**EASTBOX, LLC**

**EMPLOYEE HANDBOOK**

**Issued: January 2019**

**Updated: October 2021**

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# INTRODUCTION AND DISCLAIMER

Welcome! This Employee Handbook (“Handbook”) is designed to provide you with an overview of the policies and procedures that relate to your employment with Eastbox, LLC (the “Company”).

All employees of the Company are subject to the terms and conditions of the policies contained in this Handbook, and employment or continued employment after receipt of this Handbook constitutes your agreement to abide by the policies contained herein. Not all Company policies and procedures are set forth in this Handbook. We have summarized only some of the more important ones, and have, where necessary, identified policies applicable to specific states. If you have any questions or concerns about this Handbook or any other policy or procedure, please ask your Manager, District Manager or the Human Resources Manager.

This Handbook does not create an employment contract, either express or implied, between the Company and its employees, nor does it guarantee employment for any specific duration. Nothing contained in this employee Handbook should be construed as a promise or guarantee of continued employment or any benefit. The employment relationship between the Company and its employees is at-will. This means that either the employee or the Company may end the employment relationship at any time, with or without cause or reason. This at-will relationship cannot be altered by any oral statements or any statements in this Handbook, and instead, can only be altered by an express employment contract signed by both the employee and an executive or officer of the Company with authority to bind the Company.

This Handbook and the policies herein supersede and replace any and all prior handbooks and policies contained in those handbooks, and, other than the mutually-binding arbitration agreement the Company will ask you to sign separately, the policies in this Handbook are subject to change at the Company’s discretion, as are all other policies, procedures, benefits, or other programs of the Company.

 If any policy in this Handbook conflicts with any applicable federal, state or local law, the Company will comply with the applicable federal, state or local law. You are expected to know and be familiar with the contents of this Handbook. Please read it carefully.

Where to Direct Questions

The Company understands you may have questions about your employment and this Handbook. In the event your manager cannot answer a question, please direct your questions to the Company Hotline at **(972) 432-0456** for additional information.

[WWW.ROCKSTRATEGIC.COM](http://WWW.ROCKSTRATEGIC.COM)

is also a 24-hour resource to find information and ask questions about Eastbox, LLC and your employment and to find the latest version of the Employee Handbook

# SECTION 1: GENERAL EMPLOYMENT POLICIES

## 1.1 EQUAL EMPLOYMENT OPPORTUNITY

The Company is an equal opportunity employer and is committed to selecting and retaining the best qualified individuals based upon job-related qualifications, regardless of race, sex, color, religion, national origin, age, sexual orientation, military and/or veteran status, disability or any other characteristic protected by applicable local, state, or federal law. This commitment includes recruitment, selection, transfers, promotions, scheduling, corrective action, compensation, benefits, separation or any other term and/or condition of employment.

## 1.2 AT-WILL EMPLOYMENT

All employees of the Company are employed at-will and this Handbook does not create a contract of employment. Unless you have an individual written employment agreement for a definite period of time that is signed by you and an authorized Company representative, your employment may be terminated by you or the Company any time, for any reason not prohibited by law, with or without cause and with or without notice. Absent such an agreement, the only contract of employment between you and the Company, is the agreement that your employment is at-will.

## 1.3 IMMIGRATION LAW COMPLIANCE

The Company complies with the Immigration Reform and Control Act of 1986 and applicable state law. The Company does not unlawfully discriminate on the basis of citizenship or national origin. All new employees, as a condition of employment, must complete the Employment Eligibility and Verification Form I-9 and provide documentation that establishes their identity and eligibility for employment. Former employees who are rehired must also complete the Form I-9 if they have not completed it with the Company within the past three (3) years or if their previous I-9 is no longer valid. An employee may raise questions or complaints about immigration law or compliance without fear of unlawful retaliation.

## 1.4 REASONABLE ACCOMMODATIONS

### Americans with Disabilities Act

The Company is committed to complying fully with the Americans with Disabilities Act (“ADA”) and the Americans with Disabilities Act Amendments Act (“ADAAA”), state, and local laws, as well as ensuring equal opportunity for qualified persons with disabilities as it relates to the Company’s employment practices.

The Company engages in the interactive process and attempts to provide reasonable accommodations to qualified individuals with a disability who are employees or applicants for employment as defined by the ADA and the ADAAA, provided that such accommodation does not constitute an undue hardship to the Company and/or that an employee does not pose a direct threat to himself or others. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should direct their questions to the Office Manager to begin the interactive process.

### Religious Accommodations

The Company is committed to complying fully with Title VII of the Civil Rights Act of 1964, as amended, to include the sincerely-held religious beliefs, observances, and practices of all employees as it relates to the Company’s employment practices. The Company will make reasonable efforts to accommodate an employee’s sincerely-held religious beliefs, observances, and practices if such accommodation is available and does not constitute an undue hardship on the Company. Employees should direct questions about religious accommodations to the Office Manager.

### Pregnancy Accommodations

The Company is committed to providing accommodations to expectant mothers to the extent required by law. Employees should direct questions about pregnancy accommodations to Human Resources.

## 1.5 PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND RETALIATION

The Company prohibits unlawful discrimination, harassment, retaliation, and other forms of illegal or unethical conduct by any employee against any other employee, customer, vendor, or other third party. This policy sets forth examples of the types of conduct prohibited by our policies, as well as procedures for handling questions or complaints.

### Prohibited Conduct

The Company prohibits any harassing or discriminating conduct because of race, color, religion, sex, pregnancy, age, national origin, disability, veteran status, protected activity (such as opposition to prohibited discrimination), or any other basis prohibited by local, state, or federal law. Sexual and other forms of harassment come in many forms and can be directed against males or females. The Company expects all employees to act professionally at all times, and to use the complaint procedure detailed below if he or she believes that inappropriate conduct has occurred at the Company.

Prohibited conduct includes, but is not limited to, the following:

► derogatory or abusive statements, comments, slurs, or gestures based on an individual's protected characteristics;

► mocking, ridiculing, or mimicking another's culture, accent, appearance, or customs;

► epithets, slurs, or negative stereotyping based on any protected category;

► posting or circulating written or graphic material that denigrates or shows hostility or aversion toward an individual or group, based on a protected characteristic, that is placed on walls, bulletin boards, or elsewhere on Company premises or circulated in the workplace;

► the use of sexually suggestive language and other behavior, such as groping, patting, pinching, or rubbing;

► conduct that interferes with job performance or creates an offensive or intimidating work environment;

► unwelcome flirtation, requests for sexual favors, sexual advances or propositions, requests for "dates," and other verbal or physical conduct of a sexual nature;

► display of sexually suggestive or sexually explicit pictures (including cell phone pictures), greeting cards, books, drawings, photographs, magazines, websites, cartoons, or objects; and/or

► implying, by words or actions, that an employee must tolerate or submit to sexual advances, or offensive, inappropriate, or abusive conduct.

