Little Caesars
EMPLOYEE HANDBOOK

JAMA Food Services, Inc. d/b/a Little Caesars – April 18, 2012
## Contents

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome &amp; Company History</td>
<td>3</td>
</tr>
<tr>
<td>Employment Policy</td>
<td>3</td>
</tr>
<tr>
<td>Purpose of this Handbook</td>
<td>4</td>
</tr>
<tr>
<td>Your Employment Relationship</td>
<td>4</td>
</tr>
<tr>
<td>Schedule &amp; Attendance</td>
<td>5</td>
</tr>
<tr>
<td>Pay/Raises &amp; Timecards</td>
<td>6</td>
</tr>
<tr>
<td>Dress Code</td>
<td>8</td>
</tr>
<tr>
<td>Personal Hygiene</td>
<td>9</td>
</tr>
<tr>
<td>Other Precautions</td>
<td>9</td>
</tr>
<tr>
<td>Safety Guidelines</td>
<td>11</td>
</tr>
<tr>
<td>General, Lifting, Reporting, First Aid, Food Equipment,</td>
<td>11</td>
</tr>
<tr>
<td>Chemical Fire Extinguisher</td>
<td></td>
</tr>
<tr>
<td>MSDS: Right to Know</td>
<td>14</td>
</tr>
<tr>
<td>Emergency Evacuation</td>
<td>17</td>
</tr>
<tr>
<td>Shaker Board Guidelines</td>
<td>19</td>
</tr>
<tr>
<td>Security Guidelines</td>
<td>21</td>
</tr>
<tr>
<td>Preventing Robbery, Cash Handling, General Security Procedures</td>
<td></td>
</tr>
<tr>
<td>Cash Management Procedures</td>
<td>24</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>33</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>34</td>
</tr>
<tr>
<td>General Restaurant Policies</td>
<td>36</td>
</tr>
<tr>
<td>Standards of Conduct</td>
<td>38</td>
</tr>
<tr>
<td>Cellphone Policy</td>
<td>40</td>
</tr>
<tr>
<td>Workplace Violence Policy</td>
<td>41</td>
</tr>
<tr>
<td>Sexual Harassment Policy</td>
<td>42</td>
</tr>
<tr>
<td>Anti-Discrimination Policy</td>
<td>45</td>
</tr>
<tr>
<td>American with Disabilities Act</td>
<td>47</td>
</tr>
<tr>
<td>Serious Diseases Policy</td>
<td>48</td>
</tr>
<tr>
<td>Family and Medical Leave</td>
<td>49</td>
</tr>
<tr>
<td>Drug Policy</td>
<td>49</td>
</tr>
</tbody>
</table>
Welcome

Welcome to the Little Caesars’ Pizza Team! We hope your experience with Little Caesars is fun, exciting, and genuinely rewarding. A positive work experience begins with you. Your success at Little Caesars depends on your enthusiasm, flexibility, and willingness to learn new things. In return, you will gain valuable new skills. You will not only learn how to make fresh, high quality products, you will also discover things about customer service, teamwork, and business operations that you can use the rest of your life.

At Little Caesars, our goal is to be the best in pizza. To be the first choice among pizza customers, we must be able to provide great-tasting products and quick, friendly, prompt and courteous service in a clean restaurant every day, to every customer.

Company History

Little Caesars Pizza was founded in 1959 by Marian and Michael Ilitch. Through the years, Little Caesars has built a reputation of providing delicious, quality products with quick, friendly service. As you will see, we use only high quality ingredients in all of our products. We offer exceptional value, as well as convenience for our customers as they can choose from our carry-out/delivery service, Caesarland, or Pizza Station restaurants.

We continually strive to exceed our customers’ service expectations. Little Caesars’ research and development department creates innovative ideas, products, and equipment which have made Little Caesars known worldwide. Little Caesars, made up of both company and franchise restaurants, is one of the top pizza chains in the world. Today, we operate restaurants and serve customers in all 50 states and 5 continents. We continue to aggressively develop our brand across the globe.

To support this spectacular growth, we must continue to hire the most qualified people and provide effective training. Our goal is to enable all colleagues to provide excellent customer service while satisfying their career goals.

Equal Employment Opportunity Policy

Little Caesars seeks to employ, train and promote the best-qualified people in all positions throughout our company and to provide equal employment opportunity for advancement to qualified employees. Employment decisions are made without distinction or discrimination of race, color, national origin, religion, age, sex, disability, veteran status or any other characteristic protected by federal, state or local law. Consequently, Little Caesars believes that all Colleagues have a right to work in an environment free of intimidation and harassment.
Purpose of this Handbook

This handbook is presented as a matter of information and underscores our commitment to excellence. The handbook and or policies stated herein are not conditions of employment, nor are they intended to create or should they be construed as a contract of employment. It is simply intended to allow for a productive, harmonious working environment.

While Little Caesars believes wholeheartedly in the policies and procedures described in this handbook, the company reserves the right to alter, modify, amend, change or terminate this handbook and/or any or all of these policies and procedures in any manner which it believes to be in the best interest of Little Caesars.

