

D.A.'s Deli and Dining

D.A.'s Deli and Dining
Restaurants and Catering Services



Employee Handbook

TABLE OF CONTENTS

Introduction

About this handbook_____	5
D.A.'s Deli: Who we are and what we do_____	5
Our Employee Philosophy _____	5
Our Customer Service Philosophy_____	6
You and Your Supervisor _____	6

Employment Policies

Equal Employment Opportunity _____	6
Classifications of Employment_____	6
Payday_____	7
Recording Hours Worked _____	7
Overtime_____	7
Exempt Employee Pay_____	7
Office Security_____	8
Introductory Period _____	8
Solicitations _____	8
Safety/OSHA/Accident Reporting _____	8
Diversity at DA's Deli_____	9

Company Standards

Non-discrimination and Anti-harassment _____	9
Violence in the Workplace _____	10
Prohibition on Weapons _____	10
Code of Ethics and Business Conduct_____	10
Attendance and Punctuality _____	10
Dress Guidelines_____	11
Keys, Access Cards, and Other Restricted Items_____	11
Smoking_____	12
Substance Abuse and Drug Testing _____	12

TABLE OF CONTENTS (cont.)

Employee Conduct and Work Rules _____ 12
Computer Hardware, Software & Peripherals _____ 13
Use of Telephones and Other Company Property _____ 13
Workplace Bullying Policy _____ 13
Social Media Policy _____ 14

Your Career

Performance Appraisal _____ 14
Reward and Recognition Programs _____ 15
Voluntary Resignation _____ 15

Benefits Program/Time-Off Benefits

Workers Injury Reporting (Note) _____ 15
Family Medical Leave _____ 15
Paid Time Off (Vacation/Sick/Personal) _____ 15

D.A.'s Deli and Dining

Introduction

About this Handbook and Your Employment Status

THE CONTENTS OF THIS EMPLOYEE HANDBOOK, ("HANDBOOK") ARE GUIDELINES ONLY AND SUPERCEDE ANY PRIOR HANDBOOK. NEITHER THIS HANDBOOK NOR ANY OTHER COMPANY GUIDELINES, POLICIES OR PRACTICES, CREATES AN EMPLOYMENT CONTRACT OR CONFERS ANY CONTRACTUAL RIGHTS WHATSOEVER. D.A.'S DELI AND DINING, RESTAURANT AND CATERING SERVICES ("THE COMPANY") HAS THE RIGHT, WITH OR WITHOUT NOTICE, IN AN INDIVIDUAL CASE OR GENERALLY, TO CHANGE ANY OF ITS GUIDELINES, POLICIES, PRACTICES, WORKING CONDITIONS OR BENEFITS AT ANY TIME.

EMPLOYMENT WITH THE COMPANY IS AT-WILL AND MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE OR REASON, BY THE EMPLOYEE OR THE COMPANY. THE AT-WILL NATURE OF YOUR EMPLOYMENT CANNOT BE ALTERED OR MODIFIED EXCEPT IN WRITING SIGNED BY THE COMPANY'S PRESIDENT (OWNER).

IN ADDITION, NO ONE IS AUTHORIZED TO PROVIDE ANY EMPLOYEE WITH AN EMPLOYMENT CONTRACT OR SPECIAL ARRANGEMENT CONCERNING ANY OTHER TERM OR CONDITION OF EMPLOYMENT UNLESS THE CONTRACT OR AGREEMENT IS IN WRITING AND SIGNED BY THE COMPANY'S PRESIDENT (OWNER).

THE ABOVE APPLIES TO ALL EMPLOYEES REGARDLESS OF DATE OF HIRE.

D.A.'s Deli and Dining

About this Handbook

We consider the employees of D.A.'s Deli and Dining to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee - relationship. Whether you have just joined our staff or have been a team member for a while, we are confident that you will find our Restaurant and Catering services a dynamic and rewarding place in which to work and we look forward to a productive and successful association.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to Management.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Finally, some of the subjects described here are covered in detail in official policy documents. For specific information, discuss with Management; this handbook only briefly summarizes those benefits.

