

# EMPLOYEE MANUAL

property of Sevens Bar & Restaurant

# Sevens Bar & Restaurant



May 2011

# SEVENS BAR & RESTAURANT (FINDIN, LLC) CONFIDENTIALITY AND TRADE SECRETS POLICY

The information and materials you are exposed to on the job are the property of Sevens Bar & Restaurant (Findin, LLC). In the course of your employment, you may have access to certain information that is confidential, privileged, proprietary, trade secret, or of a competitive value to Sevens Bar & Restaurant (Findin, LLC). The protection of confidential business information and trade secrets is vital to the interest and success of Sevens Bar & Restaurant (Findin, LLC). All employees must protect the confidentiality of such information. Such information includes, but is not limited to, the following: product information, new materials research, production processes, business plans and strategies, price lists, marketing strategies, computer programs and codes, financial information, recipe manuals and other recipes created by and for the exclusive use of Sevens Bar & Restaurant (Findin, LLC).

The use or disclosure of confidential information may be for Sevens Bar & Restaurant (Findin, LLC)'s purposes only and not for personal benefit or the benefit of others. Employees must keep such confidential information confidential at all times, including after employment has ended.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information. Legal action may include preliminary and permanent injunctions and relief for damages.

Employees who leave employment with Sevens Bar & Restaurant (Findin, LLC) must immediately return all business information, documents and software, including any and all photocopies, notes or reproduction of any and all company materials.

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# Welcome & Introduction

Welcome new staff member!

We believe that each employee contributes directly to Sevens Bar & Restaurant's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs and benefits available to eligible employees. Accordingly, employees will find it to their advantage to read the entire handbook and familiarize themselves with the contents as soon as possible, as an aid in preparing for new work assignments. This book, however, should not be considered a complete statement of company policy.

Circumstances will obviously require that policies, practices and benefits be changed from time to time. Consequently, Sevens Bar & Restaurant management reserves the right to change, revise, add to, or delete any information in this handbook it deems appropriate.

Any changes that do take place will be communicated to you. It is your responsibility to be aware of any and all changes and to abide by them.

The information contained in this handbook applies to all employees of Sevens Bar & Restaurant.

All employees are responsible for complying with the policies, rules, and regulations contained herein. All employees should direct any questions to their supervisor or General Manager if clarification is required.

We hope your experience here will be challenging, enjoyable and rewarding.

## COMMUNICATION

We welcome you as an integral part of our "Employee Family" and it is our sincere intent to treat each employee as an individual and important member of this family.

Accordingly, Management will keep an "open door" policy to all employees and will be ready to listen when you feel the need to discuss a suggestion or concern.

We are here to help you. Your supervisor and the General Manager are concerned about you and they will be happy to answer your questions or direct you to someone who can give you additional information.

**Sevens Bar & Restaurant is an "at will" employer. As such, Sevens Bar & Restaurant expressly reserves the right to terminate an employee's employment at any time with or without cause or notice, just as employees are free to terminate their employment without restriction. Nothing can change your status as an "at will" employee. Neither the length of your employment, promotions, citations, raises, oral or written statements by supervisors, nor statements in handbooks, letters, manuals, nor the institution of grievance or discipline procedures can change your status as an "at will" employee.**



## PHILOSOPHY

As an employee and member of our team, it is important to know and understand Sevens Bar & Restaurant philosophy of doing business.

We are committed to:

- Exceeding the expectations of our customers.
- Providing a work place that enhances the lives of our employees.
- Maintaining a corporate vision which stimulates growth and profitability.

We believe that success and profitability can only be achieved with wholehearted support from each and every employee. Because we recognize how important you are, we have made a firm commitment to:

- Promote teamwork.
- Create a workplace where all employees are recognized and respected for their contributions.
- Provide the direction and leadership necessary to ensure that every employee has a part in making Sevens Bar & Restaurant a success.

It is our policy to handle employees fairly and honestly and to respect and recognize each as an individual.

You were selected from other applicants to work at Sevens Bar & Restaurant because we believe you have the ability, desire and energy to contribute to our team. Through your contribution you can help create an opportunity for your personal and professional growth.

It is our policy to provide opportunity for growth and development wherever possible. Whenever possible, promotions shall be made from within and based on skill, ability, performance and respect for length of service.

### EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Sevens Bar & Restaurant that an individual's race, color, religion, sex, disability, age, or national origin are not and will not be considered in any personnel or management decisions. Sevens Bar & Restaurant is an equal opportunity employer.

In compliance with the Immigration Reform Act, all employees must provide documents that establish their identity and employment authorization within three business days of their employment. Acceptable documents are defined on INS Form I-9.

- The most capable individual available must staff each position in the company.
- Each employee will receive a fair wage and benefit program for work performance.
- Positive recognition for successful achievement will be given.
- Management will strive to provide safe, healthy, and comfortable working conditions.

**We ask our employees be committed to:**

#### Participate

Take an active part in creating and maintaining an exciting and successful business.

#### Take Pride in Your Work

Be dedicated to quality service. Do your best. Challenge yourself to do even better.

#### Understand

Learn all aspects of the job and explore ways to improve job effectiveness.

#### Team Work

Search for new and better ways to work with fellow employees to achieve mutual goals and objectives.



## COURTESY & CUSTOMER RELATIONS

The customer is the most important person in our business and deserves our most courteous and attentive treatment. Courtesy begins with respect and consideration and every Sevens Bar & Restaurant employee is expected to be polite to customers and fellow employees, regardless of the situation.

You have an opportunity to make an impression about yourself and Sevens Bar & Restaurant every time you interact with a customer or co-worker. Remember the following keys to courtesy:

### Welcome

Always acknowledge and greet customers in a prompt, friendly manner.

### Grammar

Proper grammar is a must. Speak clearly and eloquently when you are addressing our customers.

### Assist

Answer questions and solve problems to the best of your ability. Obtain assistance from a supervisor or fellow employee if necessary or direct the customer to someone who can provide the correct answer. Ensure you introduce yourself and ask if they have any questions right from the start. Make them at ease by employing a friendly smile and happy attitude. Be certain to ask them the right questions. For example:

1. Have you been here before?  
If they have been here ask them what they liked about their last experience or what brings them back.
2. Would you like me to tell you about some of our specialties or help you to select an item from the menu?

This will show the customer that you are knowledgeable about the products that we offer and perhaps remove some apprehensions that they might have.

### Exceed

Always take the extra step to make sure every customer's expectations are not just met, but exceeded.

### **Smile, Smile, Smile!**

It is understood in all languages.



## BUSINESS ETHICS & CONDUCT

The successful business operation and reputation of Sevens Bar & Restaurant is built upon the principles of fair dealing and ethical conduct of our employees.

Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as conscientious regard for the highest standards of conduct and personal integrity.

**Accepting gifts** – It is inappropriate for any employee to accept gifts or favors from customers, vendors or others conducting business or intending to conduct business with Sevens Bar & Restaurant. This policy is not intended to prohibit the acceptance of conventional gratuities (e.g. tips, etc.)

**Tip Hustling** – Suggesting or demanding that any type of conventional gratuity is required or expected for any service is prohibited.

**Found Property/Money** – All found money is to be turned in to your supervisor. There are no exceptions. Please advise your supervisor as to the exact location and time the article or money was found.

**Kickbacks** – It is strictly prohibited for any Sevens Bar & Restaurant employee, director, or officer to accept any kickback, bribe, substantial gift or special consideration as a result of any transaction or business dealings involving Sevens Bar & Restaurant.

Violation of this or any of the above policies can result in disciplinary action up to and including discharge.

If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your supervisor.



## NO SOLICITATION POLICY

It is the policy of Sevens Bar & Restaurant to strictly prohibit solicitation for any purpose, by employees and non-employees alike, at any time.

Employee collections for flowers or gifts to employees or members of their families are not permitted. Some employees have greater financial obligations than others and collections of this kind can be embarrassing for those whose budgets will not allow them to contribute.