This handbook supercedes any and all prior oral and written communications to you regarding your working conditions, policies and procedures with the exception of any previously signed Confidentiality Agreement. It is your responsibility to review the entire handbook and if you do not understand any portion of it, to contact your Franchise Owner.

Your Employment Relationship

JAMA Food Services, Inc. is an “at will” Employer. That means the company can terminate the employment of any colleague, with or without cause, and with or without notice. Likewise, colleagues can terminate their employment, with or without cause, with or without notice. Only the Franchise Owner has the authority to enter into any agreement for employment other than “At Will”, and it must be in writing and signed by the Franchise Owner and the colleague.
Schedule • Attendance

You will be required to provide your manager with a schedule of your availability at the time of hire. As a colleague, requests for days off for vacation or a special event should be directed in writing to the scheduling manager at least one week prior to the schedule being posted. Once the schedule is posted, all changes are to be made by the restaurant manager only. Since each colleague has different skill levels at each of the stations, you may not switch shifts with another colleague without first obtaining permission from the restaurant manager.

As a colleague, you are not guaranteed a certain number of hours per week. Your schedule will be based on your availability, job performance, and the sales volume of your restaurant. You may be asked (and expected) on occasion to work at other restaurant locations.

Absenteeism and tardiness can be a problem that affects everyone from customers to management and co-workers. To avoid problems, you are expected to be regular in attendance and punctual when reporting for work as scheduled. Therefore, all colleagues should report to work no more than 15 minutes prior to their scheduled shift in a complete, clean uniform as outlined in the Dress Code section of this handbook. Remember, operating a restaurant is a team effort. If you are going to be late or absent you must personally notify management at least one hour prior to your scheduled starting time (if you are a co-manager or restaurant manager, you must notify your supervisor). If you are absent due to an illness, a doctor’s excuse is required prior to returning for work. In the event your illness falls on the weekend and/or holiday, an urgent care or doctor’s note will be required the next available business day. If a pattern of excessive absences or repeated lateness occurs, it may result in disciplinary action, up to and including termination.

Colleagues who are absent from work for three or more consecutive working days, and who fail to inform management during that time, will be considered as having voluntarily quit.
Pay & Raises

Pay Schedule

Payroll checks are distributed through your management. Company colleagues are paid Bi-Weekly.

Overtime

The company complies with all federal and state laws on overtime. All hourly paid (non-exempt) Little Caesars’ colleagues will be paid overtime after 40 hours of work within one week (unless state law differs), even if this time is split between two or more restaurants.

Breaks, Meal Periods and Rest Periods

The company complies with all federal and state laws on break procedures. Colleagues must clock-out at the beginning of a break and then clock-in at the end of the break before resuming work.

Minors (16 and 17 Years Old)

Maximum and minimum hours of work must be strictly adhered to in the case of minor colleagues under the age of 18. Each manager must ensure that all federal and state laws are followed. Minors may work no more than 4 consecutive hours without a 30 minute uninterrupted break. During that break time each minor is responsible and obligated to punch in/out.

Hours Worked

- All hourly paid employees must be paid for all hours they work. Working “off the clock” without pay is prohibited.

- In the event of a payroll error, see your manager and he/she will verify the error and contact the payroll department. If the matter is not resolved, contact your franchise owner.
**Pay Increases**
Promotional and pay increases are based on individual’s performance, ability, S.T.A.R.S. level, and company profitability. Colleagues are measured on quality and quantity of products and service produced, and performance standards. All colleagues have an equal opportunity for advancement and should work toward those goals.

**Change in Status**
If you have a change in your name, address, tax status, or any other information necessary to maintain proper colleague records, it is your responsibility to complete an employee status report and submit it to your manager with the necessary changes.

**Time Cards**
Every colleague (including management) will be required to properly punch in and out on his or her time card. All colleagues will punch in at their scheduled time, in full uniform and ready to work.

Colleagues are responsible for punching in and out their own time cards. Colleagues are prohibited from punching in or out another colleague’s time card. Punching in or out any time card other than your own will result in immediate termination.
**Colleague Image**
You are a representative of Little Caesars and are expected to present a positive professional image whenever you are at work. This image includes reporting to work at your scheduled time in a complete, clean uniform (as described below). Your personal appearance should reflect the personal hygiene guidelines on page nine and ten.

**Dress Code**
Little Caesars will provide you with a uniform shirt, apron, hat and name tag. You may be asked to sign a form acknowledging the quantity issued and that you will return your uniform should you leave the company. Your uniform must be clean whenever you are working.

**Uniforms**
- The uniform shirt, khaki slacks, or khaki shorts must be washed and pressed before reporting to work.
- No colored or print shirts are to be worn under or over the uniform.
- The apron should be worn in food production areas to help keep your uniform clean.
- Hats are to be worn properly at all times, as this is a health code requirement.

**Slacks/Shorts**
Crew members and management are requested to wear solid color khaki pants or khaki shorts. Jeans, stretch pants, or corduroys are not acceptable. Solid color khaki shorts are required for all colleagues and management.

NOTE: Shorts can be no shorter than 3” above the knees and must have a proper fit. (Extremely loose or tight garments will not be allowed.)