Further, the Company is committed to the highest regard for law and ethics. Illegal or unethical conduct of any type is prohibited. If you believe that anyone has asked or instructed you to commit an illegal or unethical act, or if you believe you are being retaliated against for refusing to do so, you are required to report this ***immediately****.*The Company prohibits any employee from engaging in any illegal or unethical conduct, or asking or instructing another to do so. Further, if any customer or vendor engages in illegal or unethical activity, or asks you to do so, this must also be reported immediately.

### Retaliation Prohibited

The Company prohibits retaliation against anyone who makes a good faith complaint or report under this policy, participates in an investigation of a complaint under this policy, or who otherwise acts to enforce or uphold this policy. If an employee believes he or she is being retaliated against in violation of this policy, the employee is required to report it immediately.

### Reporting Policy Violations

If you believe you have been subject to or are otherwise aware of any conduct you believe violates this policy, whether involving fellow employees, customers, or vendors, you are required to timely report the matter, even if you are not the recipient or target of the conduct, and even if you are unsure whether the conduct would violate this policy. Further, **you *must* report all incidents of discrimination, harassment, retaliation, illegal, or unethical conduct directed at you or another person, regardless of the offender’s identity or position.**

 **The report of suspected violations should be directed to the Company Hotline at (972) 432-0456 and/or to www.RockStrategic.com.**

At a minimum, your report must identify the details of the complaint, the date of the incident(s) at issue, the names of the persons involved, your name, and the names of any witnesses.

You are not required to report an alleged violation to the alleged harasser, but this does not excuse you from otherwise making a report to management through the hotline or the website provided herein.

### The Investigation

The Company will promptly investigate all complaints, including interviewing the complainant and the alleged harasser where possible. An employee may be suspended, with or without pay, pending the results of the investigation. The investigation may include interviews with employees and others who may have relevant information. All employees are expected to cooperate fully and truthfully and provide all relevant information concerning the investigation. Failure to cooperate fully with an internal investigation may result in disciplinary action, up to and including discharge from employment. Knowingly making false allegations is a serious act of misconduct subject to corrective action, including termination.

The Company will maintain confidentiality of the complaint, the investigation, and the result to the extent possible. Where possible, the complaining party and any accused person will be given a full opportunity to present their views and will be advised of the results of the investigation.

If the investigation supports the complaint, the Company will take appropriate disciplinary action, up to and including termination. The goal of any disciplinary action taken will be to stop the inappropriate conduct and avoid its repetition. The discipline may vary depending on the severity of the inappropriate conduct, the employment history of the accused employee, and any prior complaints of similar inappropriate conduct. Appropriate disciplinary measures include suspension, counseling, transfer, demotion, or discharge. Regardless of the outcome of the investigation, the Company will not tolerate any retaliation against any employee for participating in the investigation of, or making an allegation of, discrimination or harassment.

## 1.6 OPEN-DOOR POLICY

The Company encourages open communication, because it cannot attempt to resolve problems or address concerns unless employees communicate these problems or concerns to the Company. Therefore, it is important to provide clear and open channels for all employees to discuss these situations with their managers and higher authorities in a constructive environment. To accomplish this, a procedure has been established to aid in prompt and constructive problem solving.

The first step in this procedure is to discuss the problem with the immediate supervisor. Experience has shown that most problems can be settled at this level by a frank discussion of the facts. However, if the problem involves the supervisor or if the problem is not resolved at this step, the employee may have all the facts carefully examined through the supervisor’s manager. At any time through the process, the employee may contact the Office Manager for information or guidance. This policy does not guarantee any specific result or outcome.

## 1.7 COMMUNICATION SERVICES AND COMPANY EQUIPMENT

To remain competitive, better serve our customers, and provide our employees with the best tools to do their jobs, the Company makes available to our workforce access to one or more forms of communication services and equipment including, but not limited to: mail, electronic mail, courier services, facsimiles, telephone systems, voicemail systems, computer networks and files, on-line services, computer files, intranet, Internet, video equipment, pagers, cellular phones (including Internet, text, and camera-enabled "smart phones"), and bulletin boards. All Company communication services and equipment, including the messages transmitted or stored by them, are the sole property of the Company. The Company may access and monitor employee communications and files, including all electronic communications. Employees have no reasonable expectation of privacy when using Company services and equipment, including electronic services and equipment.

The Company expects employees to use these resources in a professional, ethical, and lawful manner. Examples of appropriate usage include, but are not limited to: (1) communicating with fellow employees, customers, prospects, and suppliers regarding business matters; (2) researching topics that are relevant to your specific job requirements; and (3) conducting other business activities. Improper use of the Company’s communication services and equipment may result in disciplinary action, up to and including termination.

Employees are prohibited from using the Company’s communication services and equipment for any purpose that is illegal, including, but not limited to, the following:

► using Company communication services and equipment to access, transmit, retrieve, or store any communication that is:

* discriminatory, harassing, or derogatory based on a protected characteristic;
* obscene, sexually explicit, or pornographic;
* physically threatening;
* in violation of any license governing the use of software; or otherwise illegally downloading copyrighted software from the Internet. If an employee violates this policy by downloading copyrighted software, he or she shall assume full responsibility for his or her actions, and indemnify the Company accordingly;
* otherwise illegal.

► downloading or using software or e-mail programs other than those specifically authorized by the Company;

► monitoring or intercepting the files or electronic communications of other employees or third parties;

► using the logins or passwords of other users;

► taking photographs or video, whether by camera phone or any other device, in areas such as restrooms, locker rooms, and other "private" places, regardless of whether or not subsequently disseminated to others; and/or

► using Company stationery or electronic forms for personal correspondence. Personal correspondence must not appear to be an official communication of the Company.

All files that are downloaded must first be scanned for possible infection. Any employee who knowingly tries to spread infected files or viruses will be subject to termination and/or criminal prosecution. All files and software lawfully downloaded through use of Company property themselves become the property of the Company.