To avoid putting anyone “on the spot”, as well as to lessen the financial burden of employees neither supervisors, Supervisors nor officers are permitted to accept gifts from employees. Any employee collection is a violation of the “No Solicitation” policy. Violation of this policy can result in disciplinary action up to and including discharge.

Under no circumstances may any employee sell any items to fellow employees, bring in catalogs for the same purpose or make collections for any reason.

### PETITIONS & DISTRIBUTION OF MATERIALS

Circulation of petitions of any kind, or solicitation of employees for any purpose is prohibited.

**Employees** – Every employee's work deserves his/her full attention during scheduled working time. Therefore, employees may not distribute literature in working or customer areas at any time.

**Non-employees** – Persons who are not employed by Sevens Bar & Restaurant are not permitted to distribute material or to solicit employees for any purpose whatsoever.

Employees may not solicit other employees for any purpose during scheduled work time. Working time does not include break time or mealtime. However, an employee who is on his/her free time or break time may not solicit or distribute literature to employees who are working.



## **BORROWING MONIES**

The following policy will apply to all employees who act in any type of supervisory capacity whatsoever, whether it is on a full-time basis, part time-basis, or as “back-up” or “fill-in” during vacations, leaves or other supervisor’s days off.

Under no circumstances may any employee acting in a supervisory capacity (as defined above), borrow any monies for any purpose from their subordinates.

Any violation of this policy will result in the immediate termination for the supervisor involved.

The act of borrowing monies among non-supervisory employees is also frowned upon by management and may lead to disciplinary action.

### **MEDIA/PRESS POLICY**

The privacy and confidentiality of our customers, employees and business is extremely important. Should any member of the press or any other outsider seeking information about our customers, employees and/or business contact you, do not provide any information. Politely refer the individual to the General Manager’s Office.



## **CONFIDENTIALITY & NON-DISCLOSURE**

Many of the records that employees regularly handle contain confidential information about our customers or operations. Release of this information could have a serious impact on Sevens Bar & Restaurant, a customer or an employee. No customer records, operating statistics, plans, marketing strategies, employee records or business related information may be released without prior approval of Owners.

Employees who improperly use, carelessly or deliberately disclose, or provide confidential business information, will be subject to disciplinary action up to and including immediate termination, even if they do not actually benefit from the disclosed information.



## **EMPLOYMENT OF RELATIVES**

Sevens Bar & Restaurant Management reserves the right at all times to approve or disapprove the employment of relatives.

The hiring of relatives for all employees, including supervisors, will be at the discretion of the General Manager. No relatives will be allowed for those already employed in sensitive areas.

Employees’ relatives who are approved for hire may not work in the same department. Furthermore, depending upon which departments are involved, some relatives may not work the same shift. Management will make this decision.

It is the responsibility of all employees currently working who have knowledge that a relative has been hired before or after them, to report this to Management to ensure that proper approval has been given to that relative. Failure to do so can result in termination for both parties.



## **EMPLOYMENT TERMINATION**

We hope your association with Sevens Bar & Restaurant will be beneficial; but should it become necessary for either you or Sevens Bar & Restaurant to terminate, we ask you to keep the following in mind:

**Final Checks** – Will be issued on your next scheduled payday. All Sevens Bar & Restaurant property must be returned prior to receiving paycheck. If employed at Sevens Bar & Restaurant less than three months, uniforms will be deducted from employees final paycheck.

**Exit Interview** – Sevens Bar & Restaurant will schedule an exit interview at the time of termination. The exit interview will afford an opportunity to discuss such issues as employee benefits and conversion privileges. Suggestions, complaints, and questions can also be voiced.



## **PAYROLL HOURS & OVERTIME**

In accordance with the Fair Labor Standards Act, the hours and overtime policy is intended to compensate hourly paid, non-exempt employees fairly and equally for work performed on an overtime basis.

**Work week** – For payroll purposes, a work week consists of seven (7) days of twenty-four (24) hours each. The work week begins at 00:01 AM, Monday and closes at 24:00 Midnight, Sunday. Cut off for the end of the pay periods are the 15th and the end of each month.

**Overtime** – During any given work week, one and one-half times the employee’s normal rate will be paid for any hours worked over forty hours in that same work week. All overtime hours must be approved by the General Manager.

**Direct Deposit** – Sevens Bar & Restaurant encourages all employees to use direct deposit. ACH deposits are issued twice a month. Paydays are on the 7th and the 22nd. Please contact the General Manager for a direct deposit form.

**Errors and Adjustments** – If you believe there is an error on your paycheck, please discuss this with your supervisor. He/She will submit the necessary paperwork and if valid, an adjustment will be made as soon as possible.

**Garnishment** – The garnishment of an employee’s wages creates an added burden of work on the Payroll and Accounting Departments and creates personal worries for the employee. At the same time, Sevens Bar & Restaurant recognizes that there are many reasons an employee may be unable to meet his or her debt obligations. It is the wish of the company that you avoid garnishments.

### **TIP REPORTING**

Employees who receive more than \$20.00 per month in tips are required by the IRS to report these tips. The accounting department figures and reports the tips for the employee based on reports from the POS system.



## INTRODUCTORY PERIOD

The first 90 days of employment for all new employees at Sevens Bar & Restaurant is the “Introductory Period”. It is during this period that the Supervisor and/or General Manager evaluates an employee’s eligibility to continue as an employee. Employees are in a training and evaluation period and performance is closely monitored to ensure the employee is meeting job standards. If Sevens Bar & Restaurant determines that the designated Introductory Period does not allow sufficient time to thoroughly evaluate the employee’s performance, the Introductory Period may be extended for a specified period. Either the employee or Sevens Bar & Restaurant may end the employment relationship “at will” at any time during or after the Introductory Period, with or without cause or advance notice.

An “Introductory Employee Evaluation” is completed by the Supervisor and/or General Manager prior to or at the completion of the 90-day Introductory Period to determine the employee’s suitability for continued employment.

Employees who successfully complete their 90-day Introductory Period will then be entitled to applicable benefits as outlined in this handbook and will enter the “regular” employment classification.

Introductory Period for Transfers or Promotions – Employees who are transferred or promoted within Sevens Bar & Restaurant must complete a secondary 90-day Introductory Period with each reassignment to a new position.

At any time during the Introductory Period, the Supervisor and/or General Manager may return the employee to his/her former position, or, if no position is available, to other work for which the employee is qualified.



## TRANSFER & PROMOTION

Sevens Bar & Restaurant believes in the philosophy of promoting from within the organization. Once an employee has completed the introductory period, he/she will be eligible to apply for a transfer. If an employee is interested in transferring, he/she must fill out a Transfer Request form with their supervisor.



## PERFORMANCE APPRAISALS

The purpose of an employee appraisal is to help employees understand how well they are performing in their job duties. The appraisal will identify their individual strengths and weaknesses and determine what (if any) improvements they may need to make. Your supervisor will assist you to achieve and maintain acceptable levels of performance.

The three types of employee performance appraisals used at Sevens Bar & Restaurant are:

- 90-day Introductory Period Evaluation,
- Annual Employee Evaluation, and
- Supplemental Evaluation.

Annual Employee Evaluation – This method has proven to be a fair and useful method of evaluation, when filled out properly. Annual Employee Evaluations are given upon the first complete year of employment and all subsequent years thereafter. Both the supervisor and the employee are to complete the evaluation forms. Both are to be compared and discussed at the evaluation meeting. After the session, the supervisor and the employee must sign each other’s evaluation to acknowledge that they have discussed both. Upon completion, the evaluation forms are forwarded to the General Manager for review.

Supplemental Evaluation – This performance appraisal is used when issuing warning notices or suspensions to employees who have not displayed improvement in particular areas.

The supplemental evaluation points out to the employee the problem areas involved, the effects these problems have on the company and the employee and what is expected of the employee in the future. Any employee may be placed on a supplemental for any number of days.



## DISCIPLINARY PROGRAM

The purpose of this policy is to state Sevens Bar & Restaurant’s position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The purpose of any disciplinary action is to correct the problem, to prevent recurrence, and to prepare the employee for satisfactory service in the future.