**Shoes/Socks**
Shoes will be leather-top, rubber-soled, and in good repair. Black or white leather top tennis shoes are acceptable. No open-toed, high-heeled, or multicolored shoes will be allowed. Socks that cover the ankle must be worn with slacks and white or black socks that cover the ankle must be worn with shorts.

**Name Tags**
If required, name tags should be worn on the upper right-hand side of the uniform shirt by all colleagues, including management.

NOTE: Uniforms bearing the Little Caesar logo cannot be worn outside the scope of regular business.

If a colleague reports to work in violation of any of the previously mentioned dress code policies, the manager will send the colleague home to change into the proper uniform, and the time missed will be uncompensated and unexcused. Repeated instances of this may result in disciplinary action, up to and including termination.
Jewelry
Because we work with food products and equipment, jewelry must be limited. Do not wear rings other than wedding, engagement, or Little Caesar anniversary rings. No earrings or body piercing jewelry of any kind will be allowed. Necklaces and chains must be worn under the uniform shirt or not at all. Makeup is to be kept to a minimum. Little Caesars does not assume responsibility for any personal items brought into the restaurant.

Personal Hygiene
Whenever you work with food, it is important to maintain high cleanliness standards and this includes personal hygiene. Even healthy people carry bacteria that can be harmful to food products. You should bathe daily and report to work clean and well-groomed.

Hair
Hair is to be clean, neat and under control at all times. All male colleagues will report to work clean shaven. Beards will not be permitted except when required for medical reasons. Neatly trimmed mustaches are acceptable. Colleagues with shoulder-length hair or longer are required to tie it neatly back, into a “ponytail,” before putting on their hat. Hair dyed in unnatural colors (green, pink, blue, purple, etc.) will not be allowed.

Hands
Cleanliness is in your hands! Keep them clean. Fingernails must be trimmed, clean, and well-kept. Do not wear polish or artificial nails.

Before you begin work, you should wash your hands thoroughly in the hand sink for at least 20 seconds (the amount of time it takes to say your ABC’s). Wash up to your elbows using antibacterial soap and hot water, rinse well, and dry with a disposable towel. If you have long nails, use a nail brush to clean underneath. Throughout your shift, you should wash your hands whenever necessary.

Some examples are:

Going to the bathroom, sneezing or coughing, handling money, sweeping or mopping, answering the telephone, touching your hair or face, etc.

If you have a cut, sore or other wound, or a bandage on your hand, you must wear a plastic food service glove over it. Whenever your hand becomes unsanitary, you must dispose of the glove, wash your hands, then put on a fresh glove.

Other Precautions

There are certain activities that may cause harmful bacteria to come in contact with food products. You need to be aware of these and avoid them when handling food. For example:

• Do not smoke or use any type of tobacco product in the restaurant.
• Do not eat or drink unless you are in the break area.
• Do not chew gum or candy.
• Do not touch your hair, face, or any part of your body while handling food.
• Do not work if you are sick, especially if you have a fever, are vomiting, or have diarrhea.
• Keep your uniform clean - wash it in hot water with detergent after each day you work.
• Wear a clean apron, wipe the front with a sanitized cloth before starting work.
SAFETY GUIDELINES

Safety is the responsibility of all Little Caesars’ colleagues. Most accidents and injuries can be prevented. However, if an accident or injury occurs in the restaurant or parking lot, no matter how minor, it must be reported to the manager immediately, and then the supervisor. An incident report must be filled out by the colleague and the manager as soon after the incident as possible. In case of an injury or accident, you may be asked to see a doctor at the company’s expense to determine your physical status, at which time a written statement may be required.

General Safety Rules
• Report any safety hazards to restaurant management.
• All colleagues must read and review with the manager the Employee Right to Know Training Materials concerning hazardous substances located in the restaurant (see page 14).
• No “horse play” is allowed. Colleagues will conduct themselves in a businesslike manner.
• Keep all floors and aisles free of clutter.
• Clean up all spills immediately.
• Use proper lifting techniques when performing certain duties.

A Safe Way to Lift:
1. Position feet to straddle the load. Be sure of firm footing.
2. Keep load close to body, knees bent, back straight.
3. Grasp load firmly by opposite sides, keep elbows and arms close to body.
4. Lift by gradually straightening your legs, keeping your back straight.
5. To unload, reverse steps 1 through 5.

Equipment Safety Rules
• Do not use equipment unless you are of proper age and have been trained on its proper use. No one under 18 is allowed to operate or clean any part of the vertical cutting machine (V.C.M.). Please discuss the use of the sheeter machine with your manager. If you are under 18, you are not allowed to clean the Sheeter Machine.
• Tampering with or bi-passing a safety device on any machine is not allowed and will not be tolerated.
• When using a knife, cut away from your body.
• Never place sharp objects into the dishwasher.
• Never try to catch falling objects such as knives, pizzas, pizza cutters, equipment, etc. To prevent burns on your hands or arms, do not reach into the oven. Use the oven fork to move pizzas or pop bubbles.
• Oven mitts are to be worn when taking Crazy Bread out of the oven. Use oven mitts to carry hot pans. Do not carry them in large stacks that are difficult to balance. Always call out a warning (“hot pans” or “behind you”) if you are walking behind somebody while carrying hot, sharp, or heavy objects.
Reporting Safety Hazards
If you notice a safety problem in the restaurant, let your restaurant manager or supervisor know about it. They should take action to correct the problem. If no action is taken, call 239-247-3362.