Nothing in this policy is intended to interfere with an employee’s rights under Section 7 of the National Labor Relations Act.

## 1.8 MEDIA POLICY

The Company asks that you direct all media inquiries to Christopher Aslam and to your supervisor for review and response. Such inquiries may include newspaper, TV and radio news requests, as well as requests for photographs to publish or otherwise share in any medium. This policy applies regardless of the inquiry topic, which may include general matters related to our business, products, services, or general Company or crisis information. Please note that filming requests (i.e., TV shows, movies, documentaries, and commercials) are also included within this policy and should be directed to Christopher Aslam.

You should not represent yourself as a Company "official" or "spokesperson,” or communicate with members of the media or in any public medium as a Company "official" or "spokesperson,” including online forums and newsgroups, regarding matters that relate to the Company, our business, or our customers without express authorization from Christopher Aslam.

Reporters or news crews who visit the Company unannounced who seek information about the Company, ask to speak with employees, or ask to photograph (or begin photographing anyone) should be politely referred to Christopher Aslam. Employees are not permitted to allow any film crew to film inside any Company premises without prior approval from the Office Manager.

## 1.9 ACCESS TO PERSONNEL FILES

The Company maintains a personnel file on each employee. It is important to you and to the Company that your personnel records be accurate and up-to-date. It is your responsibility to notify the Company of any changes in your name, address (including e-mail address), phone number, marital status, social security number, number of dependents, and emergency contact information. Personnel files are the property of the Company, and the Company will provide access to the in accordance with applicable law.

Employees who wish to review their own file should contact their manager. With reasonable advance notice, employees may review their own personnel files in the Company’s offices and in the presence of an individual appointed by the Company to maintain the files. If, after examining your personnel record(s), you believe it or they contain inaccurate information, you must advise your manager of any perceived inaccuracy within forty-eight (48) hours after you have reviewed your file. Your manager will review any such matters and determine whether any corrections are appropriate.

## 1.10 REPORTING UNSAFE CONDITIONS

 It is important that you are alert to unsafe hazardous conditions. All employees are responsible for maintaining a clean, safe work environment. Failure to do so may result in disciplinary action, up to and including termination. All employees are also required to promptly report unsafe conditions to management, and shall not be subject to retaliation.

## 1.11 ACCIDENTS AND EMERGENCIES

 The Company is a subscriber to workers' compensation insurance. All employees are required to ***immediately*** report all accidents, no matter how minor, and emergencies to management, and call 911 if necessary. Employees are also required to accurately complete and file an accident report with their manager within twenty-four (24) hours of an accident, where feasible. Failure to do so may result in disciplinary action, up to and including termination. If an employee is injured on the job and believes he or she needs medical treatment, he or she is expressly authorized to leave the workplace, with or without a supervisor’s prior approval, for the purpose of seeking immediate medical treatment. Please direct any questions about workers' compensation benefits to the Office Manager.

## 1.12 SURVEILLANCE AND INSPECTION OF PROPERTY

The Company uses audio and/or video surveillance in all work areas of its restaurants for safety and other reasons. Additionally, the Company may search and/or inspect any person or personal property belonging to you (vehicle, purse, briefcase, etc.) on Company premises. If you want to avoid inspection of any articles, materials, or other personal belongings, do not bring them on Company premises or store them in or on Company property. When you sign the Employee Handbook Acknowledgment form, you are knowingly and voluntarily consenting to surveillance and search by the Company.

## 1.13 ATTENDANCE AND WORK HOURS

Regular attendance is an essential function of employment. Excessive absenteeism and tardiness can have a negative impact on our operations and on employee morale. The Company expects you to be at your station ready to work as scheduled and on time. The Company recognizes that circumstances may arise that will occasionally prevent you from coming to or arriving at work on time. Unsatisfactory attendance and/or punctuality may result in corrective action, up to and including termination of employment.

If you are going to be absent or late for any reason and you have not previously obtained approval from your immediate supervisor or manager, you must promptly notify your immediate supervisor or manager, where possible, to discuss the nature of the absence of tardiness. Just because you call in ahead of time is not an excuse for tardiness or absentness. Failure to report in may result in the absence being unapproved and considered time off without pay. Unapproved absences extending three (3) days or longer may be considered a resignation. The Company shall, in accordance with applicable law, make any necessary exceptions to this policy to comply with its disability, religious, and/or pregnancy accommodation policies.

## 1.14 INCLEMENT WEATHER

The Company recognizes that weather can affect our operations. In the event of inclement weather (for example, ice storms or tornadoes), you are required, and it is your responsibility, to contact your immediate supervisor or manager to determine whether the office will be closed, open late, or close early.

## 1.15 CORPORATE KEYS AND PASSCODES

Management-level employees are provided with keys and passcodes to access the office, and are prohibited from making duplicates of the keys or loaning/sharing them to anyone for use or duplication without prior written authorization from management. Employees are expected to safeguard the keys and passcodes at all times and must immediately report lost, compromised or stolen keys to their manager. All keys must be returned to the Company upon request or upon the termination of the employee’s employment for any reason.

# SECTION 2: COMPENSATION AND TIME-KEEPING

## 2.1 EMPLOYMENT CLASSIFICATIONS

*Full-Time Employee* – an employee who is regularly working an average of thirty (30) hours per week.

*Part-Time Employee* – an employee who is regularly working a minimum of eight (8) hours a week and less than thirty (30) hours per week.

*Exempt Employee* – an employee who is exempt from the overtime requirements of the Fair Labor Standards Act (meaning the employee is not eligible to earn overtime).

*Non-Exempt Employee* – an employee who is not exempt from the overtime requirements of the Fair Labor Standards Act (meaning the employee is eligible to earn overtime).

## 2.2 PAYROLL DEDUCTIONS

The Company will comply with applicable laws related to payroll deductions.

## 2.3 STORE HOURS

Your manager will provide you with information regarding normal store hours.

## 2.4 REGULAR PAY PROCEDURES

The Company work week is Monday through Sunday, and the Company will comply with all state obligations related to paydays. Pay periods are bi-weekly and paychecks may be direct deposited at your optional election. If a scheduled payday falls on a Company-observed or other holiday, employees will be paid on the day preceding the holiday.

Employees have an obligation to review their paychecks for errors. In the event of underpayment, overpayment or any other error in the employee’s paycheck, the employee is expected to inform their store manager as soon as possible for review and correction, if necessary. Lost or stolen paychecks should be immediately reported to the store manager. For employees who opt for direct deposit or their paychecks or pay via pay card, you are expected to immediately update Human Resources of any changes to your bank account and/or financial institution information. Failure to do so could result in a delay of your pay.