Although employment at Sevens Bar & Restaurant is based on mutual consent and both the employee and Sevens Bar & Restaurant have the right to terminate employment at will, with or without cause or advance notice, Sevens Bar & Restaurant may use progressive discipline at its discretion. Disciplinary action may call for any of three steps:

- Verbal Warning
- Written Warning
- Termination

Progressive discipline means that with respect to most disciplinary problems, these steps will normally be followed, although any one of these steps may be used, depending on the severity of the infraction and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Sevens Bar & Restaurant recognizes that there are certain types of employee problems that are serious enough to justify either suspension or termination, without going through the usual disciplinary steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Sevens Bar & Restaurant.



## PROBLEM RESOLUTION

All employees must follow the “Chain of Command”. In the case of any problems that rise, employees must first attempt to resolve that problem by discussing it with their immediate supervisor. In the event a resolution is not reached, the next step is to make an appointment with the Supervisor. If a solution is still not reached, the next step would be to contact the General Manager.

Employees must give their Supervisors the courtesy and opportunity to attempt to resolve their own departmental problems before going to the General Manager.

### PROCEDURE

The first person to contact if an employee feels he/she has a legitimate complaint is his/her immediate supervisor. If the employee and supervisor and/or Supervisor are unable to resolve the complaint or problem, the employee may speak to the General Manager who will make every effort to resolve the problem.



## ALTERNATIVE EMPLOYMENT

It is mandatory that you notify your Supervisor before accepting any supplemental job, in writing, to determine if there is a conflict of interest or if it would adversely affect your job performance.

Alternative Employment is not permitted:

- When the supplemental job could create or result in a conflict of interest.
- When the supplemental job could adversely affect your work performance at Sevens Bar & Restaurant.

This policy does not apply to part-time employees. However, you are required to inform Sevens Bar & Restaurant of your other place of employment.



## LENGTH OF SERVICE

When qualifications, performance, and past record are equal, employees who have been employed the longest may be given preference in several areas that are outlined below:

Shift and Days Off/Vacation – Shifts, days off, and vacation assignments are based on the requirements

Seniority and Leaves of Absence – During a Personal Leave of five or more consecutive days per year, seniority will be affected, or reduced by the amount of time of five or more days. Seniority will not be affected for six weeks (42 straight days) when a leave of absence involves a work related injury that results in a non-FMLA leave. Military leaves will be treated as the law requires.



## PAYROLL DEDUCTIONS

The law requires that Sevens Bar & Restaurant make certain deductions from every employee’s compensation. Among these are applicable federal, state, and local income taxes. Sevens Bar & Restaurant also must deduct Social Security taxes on each employee’s earnings up to a specified limit that is called the Social Security “wage base”. Sevens Bar & Restaurant matches the amount of Social Security taxes paid by each employee.

Sevens Bar & Restaurant offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Deductions may also be taken by Sevens Bar & Restaurant to help pay off a debt or obligation to Sevens Bar & Restaurant or others.



## EMPLOYEE STATUS

Full-time Regular – Those hourly or salaried employees who have completed the ninety-day introductory period and are normally scheduled at least forty (40) hours per week.

Part-time Regular – Those hourly or salaried employees who have completed the ninety-day introductory period and are normally scheduled for thirty (30) hours or less.

Full-time/Part-time Regular – Those hourly or salaried employees who have completed the ninety-day introductory period and are normally scheduled for over thirty (30) hours and under forty (40) hours.



## EMPLOYEE TRAINING

All Sevens Bar & Restaurant employees are required to take a Food Safety class at the First District Health Unit in Minot. Training must be completed within 45 days of hire. The “Food Safety Certificate” must be renewed every three years by the anniversary date as shown on said card. All employees working in the bar area, whether it be a bartender or a server, must take a Bartender/Alcohol training course. Completion of these training courses is mandatory and required for employment.

Sevens Bar & Restaurant reserves the right to require employees to complete various other training. This training may include but is not limited to: food handling/health department training and testing, aptitude training and testing, bartender/alcohol training, and review testing of policies contained within the Employee Manual.



## SERVING RULES AND DISCIPLINARY ACTIONS

Sevens Bar & Restaurant follows a zero tolerance policy towards the sale of alcohol to minors. All Sevens Bar & Restaurant employees must abide by any city, state or federal laws concerning serving alcoholic beverages.

Should an employee illegally serve an alcoholic beverage, courses of action will be taken by Sevens Bar & Restaurant including but not limited to immediate termination of the offending employee.

The General Manager exercises the right to treat each circumstance individually.



## Employee Benefits & Privileges

Employees may request time off from work. Time off requests must be written on the appropriate time off request form. Forms must be submitted two (2) days prior to the posted schedule and one (1) week prior to the time off requested. Once the schedule is posted for the week, changes in shifts are the responsibility of the employee. All shift changes must be documented and approved by the General Manager.



### HOLIDAYS RECOGNIZED & FLOATING

**Salaried Employees** - All regular full-time salaried employees who have completed their introductory period will be entitled to an “in-lieu of” day for each holiday worked. Employees who are on leave of absence, including Worker’s Compensation leave, will not be entitled to an “in-lieu of” day.

All efforts will be made to schedule these holidays off for every eligible employee, however, due to the nature of our business, it is imperative to provide the necessary work coverage for these days.

The “in-lieu of” day must be taken within a sixty-day period following the holiday. Requests must be made in writing and requires two weeks notice. Salaried employees must meet the following eligibility requirements:

- Must work the holiday if scheduled to do so.
- Must work the scheduled day before and after the holiday.
- Must be a regular full-time employee and have completed their 90-day introductory period.



### VACATIONS

Upon completion of 6 months continuous service, regular full-time employees are eligible to take vacation with pay. The length of service determines vacation eligibility and it will be computed from the most recent date of hire as a regular full-time employee.

Regular full-time employees earn paid vacation benefits according to the following schedule:

Length of Service	Days
6 months, but less than 2 years	5
2 years or more	10

Vacation time is earned from anniversary date to anniversary date and must be taken during the 12 month period after it is earned or it will be forfeited. Vacations must be taken as paid time off. That is, employees will not be paid for unused vacation days.

Payment of vacation time taken is based on the actual number of hours worked in the previous 12-month period. If your hours worked are less than 2,080 (52 weeks @ 40 hours per week), the number of paid vacation hours will be prorated accordingly.

Guidelines:

- Vacation must be scheduled in advance and at a time agreed to by the employee and their supervisor. When two employees in the same department select the same period, consideration will be given to the needs of the department, seniority, previous vacation periods and other factors

to resolve the problem.

- Pro-rated vacation is not paid to an employee who has separated employment from Sevens Bar & Restaurant.
- If a holiday falls within a vacation period, the vacation will be extended. The Holiday Pay Policy will define payment for the holiday.
- Vacation is credited to each eligible employee on his or her anniversary of regular full-time employment. Dates may be adjusted due to changes in seniority from leaves of absence or change in employment status.
- Vacation pay will be paid on the normal payday. Under no circumstances will vacation pay be paid in advance.
- Vacation may not be taken until earned.
- Vacation time earned must be taken in the twelve (12) month period after it is earned. Unused vacation will be lost if not used within the prescribed time limit.
  - It is mandatory that all eligible employees physically take off a minimum of five (5) workdays from work each year.
  - Vacation should be approved in advance by your immediate supervisor.
  - With the exception of employees who are discharged, or those who resign without notice or reason, employees who are discharged, or those who resign without notice or reason, employees separating from Sevens Bar & Restaurant, will receive vacation pay earned (notice must be 5 working days or more). Vacation time due and earned may not be used to satisfy the notice period.

Employees may request time off from work. Time off requests must be written on the appropriate time off request form. Forms must be submitted two (2) days prior to the posted schedule and one (1) week prior to the time off requested. Once the schedule is posted for the week, changes in shifts are the responsibility of the employee. All shift changes must be documented and approved by the General Manager.