Responding to Customer Complaints
A customer may call claiming to have gotten ill from a product or identified a foreign object. Your Manager should handle all of these calls. Never argue with the customer. Refer them to your supervisor or, the office, or 239-247-3362 if they require more information.

In Case of Injury
• Notify the restaurant or manager if you are hurt at work, no matter how minor the injury seems to be and fill out an incident report.
• If a colleague or customer is seriously injured:
  1. Do not administer first aid unless you are currently certified in First Aid and Bloodborne Pathogen training by the American Red Cross.
  2. Immediately call for emergency assistance (911 or the appropriate emergency number posted at the Telephone Station).
  3. Remain on the phone until help arrives.

• In the case of serious injury, contact the supervisor right after help arrives.

First Aid
You must be certified in first aid training by the American Red Cross to administer health care.

Injuries or cuts that cause bleeding are one of the most common accidents in the restaurant industry. If you injure or cut yourself, seek assistance from management immediately, no matter how minor the injury may be.

After assisting an employee who cut himself or herself, the following guidelines should be followed:
1. Dispose of any articles containing blood, such as towels, gauze, etc., into an empty garbage bag and place it directly into the dumpster. Discard any food products that may have come in contact with blood in the same manner.
2. Wash hands and any skin exposed to blood with soap and warm water.
3. Wash, rinse, and sanitize the piece of equipment that caused the cut.
4. All areas that come into contact with blood such as preparation tables, floor, etc. should be washed, rinsed and sanitized with a chemical sanitizer as quickly as possible. Remember, the colleague must wear a plastic food-service glove over the bandage when handling food.

* These safety guidelines are non-exhaustive and Little Caesars retains the discretion to change, alter or modify them at any time.

JAMA Food Services, Inc. d/b/a Little Caesars – April 18, 2012
Fire Prevention Guidelines:
1. Keep the restaurant clean and uncluttered.
2. Do not store anything near the hot water heater.
3. Do not store pizza boxes or other paper supplies on or next to the oven.
4. Take out the trash frequently; don’t let it build up.
5. Keep the electrical box closed and objects away from it.
6. Report damaged cords to the manager.
7. If you smell gas, leave the restaurant immediately and call for assistance from outside of the restaurant.
8. Do not smoke in the restaurant.
9. Do not block access to the back door.

Fire Extinguisher Usage

Fire extinguishers are designed to put out small fires before they spread. Even if you think you can put out the fire with an extinguisher, someone should still call the fire department right away. Your safety comes first! Leave the area immediately:

1. If the fire could block your escape route.
2. If the extinguisher runs out of agent.
3. If the extinguisher does not work on the fire.
4. If you will not be able to safely fight the fire.

The extinguishers found in our restaurants are usually type ABC, which means they are designed to put out the following types of fires:

Class A – Ordinary Combustibles (paper, wood, cloth)
Class B – Flammable Liquids (oil, gas, grease)
Class C – Electrical Fires

When using a fire extinguisher, remember PASS:

Pull the pin.
Aim the nozzle at the base of the fire.
Squeeze the trigger.
Sweep from side to side.

Remember to aim carefully, the fire extinguisher only lasts about 10 seconds.
MSDS: RIGHT TO KNOW HAZARD COMMUNICATION

Little Caesars strives to protect you against the dangers of hazardous chemicals. As a colleague, you are entitled to information regarding the chemicals that are found in our restaurants. For example, bleach, window cleaner and even soap, if used incorrectly, can be considered hazardous. Safety training and proper handling and storage of chemicals are just a few of the things done to keep you safe.

How do you know if something is hazardous?
The first place to look is on the container of the substance. There are many different types of labels, but if a chemical is hazardous, the label will tell you. So play it safe. Get in the habit of reading the labels on all containers and be sure to follow all instructions. If you have questions ask your manager or refer to the Material Safety Data Sheet (or MSDS for short) found ________________________________ (location in store).

What goes on the LABELS?
Every container with a hazardous chemical is labeled by the manufacturer. The label makes it easy to find out about the chemical’s possible hazards and the basic steps you can take to protect yourself against those risks.
The label may use words or symbols to tell you:
1. Common name of the chemical.
2. Name, address, and emergency 239-247-3362 of the company that made or imported the chemical.
4. Principal hazards:
   The physical hazards (Will it explode or catch fire? Is it reactive?)
   The health hazards (Is it toxic? Could it cause cancer? Is it an irritant?)
5. Precautionary measures, including basic protective clothing, equipment, and procedures that are recommended when working with this chemical.
6. First-aid instructions.
7. Proper handling and storage instructions.
8. Special instructions concerning children.

A lot of valuable information can be found on the label. But if you do not find everything you need, refer to the MSDS.

The Material Safety Data Sheet (MSDS)
This hazard communication tool gives details on chemical and physical dangers, safety procedures, and emergency response techniques. Everything that is known about the chemical is listed here.
The Material Safety Data Sheet covers:

1. **IDENTITY**  Who makes the product, their address, emergency 239-247-3362 and date prepared.