## ****2.5**** RECORDING ****TIME****

It is the policy of the Company to comply with applicable laws that require records to be maintained of the hours worked by its employees. Non-exempt employees must accurately record all hours worked. “Hours worked” can include, but may not be limited to, sending and responding to work-related voice mails, phone calls, text messages, or e-mails after normal working hours.

Working “off the clock” is against the law and a violation of Company policy. If you have been instructed to work off the clock by anyone, meaning you have been asked to work and not accurately record your time worked, you must ***immediately*** report this matter to the Company through the website at [www.rockstrategic.com](http://www.rockstrategic.com), or through the Company Hotline at **(972) 432-0456.** Similarly, if you feel your pay has been improperly reduced, or is otherwise inaccurate, ***immediately*** notify your supervisor or manager. Reports of improper deductions will be investigated and, if an improper deduction has occurred, you will promptly be reimbursed for any improper deduction(s) made.

Conversely, recording time that you did not work, and being paid for that time by the Company, is considered a theft of time, and can subject you to immediate termination of employment. Similarly, any falsification of a time card or record of any kind, or other violation of this policy, will lead to disciplinary action, up to and including termination of employment.

## ****2.6**** OVERTIME

The Company will pay overtime in accordance with applicable law. Employees shall not work overtime without the express and prior approval of management. Employees understand they are required by law and by Company policy to accurately record all hours worked, including unauthorized overtime. Any employee who works unauthorized overtime shall be paid for the time worked, but may be subject to disciplinary action, up to and including termination of employment, for failing to secure prior approval from management. Employees who work on Christmas (December 25th) will receive overtime pay for their entire shift.

## 2.7 MEAL / REST BREAKS

Your work schedule will be determined by your manager, including breaks and lunch periods, according to the needs of your operation. Breaks will be granted at your manager’s discretion depending on the needs of the store and can be eliminated altogether if necessary. Part-time employees may or may not receive a lunch/meal period, depending on the work schedule. If you are granted a meal period/break of thirty (30) minutes or more, and perform no work of any kind for the Company during that meal period/break, then you are required to clock-out for the start of the meal period/break, and then clock back in at the end of the meal period/break, as that time will be unpaid. You are not required to clock in or out for approved breaks of twenty (20) minutes or less, which will be paid, regardless of whether you perform any work during the break; provided, however, that if you perform any work of any kind for the Company during a meal period/break, you must accurately record all time worked.

# SECTION 3: STANDARDS AND EXPECTATIONS FOR CONDUCT AND BEHAVIOR IN THE WORKPLACE

## 3.1 GUIDELINES FOR CONDUCT

The Company is committed to maintaining a pleasant and rewarding employment experience for all employees. The purpose of this Code of Conduct is to help you understand the conduct expected of you, as well as conduct that is inappropriate in our work environment. It is not intended to be all-inclusive; rather, it is intended to provide guidance. More specifically, the Company expects all employees to:

► comply with this Handbook and all Company policies, procedures, and directives including, without limitation, the Discrimination, Harassment, and Retaliation policy, operations policies, and all other policies, procedures, and practices;

► provide outstanding client service and a great experience to our guests, vendors, costumers and other employees;

► maintain the confidentiality of the Company’s confidential information, such as recipes and business expansion strategies, procedures and sales;

► comply with all safety practices, policies, and procedures;

► comply with all food safety practices, policies, and procedures mandated by the city, county, state, and federal jurisdictions while in any restaurants;

► immediately report workplace injuries to your immediate supervisor or manager;

► accurately record all time worked, not tamper with or change time entries without prior written approval from management, and not clock in or out for other employees;

► engage in the open-door process to resolve any issues you may have;

► refrain from horseplay, practical jokes, and fighting in the workplace.

Misconduct may include, but is not necessarily limited to, the following:

► theft or unauthorized removal or possession of monies or property of the Company’s employees, customers, vendors, or others;

► using profanity;

► failing to accurately clock in and out;

► falsifying or otherwise misrepresenting information contained in Company records, including employment applications, payroll records, reports regarding absences, expense reports, claims regarding workplace injuries, POS entries, time records (including clocking in or out for another employee), and any other records;

► failing or otherwise refusing to cooperate in any workplace investigation;

► failing to adhere to the Company's Cash Handling & Accounting policies;

► making intentional misrepresentations of fact during any investigation;

► sleeping or smoking on the job;

► smoking or eating in food serving and preparation areas and/or other non-designated areas;

► possessing, using, distributing, or reporting to work under the influence of illegal drugs, or reporting to work under the influence of alcohol;

► creating, maintaining, and/or failing to report an unsafe work environment, including fighting;

► engaging in or threatening to engage in violence towards any employee, customer, vendor, or other person;

► failing to pay for your own meals and/or beverages while in the restaurants;

► willful destruction, damage, theft, or defacing of Company, employee, customer, or vendor property or equipment;

► improperly manipulating the POS System or any other software used by the Company;

► excessive, ***unexcused*** absenteeism; (Calling in for tardiness is expected but does not constitute as an excused absent)

► chewing gum or chewing tobacco while working, unless required for medical reasons;

► stalking, or physically or verbally threatening language/behavior toward anyone;

► changing/trading shifts with other employees without your immediate supervisor’s or manager’s approval;

► bringing obscene or pornographic materials on to Company premises, intentionally viewing pornographic Internet sites or downloading pornographic materials from the Internet while on Company premises, e-mailing obscene or pornographic messages and/or attachments, or downloading otherwise harmful materials (such as viruses or malware) onto Company computers;

► credit card, debit card, or banking theft or abuse, including any form of identity theft;

► conducting personal business during work time;

► failing, without a reasonable excuse, to attend mandatory work meetings;

► substandard job performance as determined solely by the Company;

► failing to comply with health and safety regulations or directions, including falling to follow safety and sanitation rules and standards while in the restaurants or other company property;

► intentionally misrepresenting any leave, health, or return-to-work status;

► absent truly emergency circumstances, failing to give adequate notice to your immediate supervisor or manager of absence from work (at least a four (4)- hour notice prior to start time of your shift);

► leaving the office and/or restaurant doors unlocked after closing; giving away coupons, food, or other company property without permission or paying for it;

► talking on cell phones or texting that is unrelated to Company business during work time (which excludes breaks and meal periods), except in emergencies.