### LEAVE POLICY

Employees, who meet the eligibility requirements particular to the leave, may apply for a leave of absence in accordance with the guidelines. It is the employee’s responsibility to obtain specific requirements regarding leaves from the General Manager prior to taking such leave. You must provide any required supporting documentation and an expected date of return. Leaves will not be granted for an indefinite period of time. The General Manager will authorize any such requests for leave.

FMLA – In compliance with the Family and Medical Leave Act, Sevens Bar & Restaurant will grant unpaid leave from work for periods of up to twelve (12) weeks during a rolling twelve (12) month period, for several reasons, which are specified below. Leaves are available to all employees who have met the eligibility and notice requirements set forth in the law. Management may not grant the requested leave until the General Manager has approved it.

Employees who return within the leave period will be returned to the position they left, or an equivalent one.

Reasons for granting FMLA leave:

- For the birth of a child and to care for the child.
- For the placement with the employee of a child for adoption or foster care and to care for the newly placed child.
- To care for an immediate family member (spouse, child, parent, but not “parent-in-law”) with a serious health condition.
- When the employee is unable to perform the essential functions of the job because of a serious medical condition.

#### FMLA ELIGIBILITY REQUIREMENTS

- Worked for Sevens Bar & Restaurant for at least 12 months.
- Worked at least 1,250 hours during the 12-months prior to the start of leave.
- Provided at least 30 days notice if the event is foreseeable, or as much as is practical. If not, ordinarily 2 business days from when the need for leave becomes known.
- Any paid time off earned must be taken first and will be counted against the leave time due.

Please note: Leave to care for a newborn child or for a newly placed child must conclude within twelve (12) months of the birth or placement and may not be taken intermittently or through reduced hours per work week or per work day.

You must provide medical certification to support a request for leave due to your serious health condition or the serious health condition of your spouse, child, or parent. Sevens Bar & Restaurant reserves the right to request a second opinion if deemed necessary and any conflicting opinion will be resolved by a third party. Sevens Bar & Restaurant may also require a fitness for duty report before you may return to work.

Military Leave – Upon submission of written verification from the appropriate military authority, a full time employee will be granted a leave for up to 20 days without loss of pay or benefits at the discretion of General Manager or owners.

Occupational Disability (Workers Compensation) – Will be granted for work related injuries as long as the need is substantiated by a physician’s statement. A return to work will require a release from a physician. This leave does not count against your entitlement under FMLA.



## EMPLOYEE PARKING AREAS

All employees must park on the north side of the Vegas Motel.

OFF-DUTY employees are welcome on the property to enjoy the facilities as permitted in this handbook. Off-duty employees are not allowed in any non-public or work areas.

Please remember to lock your car. Sevens Bar & Restaurant is not responsible for damage or theft.



## EMPLOYEE MEALS & BREAKS

Employees who work a total of eight (8) hours per shift will receive one, unpaid 30-minute lunch period and two, 10-minute break periods, one in the first four hours of a shift and one in the last four hours of a shift. This provides a total of 50 minutes of break/lunch time, including travel time.

Specific times for breaks will depend upon the operating requirements of your department. Supervisors will schedule employee breaks and advise of break locations.

On duty employees receive 50% off of their meal. Employees must use this discount either 30 minutes before or after their scheduled shift or during their break. The discount does NOT include alcoholic beverages. All take out orders regardless of shift timing are only eligible for a 15% discount.

On duty employees receive free unlimited fountain pop while working. You must use a small Sevens Bar & Restaurant Coke cup with a lid on it to be in compliance with local health code. Off duty employees receive 15% off their entire ticket. The discount does NOT include alcoholic beverages.



## JURY DUTY

Sevens Bar & Restaurant recognizes that it is the employee’s civic duty to report to jury duty when called. In order that employees may service without undo financial burden, Sevens Bar & Restaurant will provide a salary continuation program for up to thirty (30) days of jury duty service in any one twelve (12) month period. Payment will be the difference between jury duty pay and pay for each regularly scheduled day missed, excluding mileage. To receive the benefits of this program, the employee must be classified as a “Regular Full Time” employee.

If you are contacted for Jury Duty, please contact your supervisor or the General Manager for details.



# Sexual Harassment

This policy applies to all Sevens Bar & Restaurant employees, customers, clients, vendors, and persons doing business with us. No employee is exempt from this policy.

Sevens Bar & Restaurant is committed to a workplace that is free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability or any other basis protected by federal, state, or local laws. In an effort to prevent such illegal harassment or discrimination from occurring, we will communicate this policy to every employee. No employee of Sevens Bar & Restaurant is exempt from this policy.

Acts of Sexual Harassment by employees, supervisors, and managers is prohibited conduct. Any employee engaging in this type of behavior is subject to disciplinary action up to and including termination of employment. Disciplinary action may also be taken against any employee who in bad faith makes a false or dishonest claim of harassment or discrimination. Any supervisor or General Manager who has knowledge of such behavior yet fails to take appropriate action, is also subject to disciplinary action.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature, when...

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

Examples of Misconduct – Examples of behavior that, depending upon the individual and total circumstances, may be construed to constitute Sexual Harassment, may include, but are not limited to:

#### Verbal:

- Using language of a sexual nature.
- Making sexual comments about a person's body.
- Making sexual comments, whistling at someone, innuendoes, kissing sounds, howling, catcalls, etc.
- Turning work discussions to sexual topics.
- Asking or telling about sexual fantasies, preferences, or history.
- Making unwanted sexual compliments, innuendoes, or suggestions.
- Telling lies or spreading rumors about a person's sex life.

#### Non-verbal:

- Looking a person up and down in a suggestive fashion.
- Staring at a person.
- Blocking a person's path.
- Following a person.
- Giving unwanted personal gifts.
- Displaying sexually suggestive visual materials, offensive jokes, comments, slurs, e-mail,

memos, posters, cartoons, or gestures.

#### Physical:

- Unwanted touching of a person's clothing, hair, or body.
- Standing close or brushing up against a person.
- Giving an unwanted massage.

Reporting complaints – Any employee who feels they have been subjected to sexual harassment, or has knowledge of such behavior are urged to bypass the Chain of Command and report directly to the General Manager. All complaints will be investigated in a prompt and confidential manner. Upon completion of the investigation, a written determination of its conclusion will be prepared and when appropriate, a plan of action will be established to correct the problem and prevent reoccurrence.

**Non-Retaliation – Under no circumstances will an employee be penalized for reporting what the employee believes in good faith to be harassment under this policy. If you believe that you are being retaliated against for bringing a complaint of harassment or discrimination, you should report such conduct immediately to the General Manager. Any supervisor or General Manager who retaliates against an employee for making a complaint shall be subject to disciplinary action up to and including termination. If you have questions regarding this policy, please contact the General Manager.**



## DRUG FREE WORKPLACE

Creating a safe and healthy work environment is a top priority of Sevens Bar & Restaurant. This substance abuse policy has been established to help keep employees healthy, productive, and free of injury. This policy demonstrates our commitment to our employees and our belief that drug or alcohol abuse poses a serious risk, not only to the individual, but also to other employees, customers, and Sevens Bar & Restaurant. In addition to emphasizing Sevens Bar & Restaurant's belief that safety and health are essential, the policy also underscores our firm commitment to a drug-free workplace.

While on Sevens Bar & Restaurant property, employees are prohibited from:

- Processing, selling, trading, or offering sale illegal drugs or otherwise engaging in the illegal use of drugs or alcohol on the job.
- Using, selling, or dispensing prescription drugs illegally.
- Reporting to work under the influence of illegal drugs or alcohol.
- Being in a condition unfit for work due to drug or alcohol abuse.
- Reporting to work under the influence of legally prescribed or over-the-counter drugs that render the employee unfit for work.
- Having present in their bodies any illegal drugs, non-prescribed, controlled, or mind altering substances in any amount.

Employees must notify their supervisor or the General Manager if they are taking prescription or over-the-counter medications, which may affect job performance or create a safety concern in the operation of equipment.

