

RDSL LLC
RDSL OK LLC
RDSL Enterprises LLC
dba Jack in the Box
RDSL Properties Management LLC
EMPLOYEE HANDBOOK – UPDATED – JUNE 2017

WELCOME TO OUR TEAM!

We welcome you to RDSL LLC, et al the proud owner of Jack in the Box franchises. We look forward to working with you and want you to know that we recognize our employees as one of our most valuable resources. Our continued success in providing the highest quality for food, beverages and service to our guests depends on having quality people like yourself and your fellow employees. We want you to enjoy your time here and are committed to helping you succeed.

We have prepared this Handbook to answer some of your questions, as well as outline the policies and procedures which govern the relationship between yourself and RDSL LLC, et al (Company or RDSL). Please read this Handbook thoroughly and ask us any questions you may have.

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

Once again, welcome to RDSL LLC, et al and congratulations on becoming a member of our team!!

Sincerely,

Rabi Viswanath, Franchise Owner / President

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PLEASE VISIT WWW.RDSLGROUP.COM FOR YOUR PERSONAL COPY OF THIS EMPLOYEE HANDBOOK

SECTION: THE WAY WE WORK

A WORD ABOUT THIS HANDBOOK

This Employee Handbook contains information about the employment policies and practices of the **company**. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the **company**. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time-to-time. The **company** retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the **company**. **This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.**

Except for the policy of at-will employment, which can only be changed by the **president** of the **company** in a signed written contract, the **company** reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions, or additions to the Employee Handbook must be in writing and must be signed by the **president** of the **company**. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection.

Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

OUR COMPANY IS AN AT-WILL EMPLOYER

THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE COMPANY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.

This Employee Handbook refers to current benefit plans maintained by the **company**. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract signed by the president of RDSL is inconsistent with the Employee Handbook, the written contract is controlling.

BUILDING FOR THE FUTURE

As with any business, revenues are an absolute necessity for maintaining jobs and building for the future. Rather than look at generating sales and revenue as an "undesirable task," we look at it as a "must" situation. How do we continue to generate revenues to ensure a secure future and continued opportunities for all employees? With teamwork. Together we must meet the challenges we face on a daily basis.

In general, we have mentioned benefits, responsibilities, and operations. We have saved the most crucial component of this business for last -- You.

At all times, you represent the **company**, and it is up to each one of you to take this responsibility seriously. Our **company** exists with your joint efforts. Don't underestimate your contribution to it. A great many people outside the business who invest their time, money, and faith in us are part of that equation. They are our **customers** who will determine how fast we grow, how many people we will employ, how many products we produce, how much service we render, and the profit we make. In order to retain these **customers**, we want to ensure that our good service continues by always giving our **customers** the best possible value and quality. Working together and working well provides us with a bright future and with the most important commodity, a good reputation.

EQUAL EMPLOYMENT OPPORTUNITY

RDSL LLC, et al (Company) and all of its employees shall follow the spirit and intent of all applicable federal, state and local employment law and is committed to equal employment opportunities. To that end, Company will not discriminate against any employee or applicant in a manner that violates applicable law. RDSL LLC, et al is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under applicable federal, state or local law. Each person will be evaluated on the basis of personal skill and merit. Company policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs.

The Regional Managers / Director of Operations shall act as the responsible agent in the full implementation of this Equal Employment Opportunity Policy. RDSL LLC, et al will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of the company may have violated the Equal Employment Opportunity Policy should report the possible violation to Management. If the company determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, the company will inform the employee who made the complaint of the results of the investigation.

RDSL LLC, et al is also committed to complying fully with applicable disability discrimination laws and ensuring that equal opportunity in employment exists at RDSL LLC, et al for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on the company. Employees who believe that they may require an accommodation should discuss these needs with Management. If you have any questions regarding this policy, please contact your Regional Manager.

ADVERSE POLICY IMPACT

The Company has implemented numerous policies that are designed to achieve important business objectives. We recognize, however, that an otherwise legitimate workplace policy can have unintended consequences to individuals in a particular group or class. If you feel that one of our policies adversely impacts you due to your unique circumstances (e.g. your membership in one of the “protected classes”), you may seek accommodation regarding such policy. The procedure to seek this accommodation is as follows: Deliver to your supervisor (or your supervisor’s supervisor) a memorandum, in writing, which identifies (1) the policy at issue; (2) the reason why the policy, as it applies to you, creates an adverse impact on you; and (3) the accommodation that you request to avoid this adverse impact.

Examples of “protected classes” include, but may not be limited to, race, religious creed, color, age, sex (including pregnancy), physical or mental disability, national origin, ancestry, medical condition, marital status, genetic characteristic, or military status.

AMERICANS WITH DISABILITIES ACT

Our **company** is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify **your supervisor** of the need for accommodation. Upon doing so, **your supervisor** may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. The **company** will not seek genetic information in connection with requests for accommodation. All medical information received by the **company** in connection with a request for accommodation will be treated as confidential.

A WORD ABOUT OUR EMPLOYEE RELATIONS PHILOSOPHY

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Ethics Complain (Anonymous)

All stores will have an anonymous Ethics Complain hotline posted. If you can’t find it please ask your Manager. Any employee who feels they need to report any issue may choose to call this number and state their complain. They may do so with or without disclosing their identity. All complains will be followed up by appropriate supervisors.

NON-HARASSMENT

We prohibit harassment of one employee by another employee, supervisor, or third party for any reason based on a “protected class” including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information, sexual orientation, gender expression, gender identity or any other protected class under federal, state or local law. Harassment of third parties by our employees is also prohibited.

Anti-Discrimination & Harassment Policy

Equal Opportunity Policy

The Company provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, pregnancy, national origin, age, disability, military or veteran status, genetics or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including, but not limited to, recruitment, hiring, compensation, promotion, transfer, disciplinary action such as termination and demotion, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Americans with Disabilities Act Statement

It is the policy of the Company to comply with the Americans with Disabilities Act ("ADA") and the amendments thereto. Therefore, in the case of an applicant or employee who has a disability as defined by the ADA, which prevents him or her from performing one or more of the essential functions of the job, the Company will attempt, through a flexible, interactive process with the applicant or employee, to identify a "reasonable accommodation" that will enable the applicant or employee to perform such essential functions. In the case of an employee who is already employed, if the Company and the employee are unable to identify a reasonable accommodation that will enable the employee to perform his or her current job, the Company will then consider other methods of accommodation, such as reassignment to a different and open job, the essential functions of which the employee can perform, with or without reasonable accommodation, and that which the employee is otherwise qualified for.

Notwithstanding the above provisions, an applicant or employee will not be assigned to work on a job if (1) he or she is not otherwise qualified for the job; (2) he or she is unable to perform one or more of the essential functions of the job, with or without reasonable accommodation; (3) the accommodation would create an undue hardship for the operations of the Company's business; or (4) the employee poses a risk to the safety and health of fellow employees and or customers, with or without a reasonable accommodation alleviating that risk.