D.A.'S Deli and Dining

Darryl Abernathy reminisced a simple but delicious meal, prepared for him and siblings. Brenda Hollins, Darryl's mother prepared hot corn beef and cabbage, as a special birthday meal for

him annually, March 16, (the day before St. Patrick's Day). Gloria Abernathy grew up around the kitchen of her mother Ruth Gill. Chasing the flavor of Darryl's childhood memories, Darryl (in their home kitchen) tested and developed his own flavor of Corn beef. In 1996 the brand of D.A.'s Gourmet Meat was developed.

- ✚ 1996 to 2004 - D.A.'s Gourmet Meat, a local deli had its humble beginning at 2926 W. Columbus Avenue, in Chicago, Illinois.
- ✚ 2004 - D.A.'s Gourmet Meat's tremendous success, led to expanding services in catering with comfort food specialties - for banquets, weddings, schools, etc. The Brand grew to include, D.A.'s Deli & Catering services.
- ✚ 2012 - Due to Success of Customer Loyalty, the Brand grew to include D.A.'s Deli and Dining, as a Full service restaurant & dining experience.

Mission Statement

D.A.'s Deli and Dining delivers great- fresh food, in a relaxing atmosphere. Our Customer and Employee satisfaction is our #1 Priority. You are home away from home.

Employee Philosophy

The success of our Restaurant and Catering services is directly linked to the most important asset of our business: Our Employees! Because of this, we want our employees to be top-notch

D.A.'s Deli and Dining

performers in everything that we do. Whatever your title, role, or position, you are a valued member of the team. Whenever possible, we are committed to promote qualified candidates for higher level opportunities. Our growth is a result of excellent food, great performance, and teamwork, from all team members and management.

Customer Service Philosophy

A **Loyal** Customer will provide the most effective advertisement, "Word of Mouth." Therefore, it is our endeavor to build a loyal customer base. Outstanding customer service is one thing that gives D.A.'s Deli and Dining a competitive advantage. Our Customers must be 100% satisfied with the services we provide every day. Customers who are not satisfied always have other dining choices. We are committed, providing 1st Class customer service. Our customers are the reason for all that we do. **Customer feedback** is always welcomed; providing opportunities to develop **Best Practices** in all areas of products and services.

You and Your Supervisor

Your Job – The work performed as a D.A.'s Deli and Dining employee is critical to our success, with customers, and to the team. Whatever your position, title, or role; each job is critical to the successful operation of our services. We expect to maintain the highest quality standards to ethics and honesty as we work together as a team. Team members consistently give extra efforts to ensure customers have 100% satisfaction with our goods and services.

Your Supervisor/Manager – Your manager, supervisor, or lead, is there to help you get acclimated in your job; including provide training where

required to ensure all work is performed at our standard of excellence. Should you have any questions about your job or policies/procedures, or need to discuss job related issues; your manager should be consulted. **You should never discuss confidential matters with our customers or competitors.**

Equal Employment Opportunity

D.A.'s Deli provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, marital status, real or perceived disability, or status as a veteran, or any protected category in accordance with applicable law.

Background Checks - Background checks may be performed at any time during an individual's employment with the Company, in accordance with state laws. The Company abides by the Fair Credit Reporting Act.

Classifications of Employment

In accordance with the federal Fair Labor Standards Act ("FLSA") the Company has established two classifications of employment:

Exempt Employees – Generally includes management, and professional positions whose positions meet specific tests established by the FLSA; exempt employees are paid a salary and are not eligible for overtime pay.

Non-exempt Employees – Includes all employees who do not meet the exemption tests of the FLSA or applicable state overtime laws, are paid an hourly rate of pay and are consequently eligible for overtime pay as outlined in the applicable section of this Handbook.

