



EMPLOYEE HANDBOOK

farmsteadcafe.com

Table of Contents

Welcome!	3
FORWARD	4
PURPOSE OF HANDBOOK	4
MISSION STATEMENT	5
OUR VALUES	5
YOUR EMPLOYMENT	6
GUEST BILL OF RIGHTS	6
EMPLOYEE'S BILL OF RIGHTS	6
EQUAL EMPLOYMENT OPPORTUNITY	6
IF YOU HAVE A PROBLEM	7
PROBATIONARY PERIOD	7
PERFORMANCE EVALUATIONS/SALARY REVIEWS	7
HARASSMENT POLICY	8
DRUG FREE WORKPLACE	10
ALCOHOL FREE WORKPLACE	12
EMPLOYEE BENEFITS	13
Employee Discounts	13
FAMILY AND MEDICAL LEAVE ACT	13
LEAVE OF ABSENCE	14
REQUEST FOR TIME OFF	14
PAYROLL	15
PAY DAYS	15
OVERTIME	15
TIMEKEEPING PROCEDURES	15
PAYROLL DEDUCTIONS	15
WAGE ASSIGNMENTS AND GARNISHMENTS	16
WHAT WE EXPECT FROM YOU	17
GENERAL EXPECTATIONS	17
GREETING CUSTOMERS AND CO-WORKERS	17
GENERAL CONDUCT	17
ABSENCE AND TARDINESS	18
Dress Code	18
MEETINGS	18
BREAKS & MEALS	19

SMOKING.....	19
PERSONAL PHONE USE.....	19
APPEARANCE.....	19
PERSONAL PROPERTY.....	19
CHANGES IN PERSONAL INFORMATION.....	20
LOST & FOUND.....	20
THEFT.....	20
ALCOHOL SERVICE.....	21
OUTGOING PACKAGES.....	21
SOLICITATION.....	21
ENERGY CONSERVATION.....	21
CARE OF FARMSTEAD CAFE PROPERTY.....	21
HOUSEKEEPING.....	21
USE OF VEHICLES	22
General Requirements.....	22
Fuel Purchases.....	22
Motor vehicle record (MVR).....	22
Moving Violations.....	22
Employee vehicle accident policy.....	23
EMERGENCY/SAFETY PROCEDURES	24
ON-THE-JOB INJURIES AND WORKER' S COMPENSATION.....	24
SAFETY AND SANITATION.....	25
WATER POLLUTION.....	25
HAZARDOUS AND TOXIC MATERIALS.....	25
PROGRESSIVE DISCIPLINE	26
Verbal Warning/Counseling.....	26
Written Warning.....	26
Final Written Warning and/or Suspension or Probation.....	26
Termination.....	26
Dismissal.....	26
RESIGNATION/TERMINATION.....	27
RE-EMPLOYMENT.....	28
COMMUNICATION.....	28
OPEN DOOR POLICY.....	28
LEAVING THE BUILDING WHILE ON DUTY.....	29
ACKNOWLEDGMENT AND CONSENT FOR DRUG AND ALCOHOL TESTING.....	30
ACKNOWLEDGMENT AND CONSENT FOR BACKGROUND CHECK & RECEIPT OF POLICIES.....	31

Welcome!

Welcome to our family! We are proud that you have decided to join the Farmstead family. Our mission is to provide the best food and service in an environment that will create the most essential phenomena of our business, the **Raving Fan!**

By becoming an employee of Farmstead Cafe, you are joining a team of top professionals in providing the finest in food and service in this region. The friendliness of our staff is among the most important benefit that we offer to our guests. Our entire team is dedicated to one goal and that is operating this area's best restaurant and catering service. We know that the only way to maintain the highest level of customer satisfaction is through the commitment of our employees to making each and every guest comfortable and content.

Our management team is committed to your success and will provide you with the support necessary for your long-term professional growth. Please accept with pride the important responsibility we have asked you to undertake. No job is insignificant and no detail too small.

We welcome you to our team and hope that our relationship will be mutually beneficial to you and the Farmstead Cafe.

With best wishes for your success,
The Farmstead Cafe family,
Matthew L. Winton, Owner

FORWARD

This Handbook is Not a Contract

This booklet and its contents are intended for informational purposes only. It is not to be considered an Employment Contract or a statement of conditions or terms of employment. If anything appearing in this handbook is not consistent with an official plan document or law presently in effect, it is understood that the official document will prevail.

Employment with the Farmstead Cafe is “**at-will**”. Oklahoma law provides that in the absence of a written contract of employment to the contrary a person’s employment is for no specific term and may be ended at-will. This means that employees retain the freedom to leave their employment at any time, with or without prior notice. In turn, the employing organization retains the right to terminate the employment of any person at any time at management’s sole discretion, with or without prior notice and for any reason not prohibited by law. Nothing written in this manual should be construed as altering the Employment-At-Will relationship. No person other than an Owner of the Farmstead Cafe has the authority to change or modify this policy.

Policy Changes

Policies and procedures change in every organization. Farmstead Cafe is no exception. As changes are made, please be aware that the policies in effect at the time will be followed in any decisions made or in any actions taken. All questions will be answered and all issues will be settled on the basis of present policies and procedures.

PURPOSE OF HANDBOOK

This handbook will serve as your guide to knowing and understanding the Farmstead Cafe policies and procedures that affect your everyday employment. This handbook belongs to you. We hope you will use the information in this handbook to get to know the Farmstead Cafe better and to help you get the most out of your job.

Your handbook contains a summary of your benefits as a Farmstead Cafe employee, as well as an overview of the policies and procedures we observe. This handbook is not intended to contain all of the Farmstead Cafe policies and procedures but is to be used to acquaint yourself with general rules and policies and referred to whenever questions of this nature come up. This handbook is not intended to create any contractual or other legal rights; it is designed solely as a guide to help you better understand your general role with the Farmstead Cafe as an employee.

If the meaning of a policy or statement is not clear, please contact your Supervisor for an explanation. This booklet will enable you to gain a clear understanding of what to expect from the Farmstead Cafe as an employer, and also what will be expected of you as an employee. You may be surprised how easy it is to understand Farmstead Cafe policies once you have taken the time to know what they are. Revision pages and updates may be distributed to you periodically. All revisions will be dated on the bottom left of each page. Discard old pages as they are replaced. Farmstead Cafe reserves the right to change or modify Farmstead Cafe policies and procedures as any time without notice. It is the employee’s responsibility to keep abreast of all current policies once those respective changes have been announced, implemented and published. The Owner maintains all current policies and will serve to clarify any uncertainties that may develop.

MISSION STATEMENT

Our mission at Farmstead Cafe is to provide local, fresh, high quality product to our customers in a family friendly, relaxing environment. We strive to offer a place community can come together and enjoy a good meal and fun time building community ties and friendships.