Harassment Policy

The Company strives to maintain an environment free from unlawful harassment. This policy applies to all aspects of employment, including, but not limited to recruiting, testing, hiring, compensation, promotion, transfer, disciplinary action such as termination and demotion, layoff, return from layoff, training and social, and recreational programs.

Prohibited Behavior

The Company does not and will not tolerate any type of harassment of our employees, applicants for employment, or customers/vendors. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, religion, sexual orientation, national origin, age, disability, military service status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior, in particular, includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment,
- is used as the basis for employment decisions,
- unreasonably interferes with an individual's work performance, or
- Creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment. Specifically, it includes sexual behavior such as:

Repeated sexual flirtations, advances or propositions, continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objects or pictures including cartoons and vulgar e-mail messages, and any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

In determining whether alleged conduct constitutes harassment, the Company will look at the record as a whole and the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incidents occurred. Each allegation will be examined on a case-by-case basis.

This policy prohibits harassment by employees, contractors, and agents of the Company, and by anyone participating in a Company-sponsored activity. The Company will take prompt and appropriate action to prevent, correct, and if necessary, discipline behavior that violates this policy. All employees are responsible for participating in the creation of a workplace free from harassment.

SEXUAL HARASSMENT

Any type of sexual harassment is against **company** policy and may be unlawful.

We firmly prohibit sexual harassment of any employee by another employee, supervisor, or third party. Harassment of third parties by our employees is also prohibited. The purpose of this policy is not to regulate the morality of employees. It is to ensure that in the workplace, no employee is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, emails, text messages, uninvited touching, or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form including but not limited to email, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words, or gestures.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees who, report violations of this policy in good faith or participate in the investigation of such violations.

Any employee who feels that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

1. Any employee who believes that (s)he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to members of management who have been designated to receive such complaints. If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints. **The following is the hierarchy of RDSL:**
 - a. Team Member / Crew Member
 - b. Team Leader
 - c. Assistant Manager
 - d. Restaurant Manager / General Manager
 - e. District Manager / Area Coach
 - f. Regional Manager / Director of Operations / HR Manager
 - g. Franchise Owner / President
2. The **company** will investigate every reported incident immediately. Any employee, supervisor, or agent of the **company** who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including suspension without pay & immediate discharge.
3. The **company** will conduct all investigations in a discreet manner. The **company** recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all employees will continue to act responsibly.
4. The reporting employee and any employee participating in any investigation under this policy have the **company's** assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

As used in these policies and procedures the term "Management" or "Managers" shall refer to all Team Leaders, Assistant Managers, Restaurant Managers, General Managers, District Managers, Regional Managers, the Director of Operations and the Franchise Owner / President.

ANTI-RETALIATION

In addition to prohibiting discrimination and harassment in the workplace, state and federal law also prohibits retaliation. One type of retaliation occurs when the Company takes adverse action against an employee who complains about harassment or discrimination if such action may likely discourage a reasonable employee from making or supporting a claim of harassment or discrimination. Harassment and discrimination may be based on a protected status as outlined in the Company Equal Employment Opportunity policy as well as protected activities such as testifying at or providing information related to a labor investigation, filing or having filed a workers' compensation claim, or whistleblower status. Examples of adverse action may include, depending on the circumstances, demotion, failure to promote, termination, change of work hours or change of job duties. Another type of retaliation occurs when co-workers ostracize, employ derogatory epithets (verbal, written or gestural) against or otherwise harass an employee because he or she has complained about discrimination or harassment.

It is illegal to retaliate against an employee because they complained about harassment or discrimination, even if no harassment or discrimination ever happened. Company policy STRICTLY PROHIBITS any form of retaliation against an employee because they complained about harassment or discrimination. If you feel you have been retaliated against based on a complaint, please notify management immediately.

CATEGORIES OF EMPLOYMENT

INTRODUCTORY PERIOD

Full-time and part-time employees are on an introductory period during their first **three months** of employment.

During this time, you will be able to determine if your new job is suitable for you and your **supervisor** will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time, since you are an at-will employee both during and after your introductory period.

FULL-TIME EMPLOYEES are regularly scheduled to work between 31 to 40 hours per workweek.

PART-TIME EMPLOYEES are regularly scheduled to work less than 30 hours each workweek.

SEASONAL EMPLOYEES perform a job for a specified time, normally less than one year.

PER DIEM EMPLOYEES do not work regularly scheduled hours, but are called in to work on an as-needed basis.

In addition to the preceding categories, employees are also categorized as “exempt” or “non-exempt.”

NON-EXEMPT EMPLOYEES are entitled to overtime pay as required by applicable federal and state law.

EXEMPT EMPLOYEES are not entitled to overtime pay pursuant to applicable federal and state laws.

Upon hire **your supervisor** will notify you of your employment classification.

DRIVER'S LICENSE/DRIVING RECORD

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record to our insurer. Changes in your driving record must be reported to the Human Resources department immediately. Additionally, all employees driving while at work must have valid car insurance at all times. Driving without a valid license or car insurance is not allowed. Violations of this policy may result in discharge.

BONDING REQUIREMENT

Certain positions in the **company** require employees to be bonded. It is the responsibility of the employee to ensure (s)he is bondable and to maintain bondable status. The company will pay the full cost of bonding. Violations of this policy may result in discharge.

IMMIGRATION REFORM AND CONTROL ACT

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our **company** is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the **company**.

E-Verify will be utilized where required by Law.

NEW EMPLOYEE ORIENTATION

Upon joining our **company**, you were given this copy of our Employee Handbook. After reading this Employee Handbook please sign the receipt page and return it to **your supervisor**. You will also be asked to complete personnel, payroll and benefit forms.

If you lose your Employee Handbook or if it becomes damaged in any way, please notify **your supervisor** to obtain a replacement copy if desired.

Your supervisor is responsible for the operations of your department. (S)he is a good source of information about the **company** and your job.

HUMAN RESOURCES

The Human Resources acts as an information center for both employees and management. This department plays an important part in formulating and interpreting **company** policy and offers help with a variety of problems and matters that concern employees and management. Human Resources staff members are available to discuss subjects such as employment/ recruitment, benefits, employee records, safety, and disciplinary problems.

The Human Resources department is open **Monday through Friday, 9:00 a.m. to 5:00 p.m.** Appointments may be arranged for other times. Contact

number – 972-418-7722.

You are encouraged to contribute suggestions or questions so the staff may be more responsive to your needs.

SUGGESTIONS AND IDEAS

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted **in writing** to **your supervisor**.

After we investigate your suggestion, you will be notified whether it is feasible to be put into practice.

We believe that suggestions indicate initiative. With your approval, we will **place the written** suggestion in your personnel file and consider it at the time of your performance review.