Failure to adhere to the Code of Conduct may result in disciplinary action, up to and including termination of employment. The Company may, in its sole discretion, suspend anyone, with or without pay, for up to thirty (30) days pending resolution of any claims of misconduct or policy violations. If anyone who is suspended without pay is restored to employment, the Company may choose, at its sole discretion, to reinstate with or without reimbursement for lost wages. If a suspended employee is terminated as a result of the matter that initiated the suspension, and if the suspension was without pay, there will be no reimbursement of lost wages.

## 3.2 DRESS CODE AND PERSONAL APPEARANCE

To maintain a professional appearance to our customers, all employees are required to wear a Company uniform on work days. A complete uniform consists of a Jack in the Box shirt, jeans or slacks, slip‑, oil and water‑resistant shoes with a friction rating of at least .3 (such as *Shoes for Crews*), a hat, apron, and a name tag. Upon hire, the Company will issue each new employee two (2) shirts, one (1) hat, one (1) name tag, and one (1) apron if necessary. Employees are responsible for providing their own pants, such as jeans, and can seek guidance on acceptable types of pants from a manager. The Company expects employees to keep uniforms clean, laundered, and free from tears and excessive wear. During work hours, an employee’s coats, jackets, and other non-conforming clothing should be stored in the area designated by the supervisor.

The Company will issue proper protective clothing to those employees who handle hazardous materials at store locations. An employee should ***immediately*** contact a supervisor ***before*** engaging in any duties the employee believes are hazardous if the employee believes he or she needs protective clothing.

Visible, pierced jewelry (including, without limitation, nose and/or belly rings or studs), as well as any jewelry that contains stones, and any earrings that dangle, must be removed while at work. Women may wear two small earrings in each ear (provided they do not contain stones or dangle) in non-food production areas. Tattoos should be small and not overtly offensive, meaning they should not include symbols such as Swastikas, nooses, profanity, or other symbols or words associated with negative stereotypes based on protected characteristics, and should be covered up when possible during work hours. Management reserves the right to, in its sole discretion, resolve any difference in opinion concerning the offensiveness or visibility of tattoos and piercings, and may ask an employee to cover up the tattoo and/or piercings. Sunglasses are for outside use only. Employees may not wear sunglasses or tinted eyewear inside the restaurant unless required as a reasonable accommodation.

The Company may send an employee home, without pay, if the employee reports to work in violation of this policy, and may discipline any employee, up to and including termination, for any violations of this policy.

## 3.3 GROOMING

### General

* Employees are expected to maintain the highest personal hygiene standards;
* Tattoos, drawings or similar items which are objectionable in management’s sole discretion must be covered while at work.”  I’d also add a sentence at the end of the section that says, “The Company may, at its discretion, modify this policy as a reasonable accommodation;
* Shirts must be tucked in and worn with a belt that is solid, and black or similar in color (*Exception:* maternity blouses and chef coats).

### Jewelry

* Dangling jewelry and jewelry with stones are not allowed.

### Fingernails

* Fingernails must be clean;
* Fingernails must be no longer than the ends of the fingers; clean, smooth, not artificial, and not polished;
* Gloves must be worn if any of the above conditions are not met.

### Hair

* Hair must be worn away from the face in a manner that discourages the employee from touching it;
* Hair nets do not have to be worn unless required by local health departments or city ordinances;
* Hair that exceeds the length of the bottom of the collar must be pulled up to above collar length, using a hat or hair restraint. If required by local health departments or city ordinances, a hair net must be worn;
* Hats are not required for management;
* Beards, mustaches, and sideburns must be neatly trimmed and should be no more than approximately ¼” – ½” in length. If beards are greater than ½”, or as required by health departments or city ordinances, beard guards must be worn in food preparation areas. Beard guards are available through small wares, if needed.

## 3.4 PERSONAL PHONE CALLS/CELL PHONES

The Company expects hourly employees to refrain from using their cell/smart phones in any manner, including texting, during their work time (excluding breaks and meal periods) unless they are engaged in or otherwise handling Company business, or there is an emergency.

## 3.5 NEPOTISM

The Company strictly prohibits relatives or family members without approval from working in direct/indirect supervisor/subordinate relationships in the same line of authority, or from having a position of influence. The Company reserves the right to take appropriate action necessary to comply with this Policy, including, but not limited to, transferring or terminating an employee if a violation occurs.

## 3.6 USE OF TOBACCO PRODUCTS

 Employees may not smoke during work time (which does not include breaks or meal periods when the employee is off the clock) and may not smoke inside the restaurants. This policy also applies to the use of vapor and electronic cigarettes, smokeless tobacco, and similar products.

## 3.7 WORKPLACE VIOLENCE / CRIME AND ROBBERY

The Company promotes a safe environment and prohibits violence against employees, customers, vendors, and the general public. Threats, threatening behavior, or acts of violence against and by anyone on Company property will not be tolerated. Violations of this Policy may lead to disciplinary action, up to and including termination of employment, arrest, and prosecution (or all of the foregoing).

If you are involved in a robbery, do not resist. Your safety, and that of your fellow employees and our guests, are our highest priority. Always cooperate fully and call 911 as soon as it is safe to do so.

## 3.8 NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

During the course of employment at the Company, employees will be working with the Company’s customers, guests, vendors, and other contacts, and will have access to information pertaining to them, and will be working with and have access to the Company’s financial information, marketing, costing, and business plans, customer, guest, and vendor contact lists, databases, recipes, trade secrets, and other information that the Company considers to be confidential and/or a trade secret. Maintaining this confidentiality is important to our competitive position and, ultimately, to our ability to achieve financial success and provide employment stability.

 Employees have a duty to protect this information and to use this information only in connection with the performance of their regular job duties. Employees shall not, at any time during employment or after termination of employment, use for themselves or others or divulge to unauthorized individuals or personnel any secret, proprietary, or confidential information or trade secret, knowledge or data of the Company or its customers, guests, vendors, or members.

Employees who violate this policy may be subject to disciplinary action, up to and including, termination. Former employees who disclose or use the Company’s confidential and proprietary information and/or trade secrets may be subject to legal action.

Employee is hereby notified and understands that pursuant to the Defendant Trade Secrets Act of 2016, 18 U.S.C. § 1833(b)(1), an individual shall not be held criminally liable or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that (A) is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.  Further, employee understands that an individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual (A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order.