2. **HAZARDOUS INGREDIENTS**  You will find the substance’s hazardous components, chemical identification, and common names.

3. **PHYSICAL HAZARDS**  such as fire and explosion; and ways to handle those hazards, such as fire fighting equipment and procedures.

4. **PHYSICAL AND CHEMICAL CHARACTERISTICS**  such as:
   - Boiling point
   - Vapor pressure
   - Melting point
   - Evaporation rate
   - Water solubility
   - Appearance and odor under normal conditions

5. **REACTIVITY**  tells you whether the substance is stable. You will learn which substances and situations that must be kept away from it so it will not react.

6. **HEALTH HAZARDS**  This section will tell you how the chemical could enter the body, for instance:
   - Inhaling
   - Through the skin
   - Swallowing

   Health Hazards also covers signs and symptoms of exposure, such as:
   - Eye irritation
   - Nausea
   - Dizziness

   Plus emergency and first aid procedures if an accident does occur.

7. **PRECAUTIONS FOR SAFE HANDLING AND USE**
   - What to do if the substance spill or leaks.
   - How to dispose of the substance.
   - Equipment and procedures needed for cleaning up spills and leaks.

8. **CONTROL MEASURES**  to reduce harmful exposure are listed in this section. You will find out what type of protection you need to use when handling that particular chemical.
   - Gloves
   - Eye protection
   - Protective clothing

Remember the only person who can keep you safe every day on the job is you. Make these common sense rules part of your job:
   - Identify hazards before you start a job
   - Respect all precautions; do not take chances
   - Ask your manager when in doubt
• Read labels and Material Safety Data Sheets
• Know where to find information about your chemicals
• Follow warnings and instructions
• Learn emergency procedures
• Practice sensible, safe work habits

Emergency Evacuation Plan

In case of fires or other emergencies, your restaurant has an Emergency Evacuation Plan. Go through this plan with your restaurant manager and make sure you understand it.
Restaurant Emergency Preparedness Plan

There are several types of problems which may necessitate evacuating a store. These include, but are not limited to:

- Fire
- Smoke
- Gas Leak
- Hurricane
- Tornado
- Earthquake

FIRE

If it is a small fire, a fire extinguisher should be used to put out the fire. Utilize the PASS method for the extinguisher:

- P Pull the pin
- A Aim the hose
- S Squeeze the trigger
- S Spray the fire

Remember, when fighting a fire – IF IN DOUBT, GET OUT.

If the fire cannot be put out with an extinguisher, evacuate the building.

A. Employees must leave the building by the closest exit to them, provided they do not have to cross the fire zone to reach it. Employees should cross the parking lot and the street; gathering as far away from the building as possible.

B. The manager should confirm everyone is out of the building by taking a roll call of gathered employees to confirm their presence.

C. The manager will then call 911 and notify their supervisor of the situation.

D. The fire department will notify the manager/supervisor when it is safe to return to the building.

SMOKE

- If smoke is smelled or observed, an attempt should be made by the manager on duty to discover where it is coming from.
- If a fire is not located, 911 will be alerted as it may not be a visible fire.
- If a fire is discovered, please follow the steps listed under “FIRE”.

GAS LEAK

If you suspect a gas leak:

A. Do not use the phone or turn on lights
B. Follow the fire evacuation procedures.
EARTHQUAKE
For restaurants in earthquake zones, employees are instructed to:
   A. Crawl under a heavy object, such as a prep table.
   B. Stand in a doorway, away from glass.
   C. Leave the restaurant and remain in the street.
(Colleagues should select the most appropriate option depending on the situation).

HURRICANES
Check with your regional office regarding boarding up and evacuating your restaurant.

TORNADO
   A. Employees should take cover under heavy objects, such as a prep table.
   B. Employees should stay away from glass areas.
SHAKER BOARD GUIDELINES

Before any employee engages in shaker board activity, The Manager must make sure that:

1. They contact their franchisee, area supervisor or marketing coordinator to check for any city licensing ordinances/requirements that may be needed for shakerboarding.

2. An area outside the store must be identified where shakerboarding will be permitted. This will be on or closely around the premises where the store is located, if permissible. The sidewalk is always the preferred area for shakerboarding. When a sidewalk is not present, the shakerboarding area must be a safe distance from the roadway.

3. Employee is 18 years of age or older. Only Little Caesars employees will be permitted to shakerboard. No clubs, organizations, schools, non-profit organizations, etc. are allowed to shakerboard.

4. Employee has been thoroughly trained on all the policies and procedures on how to use a shakerboard.

5. Employee can demonstrate knowledge of the policies and procedures on how to use a shakerboard.

6. Employee can demonstrate knowledge of the safety guidelines for shakerboard activities.

7. Review the following policies and procedures with the employee(s) who will be shakerboarding.

8. Store management will supervise shakerboard activity.

HOW TO USE THE SHAKER BOARD

- Employee's safety first. So follow all the rules and procedures.
- Be in complete Little Caesars uniform.
- Smile, make eye contact and wave.
- Be courteous, you represent the company.