Specific recognition for suggestions may be reflected in different ways, **including time off or additional compensation (cash awards) based on the value of the suggestion**.

TALK TO US

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to **your supervisor** so that the problem can be settled by examination and discussion of the facts. We hope that **your supervisor** is able to satisfactorily resolve most matters.

If you still have questions after meeting with **your supervisor** or if you would like further clarification on the matter, request a meeting with the **District Manager** then **Regional Manager**. (S)he** will review the issues and meet with you to discuss possible solutions.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with **the president**.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with your supervisor or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.

SECTION: YOUR PAY AND PROGRESS

RECORDING YOUR TIME

Non-exempt employees must record their hours on our timekeeping system.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- **Immediately before starting your shift;**
- **Immediately after finishing work before your meal period;**
- **Immediately before resuming work after your meal period;**
- **Immediately after finishing work;**
- **Immediately before and after any other time away from work;**

Exempt employees may be required to accurately record their time worked in accordance with federal and state wage and hour law.

All employees subject to this policy are required to accurately record all time worked.

The pay period week starts on **Monday** and ends on **Sunday**.

PAYDAY

Employees are paid twice a month - not later than the 7th and 22nd of each month, unless this date falls on a weekend or legal holiday, or due to unforeseen circumstances outside the control of RDSL LLC, et.al, in which event pay checks will be issued the next business day.

You may pick up your paycheck after (2:00 p.m.) from your Jack locations or company office.

Please review your paycheck for errors. If you find a mistake, report it to **your supervisor** immediately. **Your supervisor** will assist you in taking the steps necessary to correct the error.

PAYCHECK DEDUCTIONS

The **company** is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the **company** that exempt employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, the **company** may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.
- Company does not have any sick pay agreement with any employee unless specifically written and signed by the President.

Any deductions from employees' wages are made in accordance with applicable state and federal laws.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with **Human Resources**.

GARNISHMENT/CHILD SUPPORT

When an employee's wages are garnished by a court order, our **company** is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our **company** will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

DIRECT DEPOSIT

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program.

PAY CARDS

Pay cards may be used as a means of pay compensation instead of pay checks.

PERFORMANCE REVIEWS

Your performance is important to **our company**. **Periodically your supervisor** will review your job progress within **our company** and help you set new job performance plans.

Our performance review program provides the basis for better understanding between you and **your supervisor**, with respect to your job performance, potential, and development within **the company**.

New employees will generally be reviewed **at the end of their introductory period or more frequently**.

PROMOTIONS AND TRANSFERS

We believe that career advancement is rewarding for both the employee and the **company**. We will promote qualified employees to new or vacated positions whenever possible. In addition, **your supervisor** is available to discuss transfer opportunities with you.

Job openings may be **posted in-house, included in your paycheck or announced verbally**. If you are interested in applying for one of these positions, notify **your supervisor and speak to, write to, or notify the person indicated on the notice**.

PAY RAISES

Depending upon your performance and **our company's** profitability, adjustments in your pay may be made when there has been an improvement in or sustainment of an already good performance during the review period.

PAY ADVANCES

Pay advances will not be granted to employees.

OVERTIME

There **may** be times when you will need to work overtime so that we may meet the needs of our **customers**. **Although you will be given advance notice when feasible, this is not always possible**. Non-exempt employees must have all overtime approved in advance by **their supervisor**.

For specific state policies regarding overtime please see attached addendum. Only actual hours worked count toward computing overtime. If you have any questions concerning overtime pay, check with **Human Resources**.

Exempt (salaried) employees are not eligible for overtime pay.

SECTION: TIME AWAY FROM WORK AND OTHER BENEFITS

EMPLOYEE BENEFITS

This Employee Handbook describes the current benefit plans maintained by **the company**. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling. **The company** reserves the right to modify its benefits at any time. We will keep you informed of any changes.

HEALTH INSURANCE

RDSL LLC, et al currently offers health, dental, & vision insurance to all Restaurant managers and above in the company. The company reserves the right to add / delete plans or even eliminate health insurance at its discretion, as allowed by law.

RDSL LLC, et al provides MFC Insurance as applicable by law.

RDSL LLC et al intends to provide health care as & when required by the federal health care mandate. Plans and premiums will be based on minimum required by law and will comply with all federal requirement.

HOLIDAYS

Employees who receive hourly wages shall receive holiday pay equal to one and one-half times their normal hourly wage for working on Christmas day.

VACATIONS, SICK LEAVE, PARENTAL LEAVE, SEVERANCE PAY

Company does not offer hourly employees vacation pay, sick pay, parental leave pay or severance pay. Any change to this must be specifically in writing and signed by the President.

Restaurant Managers and above are eligible for vacation time only while they are still employed. No vacation pay (compensation) will be given at any time (while employed or when employment terminates). Active employees eligible for vacation time can take time off - 1 week after year 1 (12 months) and 2 weeks after year 2 (24 months). Vacation time has to be taken during the following 12 months of eligibility. No accrual or saving of vacation time is allowed or accepted. Company does not offer management any sick pay, parental leave pay, or severance pay. Any change to this must be specifically in writing and signed by the president.

BONUSES

RDSL LLC, et al, may award bonuses to deserving employees. Bonus awards, amounts and all other terms thereof shall be determined at RDSL LLC, et al sole and absolute discretion. If bonus is paid, employee must be actively employed at the time of pay out to be eligible to receive that bonus.

NON-MANAGEMENT EMPLOYEE MEAL POLICY:

All non-Management employees may receive 50% off one meal per shift worked. This meal should not exceed a total of \$6.00 before the discount is applied.

All non-Management employees are eligible for a 20% discount when they are not working. This discount is available for all menu items. Each employee should receive an "Employee Discount Card" during their orientation.

MANAGEMENT EMPLOYEE MEAL POLICY:

All Managers may receive one free meal per shift worked. This meal allowance is limited to one sandwich, one side item and one beverage not exceeding a total of \$5.00. Notwithstanding the foregoing, desserts, shakes and smoothies are excluded from this meal allowance. These and any items over the \$5.00 limit can be purchased by Managers at 50% of the menu price.

FEDERAL FAMILY AND MEDICAL LEAVE ACT

Please contact Human Recourses for a copy of our FMLA act policy / guidelines.

SOCIAL SECURITY

During your employment, you and **the company** both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

UNEMPLOYMENT INSURANCE

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from **your supervisor**.

WORKERS' COMPENSATION

On-the-job injuries are covered by our Workers' Compensation or under the opt-out insurance program (approved in Texas). If you are injured on the job, no matter how slightly, report the incident immediately to **your supervisor**. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

Texas locations are currently under the Opt out insurance program instead of the conventional workers compensation program. Oklahoma locations are under the conventional workers compensation program.

UNIFORMS

When hired, each employee will receive (2) shirts, (1) hat, (1) name tag and (1) apron if required by Management. Employees are responsible for purchasing their own shoes, belts and pants (all of which must be approved by Management).