Drug Testing –Sevens Bar & Restaurant's drug testing program includes the following types of drug testing:

- Pre-Employment – All prospective Sevens Bar & Restaurant employees may be submitted to a drug test. An applicant rejected for a positive test result may be reconsidered and retested (at their own expense) after six month of the initial test date.

- “For Cause” Reasonable Suspicion – If, in the opinion of management, Reasonable suspicion exists which indicates a violation of the drug and alcohol policy, the employee will be required to submit to immediate drug and alcohol testing. The toxicology examination for the purposes of “For Cause” testing which includes both urinalysis and blood samples, will test for drugs and intoxication and/or being under the influence.

Reasonable suspicion includes, but is not limited to a supervisor’s belief that an employee is currently using or is under the influence of alcohol, illegal drugs or non-prescribed controlled substances or is abusing prescribed or over-the-counter drugs. Based on specific personal observations which the supervisor can articulate concerning the employee’s appearance, behavior, speed, or other credible information, an employee will be required to submit to immediate drug and alcohol testing.

- Post Accident – Any employee who experiences an on the job accident which results in an injury to the employee, to any other person and/or results in property damage, will be required to submit to a toxicology examination for purposes of post accident testing, which includes both urinalysis and blood samples, and will be tested for drugs and alcohol and/or being under the influence at the time of the accident.

Following the occurrence of a work related accident as described above the employee(s), involved in or responsible for, is to be evaluated and the need for medical attention, if any, is to be addressed immediately. The employee is to be informed that he/she must give a urine specimen and blood sample for the purposes of a toxicology screening as soon as possible. If the employee fails to give a urine specimen and blood sample within a reasonable time, that employee may be subject to discipline up to and including discharge.

- Random Testing – All employees will be subject to random drug testing upon notification by management. Due to the truly random nature of the testing procedures, there will be no limit to the number of times an employee may be chosen and tested per year.

If you have questions regarding this policy, please contact the General Manager.



## Image Guidelines

Our goal at Sevens Bar & Restaurant is to provide excellent service to every customer, every day in a warm and friendly atmosphere. As the appearance of our employees helps establish the image of Sevens Bar & Restaurant, we rely on you to maintain an appearance consistent with this principle.

This ideal image includes a clean, neat, and well-groomed appearance while on duty at any time at Sevens Bar & Restaurant.

We count on your commitment to continually strive to be your personal best. We expect you to maintain this positive image throughout your employment with Sevens Bar & Restaurant. In addition to the guidelines set forth below, please comply with all additional guidelines, which may be specifically established for your position. Employees are required to purchase uniform tops from Sevens Bar & Restaurant. Your account will be charged after you have been employed for one full pay period. Employees may purchase as many uniforms as you like. It is the responsibility of the employee to launder uniforms.

If you have any questions on uniform policy please consult with the General Manager.

Dress Guidelines – All Sevens Bar & Restaurant employees must follow the following dress guidelines: Clean, uniformed, clothing provides the basic ingredient for a professional appearance. Appearance guidelines will be dictated by the expectations of our customers, and the governing health department. If your General Manager/ supervisor asks you to modify your appearance, DO NOT be offended, he/she is merely trying to please our customers.

Females--Females are required to wear black slacks, black socks, black shoes, and the appropriate Sevens Bar & Restaurant uniform top. Clothing should be clean, neat, and pressed. Denim is not permitted. Sweat suits, and other such “casual” wear are not permitted. Slacks should be in good business taste, and cannot be holey, ripped, or otherwise distressed. Hosiery or socks must always be worn. Hosiery and shoes should compliment the outfit and present a professional appearance. Shoes should be clean and in good repair at all times. Thongs, sandals, backless shoes, and open-toe shoes are not considered appropriate footwear.

Males--Males are required to wear black slacks, black socks, black shoes, and the appropriate Sevens Bar & Restaurant uniform top. Clothing should be clean, neat, and pressed. Denim is not permitted. Sweat suits, and other such “casual” wear are not permitted. Slacks should be in good business taste, and cannot be holey, ripped, or otherwise distressed. Socks must always be worn. Shoes should compliment the outfit and present a professional appearance. Shoes should be clean and in good repair at all times. Thongs, sandals, backless shoes, and open-toe shoes are not considered appropriate footwear.

**All Employees – All employees of Sevens Bar & Restaurant are required to wear name tags.**

Appearance Guidelines – All Sevens Bar & Restaurant employees must follow the following appearance guidelines:

- Females – Cosmetics should look natural and compliment your skin tone. No extreme colors or styles are permitted. Hands and fingernails must be clean at all times. Nails should be well manicured and be of moderate length so as not to impede with the performance of duties. Nail polish must be in natural tones, “French manicure”, or muted shades of red or pink. Extreme colors, treatments, or charms are not permitted. Hair must be conservatively styled, clean, and neatly groomed. It must be colored in natural tones. Bright colors or multi-toned hair will not be allowed. Extreme hairstyles (spikes, tails, etc.) and unnatural hair colors (pink, purple, etc.) are not allowed. Excessive use of styling gel or mousse should be avoided. Long hair should be kept away from the face and should not fall forward while performing normal job duties. Hair accessories should be minimal and appropriate for the work environment. Barrettes will be allowed but must be kept to a minimum.

Jewelry and accessories should be worn in moderation and should never be affixed to a uniform. Earrings must not exceed one inch in diameter and one inch in length. A second earring may be worn in the same lobe, providing it is a stud style. Ear cuffs are not permitted. Any body piercing, facial piercings or gauges which are visible to employees or customers are prohibited. All visible tattoos must be approved by the General Manager.

- Males – Hands and fingernails must be clean and nails neatly trimmed at all times. No colored polish is permitted. Eye and facial makeup is not permitted.

Hair must not extend below the collar and may not be tucked under the shirt collars. Ponytails are prohibited. Hair must be conservatively styled, clean, and neatly groomed. It must be colored in natural tones. Bright colors or multi-toned hair will not be allowed. Extreme hairstyles (spikes, tails, etc.) and unnatural hair colors (pink, purple, etc.) are not allowed. Excessive use of styling gel or mousse should be avoided. Sideburns are allowed, but must not extend below the earlobes. Muttonchops and the like are not acceptable. Mustaches are permitted, but must be well-groomed, trimmed daily, and must not extend below the upper lip. Beards are allowed but must be kept short, simple, clean and groomed.

Jewelry and accessories should be worn in moderation and should never be affixed to a uniform. Males are not permitted to wear any type of earring. Any body piercing, facial piercing or gauges that are visible to employees or customers are prohibited. All visible tattoos must be approved by the General Manager.

Except for your company identification badge, employees may not wear any badges, emblems, pins, or buttons, unless issued by Sevens Bar & Restaurant.

Management reserves the right to determine what is moderate and tasteful.

Personal Hygiene – All employees must practice good personal hygiene (i.e. daily bathing, shaving, brushing teeth, use of mouthwash, and an effective deodorant). Perfumes, colognes, and aftershave should be worn in moderation. Avoid heavy scents.

Specific departments may have other requirements for dress, and must also be followed.



## GENERAL RULES & PROHIBITED CONDUCT

The following General Rules are illustrative and not exhaustive. Management reserves the right to determine whether particular conduct, which may not be described in these rules or in this handbook, is not in the best interest of Sevens Bar & Restaurant or its operations and therefore warrants disciplinary action or termination. Management has the sole right to determine the type of discipline, if any. In addition, Management will solely determine whether the particular conduct contradicts any of these rules.

Nothing in the following rules changes or alters in any manner the “At Will” employment relationship between Sevens Bar & Restaurant and its employees.

A breach or violation of certain rules may also constitute a crime. An arrest or conviction for a criminal offense is not necessary to validate or justify discipline, including discharge for a violation of employment rules.

When a question is raised regarding the meaning or application of any employment rule or any other policy or procedure in this book, Management may discuss it with the employee, but Management retains the right to make the final determination as to the meaning or application of the rule.



## GENERAL RULES

Rules outlining acceptable conduct of employees are necessary for the effective operation of any business and for the protection of the rights and safety of all employees and patrons. These rules are designed to promote a safe, efficient operation and to guarantee courteous behavior towards our customers, and fellow employees.