## 3.9 SOCIAL MEDIA POLICY

 The Company understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established this policy related to appropriate use of social media:

***Social media*** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Company, as well as any other form of electronic communication.

The same principles and guidelines found in the Company's policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates, or otherwise adversely affects employees, clients, vendors, and/or other people who work on behalf of the Company or the Company's legitimate business interests may result in disciplinary action, up to and including termination.

### Know and Follow the Rules

Carefully read this policy and ensure your postings are consistent with this policy, as well as the Harassment, Discrimination, and/or Retaliation policy. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including termination.

### Be Respectful

Always be fair and courteous to fellow employees, clients, vendors, or others who work on behalf of the Company. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your immediate supervisor or manager, or by utilizing the Company’s Open-Door policy, than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating; that disparage employees, customers, vendors, and others; or that might constitute harassment or bullying. Examples of such conduct could include offensive posts meant to intentionally harm someone's reputation, or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or the Company's policies.

### Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news and, if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember: the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Company, fellow employees, guests, clients, vendors, and/or people working on behalf of the Company or competitors.

### Post Only Appropriate and Respectful Content

Employees must maintain the confidentiality of the Company's trade secrets and private or confidential information. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. Do not create a link from your blog, website, or other social networking site to the Company's website without identifying yourself as a Company employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, be clear and open about the fact that you are an employee, and make it clear that your views do not represent those of the Company, other employees, guests, vendors, and/or people working on behalf of the Company. If you do publish a blog or post online related to the work you do or subjects associated with the Company, make it clear that you are not speaking on behalf of the Company. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Company.”

### Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by management. Do not use the Company’s e-mail addresses to register on social networks, blogs, or other online tools utilized for personal use.

### Retaliation is Prohibited

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy, or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy, or for cooperating in an investigation, will be subject to disciplinary action, up to and including termination.

The above policy should not be interpreted to restrict or interfere with any employee's federal or state labor law rights, free speech, or any whistleblower protections under federal or state law. For any questions about this policy, or any matter related to web postings, please direct your questions to the Office Manager.

## 3.10 NO SOLICITATION / DISTRIBUTION

The Company recognizes that its employees are often active and have interests in events and organizations outside of the workplace. In an effort to ensure a productive and harmonious work environment, the Company has adopted the following policy related to solicitation and distribution:

► solicitation or distribution of literature by non-employees on Company property is prohibited;

► solicitation by employees is prohibited when the person soliciting or the person being solicited is on working time. For purposes of this policy, working time is the time employees are expected to be working and does not include rest, meal or other authorized breaks, or other periods when you are not on duty;

► distribution of literature by employees on Company property in non-working areas during working time, as defined above, is prohibited;

► distribution of literature by employees on Company property in working areas is prohibited.

## 3.11 DRUG FREE WORKPLACE

 This policy applies to all employees. The Company acknowledges the problem of substance abuse (including alcohol abuse) in our society which infiltrates the workplace. The Company views substance abuse as a serious threat to our employees, customers, the general public, and the overall success of our business. The purpose of this policy is to ensure a drug-free workplace and to balance our respect for individual privacy with our need to maintain a safe, productive, drug-free work environment. Our intention is to prevent and discourage substance abuse.

The Company understands employees and applicants under a physician’s care may be required to use prescription drugs, such as those prescribed drugs and over-the-counter drugs which have been legally obtained and are being used solely for the purpose for which and by the person for whom they were prescribed or manufactured; however, unlawful work-related abuse of prescribed medications will be dealt with in the same manner as the work-related abuse of Illegal Substances, and are defined as any drug: (1) which is not legally obtainable; (2) which may be legally obtainable, but has not been legally obtained; or (3) which is being used by a person in a manner or for a purpose other than as prescribed. This includes inhalants, K2, bath salts, cheese, spice, and any other synthetic substance designed to mimic the effects of any illegal substance.

The Company will not discriminate against applicants, post-job offer, pre-employment individuals, or employees because of past abuse of drugs or alcohol. It is the current abuse of drugs or alcohol which prevents or inhibits any employee from properly performing his or her job that the Company will not tolerate.

Employees who are convicted of illegal drug-related violations under state or federal law, or who plead guilty or no contest to such charges which may impact their performance in the workplace, must inform the Company within five (5) days of such conviction or plea. Failure to do so will result in disciplinary action, including termination from employment for a first offense.

Any employee reporting for work visibly impaired and/or who is unable to properly perform required duties will not be allowed to work. If, in management's opinion, the employee is considered impaired, he or she should be sent home by taxi or other safe transportation alternative, depending on the severity of the observed impairment, and accompanied by another employee, if necessary. An impaired employee should not be allowed to drive.

Any employee who brings onto the Company’s premises or property, has possession of, is under the influence of, or possesses in the employee's body, blood, or urine in any detectable amount, or uses, consumes, transfers, sells, or attempts to sell or transfer any form of Illegal Substances, as defined above, while on Company business or at any time during the hours between the beginning and ending of the employee's work day, and whether engaged on Company business, on Company property or not, is subject to discipline, including discharge or suspension without pay from employment, even for the first offense. Failure to submit to any required medical or physical examinations or tests constitutes misconduct and may result in discharge or suspension without pay from employment.

An employee who is under the influence of alcoholic beverages at any time while engaged to perform Company business is subject to discipline, including discharge or suspension without pay from employment, even for the first offense. An employee shall be determined to be under the influence of alcohol if: (a) the employee's normal faculties are impaired due to consumption of alcohol; or (b) the employee has a blood alcohol level of .05 or higher.

Nothing in this policy is intended to contravene the provisions of Nevada Revised Statute 613.132.

## 3.12 DRUG TESTING

The Company may generally conduct drug and/or alcohol testing of applicants and/or employees under any of the following circumstances:

***► Applicant Testing:*** the Company may ask applicants to submit to drug and/or alcohol testing as a condition of employment.

***► Random Testing:*** employees may be selected at random for drug and/or alcohol testing at any interval determined by the Company.

***► For-Cause Testing:*** the Company may ask an employee to submit to a drug and/or alcohol test at any time it feels the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: (1) evidence of drugs or alcohol on or about the employee's person or in the employee’s vicinity; (2) unusual conduct on the employee’s part that suggests impairment or influence of drugs or alcohol; (3) negative performance patterns; and/or (4) excessive and unexplained absenteeism or tardiness.