In order to maintain a professional appearance for our guests, all employees must follow the following policies at all times during working hours:

- Pants must be black slacks. No jeans are allowed. Belt must be plain black.
- Shoes must be black with a slip resistant sole (i.e. Shoes for Crews).
- Shirts must be tucked in at all times (exception: Chef Coat).
- Full aprons must be worn by kitchen employees not in Chef Coats.
- Visor, baseball hat or sergeant hat must be worn.
- Name badges with correct names must always be worn using the eyelet on the uniform shirt as a guide.
- Managers (including Team Leaders) are expected to wear a tie or a scarf with their uniform shirt.
- Any outwear worn must be from Jack in the Box approved supplier only.

All Restaurant Managers and above must wear appropriate business attire while on the job or while representing the company. Management uniform is approved to be worn as well.

SECTION: ON THE JOB

FOOD SAFETY:

All employees must adhere to all applicable federal, state and local health codes. All employees must also adhere to all food safety policies and procedures found in the Hazard Analysis Critical Control Points Manual. This Manual is discussed in the CBT (computer based training) and each RDSL LLC, et al facility has a copy of this Manual available for review by any employee. **Failure to comply with this Manual, or any portion thereof, shall be grounds for immediate employment termination.**

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important factors for your success within **our company**. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify **your supervisor as far in advance as is feasible under the circumstances, but no later than four - hours before the start of your workday.**

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your non-working hours if possible.

If you are absent for **three** days without notifying the **company**, it is assumed that you have voluntarily abandoned your position with **the company**, and you will be removed from the payroll.

MEAL TIME

A **30-minute, unpaid** meal break should be taken each day if working more than 6 hours. **Your supervisor** is responsible for approving the scheduling of this time.

Employees are not permitted to eat at their work stations during their meal break, Employees remaining on work premises during their meal break may eat in the break-room or designated area. Speak to **your supervisor** for additional information. See addendums for State specific laws.

BREAKS – 10 minute or Smoke breaks

Company does not offer 10 minute breaks or smoking breaks. Breaks are only given where necessary to be compliant with the local state or federal laws.

ON THE JOB TRAINING

Your supervisor is responsible for initiating all on-the-job training for employees within your department. This may include safety training, participation in off-site training, and continuing education when necessary for job safety and work performance. Training will be conducted during regular working hours whenever possible.

The company will pay for any required Jack in the Box training programs. Employees may be tested from time-to-time to evaluate the effectiveness of the training program.

Depending on position and location, employees will be required to get their own Food Handlers Cards from the local health authorities. All store management will be required to get their own nationally approved Serv Safe certifications. Since these certifications are for the employees to keep and take with them, the company may front the cost for these certifications from time to time, but will require employees to pay back the cost if the employee leaves our employment.

If you have any questions regarding training, please see your supervisor.

INJURY REPORTING PROCEDURE

Employees are required to report any work-related injury or illness, no matter how small, to their immediate supervisor. The supervisor will supply, and the employee shall help the supervisor complete the required injury and illness incident report. In addition, all employees who have experienced a work-related injury or illness shall refer to and observe the Company policy or procedure in regard to submitting a claim for workers' compensation or FSA. An employee who needs assistance with filing a claim for workers' compensation or FSA should contact Human Resources or a supervisor as soon as possible. Failure to submit a timely claim can adversely affect workers' compensation benefits.

STANDARDS OF CONDUCT

Each employee has an obligation to observe and follow **the company's** policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by **the company**. **The company** does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge:

- **Being dishonest and/or rude to our guests. This is RDSL LLC' number one concern!!**
- Inappropriately taking or damaging money, food or any other property of RDSL LLC, et al or any other employee or guest.
- Fighting or threatening to physically harm a guest or employee.
- Working under the influence of, or possessing, alcohol or drugs, including banned or prescription drugs (except those taking medications under medical supervision with a proper prescription).
- Working under the influence of any prescription drugs (regardless of a proper prescription), over the counter drugs or any other substance which impairs job performance or causes hazardous conditions to fellow employees and/or RDSL guests.
- Not cooperating with other employees and/or Management, including insubordination.
- Falsifying, or attempting to falsify, any report or other record, including, without limitation, job application, work related injury reports, time reports and inventory and related reports.
- Dishonesty, negligence or willful misconduct, in any form.
- Failure to notify Management at least four (4) hours in advance that you will not be able to cover your shift.
- Possessing any firearm or other weapon in the workplace, including the parking lot.
- Smoking or eating in areas not designated for such activities.
- Poor hygiene and/or any other unpleasant personal habits.
- Chewing gum while working.
- Leaving your job without valid reason or permission.
- Being late for your shift.
- Trading shifts with another employee without the prior consent of Management.
- Conducting personal business during your shift, including phone calls, texts and/or e-mails.
- Use of vulgar or profane language.
- Under charging any guest or other employee for any food or beverage.
- Misuse of coupons.
- Eating restaurant food without paying.
- Leaving a shift early and/or closing a location early without the prior approval of Management.

- Failure to comply with any of the policies and procedures contained herein, or any other policies, procedures, rules, regulations and notices subsequently implemented by Feast Foods.
- Violation of any applicable federal, state or local law, rule, regulation or ordinance.

These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors. **Nothing in this policy is designed to modify our employment-at-will policy.**

ACCESS TO PERSONNEL FILES

Upon **written** request, you may inspect your own personnel file up to **two** times each year. Inspections will be held on **company** premises in the presence of a **company** official. Contact **your supervisor** to arrange a time to view these records. You will be permitted to review records related to your qualification for employment, compensation, and disciplinary action. You are not permitted access to any letter of reference maintained by **the company**. If you disagree with the accuracy of any statement in the records and no correction can be agreed upon, you may submit an explanatory statement, which will be attached to the records.

For more information, contact **your supervisor**. See **addendum for state-specific policies**.

CUSTOMER AND PUBLIC RELATIONS

Our company's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that customers have toward **our company** may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a **customer** for granted, but if we do we run the risk of losing not only that **customer**, but his or her associates, friends, or family who may also be **customers** or prospective **customers**.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

SOLICITATION AND DISTRIBUTION

In the interest of maintaining productivity and a proper business environment, employees may not distribute literature or other materials of any kind or solicit for any cause during the working time of any employee involved.

Employees may not distribute literature or other materials of any kind in working areas, at any time, whether or not the employees are on working time. Likewise, employees may not solicit for any cause during the working time of any employee involved.

Non-working time includes, but is not limited to, a lunch or break and a non-working area is the **break room**.

Vendors / Outside Services – Agreements & Contracts

No Employee of RDSL LLC et al is allowed to enter into, agree, or sign any contract or agreement with any vendor / outside services. The President of the Company can only sign all contracts and agreements on behalf of the Company.