Absence and Tardiness – It is the employees responsibility to find your own replacement for your scheduled shift if unable to come to work for any reason. If you are unable to find a replacement you must personally contact your supervisor or General Manager a minimum of two (2) hours prior to your scheduled shift. Excessive absences or tardiness will result in disciplinary action up to and including termination.

Borrowing Money – Any employee acting in a supervisory capacity may not borrow any monies for any purpose from their subordinates.

This policy is intended to protect employees from being placed by their supervisor in a position of feeling they must comply in order to preserve their jobs. It is also to prevent any favoritism being shown to individuals who may loan monies to their supervisor.

Any violation of this policy will result in the immediate termination for the supervisor involved. The act of borrowing monies among non-supervisory employees is also frowned upon by management, and may lead to disciplinary action up to and including termination.

Calling In – It is the responsibility of all employees to call your supervisor or General Manager prior to each days absence. The only exception would be if there were extenuating circumstances where an employee is hospitalized, etc. Failure to call in personally each day without good reason can result in disciplinary action up to and including termination. If calling in due to illness then a doctor’s note may be required at the discretion of the General Manager.

Change of Address/Telephone – It is the responsibility of all employees to immediately report any change of address and/or telephone number to their immediate supervisor so that they can be contacted at home if necessary, or in an emergency.

Communications Devices (Beepers, Cellular Telephones, Pagers) – Pagers, Beepers, and other personal communications devices may not be carried or used during work hours. If brought on company property they must be stored in a locker or purse and deactivated. Failure to follow this policy may result in disciplinary action up to and including termination.

Courtesy – If, at any time, you have a problem with a customer, notify management at once before it becomes a complaint. Arguing with customers is prohibited. A Supervisor or General Manager will resolve differences. Rudeness to customers will not be tolerated under any circumstances and will subject the employee to disciplinary action up to and including termination.

Drinking on Property (off duty) – Off duty employees may drink alcoholic beverages after work as long as they are NOT in uniform. They are NOT allowed to drink behind the counter and must pay cash for all drinks. All employees must conduct themselves properly even when off duty on any of the Sevens Bar & Restaurant workplace. Failure to follow policies regarding off duty conduct will result in disciplinary action up to and including termination.

Drug and Alcohol Screening – All employees may be required to submit to a toxicology examination in accordance with the Sevens Bar & Restaurant Drug Testing Policy when requested or required by the General Manager. Failure to follow policies regarding Drug and Alcohol Screening will result in disciplinary action up to and including termination.

Found Monies/Property – All found property is to be turned in to your supervisor. All found money is to be turned in to your supervisor for deposit into Sevens Bar & Restaurant. There are NO EXCEPTIONS. In the case of employees who handle money during their daily work, all overages are to be turned in to their supervisor for deposit to Sevens Bar & Restaurant. Failure to follow policies regarding Found Monies and Property will result in disciplinary action up to and including

termination.

**Lost & Found** – All lost and found articles are to be turned in immediately to the General Manager or other designated party. Please advise the General Manager or other designated party of the exact location and time the article was found.

**Meals and Breaks** – Since break and meal times are counted and paid as time worked, employees must not be absent from their work stations beyond the allotted break and meal time. Failure to return to the work station within the allotted time may result in Sevens Bar & Restaurant electing not to pay the employee for the break and /or meal time.

**No Call/No Show** – Any employee who fails to call and/or show for their entire shift will be discharged, with the exception of extenuating circumstances (i.e. car accident, hospitalization, etc.). Management reserves the right to determine extenuating circumstances.

**Off Duty Employees** – Off duty employees are welcome on the property to enjoy the facilities as permitted in this handbook.

**Personal Mail** – Sevens Bar & Restaurant is not in a position to handle personal mail. Please have all personal mail delivered to your home address.

**Petitions** – Circulation of petitions of any kind or solicitation of employees for any purpose is not permitted. Failure to observe this policy will result in disciplinary action up to and including termination.

**Public Contact Employees** – Employees who are in positions that are in the public eye (in view of public) will not be allowed to smoke, eat, or drink while at their station. Failure to follow this policy will result in disciplinary action up to and including termination.

**Removal of Property** – Express permission must be secured from your supervisor when you want to take any property off the workplace. The supervisor involved is obligated to inspect the property before issuing such permission. The General Manager or other designated party may check all parcels brought in or removed from the workplace by employees. For the safety, welfare and security of co-workers and customers alike; purses, handbags, packages, or containers are subject to search at any time by the General Manager or other designated party. Sevens Bar & Restaurant reserves the right to conduct random searches of its employees. Acceptance of this handbook constitutes consent to submit to a search if approached by the appropriate personnel.

**Reporting to Work** – It is necessary that all employees report to their designated work area prepared to start work at the time specified for the beginning of their shift. In order to accomplish this, all employees must clock in allowing sufficient time to arrive in their designated work area as specified. Excessive tardiness to the work station will result in disciplinary action up to and including termination.

**Request to Produce a Doctor's Excuse/Release** – There are several reasons why an employee may be required to produce a Doctor's excuse or release before returning to work. Reasons for these requests are mentioned below, but are not limited to:

**Return from Personal, FMLA and Workmen's Compensation Leave**, to ensure you are physically capable of performing your job without endangering your health. This could also include a "signing off" on your job description by your physician, especially in cases where the job involved is of a strenuous nature. (Doctor's Release)

In cases where employees may develop "patterns", i.e. taking days off in conjunction with normal days off and having called in sick. (Doctor's Excuse)

Employees who have problems with excessive absenteeism or repeated sick call ins will be required to produce a Doctor's Excuse. While other reasons may arise where an employee is requested to bring in a Doctor's Excuse or Release, it is the policy of the company that failure to do so when requested will result in disciplinary action up to and including termination.

**Uniforms** – Company uniforms are to be worn only when on duty. Any expense for damage or loss of uniforms, other than normal wear and tear, will be charged to the employee.

**Use of Equipment and Vehicles** – The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, will result in disciplinary action up to and including termination.



## **PROHIBITED CONDUCT**

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All employees are "At Will" employees and in addition to the employer's right to terminate employment for any reason, or for no reason, with or without cause, employees may also be subject to immediate dismissal for any serious infraction. The term infraction shall include, but not be limited to:

- Rudeness or discourtesy to customers, supervisors, and/or fellow employees.
- Drinking or being under the influence of intoxicants at any time during a shift, or having the odor of liquor on breath while on duty.
- Sleeping at any time during your shift, including breaks and lunch periods.
- Unauthorized removal of any property, information, or records.
- Purchase, sale, possession or use of drugs at any time on Sevens Bar & Restaurant workplace or being under the influence of drugs at any time while on duty.
- Bringing unauthorized firearms, knives, or other dangerous weapons on the workplace.
- The use of cameras or recording devices is prohibited.
- Any employee, in any capacity, who is approached by anyone to steal, participate in collusion, or any other illegal activity, must report same to their supervisor in a timely manner so that any such incident may be properly investigated.
- Being in an unauthorized area, either on or off duty.
- Falsification or omission of information on the application for employment or any other record relating to, or arising out of employment or any other record relating to, or arising out of employment, regardless of when Sevens Bar & Restaurant learns of the violation.
- Falsification or omission of material information on any records submitted by the employee under any benefit plan provided by the employer; including, but not limited to, Health Insurance, Worker's Compensation, etc.
- Insubordination or countermanding Supervisor's instructions, without authorization.
- Failure to perform work as required or requested.
- Threatening or intimidating any employee or customer whether orally or in writing.
- Carelessness in the performance of duty.
- Failure to report a violation of company policy or any illegal activity on the workplace on a timely basis, whether knowledge of same is obtained directly or indirectly.
- Dishonesty or failure to report an act or plan of dishonesty in a timely manner, whether knowledge of such act or plan is obtained directly or indirectly.