D.A.'s Deli and Dining

Within these categories, there are three employee categories:

Full-Time Regular Employees - Employees who regularly work at least 35 hours per week (normal full-time employment is generally 35 to 40 hours per week). These employees may be "exempt" or "non-exempt" as defined below.

Part-Time Regular Employees - Employees who regularly work fewer than 35 hours per week; these employees may be "exempt" or "non-exempt."

Temporary Employees - Employees engaged to work full-time or part-time on the Company's payroll with the understanding that their employment will be terminated no later than upon completion of a specific assignment, which are expected to last less than 12 months. (Note that a temporary employee may be offered and may accept a new temporary assignment with the Company and still retain temporary status.) These employees may be "exempt" or "nonexempt" as defined above. *Temporary employees do not receive benefits and do not receive annual performance reviews.*

Payday

Employees (exempt and non-exempt) are paid via check on Tuesday, every week. Your supervisor will inform you of your pay cycle when you start work. All required deductions, such as federal, state and local taxes, and all authorized deductions, such as contributions towards medical coverage, will be deducted automatically from your paycheck. 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. If a scheduled payday falls on a Company

observed holiday, you will usually be paid on the day before the weekend or holiday.

Recording Hours Worked

All employees are required to accurately report and record their work hours. To ensure that accurate records are kept of the hours you actually worked, including overtime hours where applicable, are recorded in the Company's official time record system. Employees are required to log in to the time record system. Please ensure that your actual hours worked are recorded accurately. Falsification of a time record is a breach of Company policy and grounds for disciplinary action, up to and including termination.

Overtime

Unplanned overtime is sometimes necessary and, at times, required by our customers. Your supervisor will try to give reasonable notice when overtime work is required. Please remember, however, that advance notice may not always be possible.

Exempt Employee Pay

Policy Statement: In accordance with the Fair Labor Standards Act regulations, exempt employees are paid the same salary each pay period. Exempt employees are not pay. The Company's expectation is that all exempt-level employees will work at least 40 hours per week. Employees who fail to meet this expectation may be subject to corrective action, including termination. Exempt employees normally receive their full salary for any week in which they work. However, exempt employees who do not work in any week will not be paid.

D.A.'s Deli and Dining

Office/Business Security

Employees are expected to conduct themselves in a manner that will not endanger them, other employees, or visitors. Every employee's work area should be kept free of all obstructions that might cause injury to the employee, other employees, visitors, or other individuals on the premises.

Introductory Period

Every new employee goes through an initial period of adjustment in order to learn about the Company and about his/her job. During this time the employee will have an opportunity to find out if he/she is suited to, and likes, his/her new position.

Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate his/her performance. The initial employment period is ninety (90) days.

During this time, the new employee will be provided with training and guidance from his/her Supervisor. He/she may be discharged at any time during this period if his/her Supervisor concludes that he/she is not progressing or performing satisfactorily. Under appropriate circumstances, the initial employment may be extended. Additionally, as is true at all times during an employee's employment with the Company, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice.

At the end of the initial employment period, the employee and his/her supervisor may discuss his/her performance. Provided his/her job performance is "satisfactory" at the end of the initial employment period, he/she will

continue in our employment as an at-will employee.

Solicitations

In the interest of maintaining a professional environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during work time. Employees who are not on working time (e.g., those on lunch hour or breaks); may not solicit employees who are on working time for any cause or distribute literature of any kind to them. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time, without Management/Ownership permission.

Likewise, non-employees are prohibited from distributing materials or soliciting employees on DA's Deli premises at any time without Management/Ownership permission.

Safety/OSHA/Accident Reporting –

First, employers with ten or fewer employees at all times during the previous calendar year are exempt from routinely keeping OSHA injury and illness records. OSHA's revised recordkeeping regulation maintains this exemption.

Second, establishments in certain low-hazard industries are also partially exempt from routinely keeping OSHA injury and illness records. Starting on January 1, 2015 there will be a new list of industries that will be partially exempt from keeping OSHA records.

