IN THE RESTAURANT – STAFF

Non-management level employees are prohibited from cell phone use while at work. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email or checking for phone messages. Cell phones are to be turned off upon arriving at the workplace unless otherwise permitted elsewhere in this policy.

The recognized staff level job positions for which cell phone usage is prohibited for is as follows:

- Kitchen staff
- Servers
- Bartenders
- Bussers
- Hosts
- Dishwashers

EMERGENCY USE OF CELL PHONES – STAFF

We recognize the fact many of their employees use a cell phone as a means for emergency notification by family, schools, hospitals and other persons or organizations for which emergency contact is necessary. Limited emergency use of cell phones is permitted under the following conditions

1. Employees must obtain permission from management prior to use.
2. Cell phones must be in vibrate-only mode.

Cell phones must be left in the office or employee locker unless otherwise permitted by management

HANDBOOK RECEIPT

This Employee Handbook does not constitute a contract of employment either in whole or in part. The Company, reserves the right to add, delete, or change any portion of the Employee Handbook with or without notice.

FOR THE EMPLOYEE'S INFORMATION:

Your employment status: Full Time ☐ Part Time ☐

Your position title: _____

General Manager's name: _____

Your starting date: _____

I acknowledge receipt of, and have read, the Employee Handbook that outlines my benefits and obligations as an employee. I understand the Standards of Conduct and each of the rules and regulations which I am expected to follow, as well as the additional policies. I agree to abide by all of them.

All employees are expected to conform their conduct to the rules and regulations as set out in this handbook, and understand that they are at-will employees. The contents of any Employee Handbook, including this one, that may be distributed during the course of their employment shall not be construed to be a contract or in any way binding. The Company reserves the right to change, at its discretion, the contents of this handbook.

POLICY STATEMENT

This handbook is a general guide and provisions of this handbook do not constitute an employment agreement (contract) or a guarantee of continued employment. It is simply intended to outline the benefits and work requirements for all employees. It is further understood that the Company reserves the right to change the provisions in this handbook at any time. It is policy of the Company that employment and compensation of any employee is at will and can be terminated with or without cause, at any time, at the option of the employee or at the option of the Company.

Manager's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____