Farmstead Cafe is a family business and that family extends from the owners to the staff. We strive to foster that family atmosphere with the understanding by owners and staff members that we are not only a team but a member of a larger family unit, dependent on each other to complete the complex task of the day to day struggle that is life. Understanding this we are able to help each other push through the trying times that each of us face in our daily lives. We want our staff to know that they are not alone; we are there to help in any way reasonably possible. This fact sets us apart from other employers.

Service is our #1 goal at Farmstead Cafe a feeling that is shared by each member of management and staff. Our definition of service is “to provide the client all resources needed to make their event run as seamless as possible with as little hassle as is necessary”. We will work to fit their budget not make them work to fit ours. We will provide them with the highest quality product and service at all times. Our goal is to relieve the stress that planning an event can cause. ***This is our commitment to our clients and ourselves.***

OUR VALUES

1. You are the key to innovating and creating success at every opportunity.
2. We believe in persuasive and consultative management and supervision. We will communicate our ideas, and encourage individual initiative in getting the job done.
3. We recognize that an exceptionally high level of customer satisfaction is necessary to meet our goals for excellence and encourage our employees to maximize their potential.
4. We will seek to consistently provide high quality food and beverages, excellent service, a pleasant atmosphere and exceptionally good hospitality, by delivering exceptional quality (exceed expectations).

YOUR EMPLOYMENT

GUEST BILL OF RIGHTS

1. The GUEST has the right to a unique and pleasant greeting.
2. The GUEST has the right to outstanding food and friendly, attentive service in a professional and entertaining atmosphere.
3. The GUEST has the right to fair pricing and good value for a good product.
4. The GUEST has the right to the freshest possible ingredients, held in perfect sanitary conditions.
5. The GUEST has the right to safe environment.
6. The GUEST has the right to a very clean restaurant and/or catering experience.

EMPLOYEE'S BILL OF RIGHTS

1. The EMPLOYEE has the right to work in an environment that is safe, healthy, fun, and void of any and all acts of harassment, sexual, verbal, and physical.
2. The EMPLOYEE has the right to be trained in a consistent, thorough manner.
3. The EMPLOYEE has the right to immediate feedback on performance (GOOD and BAD) as well as to have great performance recognized.
4. The EMPLOYEE has the right to ask anybody a question and get an answer without fear of reprimand or reprisal
5. The EMPLOYEE has the right to work in an environment that does not discriminate in any manner or for any reason.
6. The EMPLOYEE has the right to quality time off providing that their area responsibility is properly taken care of.
7. The EMPLOYEE has the right to be treated no less than the way we would treat our guest.

EQUAL EMPLOYMENT OPPORTUNITY

Farmstead Cafe is considered to be an *Equal Employment Opportunity Employer*. Farmstead Cafe's decisions regarding employment are designed to impose only valid requirements for promotions and ensure equal employment opportunity in all other aspects of employment.

Farmstead Cafe shall have a "zero tolerance" for any form of employment discrimination. While the employment philosophy of Farmstead Cafe stresses the need to employ and promote the best qualified person to do a particular job, it provides for equal employment opportunity *without regard to: Race, Color, Religion, Sex, National Origin, Age, Disability, Veteran's Status, or Sexual Orientation*; not limited to Hiring, Placement, Upgrading, Transfer or Demotion, Recruiting, Advertising or Solicitation, Compensation, Layoff or Termination, Participating in Social and Recreational Functions, and the Use of Employee Facilities.

IF YOU HAVE A PROBLEM

One of the Farmstead Cafe's goals is for all employees to be happy and satisfied in their jobs. However, we recognize that employees will have periodic questions, concerns, or complaints. Our "Problem Solving Procedure" offers all employees the freedom to discuss anything they wish with their managers. Because we are all human, mistakes will occur. In order to correct any problems, complaints or misunderstandings, we must know about them. Remember that no member of management is too busy to hear problems or complaints from any employee. If you have a problem, it can usually be resolved by following these steps:

1. Contact your supervisor or lead. Discuss things openly and reasonably. Present facts. Your supervisor will listen and attempt to resolve the situation or problem. Generally, this is all that is necessary.
2. Farmstead Cafe operates an open door policy and Matt Winton will always be able to hear any concerns you may have.

PROBATIONARY PERIOD

For every new employee the first thirty days of employment is a probationary or trial period for both you and the Farmstead Cafe. This trial period is intended to provide the newly hired employee with an opportunity to demonstrate his or her job skills and ability to work with others.

During this time you will have the opportunity to learn about the Farmstead Cafe, your job, and your new surroundings. You should consult your supervisor as a source of information to assist you in learning your job, assimilating the Farmstead Cafe's philosophy, and knowing how to comply with our policies, procedures and standards.

During this trial period, you, as a newly hired employee are not a regular employee of the Farmstead Cafe and your job performance, attitude, attendance and overall interest in your job will be carefully observed by your supervisor. After completing the thirty days, a meeting should take place with your supervisor. This counseling session will be directed at resolving any problems and answering any questions regarding your performance.

If, at any time during the probationary period, your performance becomes unsatisfactory, the Farmstead Cafe may terminate your employment immediately without further notice. Upon satisfactory completion of the trial period, the newly hired employee shall become a regular employee of the Farmstead Cafe.

PERFORMANCE EVALUATIONS/SALARY REVIEWS

Performance evaluations will be conducted annually by your supervisor or manager. A performance evaluation is used to gauge how well you are performing your responsibilities, and to set goals for the next review period, which may include performance and productivity improvements, training, and additional responsibilities (if applicable). The evaluation process does not always involve a change in pay. Your level of performance, responsibilities and attendance are considered when a salary review is considered.

Performance evaluations may be conducted after the *initial 30-day probationary period*, and a salary review may also be made at this time. *There is no guarantee of a salary increase at the completion of the 30 day probationary period.*

Additionally, wages and salaries may be reviewed when the employee merits an increase due to a promotion or outstanding performance. The amount of increases will be determined by Management.

HARASSMENT POLICY

It is the policy of Farmstead Cafe to strive to maintain a working environment for all employees that is free from general or sexual harassment by supervisors, co-workers, or third parties. The Farmstead Cafe will not tolerate any act of harassment by any person in violation of this policy.

Sexual Harassment is defined as:

Unwelcome sexual advances, comments, or humor, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can take many forms that involve verbal and/or non-verbal behavior. While no conscious intent to harass may be involved, any sexually oriented behavior perceived by an individual as hostile, abusive or unwelcome might be considered sexual harassment.