The health and safety of all employees is of major importance. With your assistance, D.A.'s Deli and Dining is

D.A.'s Deli and Dining

committed to provide a safe and healthy working environment. To assist us in meeting overall safety standards in the workplace, you should immediately report any unsafe conditions to your manager.

Diversity at DA's Deli

Non-discrimination and Anti-harassment

It is the policy of DA's to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex (with or without sexual conduct), age, disability, or any other characteristic protected by law. DA's Deli and Dining prohibits and will not tolerate any such discrimination or harassment.

Definitions of Harassment

a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the

circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, sexual orientation, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

D.A.'s Deli and Dining

Violence in the Workplace

DA's Deli is committed to preventing workplace violence and maintaining a safe work environment. Conduct that threatens, intimidates, coerces, or physically injures another employee, client, or member of the public at any time, including off duty periods will not be tolerated. Talk of violence or joking about violence is unacceptable. Management will take immediate and appropriate disciplinary action consistent with applicable law against any employee engaging in such conduct, up to and including termination.

Prohibition on Weapons

DA's Deli and Dining prohibits all persons who enter Company property, or while engaged in company business off premises, from carrying a handgun, firearm, or prohibited weapon of any kind, as defined below, onto the property regardless of whether the person is licensed to carry the gun or not.

This policy applies to all Company employees, contract and temporary employees, visitors on Company property, and customers and contractors on Company property. The only exceptions to this policy are police officers, security guards, or other persons who have been given written consent by the Company to carry a weapon on the property.

If you are aware of co-workers, vendors or other individuals who possess, carry, or use a firearm or other weapon while on Company's premises, or while engaged in Company's business off premises, you should immediately report the conduct at issue to your supervisor and Management. The Company may search a vehicle owned, leased or rented by it and used by the employee, and a vehicle owned by an employee that is being used

to conduct business on behalf of the Company, regardless of whether then vehicle is located on the Company property at the time. Searches may be conducted by Company management or local authorities. To the extent the search is requested by Company management and the employee is present, the employee may refuse the search, provided, however, that such refusal may result in termination of employment for refusal to cooperate. The Company reserves the right to conduct searches on its property or authorize searches by law enforcement on its property without the employee being present. Failure to abide by all terms and conditions of the policies described above will result in your immediate termination. Further, carrying a weapon onto Company property in violation of this policy will be considered as an act of criminal trespass and will be grounds for immediate removal from the Company property, and may result in prosecution.

THIS POLICY SHALL NOT BE CONSTRUED TO CREATE ANY DUTY OR OBLIGATION ON THE PART OF THE COMPANY TO TAKE ANY ACTIONS BEYOND THOSE REQUIRED OF AN EMPLOYER BY EXISTING LAW.

Code of Ethics and Business Conduct

DA's Deli expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Company. Business dealings that appear to create a conflict between the interests of the Company and an employee are unacceptable

Attendance and Punctuality

It is important that employees attend work as scheduled. Dependability,

D.A.'s Deli and Dining

attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. Moreover, an employee must notify his/her supervisor as far in advance as possible, but not later than **THREE** hours before his/her scheduled starting time if he/she expects to be late or absent. This policy applies for each day of his/her absence. An employee who fails to contact his/her immediate supervisor for a period of three consecutive work days will be deemed to have abandoned his/her job and will be considered as having voluntarily resigned. A careful record of absenteeism and lateness is kept by the employee's supervisor and becomes part of the personnel record.

Poor attendance and excessive lateness are disruptive to our operation. Either may lead to disciplinary action, up to and including dismissal.

Dress Guidelines

Your personal appearance and hygiene are important in establishing and maintaining a professional work atmosphere. Therefore, appropriate dress is required at all times. Similarly, neatness and cleanliness in appearance is essential.