WHAT TO DO WITH THE BOARD

- Hold board in front of you and continually shake the board in any direction – up, down, sideways, etc.
- Your safety is first. Stay on the sidewalks and follow the rules!
SHAKER BOARD POLICIES AND PROCEDURES

The following policies and procedures must be followed at all times.

1) Employees must be in complete Little Caesars uniform.

2) Employees must be on the sidewalk. When a sidewalk is not present, the shakerboarding area must be a safe distance from the roadway.

3) Employees will not stand on objects while shaker boarding.

4) Employees will never step onto or cross the road, while using the shaker board.

5) Employees will never use the shaker board on the median of the roadway.

6) Store management will supervise shaker board activities.

7) Employees will never engage in horseplay, inappropriate behavior or any unsafe activities while shaking the board.

8) To limit distractions, off duty employees, friends and family are not allowed within the shaker board area.

9) Employees will never approach or get into any vehicle.

10) If a passer-by harasses an employee while shaker boarding, it must be reported to management immediately.

11) Do not use shaker board if inclement weather is present and a danger exists i.e. lightning.

12) Never obstruct your view with the shaker board.

13) All breaks from shaker boarding activities have to be approved by management and be taken inside the Little Caesars store.

14) Shaker board activities during twilight hours will only be allowed in well-lit areas.

15) Employees must return to the store at the completion of his/her shaker boarding shift.

16) Smoking is not allowed.

17) Talking on a cell phone or wearing any type of headphone device is not allowed.

These general policies and procedures are not intended to alter the "at will" employment relationship. The above list is non-exhaustive and provides examples only of behavior, which may result in disciplinary action and/or termination. Little Caesars retains the discretion to change, alter or modify these general policies and procedures at any time.
SECURITY GUIDELINES

The security of our colleagues, customers, and restaurants is as important to us as it is to you. Therefore, we have established guidelines that will help protect you and Little Caesars’ property.

- Keep the restaurant’s back door closed at all times. Do not let unauthorized personnel in the back door of the restaurant. Do not open the back door after dark.

- Never take trash out before banking is completed or after dark.

- The pass-thru door is to be locked at all times. No company official, repairman, governmental official, vendor, etc. shall enter a restaurant without proper identification and purpose. This includes a business card and picture identification. If someone complains, have them contact the office.

- At no time will there by anyone other than scheduled colleagues behind the front counter or in the back working area: no customers, friends, relatives, or off duty colleagues.

- Keep windows clear to maximize visibility. Call police if you see anything suspicious. Always count money away from the window.

- Never have weapons in the restaurant, in your vehicle or on your person while performing duties associated with Little Caesars.

- If someone refuses to leave the restaurant, immediately call the police and await their help. Do not physically remove or attempt to remove any person from the restaurant.

- Management must always keep restaurant or safe keys in their possession. Never leave them in the restaurant overnight or unattended.

- Upon termination of any colleague who has restaurant or safe keys, the locks and safe combination must be changed immediately.

- Always keep the cash drawer closed except when making a transaction. If any problems occur, call the manager.

- Everyone will pay in cash or by check for all food products received over the counter and/or through the drive-thru security window. This applies to all company personnel, friends, relatives and the general public.

- All guest checks must have a validated receipt and be accounted for each business day.
• A guest check is to be completed when an order is placed, and before any product can be made.

• Bank deposits are to be made during daylight hours only.

• Before 9:00 P.M., the register should have less than $100.00. After 9:00 P.M., the register should have less than $50.00.

• Limit the amount of cash in the register by performing cash pulls and then “dropping” the money into the deposit compartment of the safe. Multiple cash drops will need to be made during peak business hours to keep cash in the drawer within the policy limits.

• Never leave the safe open or on daylock.

• At the beginning of each shift one colleague will be assigned to a register. If you are assigned to a register, take the keys with you when you walk away. Never operate a register that you are not assigned to. If you notice someone operating a register that they are not assigned to, report it to your manager immediately.

• All sales must be transacted on the cash register. Any manipulation of company funds will not be tolerated.

• Due to the nature of our business, we may be the target of robberies. If there is a robbery:
  • Remain calm and do exactly as the person says.
  • **DO NOT ARGUE OR FIGHT WITH THE PERSON.**
  • Observe the person’s appearance and try to remember all the details (height, weight, etc.).
  • Call the police and then the supervisor, and fill out a robber description form.
  • Never talk to the media. Have them contact the office at 239-247-3362.

*Please refer to the cash management procedures for details. These security guidelines are non-exhaustive and Little Caesars retains the discretion to change, alter or modify them at any time.*

Any deviations from these guidelines may result in disciplinary action, up to and including termination.
BOX COUNTS
- Box counts must be completed by management three times daily. Results should be recorded in the quarter book.
- All columns for each day in each time slot (morning, lunch and close in the quarter book) need to be completely filled out.
- If any shortages of 3 boxes or more occur, a recount will be taken. If a shortage of 3 or more boxes remain, the following will take place:
  - The area supervisor must be notified.
  - The Loss Prevention Manager must be notified.
  - An investigation into the missing boxes will occur and the appropriate disciplinary action will be taken, as needed.