Examples of specific conduct that would violate this policy include, but are not limited to, the following activities on Farmstead Cafe premises or during work hours:

1. Visual displays of sexually suggestive or sexually explicit materials, such as posters, postcards, catalogs, drawings, cartoons, magazines, or photographs.
2. Sexually suggestive or explicit comments, jokes, epithets, name-calling, etc.
3. Sexually suggestive or explicit gestures.
4. Sending or receiving sexually suggestive or sexually explicit e-mail.
5. Logging onto, viewing, or downloading sexually suggestive or sexually explicit material from the Internet.
6. Viewing or showing sexually suggestive or sexually explicit films or videotapes.
7. Touching any co-worker or other person in a sexually explicit manner.
8. Any act of "hazing" that involves the removal of any item of clothing from an employee, that involves actual or threatened physical contact of any sort, or that involves any sexually suggestive or sexually explicit element.

General Harassment is defined as:

1. A course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose
2. Words, gestures, and actions which tend to annoy, alarm, and verbally abuse another person.
3. The use of obscene or profane language or language the natural consequence of which is to abuse the hearer or reader.

It should be noted that men as well as women can be victims of sexual harassment, and that sexual harassment may involve persons of the same sex. In addition, conversations or activities that are purely voluntary and consensual may make third persons feel uncomfortable, and thus, may be a violation of this policy.

It is the responsibility of all employees to conduct themselves in ways that ensure that others are able to work in an atmosphere free from sexual harassment. It is the responsibility of all employees to comply with this policy in all respects and at all times.

It is the responsibility of every supervisor employed by the Farmstead Cafe to ensure that anti-harassment policies are strictly enforced. Every supervisor is responsible for ensuring that each employee under his or her supervision is aware of this policy. It is further the responsibility of all supervisors to ensure that any work sections under his or her responsibility are free from sexual conduct that causes, or reasonably can be considered to cause, an intimidating or offensive working environment. In addition, supervisors are required to comply with all reporting requirements within this policy.

Any employee who feels that he or she is a victim of any form of harassment shall immediately report the matter to any supervisor or member of management. You may report your concerns to any supervisor with whom you feel comfortable in making such a report. A prompt and confidential investigation will be conducted. All such reports shall be treated confidentially. No employee shall be subject to any form of reprisal or retaliation for having made a good faith complaint under this policy. Sustained violations of the Harassment Policies will result in immediate disciplinary action, which may include termination of the offender.

Harassment of employees in connection with their work by vendors, customers, or other non-employees is also a violation of this policy. Any employee, who experiences or observes inappropriate behavior towards an employee by a non-employee, should report the incident to one of the Owners. Appropriate action will be taken.

The Farmstead Cafe cannot resolve allegations of harassment unless these incidents are reported. Therefore, it is the responsibility of all employees to bring to the Farmstead Cafe's attention any evidence of sexual harassment and to promptly report any act or event that is believed to be a violation of this policy so that the matter can be investigated as soon as practicable and appropriate action can be taken. Further, all employees are required to cooperate fully, honestly, completely, and truthfully in any such investigation. This will ensure that Farmstead Cafe maintains a workplace that does not tolerate any type of harassing behavior.

DRUG FREE WORKPLACE

Statement of Policy:

In compliance with the Drug Free Workplace Act of 1988, it is the policy of Farmstead Cafe to provide a workplace that is free from drug and alcohol abuse. We are concerned about the well-being of employees whose drug or alcohol abuse or dependency may affect their job performance, their job safety, the safety and well-being of co-workers, and the expectations of our customers.

To meet these goals, we have adopted this policy prohibiting drug and alcohol abuse on the part of all employees. This policy is applicable to all employees of the Farmstead Cafe. Nothing in this policy should be construed to create a contract of employment between the Farmstead Cafe, and any individual, and the Farmstead Cafe reserves the right to change or modify these policies at its sole discretion with or without prior notice.

Definitions:

A. Controlled Substances

The term “controlled substances” includes mind-altering and/or addictive substances included under the provisions of the United States Government’s Controlled Substances Act of 1970, as amended. Examples include:

1. Opiates (e.g., heroin, morphine, codeine, methadone)
2. Cocaine
3. Cannabinoids (e.g., marijuana, hashish)
4. Amphetamines
5. Barbiturates
6. Other narcotics or hallucinogens (e.g., phencyclidine [PCP], methaqualone [Quaalude], peyote, LSD)
7. Benzodiazepines (e.g., Valium)

Also encompassed by this definition are substances not sold as drugs or medicines but which are used for mind or behavior-altering effect.

B. Illegal Drugs:

The term “illegal drugs” means any controlled substance other than one purchased and used pursuant to a prescription written by the employee’s medical doctor or treating physician.

C. 116 Farmstead & Customer Premises:

The term “Farmstead Cafe and customer premises” includes work sites, vehicles, or offices owned, rented, used, or serviced by the Farmstead Cafe or by any customer of the Farmstead Cafe ; employee-owned or employee-rented vehicles on the property of the Farmstead Cafe or of any customer of the Farmstead Cafe; and any other locations where the employee represents the Farmstead Cafe in any capacity.

D. Farmstead Cafe Time

The term “Farmstead Cafe time” includes all working hours as well as meal periods and break periods, regardless of whether on Farmstead Cafe or customer premises.

Prohibited Activities

A. The possession, use, sale or distribution of illegal drugs on Farmstead Cafe time or on Farmstead Cafe or customer premises is strictly prohibited. Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

B. The unauthorized possession, use, sale or distribution of alcoholic beverages on Farmstead Cafe time or on Farmstead Cafe or customer premises is strictly prohibited.

C. Reporting to work at any time under the influence of alcohol or any controlled substance is strictly Prohibited. The only exception will be for a controlled substance prescribed for the employee by the Employee's physician.

D. Off-the-job illegal drug use is prohibited. Such use could adversely affect an employee's job performance Or could jeopardize the safety of other employees or the public. Off-the-job illegal drug use could also Jeopardize customers' or the public's confidence in the Farmstead Cafe and its employees.

Testing For the Presence of Illegal Drugs

The Farmstead Cafe reserves the right to test any employee for the presence of illegal drugs under the following circumstances:

Newly Hired Employees.

The Farmstead Cafe reserves the right to test all newly hired employees for illegal drugs. Any offer of employment with the Farmstead Cafe is contingent upon testing negative for the use of illegal drugs. Any newly hired employee who tests positive for illegal drugs will be subject to immediate termination.

Random Testing

The Farmstead Cafe reserves the right to test any of its employees for illegal drugs at least once during every twelve-month period from the date of the implementation of this substance abuse program.

Suspected Influence

The Farmstead Cafe may require a test whenever an employee's work performance, attendance, conduct, appearance, speech or other behavior on the job creates a reasonable question of whether the employee is under the influence of illegal drugs.