Dress codes are established by Management/Owners. In most instances, employees are required to wear uniforms. Where uniforms are not required, dress should always be conservative. When you report to work you must adhere to the following guidelines:

- Appear neat with clothes pressed, and shirts tucked in (unless authorized as a temporary change of policy), etc.

- No evidence of strong odors or perfumes
- A name tag is required at all times
- *Dark shoes or black sneakers (no white stripes) that are in good condition are to be worn. No open toe shoes are to be worn.

The following are illustrative of inappropriate dress:

- Leggings, tight stir-up pants
- Tight fitting pants, slacks, skirts, blouses, and shirts
- Transparent fabrics
- Shorts of any length
- Low cut blouses
- Any casual wear including shorts, sandals, etc.
- Flashy jewelry
- Nail jewelry and decals
- Visible tattoos and piercings, other than earrings, are not allowed unless an exception to this policy is made.

If an employee reports to work improperly dressed or groomed, he or she may be instructed to return home to change or take other appropriate action. The employee will not be compensated during such time away from work and repeated noncompliance of this policy will result in further disciplinary action.

Keys, Access Cards, and Other Restricted Items

In order to provide as much protection as possible for the security of our employees, as well as our property, certain items such as keys, access cards, and other restricted access items will be issued only to those employees whose responsibilities require them.

D.A.'s Deli and Dining

Smoking

The Company provides a smoke-free environment for all employees, and all Company facilities are smoke-free workplaces. Smoking is absolutely prohibited anywhere on company premises. This policy applies to third parties such as vendors and clients as well as employees.

Substance Abuse

It is the policy of DA's Deli to create a drug-free workplace. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors in our facilities to unacceptable safety risks, and undermines the company's ability to operate efficiently and effectively. Consequently, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance or alcohol in the workplace or while engaged in the Company business off DA's Deli premises is strictly prohibited. Such conduct is also prohibited during non-working time to the extent that in the opinion of DA's Deli, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the Company.

Employee Conduct and Work Rules

As an integral member of the team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and in your personal life; you refrain from any behavior that might be harmful to you, your co-workers and/or DA's Deli and Dining.

The Company recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. At all times in which you are representing the Company it is expected that you will observe the highest standards of professionalism at all times. Types of behavior and conduct that DA's Deli and Dining considers inappropriate include, but are not limited to, the following:

- Falsifying employment or other Company, Governmental or Client records, dishonesty.
- Obtaining employment on the basis of false or misleading information.
- Soliciting or accepting gratuities from customers or clients, gambling.
- Discussing personal and/or private matters with client or its employees.
- Having excessive tardiness or absenteeism, unexcused absences, not coming in to work and not calling in, reporting incorrect hours on the payroll sheet, working overtime without your manager's permission, stopping work prior to the end of any shift without management's permission.
- Using Company supplies for personal purposes without authorization, wasting work materials, performing work of a personal nature during working time, interfering with fellow employees who are attempting to do their jobs, misuse of DA's Deli electronic communications systems or computer systems.
- Reporting to work intoxicated or under the influence of non-prescribed drugs, and/or the illegal manufacture, possession,

D.A.'s Deli and Dining

- use, sale, distribution or transportation of drugs.
- Bringing or using alcoholic beverages on DA's Deli property or using alcoholic beverages while engaged in Company business off DA's premises.
 - Fighting or using obscene, abusive or threatening language or gestures, unauthorized possession of firearms on DA's Deli premises or while on Company business.
 - Theft of property from co-workers, customers, or DA's Deli, vandalism of DA's Deli, customers, or co-worker's property.
 - Unsatisfactory job performance, insubordination.
 - Disregarding safety or security regulations.
 - Violation of harassment (sexual or otherwise), or Equal Employment Opportunity Policies and any other violation of DA's Deli and Dining policy.
 - Falsifying expense information or forging another's signature.