UNSOLD/UNUSED HOT-N-READY PIZZAS
All unsold/unused Hot-N-Ready pizzas should be kept in an area designated by the market director. Discard the pizza and the bottom of the box. Date and store the top of the box in the designated area.
CASH MANAGEMENT POLICIES/PROCEDURES

To ensure proper management of company funds in our restaurants, the following safe and bank deposit procedures have been implemented as policy in company restaurants. When the restaurant manager is not working, all policies will be implemented by the person in charge of the shift, as selected by the supervisor or manager. Adherence to these procedures by all employees and the exercise of good judgment will help to reduce the risk of cash or asset loss, and most importantly, it will deter robberies.

A. CHANGE FUND

1. Count the change fund before opening and record the amount on the Daily Cash Summary.

2. Recount the change fund at shift change and at the end of the night and record the amount in the Change Fund section on the front of the Daily. Only the accessible portion of the change fund is counted. Do not access the time delay portion of the safe.

3. The change fund must stay at its predetermined amount. Any discrepancies must be reported to the supervisor immediately.

4. Keep the change (rolled coins and singles) to a minimum in the change compartment of the safe. The remainder of the change fund must be kept in the time delay compartment of the safe. Every morning when removing the drop envelopes, the manager should replenish the change fund compartment with as much change as needed for that day only. Mount a change fund card on the inside of the safe door displaying the amount of change which should be available for that day. These amounts are determined by the average day’s sales.

5. Any amount of the change fund stored in the time delay will be recorded on the Daily.

6. After 9:00 P.M. (dark), all excess cash should be removed from the change fund and dropped into the time lock compartment.

B. CASH DROPS

1. Cash pulls are to be completed as often as is necessary to keep the cash in the register drawer within policy limits. Checks are also to be included in the cash drop, but avoid dropping loose change (until close).

2. From open to 9:00 P.M. (dark), the register should be less than $100. Therefore, the drops should be made periodically throughout each hour (dropping all $20’s, $10’s, etc.).
3. After 9:00 P.M. (dark), keep less than $50 in the register. This can be accomplished by dropping bills as they are received.

4. After drops have been accurately counted, the money should be placed in the designated colored envelope in sequential order and then dropped into the “keyed” (bank deposit) compartment of the safe. The envelope number must match the drop number and be in sequential order #1-15.
   
a. Only one color is to be used for each register being operated on the shift.
   
b. An additional color is available for the A.M. shift of the next day, if needed.

5. On the Drop Log, the person making the drop will record:
   
a. The color and the number of the drop envelope used.
   
b. The cash amount of the drop.
   
c. The time of the drop.
   
d. Their initials.
   
e. The cumulative drop amount.
   
f. The total dollar sales for the day.

6. The closing manager will determine a deposit figure by adding up all the drops for the drop log and putting the total on the front of the Daily.

C. CASH REGISTER PROCEDURES

1. All sales must be transacted on the register.

2. Only one person is to be assigned to the register during a shift and this person will be responsible for all transactions on the register.

3. Before each transaction on the register, the team member’s I.D. number and the four(4) digit guest check number must be entered.

4. Turn off the register and remove the key while the register is unattended.

5. At closing, all cash register drawers will be left open.

6. No money, including loose change, will be left in the register overnight.

7. If more than one register is on the front counter, leave the unused register drawer open and empty until needed.
D. BANK PROCEDURES

1. The store manager, co-manager and opening manager will be the only store personnel with keys to the “keyed” (bank deposit) compartment of the safe.

2. Each day, the manager opening the restaurant will be responsible for taking the previous day’s bank deposit to the bank (by 11:00 A. M. each morning). (Please note that any damage to your vehicle resulting from transit to or from the bank would not be a liability of JAMA Food Services, Inc.

3. The manager opens the “keyed” (bank deposit) compartment of the safe and verifies all drops. This is done by counting each drop individually and then checking them off on the Drop Log, if correct. If there is a discrepancy, immediately call the supervisor.

4. The manager tracks the denominations of bills and change on the front of the Daily, makes out a triplicate bank deposit slip and signs it. Be sure to record the deposit bag number on the deposit slip.

5. The deposit will include any coins to make the amount accurate.

6. If a deposit is short, it will be shown as such on the Daily Cash Summary.

7. During the week, the opening manager will take the deposit to the bank (by 11:00 A. M.) and wait for the verified deposit slips. The validated receipts are then placed inside of the Daily.

8. With the exception of weekend deposits and holidays, no deposit will have a validation date other than the next business day.

9. The EFT number must be called in each morning by 12:00 noon. The EFT number is called in only after the bank deposit is made. (By 11:00 A. M. each morning).

10. On Saturday, Sunday and bank holidays, the manager will make a deposit into the bank’s night drop box by 11:00 A. M. Deposit slips will then be picked up the next business day by 11:00 A. M.

11. Deposits will not be taken to the bank during hours of darkness.

12. Conceal the bank deposit bag from public view when carrying it to the bank.

13. If there is a discrepancy of $10 or more (plus or minus), or a problem making a bank deposit, notify the supervisor immediately.
E. REGISTER CHECKS

1. Register checks are completed every day at open, 3:00 P.M., at every shift change, 8:00 P.M., close, and any time a different colleague runs the register. No colleague will be allowed to operate the register without first completing a register check.