Accidents

The Farmstead Cafe reserves the right to test all persons involved in any accident occurring while that employee is considered to be in an on-duty status. This includes both injury and non-injury motor vehicle accidents involving Farmstead Cafe owned vehicles. Additionally, all persons who sustain a work-related injury requiring medical treatment by a physician or other licensed health care provider may be subject to testing for illegal drugs.

Refusal to Take Test

Any employee who refuses to take a Farmstead Cafe required drug and alcohol test or who does not authorize disclosure of test results to the Farmstead Cafe will be subject to immediate termination. We strongly encourage any employee that may need counseling, treatment or rehabilitation to seek help from community and social service agencies. This policy does not prohibit the proper use of medication under the direction of the employee's physician.

Employees who are taking prescribed medication which may affect their ability to perform their jobs in a safe and efficient manner must notify their manager of this condition when reporting for work. A decision will be made as to your ability to work safely under these circumstances.

ALCOHOL FREE WORKPLACE

Statement of Policy:

Other than at Farmstead Cafe-sponsored or approved functions, alcohol consumption is prohibited at any time on Farmstead Cafe facility property and is prohibited during working time, including break or rest periods. Aside from Farmstead Cafe-sponsored or approved functions, any employee that consumes or is found to be under the influence of alcohol upon Farmstead Cafe premises, or who reports to work while under the influence of alcohol, will be subject to disciplinary action, up to and including termination.

Employees that drive motor vehicles as part of their work are subject to disciplinary action, up to and including termination if they are found to be driving under the influence of alcohol, on or off duty.

EMPLOYEE BENEFITS

Employee Discounts

All employees may receive a discount on food purchased during their shift for themselves. Coffee, tea, and water may be consumed free of charge while working.

FAMILY AND MEDICAL LEAVE ACT

Full and part time employees are eligible for unpaid leaves of absence to attend to personal --and family medical circumstances in accordance with the Family and Medical Leave Act of 1993.

All full-time employees who have completed one year of continuous employment, and all part-time employees who worked at least 1,2500 hours during the 12-month period immediately preceding the commencement of the leave, shall be entitled to family and medical leave. Employees entitled to family or medical leave may take up to a total of 12 weeks of leave per calendar year:

1. For birth of a son or daughter and to care for the newborn;
2. For placement with the employee of a son or daughter for adoption or foster care;
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition; or
4. Because of a serious health condition that makes the employee unable to perform the functions of his or her job.

The right to take family and medical leave applies equally to male and female employees. A father, as well as a mother, can take family leave for the birth, placement, or adoption or foster care of a child. An expectant mother may take family and medical leave before the birth of a child for prenatal care or if her condition makes her unable to work.

The family and medical leave can begin before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed.

The first thirty days of family or medical leave will be without pay, unless the employee has any personal days or vacation days, in which case the employee may use his or her personal days or vacation days as days of paid leave. In certain circumstances, family and medical leave may be taken intermittently or on a reduced leave schedule.

The Farmstead Cafe reserves the right to require a physician's statement before approving a request for family or medical leave or before an employee may return to work at the conclusion of a leave.

An employee who returns from family or medical leave within 12 weeks from the commencement of the leave is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms, and conditions of employment.

A detailed copy of an employee's FMLA rights can be found by calling (202) 693-6600 and requesting Fact Sheet No. 028 or by accessing <http://www.dol.gov/dol/esa/public/regs/compliance/whd/whdfs28.htm>.

LEAVE OF ABSENCE

Personal Leave – An authorized Personal Leave of Absence may be granted when you require time off from work for compelling personal reasons (such as family illness, death, personal problems or other circumstances).

Employees must be employed for a minimum of six months before a Personal Leave may be considered.

Bereavement Leave – A short term leave of no more than three days may be granted without pay due to a death of an immediate family member (defined as: spouse, parent, child, or sibling).

Military – A military leave is granted to an employee who enlists, is drafted or recalled to active duty for more than 14 calendar days. Employees returning from military leave are eligible for re-employment as required by law.

REQUEST FOR TIME OFF

Any requests for time off must be posted to Homebase and your manager notified two weeks prior to the date to allow for scheduling changes. Any request for time off, not emergency related, made after this date or after schedule is posted is the responsibility of the employee to cover the shift. However, you must coordinate it with your manager as well. You should ensure that the person taking the shift is eligible and reliable to show up to cover the shift in question. It is your shift and this makes you responsible for it.

PAYROLL

PAY DAYS

Pay periods are two week periods, running from Wednesday to Tuesday. Paychecks are distributed every other Friday via direct deposit.

OVERTIME

Hourly and non-exempt employees are paid at one and one-half times their regular hourly rate for actual hours worked in excess of 40 hours in any one workweek. Lunch time, vacation, holiday, and sick time will not be counted for “hours of work” for the purpose of calculating overtime.

Your supervisor or manager must approve any overtime worked. Unauthorized overtime may be cause for disciplinary action. Occasionally, you may be required to work mandatory overtime. When overtime is required, your manager will notify you as soon as possible.

TIMEKEEPING PROCEDURES

Unless otherwise notified, all employees are required by Federal and State labor Laws, and by the 116 Farmstead to keep an accurate record of hours worked each day and total hours worked in each workweek. Employees are required to document their work time using the Farmstead Cafe’s Homebase timekeeping system. Your time record should reflect all time worked, including overtime. If an error should occur in your time record, please see your Manager immediately for correction.

Employees may view their time records on Homebase at any time.

It is your responsibility to make sure that you are the only one that records your time. Under no circumstances may any employee record or alter another employee’s time record. Altering another employee’s time record in any way is grounds for immediate termination of employment.

PAYROLL DEDUCTIONS

Social Security Tax. This is a Federal tax deduction from your salary for Social Security retirement benefits. Farmstead Cafe contributes an amount equal to your deduction to the Federal Government in your name.

Medicare Tax. A mandatory Federal deduction for Medicare benefits. Farmstead Cafe contributes an amount equal to your deduction to the Federal Government in your name.

Federal Income Tax. Upon employment you completed a W-4 form (Employee’s Withholding Allowance Certificate), as required by law. According to a scale established by the Government, Farmstead Cafe withholds an amount determined by the number of exemptions you claim and the amount of your salary. When you file your income tax return the following year, your total tax may be more than the amount that was deducted from your pay; if so, you are required to pay the difference to the Government. If your tax is less than the total amount withheld per paycheck, the Government is required, at your request, to then refund the

difference to you. Taxes will be withheld from all money paid to employees, i.e., incentive, bonuses, commissions, tips, etc. In January, Farmstead Cafe will furnish you with a W-2 form for your use in filing your tax returns.