***► Post-Accident Testing:*** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. “Involved in an on-the-job accident or injury” means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and including termination. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

All employees agree to release, hold harmless, and indemnify the Company with respect to any drug test procedures or results.

## 3.13 CASH HANDLING POLICY

Employees who have access to cash, checks, credit card information, and any other forms of payment or monies in connection with their job duties are expected to exhibit the highest degree of professionalism, ethics with respect to credit card numbers and confidentiality. Theft of Company or customers monies, which includes, but is not limited to, theft of credit card numbers and debit card information, is grounds for immediate termination of employment.

## 3.14 FIREARMS AND WEAPONS

The Company prohibits firearms and weapons in the workplace. Employees may store a firearm in their own vehicles in the Company’s parking lot provided that: (a) the employee is legally permitted to transport, possess, purchase, receive, transfer or store the firearm; (b) the firearm is locked securely in the vehicle or in a locked container attached to the vehicle while the vehicle is not occupied; and (c) the firearm is not in plain view from the outside of the vehicle. This Policy does not permit the possession of a firearm on any property where possession would be in violation of local, state, or federal law.

## 3.15 RESTRICTIONS ON FILMING AND RECORDING AT WORK

To maintain the confidentiality of its confidential information and trade secrets, and except as specifically required to perform a job duty, employees are prohibited from making any audio or visual recordings that would reveal, in whole or in part, any of the Company’s confidential information or trade secrets.

Nothing in this policy is intended to interfere with an employee’s rights under Section 7 of the National Labor Relations Act.

# SECTION 4: TIME-OFF AND LEAVE POLICIES

## 4.1 FAMILY AND MEDICAL LEAVE ACT LEAVE

FMLA leave provides unpaid, job-protected leave for specified family and medical reasons. As a covered employer, the Company provides Family and Medical Leave Act (“FMLA”) leave to eligible employees. A summary of Employee Rights under the FMLA is attached to this Handbook as **Appendix A**.

## 4.2 JURY DUTY

The Company encourages employees to fulfill their civic duties, and therefore provides unpaid leave for jury duty. We request you bring in a copy of your jury summons notice as soon as you receive it so that we may keep it on file. If you are called for jury duty during a particularly busy period, we may ask you to request a postponement. The Company will provide additional documentation in this regard if it is necessary to obtain such postponement. Jury duty can last from one day to several months, or more. While serving on jury duty, you are expected to periodically call in to your immediate supervisor or manager to keep him or her apprised of your status.

4.3 Paid Time Off (PTO) for managers, district managers, assistant managers, and maintenance technicians

The Company offers two (2) weeks (80 hours) of paid time off (“PTO”) for Managers, District Managers, and Maintenance Technicians (and any other specifically designated positions) during each fiscal year (as designated by the Company), and one (1) additional week (40 hours) which may be earned starting in the fiscal year after the eligible employee’s third (3rd) consecutive anniversary year in the eligible position. This PTO will be prorated as per promotion or hire date based on the fiscal year.

Additionally, the Company offers forty (40) hours of PTO for Assistant Managers.

 Eligible employees can use their PTO for any type of personal time off, such as vacation or illness.  Earned but unused PTO does not carry forward into the next fiscal year unless required by law.

All eligible employees with the exception of Assistant Managers must take one (1) week (40 hours), or its prorated equivalent where applicable, in the first half of the fiscal year and the second week (40 hours), or its prorated equivalent where applicable, in the second half of the fiscal year as subject to applicable law.

Employees must submit a PTO form to their supervisors and to the office, with sufficient advance notice, to be eligible to take PTO, and PTO may only be taken with express supervisor approval or as required by law. An eligible employee may not take PTO during any notice period related to the employee’s resignation or as subject to applicable by law.

An eligible employee may request a payout of earned but unused PTO in the same fiscal year.  To be eligible for the payout, the employee must specifically request it by notifying their supervisor and completing and returning a PTO form to the office.  Eligible employees can only cash-in one (1) week (40 hours) of unused PTO per fiscal year in the first pay period of December or September.

 Due to business needs, the Company reserves the right to deny the use of PTO in the month of December or on other holidays as subject to applicable by law, and the Company does not pay out accrued but unused PTO at the time of termination.  To be eligible to take PTO, the employee must be an active employee at the time of the PTO request and not on any action or performance plans with their supervisor.

Additionally, the Company reserves the right to deny the third additional week of PTO for eligible employees if they (or the Company) are not meeting required, defined metrics and standards as solely defined and determined by the Company.

## 4.4 OTHER LEGALLY-PROTECTED ABSENCES

In addition to the leaves described herein, the Company will comply with all applicable local, state, and federal laws relating to various forms of protected absences. Questions about protected absences should be directed to your manager or to the Company Hotline at **(972) 432-0456**.

# SECTION 5: SEPARATION FROM EMPLOYMENT

## 5.1 FINAL PAYCHECKS

In accordance with applicable law, the Company will pay an employee who has been discharged or laid off all wages due within six days. Employees who resign or otherwise leave voluntarily will be paid on the next regularly scheduled pay day.

## 5.2 REFERENCES

At its sole discretion, the Company may provide employees with a letter of reference.

## 5.3 RETURN OF PROPERTY

 Employees are responsible for all property, uniforms, materials, and written information issued to them or in their possession or control. Employees must immediately return all Company property, in good condition, in their possession upon request or separation from employment for any reason. Office keys and other Company materials must also be surrendered at this time.

# SECTION 6: MISCELLANEOUS COMPANY POLICIES

## 6.1 CUSTOMER COMPLAINTS

Customer complaints are not unusual, and employees are expected to handle them promptly and in a professional and courteous manner. When faced with a complaint from a customer, employees are expected to apologize for the problem, remove the offending items, and immediately notify a supervisor for input and any further action, if necessary.

## 6.2 CREDIT/DEBIT CARD HANDLING

Many of our customers pay by credit or debit cards. Employees are expected to maintain the confidentiality of credit and debit card numbers. Credit and debit cards are only to be used for sales in the normal course of business. Credit and debit cards ***cannot*** be used for:

* *Converting cash sales into credit or debit sales.* Employees are not permitted to use any credit or debit card (your own or anyone else’s) to close a ticket previously paid for in cash by a customer;
* *Cash advances.* Employees are not permitted to use any credit or debit card (your own or anyone else’s) for the purpose of receiving a cash advance.