- Failure to undergo toxicology examination when requested.
- Excessive visiting of friends or relatives during working hours.
- Off duty conduct that reflects adversely on Sevens Bar & Restaurant or materially affects job performance.
- Fighting or the use of physical force against another person except for self-defense or in the line of duty.
- Failure to bring a Doctor's excuse, release, or other documentation when requested.
- Reading materials that are not job related, while on duty.
- Intentionally misusing or damaging any Sevens Bar & Restaurant property, or acts of vandalism.
- Falsifying of any time clock or payroll records, including but not limited to sign in sheets.
- Leaving workstation during working hours without permission or authorization.
- The solicitation of any employee in working areas during working time for any reason, or the distribution of literature during working time.
- Distribution of any literature by employees is prohibited for any purpose at any time in any working area, or in any area open to the public.
- Use of foul and abusive language towards customers, fellow employees, or agents.
- The unauthorized sale of anything on Sevens Bar & Restaurant workplace.
- Hustling, suggesting, or conniving to indicate that a gratuity or tip is required or expected for any service. Indicating in any way to a customer, that a gratuity or tip is not sufficient.
- Sexual harassment of any employee, customer, or agent.
- Making false accusations of harassment against fellow employees, customers, or agents.
- Racial, religious, ethnic, sexual slurs, jokes, or comments made in the presence of another employee, customer, or any other person.
- Failure to attend a mandatory meeting without satisfactory reason in advance.
- Requesting or accepting a "kick-back" or any other remuneration from a customer, vender, or agent.
- Violation of health or safety rules; creating or contributing to unsanitary, hazardous or poor housekeeping conditions.
- Performing personal work on company time and/or with company equipment.
- Lack of proper interest in application of one's work. Unsatisfactory job performance.
- Engaging in "horse-play", throwing of articles, unnecessary loudness, shouting, catcalls, or otherwise causing a disturbance on Sevens Bar & Restaurant workplace.
- Unexcused absence or tardiness.
- Excessive absences or tardiness.
- Smoking or eating in any area other than specified break or smoking areas.
- Failure to cooperate in an ongoing investigation.
- Refusal to cooperate with or identify yourself to any member of Management or Security.
- Refusal to cooperate with or identify yourself (first name, department, and shift) upon request of any customer. Failure to report complete and accurate information upon request from Management.
- Spreading malicious rumors or gossip.
- No Call/No Show for work.
- Willful neglect, disregard or violation of any policy, procedure, or regulation established within the department in which assigned.
- Misappropriation or any collusion involved in the misappropriation of funds, company property, or expected profits due Sevens Bar & Restaurant.
- Sharing tips or paying money to a Supervisor, without the express written permission of Executive Management.
- Failure to pass a toxicology examination without providing satisfactory proof that the test results are due to un-abused use pursuant to a valid prescription or other use authorized by law.
- Failure to take a toxicology examination when requested, or refusal to sign the Sevens Bar

## & Restaurant

- Drug Testing Program form, or failure to otherwise comply with that Program.
- Issuing Sevens Bar & Restaurant "comps" or permitting free goods or services in reciprocation for receiving personal services, either directly or indirectly.
- Vandalism, including but not limited to, the writing of graffiti, etc.
- Leaving a designated work area without the permission or approval of a Supervisor.
- Criminal activity, whether or not there is an arrest or conviction.
- Failure to follow cash handling procedures and/or mishandling of Company funds.
- Failure or refusal to work the shift to which you are assigned, including "overtime".
- Failure to return to work as scheduled after any approved leave of absence.
- Interfering with Sevens Bar & Restaurant discipline or efficiency.
- Making false, malicious or profane statements against a fellow employee, customer, Sevens Bar & Restaurant or its facilities.
- Soliciting or engaging in immoral conduct or indecent behavior on the workplace.
- Engaging in any activity prohibited by law, on or off duty.
- Posting without approval or removing or defacing any material posted by Sevens Bar & Restaurant.
- Taking more time on breaks or during meal periods than authorized.
- Taking non-employees into areas without prior authorization.
- Failure to have or maintain a satisfactory attitude on the job.
- Unauthorized release of confidential information regarding Sevens Bar & Restaurant or its employees, applicants, patrons, providers, or suppliers.
- Improper possession or use of any Sevens Bar & Restaurant key, including but not limited to losing, misplacing, loaning, duplicating, altering, or removing any Sevens Bar & Restaurant key from an authorized area.
- Chewing gum while waiting on customers.
- Unauthorized possession, use of, or release of any Sevens Bar & Restaurant records.
- Except when expressly authorized by Sevens Bar & Restaurant, giving any person or causing any person to receive Company property including, but not limited to, food or beverage, without proper charge or payment.
- Any other misconduct of the same seriousness as above.
- Other reasons for immediate dismissal are set forth in individual departmental rules, regulations, and policies.



## Health & Safety Program

The Health and Safety programs we develop are designed to assist all personnel in making Sevens Bar & Restaurant a safe place to work. Good safety habits are habits that we encourage and strive to achieve on a daily basis. To succeed we need everyone's support and participation.

This portion of the handbook provides information and guidance for the establishment and maintenance of an accident-free work environment. If we follow safe procedures in our daily activities, we will be able to protect all employees and safeguard the public.

The information in this handbook will give you a basic knowledge of health and safety guidelines. Further safety training will be completed in your individual department. Please read this portion and make every effort to promote safety in the workplace daily.

The purpose of the Health and Safety Program is to provide a safe, accident-free environment for our employees. This program outlines the responsibilities of management, supervisors, and employees and defines Sevens Bar & Restaurant safety, orientation, education, and training programs.

The Health and Safety Program includes, but is not limited to:

1. Conducting safety inspections to identify and eliminate unsafe working conditions or practices and to control health hazards and ensure full compliance with the safety and health standards for every job.
2. Developing and enforcing safety guidelines while ensuring employees cooperate with these rules as a condition of employment.
3. Provide employees with personal protective equipment and instruction for the use and care of the equipment. Training employees in good safety practices through new hire orientation and departmental training.
4. Encouraging employees to submit suggestions concerning safety.

### ON THE JOB INJURIES

Any employee injured on the job must immediately notify his/her supervisor. Even if you don't think the injury is serious, you must notify your supervisor immediately following the incident.



## RESPONSIBILITIES

Management – Active participation in and support of safety and health programs is essential. Management will display interest in safety and health matters at every opportunity. They are encouraged to participate in the Safety Committee meetings, establish realistic goals for accident and illness prevention in their area of responsibility, and establish the necessary implementation instructions for meeting the goals. Goals and implementation instructions are within the framework established by this handbook.

Supervisors – Protecting the safety and health of the employees they supervise is a primary responsibility of supervisors. Supervisors will:

- Assure that all safety and health rules, regulations, policies and procedures are understood and observed.
- Require the proper care and use of all needed protective equipment.
- Identify and eliminate job hazards.
- Receive and take initial action on employee safety suggestions.
- Train employees (new and current) in the safe methods of accomplishing each job task as necessary.
- Participate in safety inspections.
- Promote employee participation in safety and health programs.
- Actively follow the progress of injured or ill workers and display an interest in rapid recovery and return to work.
- Be familiar with the Material Safety Data Sheets (MSDS) within their work areas.

Employees – It is the responsibility of all employees to perform their job duties in a safe manner. Employees will:

- Observe all safety and health rules and procedures.
- Report any job-related injury, illness or property damage to their supervisor and the General

Manager immediately.

- Report hazardous conditions (unsafe equipment, floors and material) and unsafe acts to their supervisor.
- Be aware of any potential hazards of their job.
- Know and follow established safety procedures for carrying out their jobs.
- Observe all hazard warning and no smoking signs.
- Keep all aisles, hallways and working areas clear of slipping or tripping hazards.
- Know the location of fire/safety exits and evacuation procedures.
- Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors and stairways clear of obstacles and debris.
- Report to work free from the influence of alcohol and/or drugs.
- Refrain from fighting, horseplay, or distracting fellow workers.
- Operate only the equipment for which they are authorized and properly trained.
- Follow proper lifting procedures at all times.
- Avoid wearing frayed, torn, or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
- Actively support and participate in Sevens Bar & Restaurant efforts to provide a safety and health program.
- Cease work when their ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose themselves or others to injury.