State Income Tax. State law requires the Farmstead Cafe to deduct a State Income Tax. Once again, your salary and the number of exemptions you claim, based on a scale established by the State determine the amount withheld. Refunds or payments are generally determined in the same way as for the Federal Government.

City/County Income Tax. Depending on your work location and residence, a city income tax may also be deducted at a rate established by the municipality (city).

Other Deductions. Additional deductions may be made for unpaid absences, where authorized by court orders or wage assignments, and any other deductions that may be required by law.

WAGE ASSIGNMENTS AND GARNISHMENTS

The way that you manage your budget is your own business. However, when we receive a wage assignment or garnishment for you, we are required to process the order and make arrangements to begin payroll deductions from your paycheck. We will inform you when we receive a notice, and will assume you will then take the responsibility of satisfying your creditors. If a garnishment is not relinquished in writing prior to the payroll processing date, we are required by law to make the necessary deduction from your check. The Farmstead Cafe will comply with all legal garnishment and wage assignment orders. However, it creates additional work for the Farmstead Cafe when we are required to become involved with your personal financial obligations.

WHAT WE EXPECT FROM YOU

GENERAL EXPECTATIONS

Every employee must constantly work towards achieving Farmstead Cafe goals and attain the desired results by their attitude and actions. This means:

1. You must always treat customers and co-workers as very important people. **Smile and be friendly**, pleasant, helpful and available. You are in the wrong field of work if you often chose to be angry, sullen, grouchy or unfriendly.
2. Every employee must stay busy with productive work such as serving customers, preparing food, assisting co-workers, cleaning, stocking, managing, supervising, etc. at all times except during meal breaks or other authorized breaks.
3. Always practice **“Teamwork.”** **“We”** can perform better than **“I”**. When teamwork is practiced, there is never a reason to say, “That is not my job.”
4. Every employee should be aware of their control of expenses and act to reduce food and labor costs, wastes, breakage, utilities, etc.
5. All employees should place their loyalty with the Farmstead Cafe and act accordingly in observing suspicious and dishonest behavior. For instance, if you see another employee stealing Farmstead Cafe property, or any unethical behavior, you should not hesitate to tell your supervisor or to inform management.
6. Cooperation with co-workers, supervisors, and managers is essential. Constant two-way communication is required with suggestions and questions. Everyone must be approachable without becoming angry.
7. Remember, to communicating effectively: look at **me**, smile at **me**, talk to **me** and say **thank you**.

GREETING CUSTOMERS AND CO-WORKERS

Every employee, regardless of their position, must give a pleasant greeting to customers and co-workers. This is the first and most basic step in achieving customer satisfaction and making your employment location a good place to work. The most important words in this business are *“Hello”*, *“Hi”*, *“Good Afternoon”*, *“Good Evening”*, *“Thank You”*, *“Please”*, and *“Excuse Me”*. Hospitality begins with your first words.

GENERAL CONDUCT

All employees are expected to conduct themselves in a manner to promote a favorable image of the Farmstead Cafe, promote efficient operation of the Farmstead Cafe and promote harmonious relationships among fellow employees and customers. General conduct on the job, aside from specific job responsibilities, is mainly a matter of using common sense. Specific policies regarding general conduct include but are not limited to:

1. You are expected to perform all work assigned by your supervisor/manager during your shift. Failure to do so is considered insubordination and may result in disciplinary action.

2. No employee will use their position to secure special privileges or advantages.
3. Employees will not discriminate against any customer, employee or prospective employee on the basis of race, sex, religion, national origin, age or disability.
4. No employee may bring any type of weapon or item declared as contraband onto the property of the Farmstead Cafe.
5. Employees are forbidden to engage in any conduct, communication or activity, which is criminal in nature or which would bring discredit upon the Farmstead Cafe. Not only must employees avoid misconduct, but also, the appearance of misconduct.
6. False, slanderous, degrading statements or actions that may discredit the Farmstead Cafe, its employees or patrons that are committed while the employee is on duty will result in disciplinary action. Employees should report any corrupt or unethical behavior that may discredit the Farmstead Cafe to a member of management.

ABSENCE AND TARDINESS

Customer satisfaction and employee morale is seriously reduced when you are absent and no one can be scheduled to take your place. Therefore, employees who do not telephone with sufficient notice to your supervisor or manager will be subject to disciplinary action and possible dismissal. Tardiness causes undue stress on fellow employees and poor customer service. Excessive tardiness may justify the need for termination of employment.

The Farmstead Cafe encourages and expects the regular and dependable attendance and punctuality of each employee. In order for the Farmstead Cafe to operate productively and efficiently, employees must be available for work on a regular basis. Regular, dependable attendance and punctuality is an important part of every employee's contribution to the Farmstead Cafe and should be considered a condition of your employment.

Because your attendance is so critical to the successful operation of the business, we are stating our attendance policy simply and directly: ***No Call, No Show, No Job***. While this may seem harsh, if you do not show up for work, and have not called in with sufficient notice depending on the circumstances, the Farmstead Cafe may terminate your employment without any other reason.

Dress Code

All employees are required to be in proper, appropriate dress during their shift. This means no leggings. No skin tight, or dirty, ripped, torn clothing. Any printed t-shirts must be family friendly. Shoes must be work safe, including no holes or rips.

Kitchen staff must have hair pulled back or wear a hat at all times.

MEETINGS

- **Pre-Shift Meetings**

Some departments will gather together before the shift to discuss the following: daily special, policy changes, upcoming events, awards & recognition, reservations, staff outings, daily happenings, employment anniversaries.

- **All-Staff Meetings**

occasionally we may have a meeting with all employees to discuss important issues such as policy changes, upcoming events, and employee recognition.

BREAKS & MEALS

Employees will be compensated for their ten-minute rest breaks. Every employee receives a complimentary discount at 25% off of meals while at work.

Breaks are to be taken at times approved by your supervisor and may be used for resting, snacks, meals, refreshments, telephone calls, smoking, etc. The Farmstead Cafe furnishes free iced tea, water or coffee during your shift. Meals should not be taken at the beginning of your shift or at last call for food. Meals should be taken during slow periods of activity and not during periods of peak activity.

Under Department of Health regulations, beverages for employees who are working in food preparation areas must always be covered and have a straw or be of closeable container style.

SMOKING

Employees are allowed to smoke in designated areas while on authorized breaks. There is to be absolutely no smoking in food preparation areas, inside the building, or in sight of customers. Your supervisor can direct you to the designated smoking areas.

PERSONAL PHONE USE

Use of phones during work hours is limited to emergencies. Any calls received should be limited and brief. Calls cannot be taken during busy/peak times. The same goes for texting and any online use except for Farmstead Cafe business purposes.