CHANGES IN PERSONAL DATA

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information. Changes in name, address, telephone number, marital status, number of dependents, or changes in next of kin and/or beneficiaries should be given to **the manager** promptly.

CARE OF EQUIPMENT

You are expected to demonstrate proper care when using **the company's** property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break, or damage any property, report it to **your supervisor** at once.

EMPLOYMENT OF RELATIVES

A supervisor may not hire or supervise an individual **if that individual and the supervisor have an on-going romantic relationship, including but not**

limited to, marriage, or if that individual is a member of the supervisor's immediate family. The term "immediate family" refers to parents, children, sisters, brothers, nieces, nephews, or other family members residing in the same household.

In the case of marriage of persons within the same department, an effort will be made to assign comparable job duties so as to minimize problems of supervision, safety, security, and morale.

PERSONAL PROPERTY

The company is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

IDENTIFICATION BADGES

You will be issued an identification badge **upon hire**. It must be worn where it can be seen at all times when you are working.

VISITORS

If you are expecting a visitor, please notify **your supervisor** and **the receptionist**. All visitors must first check in at the reception area. Visitors are not allowed in any area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized, or potentially hazardous areas.

SEVERE WEATHER

Severe weather is to be expected **during certain months of the year usually during winter months**. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions **is unpaid**.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified by your supervisor.

NATURAL DISASTERS

Natural disasters, including earthquakes, hurricanes, mudslides, floods, and fires are to be expected from time- to-time. Although driving may be difficult in some areas due to damaged freeways and streets, when caution is exercised the roads are normally passable or alternate routes are available. Except in severe cases, we are all expected to work our regular hours. Time taken off due to natural disasters while the business remains open **is unpaid**.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified by your supervisor.

PERSONAL TELEPHONE CALLS

It is important to keep our telephone lines free for **customer** calls. Although the occasional use of **the company's** telephones for a personal emergency may be necessary, routine personal calls **are not permitted**.

Personal cellular telephones must be turned off or set to a silent alert during working hours while on company premises. Employees are prohibited from using cellular telephones to talk or text during working hours while on company premises.

ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using company communication systems or equipment and employee-provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data, or any other information used in email, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone, or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive, or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Employees may use our Systems to communicate internally with coworkers or externally with customers, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in **company** Systems are company records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to **the company**. The Systems and Electronic Communications are accessible to **the company** at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording, and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private.

The company's right to use, access, monitor, record, and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or **the company's** business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by **the company** at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties.

Employees may not use our Systems in a manner that violates our policies including but not limited to **Non- Harassment, Sexual Harassment, Equal Employment Opportunity, Confidentiality of Client Matters, Care of Client Records, Protecting Corporate Information, and Solicitation and Distribution, Email Monitoring, Voice Mail Monitoring, and Internet Usage**.

Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually-explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats, or derogatory comments; or any other message or image that may be in violation of **company** policies.

In addition, employees may **not** use our Systems:

- To download, save, send, or access any discriminatory or obscene material;
- To download, save, send, or access any music, audio, or video file;
- To download anything from the Internet (including shareware or free software) without the advance written permission of the systems supervisor;
- To download, save, send, or access any site, or content that the company might deem "adult-entertainment;"
- To access any "blog" or otherwise post a personal opinion on the Internet (**or our Intranet**);
- To solicit employees or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the company or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of **the company** or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to **the company**. Employees may not install password or encryption programs without the written permission of our Systems Supervisor. Employees may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic Communications. **The company** will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

Violations of this policy may result in disciplinary action up to and including discharge **as well as possible civil liabilities or criminal prosecution**. Where appropriate, **the company** may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask your supervisor for advance clarification.

SOCIAL MEDIA

The company has in place policies that govern use of its own electronic communication systems, equipment, and resources which employees must follow. **The company** may also have an interest in your electronic communications with co-workers, customers, vendors, suppliers, competitors, and the general public on your own time. Inappropriate communications, even if made on your own time using your own resources, may be grounds for discipline up to and including immediate termination. We encourage you to use good judgment when communicating via blogs, online chat rooms, networking Internet sites, social Internet sites, and other electronic and non-electronic forums (collectively "social media"). The following is a general and non-exhaustive list of guidelines you should keep in mind:

1. Make it clear that the views expressed in social media are yours alone. Do not purport to represent the views of **the company** in any fashion.
2. Do not disclose confidential or proprietary information regarding **the company**, your co-workers or the company's vendors and suppliers. Use of copyrighted or trademarked company information, trade secrets, or other sensitive information may subject you to legal action. If you have any doubt about whether it is proper to disclose information, discuss it with **your manager**.
3. Do not use **company** logos, trademarks, web addresses, email addresses or other symbols in social media. You may not use **the company** name or other identifying information to endorse, promote, denigrate or otherwise comment on any product, opinion, cause or person.
4. Be respectful of the privacy and dignity of your co-workers. Do not use or post photos of co-workers without their express consent.
5. Harassing or discriminatory comments, particularly if made on the basis of gender, race, religion, age, national origin, or any other protected characteristic, may be deemed inappropriate even if **the company** name is not mentioned. If social media communications in any way may adversely affect your relationships at work or violate **company** policy, you may be subject to discipline up to and including immediate termination under various **company** policies.
6. Ensure that engaging in social media does not interfere with your work commitments.
7. Social media and similar communications have the potential to reflect on both you and **the company**. We hope that you will show respect for our employees, **customers**, affiliates, and competitors.

Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

GROOMING POLICY

- All employees are expected to report to work in a clean, pressed uniform.
- Hair at or below collar must be properly constrained under hat or visor at all times.
- Employees must be clean shaven when they report to work. No beards allowed unless for religious reasons with appropriate documentation. All allowable facial hair (mustaches and goatees) must be well trimmed and no more than ½ inch in length. Sideburns should not be below the earlobe.
- Tattoos, drawings, or similar items must be covered while at work. A black plain undershirt can be worn under the uniform shirt.
- Jewelry on the fingers and hands must be limited to a plain wedding band.
- * No loose stone jeweler of any kind is allowed in the restaurant.
- Only one pair of plain studded earrings may be worn. No facial piercings are allowed during working hours.
- Fingernails must be no longer than the ends of the fingers, clean, smooth, not artificial, and not polished.

Hand Washing Policy:

All employees must comply at all times with the hand washing and hand sanitizing policies contained in the Hazard Analysis Critical Control Points Manual, and discussed in the CBT, including, without limitation, the following:

- Hand washing must be done only at the hand wash sink(s).
- Prior to washing hands, unroll paper towel (without removing) to expose enough paper towel needed to dry hands. DO NOT REMOVE YET.
- Wash your hands, your arms up to the elbow, and under your fingernails with anti-microbial soap and running water as hot as you can comfortably stand (110 - 120°F). Use friction (rubbing) for at least 20 seconds, including rubbing fingernails over soapy palms, forcing soap bubbles under the nails to loosen dirt and bacteria.
- Thoroughly rinse your arms and hands. Tear off the previously unrolled towel and rub hands and arms with towel until dry.