## BLOOD BORNE PATHOGENS

The two most prevalent blood borne pathogens in the United States are Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV). There is no cure for HIV and it may lead to the Development of Acquired Immune Deficiency Syndrome (AIDS). HBV is a liver disease that leads to cirrhosis and liver cancer. HBV is the most prevalent form of Hepatitis. Vaccination is the best way to guard against infection.



## HEPATITIS “B” VACCINATION

HBV vaccine is proven to be effective in preventing infection, is safe and has been thoroughly tested. It is a yeast-based vaccine and is administered in three injections over a five-month period.

If any employee feels they have been exposed to a blood born pathogen, you should notify your supervisor immediately. An investigation will be conducted to determine if an exposure has occurred and the extent of the exposure. If it has been determined an exposure has occurred or there is any doubt concerning the occurrence, an accelerated vaccination is available. It is also available at no cost to the employee.

The vaccination is very important, so much so, that if you should decline the vaccination, you must sign a “Declination Form”. Remember, this does not give up your right to take the vaccination at a later date.



## UNIVERSAL PRECAUTION

The term “Universal Precaution” means treating human blood and other bodily fluids as if they are contaminated with HIV, HBV, or other blood borne pathogens.

Some examples of bodily fluids other than human blood are:

- Semen
- Vaginal Secretions
- Saliva
- Any body fluid you cannot identify.

The single most important thing you can do to prevent infection is to **WASH YOUR HANDS FREQUENTLY**. Wash your hands with soap and hot water. Hold your hands in such a way as to allow any contaminants to run off your hands and not up your arms.



## PERSONAL PROTECTIVE EQUIPMENT

The following types of Personal Protective Equipment (PPE) help guard against infection of blood borne pathogens:

- Disposable Gloves
- Mask
- Shoe Covers
- Safety goggles or face shield
- Apron or Smock.

At the facilities of Sevens Bar & Restaurant the first responders to an accident, which involve blood or other bodily fluids, practice Universal Precaution by wearing disposable gloves at a minimum.

Maintenance personnel are responsible for the clean up, using Universal Precaution, of an accident scene where bodily fluids or suspected bodily fluids are present. All contaminated items should be placed in a Biohazard bag or container for disposal or decontamination. The scene should be protected to prevent further or accidental contamination.

Biohazard Warning Labels and disposable bags must bear the universal biohazard label and be red, reddish orange, or fluorescent orange in color. Once the scene has been cleaned, wash hands **IMMEDIATELY**.

Remember Safe Practices:

- Never pick up broken glass, syringes, or sharp metal with your hands. Use pliers, tongs, or a broom and dustpan.
- Never compress trash into a bag with your hands or feet. Remove some of the trash and place it into another bag.
- Never carry trash next to your body or allow it to bounce off your legs. Hold it away from your body and always use disposable gloves.

### REMEMBER!

If you are exposed to, or feel you have been exposed to blood borne pathogens, notify your supervisor immediately.



## HAZARDOUS COMMUNICATION

Right to Know – The intent of the “Right to Know Law” means that every employee must be provided all the necessary information about potentially hazardous chemicals in their workplace.

The most common physical injury to occur when exposed to a hazardous chemical is a burn.

Your first line of defense when exposed to most, but not all, hazardous chemicals is water. Flush the area with plenty of cold water, do not rub the exposed area, pat dry, and notify your supervisor and the General Manager immediately.

Hazardous Communication Program

As part of Sevens Bar & Restaurant’s Hazardous Communication Program, we maintain a listing of all hazardous chemicals on the property, their physical and health hazards, and the appropriate personal protective equipment to use. The two most common sources of information on any chemical are:

- The container warning label.
- Material Safety Data Sheet (MSDS).

MSDS – Each department using chemicals, maintains their own MSDS book and is responsible for ensuring it contains an inventory list and an MSDS for each chemical in use in that department. A complete set of MSDS sheets for all chemicals used at Sevens Bar & Restaurant is maintained in the General Manager’s office.

Information contained on an MSDS:

1. Ingredients
2. Storage and Handling
3. First Aid
4. How to Clean Up Spills
5. Physical and Health Hazards
6. Proper Personal Protective Equipment
7. Which Chemicals React Violently

Labels – All containers must be labeled, either with the manufacturer label or the labeling system used by Sevens Bar & Restaurant. The label must display the type of chemical, type of personal protective equipment needed and any warnings. The information can be hand written on the container as long as it is legible.

The only exception to this policy is when the container remains in the possession of one individual until the chemical is depleted or the job has been completed and the remainder of the chemical is returned to the primary container.



## FIRE SAFETY

If you see a fire, call the Fire Department immediately, give them location and details. After you have called the Fire Department, call your Supervisor and the General Manager immediately. Remain calm and await instructions. If required to evacuate, WALK, DO NOT RUN, to the nearest emergency exit. Do not use elevators in a fire emergency.

Learn where all the fire alarms and fire extinguishers are located in your work area. The most commonly used fire extinguisher on workplace is the ABC type, which handles most fires.

Check electrical equipment to ensure the power supply cords are in good condition. Report any damaged or frayed cords immediately. Never block fire equipment or emergency exits.

### FIRE EMERGENCY

Sevens Bar & Restaurant has an established procedure for handling fires and evacuation of any areas that might be in danger. Do NOT PANIC. If a supervisor is available, follow his/her instructions; if not available, follow the directions of a Supervisor, the General Manager or member of the Fire Department.

If you see smoke or flames remain calm and do the following:

- Call a Supervisor and the General Manager immediately.
- If the fire is out of control, activate the fire alarm.
- Alert and assist customers and fellow employees in evacuation.
- Fight fires only if they are small enough to contain with an extinguisher.
- Use the nearest stairwell, never use an elevator during a fire.
- Follow emergency procedures in place for your department.
- When clear of hazard, await instruction from Management.
- Never put your personal safety in jeopardy.

Fire Extinguisher Operation – Check the gauge on the fire extinguisher, make sure it reads “Full”, if it does not, locate another fire extinguisher.

We use the acronym “PASS” to operate the fire extinguisher:

- Pull the pin
- Aim at the base of the fire
- Squeeze the handle
- Sweep the base of the fire



## BACK SAFETY

Proper Lifting Technique –

1. Stand as close to the item as possible, on firm ground with feet apart.
2. Bend your knees, keep your back and neck straight.
3. Grab the item with your whole hand, not just your fingertips. Get a good grip.
4. Tighten with your abdominal muscles.
5. Lift with your legs
6. Bring the item close to your body for extra support and balance
7. Turn by pivoting the feet, not by twisting the upper body.

8. Never carry a load that blocks your vision. Put the item down by reversing the above steps.

Back Support – Follow proper lifting techniques even while wearing back support. Do not walk around with back support un-strapped.

The back support device only acts as a reminder for you to use proper lifting techniques. The back support does not make you stronger, so always remember to ask for help if the load is too heavy.

REMEMBER!

IF YOU SPILL IT, WIPE IT UP!

IF YOU DROP IT, PICK IT UP!



## FLOOR SAFETY

Every employee is responsible for looking for and correcting floor hazards. Remember to warn others of the hazard and to watch their step.

When encountering a spill, find the source of the spill and correct it. The following steps should be followed:

- Do not leave the spill unattended.
- Do not allow people to pass through the spill.
- Call Maintenance or have a fellow employee do it for you.
- Do not leave the area until someone arrives to clean it or guard the spill for you.
- Whenever a mop is used, a “Caution Wet Floor” sign must also be used.
- Remember to be extra careful during bad weather. Rain can increase the possibility of floor hazard, warn customers as they enter and exit the workplace to watch their step.



## USE OF COMPANY VEHICLES & EQUIPMENT

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operation instructions, safety standards, and guidelines.

Please notify the supervisor of any equipment, machines, tools, or vehicles that appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. If you have questions regarding your responsibility for maintenance care of equipment, please ask your supervisor.