APPEARANCE

A neat, well-groomed appearance is a fundamental requirement. It is your responsibility to keep your clothing neat, clean and pressed. Personal hygiene is of the utmost importance. Hair must be compact, professional and not interfere with service or violate health code policies. Any perfume or cologne used should be light and unobtrusive, as some customers are allergic to these products. The Farmstead Cafe recognizes and appreciates that some people like to express themselves but the hygiene and appearance of all employees are considered a part of the uniform. If being in view of customers is regularly part of your job, any visible tattoos should be covered with clothing or make-up.

PERSONAL PROPERTY

Unnecessary personal property should not be brought onto Farmstead Cafe property. In the event of any lost or stolen articles, the Farmstead Cafe will not be liable for the loss of any personal property. Firearms, lethal weapons, illegal drugs or alcoholic beverages are not permitted to be brought onto our premises. Possession of these items on Farmstead Cafe property shall be deemed as cause for immediate dismissal. Radios, TV's, tape recorders, etc. are also not permitted. Cell Phones must be kept on silent mode.

CHANGES IN PERSONAL INFORMATION

In order to keep your personnel records up to date, to ensure that the Farmstead Cafe has the ability to contact you, and to ensure that the appropriate benefits are available to you, we ask that you notify the Manager promptly of any changes of name, address, phone number, marital status, number of dependents, or other applicable personal information.

LOST & FOUND

All items lost by customers or co-workers and recovered by employees must be reported to your supervisor and turned in to a manager.

THEFT

This policy covers misappropriation, misuse, theft, or willful damage of employees', guests', or Farmstead Cafe property. The Farmstead Cafe encourages an atmosphere of mutual trust and asks that you be a part of it. We pledge to you that we will operate in that spirit. In the course of your work here, there will be many tempting opportunities to take money, supplies, or products that belong to the Farmstead Cafe or one of our clients/guests. For some people, it may be the first time they have been exposed to this type of temptation. We hope you recognize that we will take every precaution to reduce temptation and discourage dishonesty in all its forms. However, in the final analysis, you are responsible for your actions. Our policy is firm in dealing with dishonesty. We will not hesitate to discharge and prosecute an employee who steals money, products, supplies or any other Farmstead Cafe or our clients/guests property. We know you will understand that it is necessary for us to have a clear and consistent policy about this important subject.

ALCOHOL SERVICE

At catering events servers are responsible for the proper service of alcoholic beverages. Employees serving alcohol must affirm:

1. They have appropriate state licensing to pour and serve alcohol.
2. They are aware of the age requirements for the purchase of alcohol.
3. Proof of age is required for anyone appearing to be younger than 30 years of age.
4. Driver's licenses and ID cards should be examined carefully for authenticity.
5. Any employee that suspects that a patron may be intoxicated shall notify their respective supervisor.

OUTGOING PACKAGES

Any package carried out of the building is subject to inspection. The item in question must be offered to the manager on duty for inspection. Please do not be offended if someone asks to see your package; they are just doing their job.

SOLICITATION

Selling or buying merchandise, beauty products, chances, sponsorships, etc. while on Farmstead Cafe time is not permitted, as it interferes with your job and the duties of others. In addition, some employees may feel obligated to buy something from a co-worker when they don't really want or need the item being offered. It is unfair to place them in this awkward position.

ENERGY CONSERVATION

Every employee is required to assist in energy conservation. The following steps are mandatory:

1. Turn off lights before leaving.
2. Turn off equipment when not needed, including coffee makers, dishwashers, ovens and warmers.
3. Observe proper pre-heat times on cooking equipment.
4. Use conservative thermostat settings.
5. After using water faucets, turn off completely.

CARE OF FARMSTEAD CAFE PROPERTY

All employees are to practice safe use and handling of Farmstead Cafe property. Abuse or careless handling of dishes, glasses, racks, carts, machines, etc. will not be tolerated. If you make unnecessary noise during your work, it is likely that you are not properly using the item. Also, you are likely to disturb nearby customers and co-workers by creating unnecessary noise. Table linen must never be used for cleaning purposes. Use towels only for cleaning or wiping spills.

HOUSEKEEPING

Every employee is responsible for keeping his or her work area cleaned and organized. Just like you being a host at your party, you always want to make sure everything looks clean before they arrive and you always clean up after they leave. A place must be established for every item and every item must be kept in its place. Everyone must cooperate to keep traffic aisles clear and floor clear of litter. If you see items dropped on the floor, pick them up! When using restrooms, all employees have the duty to see that the area is left clean, whether it is a public restroom or the employee's restroom. Pick up litter off the

floor or in the sink, flush commodes, and have towels or tissues replaced if empty. Take pride in your area.

USE OF VEHICLES

All employees who may have occasion to drive a Farmstead Cafe or their own vehicle in the course of their employment will be subject to the following policy:

General Requirements

Before an employee may operate a Farmstead Cafe or their own vehicle, clearance must be obtained from the Owner. Driving a Farmstead Cafe vehicle without authorization is grounds for termination of employment. Employees are required to empty the vehicle of all trash and equipment before parking the vehicle in the last row of the parking lot. All employees operating Farmstead Cafe or their own vehicles and all passengers being transported in these vehicles must wear seat belts at all times.

Fuel Purchases

When employees operating Farmstead Cafe vehicles need to purchase fuel, the following procedures must be followed. The driver must obtain a receipt for the amount of fuel purchased, and write the vehicle number and odometer reading on the receipt at the time of purchase. Only valid receipts with the necessary information on them will be eligible for reimbursement. Any employee that unlawfully obtains fuel for personal use at the expense of the Farmstead Cafe shall be prosecuted.

Motor vehicle record (MVR)

An Individual Motor Vehicle Record Check shall be obtained and provided by the employee to verify a current license in this state and a satisfactory driving record. You will be disqualified from operating a Farmstead Cafe vehicle if your MVR record reveals any of the following:

1. Conviction for Driving under the Influence (DUI) and/or Driving While Intoxicated (DWI) within the past three years.
2. License is currently suspended or revoked. *
3. Two or more moving violations during one calendar year.

* Consideration will be given to licenses that have been suspended due to failure to pay fines for traffic, insurance or administrative violations, provided the license is reinstated and presented to the General Manager as part of the clearance process.

Moving Violations

It is the employee's responsibility to notify their supervisor or manager of any traffic or moving violations that may occur while you are operating a Farmstead Cafe vehicle. Failure to report any such violations will result in disciplinary action. All traffic offenses including parking tickets are the responsibility of the driver, not the Farmstead Cafe.

Employee vehicle accident policy

Any accident involving a Farmstead Cafe or their own vehicle or property during the course of business must be immediately reported to your supervisor. All accidents will be investigated. Alcohol/drug testing will also be conducted.