## 6.3 EMPLOYEE CASH HANDLING AND SECURITY

* Our goal is zero cash over or short. However, cash over or short should not be more than 1 cent on $10.00. The employee is responsible for cash shortages.
* Only the person assigned and logged on to a register drawer is allowed to use it. Do not allow other employees or management to work out of your drawer. Have your management person lock your register when you are away from it for any reason.
* Always begin by counting your opening drawer bank to be sure you have the proper amount.
* All sales will be entered completely and properly at the time of the transaction. Do not alter the sale in any way without management approval (i.e., under-ring, not ring, or give food away). All food products must be accounted for using the POS system.
* A starting drawer of $150 is recommended. This will allow the cashiers to manage change themselves. The specific procedures are as follows:

Start drawer with enough money; recommend $150. Be sure to have enough rolled coin to get through the shift. We recommend a standard configuration like:

|  |  |
| --- | --- |
| 2 rolls of Pennies | 32 - $1s  |
| 1 roll of Nickels | 10 - $5s  |
| 1 roll of Dimes | 4 - $10s  |
| 2 rolls of Quarters |  |

* Slot all $2, $20, $50 and $100 bills immediately after transaction in the slot box.
* If using a smart safe, you may maintain three to five $20s in register drawer.
* All coupons must be placed in your drawer.
* To avoid being short-changed, remember these basic rules:
* Always handle one transaction at a time;
* Always take the guest’s money first, before giving change;
* When confused, ask your Manager for help.
* Accept the currency face down to avoid counterfeits. Keep the currency neat and face down in the drawer.
* Let your supervisor know about change needed prior to running out. All change must be obtained from the safe or cashier’s assigned slot box, not from other registers.
* In certain restaurants, we accept Visa, MasterCard, American Express, and Discover credit and debit cards. When accepting the guest's card as payment, you do not need to ask the guest for an ID or ask the guest for their signature if the transaction is under $50. We do not give cash back. If you get a message asking you to call for verification of the card, do not call for verification ‑‑ return the card to the guest and ask for another form of payment. If the magnetic stripe reader fails to read the credit or check card, you may manually enter the card number.
* Smart Safe:
* If your store utilizes a smart safe, you will be assigned a unique identification number. It will be your responsibility to insert your currency throughout your shift, as well as at the close of your shift. The safe will print a receipt to verify you have deposited the funds under your identification number. This receipt is evidence of your drawer count and will be compared against your End of Shift Report. Any discrepancies are your responsibility. Any bills that are not accepted by the smart safe need to follow the Counterfeit Policy below.
* If your store does not have a smart safe, then use the following procedure: At the completion of your shift, your supervisor will attach the Closing Reports and verify all coupons. Your supervisor will then count and verify your drawer/till in your presence using the Tellermate machine. You must verify that the money is placed in a cash bag and the cash bag must be sealed. (You must be present the entire time that your money is being counted.) You and your supervisor must sign the cash bag and the Tellermate receipt. You must then witness your cash bag being placed in the safe.

**NOTE:** All cash must be prepared, counted, and verified in the office under camera surveillance. Money must not be left unattended at any time.

* Counterfeit Policy: From time to time, you may be presented with counterfeit currency. We have many tools available, such as counterfeit detection pens, black lights, and using simple techniques such as hand sanitizing solution to detect such bills. If your store is equipped with a smart safe, all $50 and $100 bills must be validated at the time of acceptance. It is the employee’s responsibility to use such devices, as you are ultimately held responsible for the acceptance of such bills. For your safety, if you receive a suspect bill, please return it to the customer and ask for another form of payment. If the customer becomes difficult, return the bill and offer the meal for free or, if necessary, contact the authorities. Document any information and let your manager know of the situation.
* Keep all doors to the non-guest areas closed and, if possible, locked.
* Always check for proper identification before allowing anyone to enter the operation area of the restaurant. Never allow unauthorized personnel in the operations area, including off-duty employees.

## 6.4 COUNTERFEIT MONEY

In accordance with their training, employees are expected to make all reasonable efforts to identify counterfeit money during their shifts and to prevent its use. Any employee who fails to comply with this policy may be subject to disciplinary action, up to and including termination of employment.

ACKNOWLEDGMENT OF EMPLOYEE HANDBOOK

I acknowledge that I have received, read, and understood the contents of Eastbox, LLC’s Employee Handbook. I further understand and acknowledge the following:

▪ I am employed by Eastbox, LLC and not any affiliated entity.

▪ Except for the separate, mutually-binding Arbitration Policy, the policies and procedures contained within this Handbook are subject to revision or revocation, with or without my prior knowledge, at any time and for any reason deemed necessary by management.

▪ I am personally responsible for remaining knowledgeable about and abiding by the contents of this Handbook and all other posted or publicized policies and procedures, and understand that updated handbooks and forms are available any time to me at [www.rockstrategic.com](http://www.rockstrategic.com).

▪ I may ask any questions or address any concerns I have at the website above or to the Company Hotline at **(972) 432-0456** if my store management is not able to help me or I believe I have any issues with the responses I have been given by my supervisors.

▪ My compliance with this Handbook and other policies and procedures is a condition of my continued employment or association with Eastbox, LLC, and that any violation of the policies and procedures contained in this Handbook may result in disciplinary action at the discretion of the Company, including possible termination of employment.

▪ Except for the separate and mutually-binding Arbitration Policy, neither the statements in this Handbook nor this Acknowledgment constitute a contractual obligation, express or implied, on the part of the Company pertaining to any portion of this Handbook or any aspect of my employment.

▪ The at-will employment status of each employee cannot be altered by any verbal statement or alleged verbal agreement. It can only be changed by a legally binding, written contract covering employment status. An example of this would be a written employment agreement for a specific duration of time.

▪ I have read and understand the Company’s Recording Time and Payroll Deduction and Overtime policies.

▪ I have read the foregoing and have had an opportunity to ask any questions I may have, and understand that if I have any questions about the interpretation or application of any policies contained in this Handbook, I should direct these questions to my manager, to the Company Hotline at **(972) 432-0456,** or [www.rockstrategic.com](http://www.rockstrategic.com).

 **I KNOWINGLY AND VOLUNTARILY CONSENT TO SIGNING THIS EASTBOX, LLC EMPLOYEE HANDBOOK ELECTRONICALLY, AND CONFIRM THAT MY ELECTRONIC SIGNATURE SHALL BE VALID AND BINDING IN ACCORDANCE WITH TEXAS LAW.**