Hand Sanitizing Policy:

The hand sanitizer is the final check to ensure that your hands are free of any germs. IT DOES NOT REPLACE HANDWASHING!

- After thoroughly washing your hands, dispense one pump of sanitizer gel into the palm of one hand.
- Rub the sanitizer into both palms and on fingertips until dry (about 15 seconds). Do not wipe off or dry with towel.

When To Wash and Sanitize Hands:

Employees must wash and sanitize hands before touching any food, cleaning equipment, utensils and single use articles such as packaging items, as well as when changing gloves and after each possible contamination - examples of which include:

- After using the restroom (wash in the restroom and again upon entering the kitchen).
- At the beginning of a shift and after returning from break.
- After touching human body parts (i.e. the face or head), and after touching any part of the uniform (including an apron or head covering).
- After coughing, sneezing, using a handkerchief or disposable tissue or after using tobacco or eating or drinking.
- After conducting a cleaning activity or handling dirty equipment, utensils or surface.
- During food preparation as often as necessary to remove soil and to prevent cross contamination when changing tasks.
- When switching between working with raw food and working with ready to eat foods.
- After engaging in other activities that contaminate the hands or touching of any surfaces, such as stocking, table touching and any other activity that could potentially cause cross-contamination.
- As required by the 60-minute hand washing program.

REFERENCE CHECKS

Our company will not honor any oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm our employees' dates of employment, salary history, and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of **our company**. If you receive a request for reference information, please forward it to the **Human Resources department**.

PROTECTING CORPORATE INFORMATION

Protecting our **corporation's information** is the responsibility of every employee, and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss the **corporation's** confidential business or proprietary business matters, or share confidential, personal employee information with anyone who does not work for us such as friends, family members, members of the media, or other business entities. **You may be required to sign a (non- compete) (non-disclosure) agreement as a condition of your employment, in accordance with state and federal law.**

All telephone calls regarding a current or former employee's position/compensation with our **company** must be forwarded to **the manager of Human Resources**.

The company's address shall not be used for the receipt of personal mail.

CONFLICT OF INTEREST/CODE OF ETHICS

A **company's** reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore employees must never use their positions with **the company** or any of its **clients**, for private gain, to advance personal interests, or to obtain favors or benefits for themselves, members or their families or any other individuals, corporations, or business entities.

The company adheres to the highest legal and ethical standards applicable in our business. **The company's** business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of the utmost importance.

Employees of **the company** shall conduct their personal affairs such that their duties and responsibilities to **the company** are not jeopardized and/or legal questions do not arise with respect to their association or work with **the company**.

OUTSIDE EMPLOYMENT

We hope that you will not find it necessary to seek additional outside employment. However, if you are planning to accept an outside position, you must notify **your supervisor in writing**.

Outside employment must not conflict in any way with your responsibilities within **our company**. You may not work for competitors, nor may you take an ownership position with a competitor.

Employees may not conduct outside work or use **company** property, equipment, or facilities in connection with outside work while on **company** time.

PARKING

Free parking facilities are available to employees. You are required to park **within the designated areas**.

The company is not responsible for loss, damage, or theft of your vehicle. Therefore, we suggest that you lock your car doors.

BULLETIN BOARD

The company maintains a bulletin board(s) in our facility as an important source of information. These bulletin boards are to be used solely for **company** announcements and government postings only.

LUNCH ROOM / BREAK ROOM

A **lunch room** maybe available for your use in some locations. **Although the company provides general custodial care, you are expected to clean up after eating**. This **room** should be kept clean for the next person's use.

CELLULAR TELEPHONES – Personal or Company paid

Employees in certain positions are issued **company** cellular telephones **or PDAs** so they may maintain contact with **clients** and coworkers when they are out of the office on business.

Employees are encouraged to take appropriate safety precautions when using their cellular telephone **or PDAs**. The use of **handheld** cellular telephones **or PDAs** while driving is prohibited. Employees are expected to comply with applicable state laws regarding the use of cellular telephones **or PDAs**.

Company cellular telephones are for business purposes. Although the occasional use of your company cellular telephone for personal calls may be necessary, incoming and outgoing personal calls (are discouraged) (should be kept to a minimum).

The use of cellular telephones **or PDAs** is not a work requirement for most employees. Employees who are not issued a **company** cellular telephone will not be reimbursed for the use of their personal cellular telephones and are expected to make business calls from the office.

Employees are expected to demonstrate proper care of their cellular telephones **or PDAs**. If you lose, break, or damage your **company** cellular telephone **or PDA**, report it to **your supervisor** at once. All cellular telephones **or PDAs** issued by the **company** must be returned upon leaving our **company** or upon transferring to a position that does not require a **company** cellular telephone **or PDA**.

A violation of this policy may result in disciplinary action.

Use of Cell phones during work or behind the counter or in view of customers strictly prohibited. Violation of this policy may result in disciplinary action.

CONTACT WITH THE MEDIA

All media inquiries regarding **the company** and its operations must be referred to **the president**. Only **the president** is authorized to make or approve public statements on behalf of **the company**. No employees, unless specifically designated by **the president**, are authorized to make statements on behalf of or as a representative of **the company**.

RECORDING DEVICES IN THE WORKPLACE

Except as otherwise provided for in this policy, no employee may photograph, tape, or otherwise record any person, document, conversation, communication, or activity that in any way involves **the company** or employees of **the company**, any **clients** or any other individual with whom **the company** is doing business or intending to do business in any capacity (for example, vendors, suppliers, consultants, attorneys, or independent contractors). The authorized copying of documents in the ordinary course of business for the benefit of **the company** is not prohibited by this policy.

"Photographing," "taping," and "recording" under this policy include taking still or video pictures (film or digital), or recording any conversation or communications, regardless of whether the conversation or communication takes place in person, over the telephone, or via any other communications device or equipment, and regardless of the method used to tape or record (for example, tape recorder, video recorder, mechanical recording, or wire-tapping equipment), and regardless of where the conversation or communication takes place, i.e., on or off **the company's** premises. "Taping" or "recording" also include photographing or recording digital images through cameras of any kind (for example, camera phones, PDA cameras, or concealed cameras). Limited exceptions will apply where the photographing, taping, or recording is being conducted by an individual who has been provided advance written authorization for the activity by an authorized member of **company** management.

Violations of this policy may result in disciplinary action against the offending employee(s), up to and including discharge. Where the conduct engaged in is illegal, violators may also be subject to prosecution under applicable federal, state, or local laws.

Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

IF YOU MUST LEAVE US

Should you decide to leave your employment with us, we ask that you provide **your supervisor** with at least **two weeks'** advance **written** notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with **the company**.