Results of an accident investigation will include one or more of the following:

- A. An accident as a result of reckless driving and/or abuse of Farmstead Cafe property will require disciplinary action, up to and including dismissal.
- B. An accident where the employee is at fault will require disciplinary action, up to and including dismissal.
- C. Management will review all employee accidents, regardless of whether the employee is at fault.
 - 1. The results of such a review could include:
 - a) No Action
 - b) Counseling/Verbal Warning
 - c) Written Warning
 - d) Dismissal
- D. Failure to report any accident will require disciplinary action, up to and including dismissal.
- E. Management may review any accident and subsequent disciplinary action may be taken.

EMERGENCY/SAFETY PROCEDURES

The Farmstead Cafe is very concerned with the safety of its employees. We want to assure that all employees are aware of basic safety and emergency procedures, which include, but are not limited to the following:

1. Report **ALL** injuries incurred while on the job, regardless of how slight they may appear, to your supervisor or manager on duty immediately.
2. Severe or potentially life threatening accidents or illnesses that require immediate medical attention are to be called into 911, the local emergency number for EMS, Police and Fire.
3. Orient yourself to the location of fire exits, first aid kits, fire extinguishers, emergency shut off valves, etc.
4. Observe proper knife safety skills. Including, never putting a knife in a sink but placing them on the dirty dish side and notifying others of their presence, always cutting away from yourself, never cutting items while holding them in hand, etc.
5. Wear protective clothing and/or safety glasses if your position warrants it.
6. Report any conditions you feel may be unsafe. Use your judgment and common sense.
7. Observe “No Smoking” signs. They are posted in areas where a fire hazard may exist.
8. Untidy housekeeping can lead to fire and safety hazards. Keep your work area clean at all times. Keep floors dry and free from liquids or lubricants. Passageways should remain open, aisles are not blocked and materials are not to be stored in front of doors.

ON-THE-JOB INJURIES AND WORKER’S COMPENSATION

Farmstead Cafe does provide Worker’s Compensation Insurance for all employees. The Worker’s Compensation Act provides benefits to employees who experience work related injuries or illnesses. Benefits may include payments for lost income and the expense of medical treatment.

It is the responsibility of all employees to ***immediately report any injuries, which occur while on the job to their supervisor***. This notification should include information about how the injury occurred and the body part affected. By reporting the accident to the proper personnel, the claim process can be started without delay.

An injured employee may seek treatment at any medical facility of their preference. The Worker Compensation plan utilized by Farmstead Cafe does not participate in “managed care” where the employee must go to pre-authorized medical care facilities.

Any money that is payable to the employee because of a Worker’s Compensation claim will be paid through the Worker’s Compensation Insurance carrier in accordance with all governing laws. Any employee returning from Worker’s Compensation leave will be required to furnish a doctor’s release prior to resuming regular job responsibilities.

Employees that incur an on-the-job injury that required medical attention will be subject to drug testing.

Claims that are not reported at the time of the accident and/or refused to seek medical attention may be denied.

SAFETY AND SANITATION

Safe and sanitary work practices are essential for the protection of customers and employees. Unsafe practices such as those listed below will not be tolerated and violations of these policies will be cause for disciplinary action up to and including dismissal:

- Horseplay, running, using one way doors improperly, kicking doors open.
- Overloading trays or bus carts.
- Failure to use ice scoops.
- Placing detergents, insecticides, chemicals, etc. near food or food supplies.
- Failure to immediately clean up spilled food or other substances.
- Failure to wash hands after breaks, smoking, eating, using the restroom, telephone, or touching hair, nose, mouth or face while serving food.
- Chewing gum while near and/or preparing food.
- Sneezing or coughing over food.
- Performing any work near food with dirty nails, skin or any open sores.

WATER POLLUTION

Everyone must be careful not to put waste food, grease, or hazardous materials in sinks or floor drains. These materials must be properly disposed of in accordance with labeling instructions or as stated on MSDS sheets. Grease and other cooking oils are to be disposed of using specially designed containers to avoid unnecessary water pollution. If you have any doubts as to the proper disposal of any waste materials, please consult your supervisor before taking any action.

HAZARDOUS AND TOXIC MATERIALS

Farmstead Cafe **will remain** in compliance with the OSHA Hazard Communication and Bloodborne Pathogens Standards. If your job requires that you use any hazardous or toxic materials, you will receive training in the safe handling and use of these materials, and access to the Material Safety Data Sheets for materials used in your area. Employees are not to use any potentially hazardous material or chemical without being trained in the safe handling and use procedures for each material you may have occasion to use in your work.

PROGRESSIVE DISCIPLINE

Farmstead Cafe is proud of the good reputation that it has with the community. We are able to maintain our reputation because our employees are in compliance with our policies and regulations. Your continued employment with the Farmstead Cafe is based on mutual respect and shared responsibilities for meeting the needs of our customers. Conduct, which is detrimental to these responsibilities, will subject the employee to disciplinary action.

If you do not understand our policies and regulations after reading this booklet, ask your supervisor or manager for clarification. It is our policy to use disciplinary actions to correct violations of Farmstead Cafe policies or employee behavior. The purpose of disciplinary action is to prevent a recurrence of the violation and to correct unacceptable behavior. Disciplinary action is generally administered in progressive order as described below. However, depending on the severity and nature of the policy violation, the progressions may be altered, or not administered in this exact order. The Farmstead Cafe reserved the right to terminate employees without prior warning for serious actions determined to be inappropriate or detrimental to the business interests of Farmstead Cafe under our policy of employment-at-will. The usual progression is as follows:

Verbal Warning/Counseling

A verbal warning is generally used to inform you of minor rule or policy violations on the first offense. It serves to remind you of specific rules, policies and procedures. In most cases, verbal warnings are issued during a private discussion between you and your supervisor.

Written Warning

Written warnings may be issued for repeat violations after being issued a verbal warning, or for substantial violations of Farmstead Cafe policies. Each warning will document the employee's behavior and the policy that was violated. Written warnings will be signed by your supervisor and you will be asked to acknowledge the warning with your signature.

Final Written Warning and/or Suspension or Probation

This is considered a last step option in the disciplinary process. There has been a serious policy violation or a previous written warning has failed to correct the problem. A further occurrence of the policy violation after this step will result in termination of employment.

Termination

If the above steps have failed to correct the problem, or if there is a serious violation that warrants immediate dismissal, the employee will be issued a written termination notice and employment with the Farmstead Cafe will be formally terminate.