Computer Hardware, Software & Peripherals

Employees are expected to exercise care in the use of Company equipment and property and use such property only for authorized purposes. Loss, damages or theft of Company property should be reported at once. Negligence in the care and use of Company property may be considered grounds for discipline, up to and including termination.

Use of Telephones and Other Company Property

Company telephone, fax, postage machines, office equipment, computers, and other Company property are generally available to employees to use for business related purposes only.

Personal use of the telephones for long distance calls is prohibited. Similarly, no postage or mail services may be used for personal reasons. Excessive personal use of Company property may result in disciplinary action, up to and including termination of employment.

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make personal calls on non-work time where possible and to ensure that friends and family members are aware of the company's policy. Flexibility will be provided in circumstances demanding immediate attention.

The Company will not be liable for the loss of personal cellular phones brought into the workplace.

CELLULAR PHONE USAGE WHEN DRIVING

Employees with cell phones should refrain from using their phone while driving, unless a hands-free device is used. Safety must come before all other concerns. If an employee is going to be engaged in a lengthy telephone conversation, it is recommended that they pull over to a safe area away from traffic until the conclusion of the call.

Workplace Bullying Policy

The Company defines workplace bullying as repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which are intended to intimidate, degrade, humiliate, or undermine; or

D.A.'s Deli and Dining

which create a risk to the health or safety of the employee(s). DA's Deli will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

The Company considers the following types of behavior examples of bullying:

- **Verbal Bullying:** slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property
- **Gesture Bullying:** non-verbal threatening gestures
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person
- Shouting, raising voice at an individual in public and/or in private
- Using verbal or obscene gestures
- Not allowing the person to speak or express him/herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's job performance or description

- Ignoring/interrupting an individual during meetings
- Spreading rumors and gossip regarding individuals
- Encouraging others to disregard supervisor/manager's instructions

Social Media Policy

Unless specifically instructed, employees are not authorized and therefore restricted to speak on behalf of the company. Employees may not publicly discuss clients, products, employees or any work-related matters, whether confidential or not, outside company-authorized communications. Employees are expected to protect the privacy of the company and its employees and clients and are prohibited from disclosing personal employee and non-employee information and any other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to customer information, trade secrets (**recipes**) financial information and strategic business plans.

Your Career

Performance Appraisal

The Company's performance appraisal policy is designed to measure how well an employee is performing the duties of her/her job based on specific job attributes. Performance will be evaluated with regular feedback given.

Managers ensure that each performance appraisal is fair and accurately reflects the employee's true performance.

Note: Performance evaluation will not necessarily result in a merit increase.

D.A.'s Deli and Dining

Reward and Recognition Programs

Affirming our strong belief that "Our Employees are our most important asset" D.A.'s Deli recognizes excellence in job performance through its recognition and awards programs. Recognitions for individual and group achievements are made regularly.

Voluntary Resignation

D.A.'s Deli hopes that our relationship with our employees will be long-term and mutually rewarding. However, should you wish to end your employment with the Company, we urge you to notify your supervisor at least two weeks in advance of your departure and provide us with proper notice. This will provide us with time to prepare your replacement, prepare your final payment, and will put you in a favorable position to be considered for future employment. (We recognize that all employment relationships with the Company are on an at-will basis and reserve the right to terminate employment relationships at any time).

Worker's Injury reporting

- Report Injury to Supervisor
- Determine if Urgent Care is required. If so, seek emergency medical treatment.
- If not, note action required, i.e., bandage, sterilization, etc.
- Document report of Accident. Employee Injury report, Manager's injury report.
- Contact Insurance Carrier as necessary.

Family Medical Leave - Not applicable to D.A.'s Deli at this time.

Public agencies (including state, local, and federal employers), public and private elementary and secondary schools, as well as private sector **employers who employ 50 or more employees in 20** or more work weeks and who are engaged in commerce or in any industry or activity affecting commerce, including joint employers and successors of covered employers.

Paid Time Off

(Vacation/Sick/Personal) - Eligible management employees only.