Employees, who are rehired following a break in service in excess of 6 months, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

Our company does not provide a "letter of reference" to former employees. **Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.**

Additionally, all resigning employees should complete a brief exit interview prior to leaving. All **company** property, including this Employee Handbook, must be returned upon discharge. Otherwise **the company** may take action to recoup any replacement costs and/or seek the return of **company** property through appropriate legal recourse.

You should notify **the company** if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

CASH CONTROL:

- Employees are responsible for all cash in their registers and shall not allow any other employee (other than Managers) to use their registers.
- All sales must be charged in their entirety and all payments received prior to the dispersing of any food or beverage.
- Employees may only operate their designated registers.
- Employees shall count their registers at the beginning and end of their shifts, and all ending shift counts shall be verified by Management.
- Registers shall be closed when not in use.
- Employees shall be responsible for any cash shortage from their registers.
- All voids, over-rings and refunds must be approved by Management.
- Employees must follow all bank deposit and Loomis Safe procedures.
- All large bills (\$50 and higher) must receive Management approval prior to accepting.
- **Any overage or underage may result in immediate termination.**

SECURITY/USE OF VIDEO EQUIPMENT:

- All doors must remain closed at all times. All doors must be locked when the facility is not in operation.
- During operating hours, when it is dark outside, employees are not allowed to leave the building during their shifts.
- RDSL utilizes video equipment for surveillance, training, security and safety monitoring. Each employee acknowledges the use of this video equipment and that RDSL has the sole right to the images captured by such surveillance to be used by RDSL as it sees fit. Each employee understands that he or she has no rights to these images without the prior written consent from RDSL.

SECTION: SAFETY IN THE WORKPLACE

EACH EMPLOYEE'S RESPONSIBILITY

Safety can only be achieved through teamwork at **RDSL**. Each employee, supervisor, and manager must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify **your supervisor** of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform **your supervisor** immediately.
2. The **unauthorized** use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on **the company's** property is forbidden.
3. Use, adjust, and repair machines and equipment only if you are trained and qualified.
4. **Know the proper lifting procedures.** Get help when lifting or pushing heavy objects.
5. **Never lift, move, reach for items you feel you cannot safely do so. It is your responsibility to stop and ask for assistance.**
6. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask **your supervisor**.
7. Know the locations, contents, and use of first-aid and fire-fighting equipment.
8. Wear personal protective equipment in accordance with the job you are performing.
9. Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.
10. All employees involved in any work related injury will be asked to undergo a drug and alcohol test at the expense of the company. As such all injuries have to be immediately reported to your supervisor. Injuries not reported in an appropriate time may not be eligible for any claims.
11. Employees are responsible for all FOOD HANDLERS CARDS and SERV SAFE CERTIFICATION costs.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

BLOODBORNE PATHOGENS EXPOSURE CONTROL

To protect employees who may reasonably anticipate being occupationally exposed to blood and other potentially infectious materials during work tasks, **our company** has instituted a blood borne pathogens exposure control program.

Briefly, our program includes an employee exposure determination, information and training about blood borne pathogens, the availability of hepatitis B vaccinations, Universal Precautions, engineering controls, safe work practices, personal protective equipment, and housekeeping measures to help reduce the risks of occupational exposure. Procedures to be used following an exposure incident and necessary recordkeeping are also included. These matters are discussed in our written Infection Control Plan, which is available to you in accordance with the plan.

Further information about our blood borne Pathogens Exposure Control Program will be provided to affected employees and may be obtained from **your supervisor**.

WORKPLACE VIOLENCE

Violence by an employee or anyone else against an employee, supervisor, or member of management will not be tolerated. The purpose of this

policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to **company** property in the event someone, for whatever reason, may be unhappy with a company decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to **your supervisor** at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated, and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in **the company's** investigation, may result in disciplinary action, up to and including discharge.

WORKPLACE SEARCHES

To protect the property and to ensure the safety of all employees, **customers**, and **the company**, **the company** reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes, or any other possessions or articles carried to and from **the company's** property. In addition, **the company** reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of **the company** and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of **the company**.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of **the company's** security procedures or any other company rules and regulations.

ILLNESS POLICY:

The following symptoms or illnesses will prohibit any employee from working in or around any place with unwrapped or unpackaged food or beverages:

- Diarrhea
- Fever
- Vomiting
- Jaundice
- Sore throat with fever
- Lesions containing pus on the hand, wrist, or exposed body part (such as boils/infected wounds, however small)
- Discharges from the eyes, nose, or mouth

OR THE BIG FOUR:

- Salmonella spp
- Shigella spp
- Shiga toxin-producing Escherichia coli infection (E.coli O1 7:H7)
- Hepatitis A

All other symptoms or illnesses shall be discussed with Management to determine if working a scheduled shift by an ill employee should be cancelled.

CLEANING:

- All employees must keep the work place in a clean and sanitary condition.
- Each employee shall read and understand the cleaning chart which indicates and identifies the cleaning products and procedures approved for cleaning, paying particular attention to the following:
 - * SECTION V – Which provides a list of steps to provide first aid in an emergency situation.
 - * SECTION VII – Which provides steps to prevent injury when cleaning spills and how to dispose of containers properly.
 - * SECTION VIII – Which provides a list of necessary protective equipment when using cleaning products.
- No employee shall use cleaning materials or perform cleanup activities without being trained.
- Each employee shall read all cleaning product labels to identify its contents and provide safety information. Each employee shall read the MSDS for each material (Material Safety Data Sheet) for specific information for each cleaning product.
- Each employee shall inform Management if a product is not labeled and shall not use the product.
- Always use the proper measure mentioned in the instructions. If a solution is too strong it can burn your skin.
- Never mix two cleaning products because they may cause a harmful gas that can burn your eyes, nose and throat.
- Always close lids and store good products in a moisture-free area (away from the food) after each use.

- Wash hands, arms or other body parts after using, or if exposed to, cleaning products.

OIL FRYING SAFETY MANAGEMENT:

Each employee must comply with all safety procedures in handling oil, including, without limitation, the use of the following protective equipment:

- You must be fully certified prior to handling any fryer / fryer oil related duties
- Heat Resistance Safety Gloves
- Goggles or Face Shield
- Safety Apron

HAZARD COMMUNICATION

Our company may use some chemicals (for example, cleaning compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use, storage and control measures relating to these substances if you will use or likely be exposed to them. Material Safety Data Sheets (MSDS) are available for inspections in your work area. You must follow all labeling requirements.

Consult with the designated safety coordinator prior to purchasing chemicals for **the company** or bringing them on to our premises. For additional information, refer to **our company's** written Hazard Communication Program. If you have any questions, ask **your supervisor**.

SMOKING IN THE WORKPLACE

Our company is committed to providing a safe and healthy environment for employees and visitors. Smoking is allowed only in designated areas outside the building.

Violations of this policy may result in disciplinary action, up to and including discharge.