Dismissal

These are certain violations that are considered grounds for Immediate Dismissal. Because of the severity of these violations there will be no process of disciplinary action. These include, but are not limited to the following:

1. Rudeness to guest, staff, or vendor
2. Falsification of information on employment application.
3. Falsification of Farmstead Cafe records or reports, including time sheets.
4. Abuse, destruction or defacing of Farmstead Cafe property.
5. Insubordination to supervisor and management, or obstructing the flow of work.
6. Fighting on Farmstead Cafe premises or threats of bodily harm perpetrated by Farmstead Cafe employees.
7. Sales, use, possession, or being under the influence of alcohol or non-medically prescribed substances on Farmstead Cafe property.
8. Possession of firearms or dangerous weapons while on Farmstead Cafe property.
9. Unauthorized possession, use, or theft of property or funds from the Farmstead Cafe, customers, or employees.
10. Unauthorized use or possession of Farmstead Cafe vehicles including transporting unauthorized people.
11. Failure to promptly report any accident or injury in the workplace, or any accident involving a Farmstead Cafe vehicle.
12. Major violations of Farmstead Cafe safety rules.
13. Falsification of information given to supervisor or manager.
14. Unauthorized disclosure of confidential information.
15. Entering into unauthorized contracts or incurring unauthorized expenses in the Farmstead Cafe 's name.
16. Sleeping or gross neglect of duties while on work time.
17. Willful or knowing violation of Farmstead Cafe policy or rules.
18. Any unlawful activity by employees occurring on Farmstead Cafe premises.
19. Forging a signature.

Violations, depending on the seriousness of the situation, that will result in disciplinary action, warnings notices, suspension or dismissal include, but are not limited to the following:

1. Excessive absenteeism or tardiness.
2. Violations of safety rules.
3. Unsatisfactory work performance, including failing to use work time productively.
4. Conducting personal business or performing unauthorized work during working hours.
5. Leaving the Farmstead Cafe's premises or assigned work location during work hours without your manager's approval.
6. Distribution of printed or written material on Farmstead Cafe property without authorization.
7. Other inappropriate conduct at the discretion of management.
8. \$5.00 off cashier/ bartender drawer
9. Smoking in non-designated area
10. Improper shift change
11. Being out of uniform

RESIGNATION/TERMINATION

If you must resign voluntarily, the Farmstead Cafe would appreciate at least two weeks notice to be given. This allows us time to find and train a replacement.

If you are planning to leave because you are dissatisfied with your job, please discuss your situation with your supervisor, or one of the owners before making a final decision to resign. It is possible that by communicating your feelings, a solution other than resignation can be found.

Employees who do not report to work for three (3) consecutive days and have not contacted their supervisor or Department Manager will be considered to have voluntarily resigned their position and are subject to immediate termination for job abandonment.

Upon resignation/termination of your employment with Farmstead Cafe, the following policies will apply.

Compensation

If you resign or are dismissed, you will be paid up until your last day worked on the next regularly scheduled pay day, or no later than 14 days after your last day worked, whichever comes first. Unless Farmstead Cafe provided uniforms are not returned to Farmstead Cafe. In this event the cost of unreturned items will be deducted from your final paycheck.

Vacation, Sick, and Other Pay. Farmstead Cafe does not offer vacation, sick, or any other form of compensation other than for hours actually worked.

RE-EMPLOYMENT

Former employees may be rehired. However, they must be approved by Management , and have left Farmstead Cafe under favorable circumstances. Former employees rehired within 30 days of their last day worked may be eligible to keep their seniority intact regarding benefits that are based on length of service. Employees rehired after 30 days are not eligible for any benefits accrued during their previous employment with Farmstead Cafe.

COMMUNICATION

An important part of Farmstead Cafe's management philosophy is to promote open communication between management and employees. Your supervisor will try to keep you informed of how they feel you are performing; in return, you should bring to their attention any questions you have about your job and generally let them know how you feel about your position.

Any work related problems you may be experiencing can be discussed with your supervisor, or one of the owners. Sometimes small problems can become large ones, unless they are acted upon while they are small. Your supervisor will always listen to your problems. If you have doubts about your performance or how your supervisor feels you are doing, ask. Your supervisor wants you to be satisfied in your position and you're the only one who can tell them if you are or not. Bring your complaints or concerns to your supervisor and then, if necessary, to administration.

OPEN DOOR POLICY

Farmstead Cafe wants to hear your suggestions. If you know a better way to do a certain procedure, let your idea be known. Our employees know their specific job areas, sometimes better than their managers. Relate your ideas to your supervisor either verbally or in writing. All comments and suggestions will be carefully considered.

LEAVING THE BUILDING WHILE ON DUTY

For safety and security reasons, it is not permitted for you to leave the property while on duty. This includes *going to your car for any reason*, without permission from the on-duty manager. *UNDER NO CIRCUMSTANCES* are you permitted to perform any maintenance on your vehicle on Farmstead Cafe property. If your vehicle is broken down, please consult with your supervisor.



ACKNOWLEDGMENT AND CONSENT FOR DRUG AND ALCOHOL TESTING

I understand that as a condition of prospective or continued employment with Farmstead Cafe, I must comply with the Farmstead Cafe's substance abuse policy, and upon request submit to any required drug or alcohol testing as required by Farmstead Cafe policy. I also acknowledge that by signing this document that I have hereby received written notice of such drug and alcohol testing, and have read and understand all aspects of the Farmstead Cafe policy regarding a ***Drug Free Workplace*** and procedures for substance abuse testing as described in the employee handbook.

I have read and understand the above conditions regarding drug and alcohol testing and agree to comply with them. Additionally, I hereby authorize the release of the results such an examination may produce to the Farmstead Cafe for their use in evaluating my suitability for employment.

Printed name of Employee

Signature of Employee

Date

Witness Signature of Manager



ACKNOWLEDGMENT AND CONSENT FOR BACKGROUND CHECK & RECEIPT OF POLICIES

I understand that as a condition of prospective or continued employment with Farmstead Cafe, I must comply with the Farmstead Cafe's policies. I hereby acknowledge receipt of the Farmstead Cafe Employee Handbook. Further I acknowledge that I understand the policies contained therein in regards to my conduct and employment with Farmstead Cafe.

In addition, I hereby grant Farmstead Cafe permission to perform a background check on my person. I understand that because of the nature of the business Farmstead Cafe must perform such checks to protect its clients. I agree that the cost of this and similar checks and testing will be paid by me, deducted from my initial paycheck(s) and upon completion of 180 days of employment with Farmstead Cafe, the cost will be paid back to me as a bonus.

I have read and understand the above policies and agree to comply with them. Additionally, I hereby authorize the release of the results for my background check to the Farmstead Cafe for their use in evaluating my suitability for employment.

Printed name of Employee

Signature of Employee

Date

Witness Signature of Manager