NO WEAPONS IN THE WORKPLACE

Possession, use or sale of weapons, firearms or explosives on work premises, while operating **company** machinery, equipment or vehicles for work-related purposes or while engaged in **company** business off premises is forbidden except where expressly authorized by **the company** and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to **their supervisor** immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

IN AN EMERGENCY

Your supervisor should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If **your supervisor** is unavailable, contact the nearest **company** official.

Should an emergency result in the need to communicate information to employees outside of business hours, **your supervisor** will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify **your supervisor** when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of **your supervisor** or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by **your supervisor** to await further instructions or information.

Direct any questions you may have about the **company's** emergency procedures to **your supervisor**.

DRUG AND ALCOHOL FREE WORKPLACE

The company has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their coworkers and the **customers** we serve. The unlawful or improper use of controlled substances **or alcohol** in the workplace presents a danger to everyone. In addition, as a **federal contractor and/or grantee**, we have a duty to comply with the requirement of the Drug-Free Workplace Act of 1988. For these reasons, we have established as a condition of employment and continued employment with **the company** the following drug and alcohol free workplace policy.

The company has implemented a drug testing program in compliance with federal, state and local laws. Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses

any drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. **Employees are prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are also prohibited from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at company-sponsored functions or activities.**

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale, or possession of illegal or unauthorized substances **and alcohol** in the workplace including: on **company** paid time, on **company** premises, in **company** vehicles or while engaged in **company** activities.

In accordance with the Drug-Free Workplace Act of 1988, employees must notify the **Human Resources department** of any criminal drug statute conviction for a violation occurring within the workplace within five days of such conviction.

Your employment or continued employment with **the company** is conditioned upon your full compliance with the foregoing drug **and alcohol** free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge. **Furthermore, any employee who violates this policy who is subject to discharge, may be permitted in lieu of discharge, at the company's sole discretion, to participate in and successfully complete an appropriate treatment, counseling, or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.**

Consistent with its fair employment policy, **the company** maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their drug **or alcohol** use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves, or others. **The company** will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence, and other measures consistent with **the company's** policies and applicable federal, state, or local laws.**

The company further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug **and alcohol** free workplace policy including, but not limited to, the inspection of **company** issued lockers, desks, or other suspected areas of concealment, **as well as an employee's personal property when the company has reasonable suspicion to believe that the employee has violated this drug and alcohol free workplace policy.**

The company reserves the right to perform drug and or alcohol tests as a condition to employment and or promotion.

The company can require any employee to submit to a drug and or alcohol test at any time, with or without cause, and with or without notice. Failure to submit to, delay in submitting or tampering with any such test is immediate grounds for termination.

Drug and or alcohol testing is mandatory after every work place injury. Not submitting to a test or not informing management immediately of a work place injury may be grounds for denial of claims and or termination of employment.

This policy represents management guidelines. For more information, speak to **your supervisor**.

Although certain states have legalized marijuana for medicinal purposes, the company is not required to allow the medicinal use of marijuana in the workplace. Use is strictly prohibited on **company** property and may result in discipline, up to and including termination.

HANDBOOK ADDENDUM - OKLAHOMA

LIST OF PROTECTED CATEGORIES LEGALLY RECOGNIZED BY OK STATE'S EMPLOYMENT LAW.

Race; color; religion; sex; pregnancy, childbirth; or related medical conditions; national origin; age [40 or over]; handicap; genetic information; tobacco use during nonworking hours and refusal to participate in specified acts (as identified in the Freedom of Conscience Act) that are objectionable to an individual's religious observance or practice.*

VOTING LEAVE

Our company believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work schedule does not provide him or her three consecutive hours either between the opening of the polls and the beginning of his or her shift or between the end of his/her shift and the close of the polls will be granted sufficient paid time off in order to vote. We reserve the right to select the hours you are excused to vote.

Notify **your supervisor** of the need for voting leave one day before Election Day. **When you return from voting leave, you must present a voter's receipt to your supervisor as soon as possible.**

WITNESS LEAVE

Employees are given the necessary time off **without** pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify **your supervisor** of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

LACTATION BREAK

The company will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child.* The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with state law. **The company** will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Employees should notify **their supervisor** to request time to express breast milk under this policy. **The company** reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law, or regulation. Anyone with knowledge of such a conflict or potential conflict should contact **their supervisor**.

HANDBOOK ADDENDUM - TEXAS

LIST OF PROTECTED CATEGORIES LEGALLY RECOGNIZED BY TX STATE'S EMPLOYMENT LAW.

Race; color; disability; religion; sex; pregnancy, childbirth, or a related medical condition; national origin; age [40 or over], and genetic information [or refusal to submit to a genetic test].

VOTING LEAVE

Our company believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work schedule does not provide him/her two consecutive hours to vote while polls are open, will be granted reasonable time off in order to vote. This time off will be paid.

Notify **your supervisor** of the need for voting leave as soon as possible. We reserve the right to select the hours you are excused to vote. **When you return from voting leave, you must present a voter's receipt to your supervisor as soon as possible.**

POLITICAL ACTIVITY LEAVE

The company will provide **unpaid** leave to an employee for the purpose of attending a precinct convention in which the employee is eligible to participate or to attend a county, district, or state convention to which the employee is a delegate.

Eligible employees must provide advance notice of their need for leave. **The company** may also require the employee to submit documentation in support of any leave request under this policy.

EMERGENCY EVACUATION VOLUNTEERS

An employee will be provided unpaid leave to participate in a general public evacuation ordered by an emergency evacuation order as defined by state law. Emergency services personnel include fire fighters, police officers and other peace officers, emergency medical technicians, and other individuals who are required, in the course and scope of their employment, to provide services for the benefit of the general public during emergency situations. The employee will provide **the company** with as much advance notice as possible of the need for leave.

WITNESS LEAVE

Employees are given the necessary time off **without** pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify **your supervisor** of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

JUVENILE COURT ATTENDANCE LEAVE

Employees are given the necessary time off **without** pay to attend juvenile court proceedings involving their child or a child for whom they are the legal guardian. We ask that you notify **your supervisor** of the need to take leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws

RECEIPT OF RDSL LLC EMPLOYEE HANDBOOK AND EMPLOYMENT-AT-WILL STATEMENT

This is to acknowledge that I **have received a copy of the RDSL LLC et.al Employee Handbook** and I understand that it contains information about the employment policies and practices of the **company**. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time-to-time. I understand that the **company** retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the **company**. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbook and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the **president** of the **company** in a signed written contract, the **company** reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions, or additions to the Employee Handbook will be in writing and will be signed by the **president** of the **company**. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

If I have questions about the content or interpretation of the Employee Handbook, I will ask my supervisor or a member of management.

NAME _____

Store # _____

DATE SIGNED _____

EMPLOYEE
SIGNATURE _____