2. Register check procedure: take a register read, count all money in the restaurant including the drops, then subtract the change fund amount; compare this figure with the amount of gross sales recorded on the register (minus overrings and payouts); the difference between the corrected sales and the cash on hand is recorded on the front of the Daily.

3. The person performing the register check will initial the +/- figure, record the time of the register check, and record it on the Daily. If there is a $10 discrepancy, or more, notify the supervisor immediately.

4. It is the responsibility of the person in charge to monitor cash flow during a shift by inspecting the performance of the person responsible for the cash register.

5. The register check should be performed by the person in charge. It is the responsibility of the person who ran the register and the person who will be taking over the cash register to ensure accuracy.

F. SAFE PROCEDURES

1. The manager, or the person in charge of the shift, is responsible to make sure that the safe is always locked.

2. Any shortage resulting from not using the safe, leaving the safe open or leaving the safe on day lock will be the responsibility of the person in charge of the shift. That person will be subject to disciplinary action, up to and including termination.

3. Any shortages or robberies where drop envelopes or bank deposits are taken because they were not in the “keyed” (bank deposit) compartment of the safe, will be considered negligence by the person in charge of the shift.

4. Take caution when opening the safe so that unauthorized colleagues do not learn the safe combination or obtain the key to the safe.

5. All cash will be kept locked in the safe overnight.

6. The time delay portion of the safe will not be accessed after banking is done. Accessing the time delay at any time is a violation of cash management policies.

7. No employee is allowed to tamper with, remove, and/or replace any parts of the safe. Any repairs must be coordinated through the supervisor.
G. MYSTERIOUS CASH LOSS/MANIPULATION

1. If a loss occurs (drop, bank deposit, cash register) that cannot be attributed to a specific individual, then all parties deemed to have liability will be held responsible and given the appropriate discipline. Example: Any envelope short the amount that was shown on the Drop Log will be the responsibility of the person whose initials were on the drop and the person opening the keyed compartment of the safe.

2. In the event it is determined that a colleague, who has received a written warning, has responsibility in a second mysterious loss within a 12 month period, the colleague will be terminated.

3. The manipulation of corporate funds and inventory is not allowed and includes, but is not limited to, the following examples:

   a. Writing personal checks to cover bank deposit amounts or any portion thereof.
   
   b. Placing I.O.U.’s in a cash register or the safe.
   
   c. Holding checks beyond the date received.
   
   d. “Borrowing” from the change fund or cash register.
   
   e. Intentional under, over, or not ringing of sales (no sales) on the cash register for any reason, including covering up for existing shortages.
   
   f. Attempting to conceal cash shortages by intentionally altering amounts shown on the restaurant paperwork.
   
   g. “Borrowing” or sale of any product or equipment for personal gain.
   
   h. Attempting to conceal inventory shortages by intentionally altering inventory quantities or amounts on restaurant paperwork.
   
   i. Short changing customers.
   
   j. Recording payouts, but not transacting them until the following day or later.
   
   k. Aiding or abetting in the loss of cash or assets.
   
   l. Trading Little Caesars products for other goods or services.
   
   m. Cashing personal checks for Little Caesars’ employees or Little Caesars’ payroll checks.
CHECK ACCEPTANCE POLICY

When a customer pays by personal, business, or organizational check, verify it by checking the following:

A. Check is written for the exact amount of the order.

B. The check is written out to Little Caesars.

C. Ask for picture identification (i.e., driver’s license, state issued identification card) and verify the information against the check. Verify that the photo matches the person passing the check.

D. Write the driver’s license number and phone number (home and work) and delivery address (if applicable, and different than what is printed on the check) on the check.

E. Print your employee number on the front, upper right hand corner of the check as the person receiving the check.

F. All information which is written down on the back of the check must be put within an area 1 1/2” from the top of the check. If there is not enough room on the back, use the upper left and right corners of the front of the check.

G. DO NOT accept post dated checks (date should be for the date of the sale, NEVER a date after the sale).

H. DO NOT accept starter checks below check number 300 or checks without name and address printed on them.

I. DO NOT accept out of state checks or out of country checks.

J. DO NOT accept altered checks (i.e., white out, crossed out, changed figures, etc.).

K. Little Caesars does not cash checks, this includes team member payroll, expense or personal checks.

L. Verify the check passer is not on bad check list.

M. If the proper identification and/or the check does not fit our guidelines, then Do Not Accept the check. Politely inform the customer of the reason for non-acceptance and offer other alternative i.e. cash or credit/debit card (if on line).

Every check received by Little Caesars is required to have an identification number (driver’s license or state I.D. card, etc.), check writer’s business and home phone number, and the employee number of the person receiving the check PRINTED on the check. Restaurant Managers will review all checks to make sure this information
is on the check. Any person who accepts a check which does not contain the required information, or who knowingly accepts a check from a person already on the “uncollectable” list will be subject to disciplinary action, up to and including termination.
KEY AND LOCK POLICY

A. SAFE DEPOSIT COMPARTMENT KEYS
   (Counter and Floor Style Safes)

1. Safe keys, if any, to this compartment will never be left in the restaurant overnight. While the restaurant is occupied these keys will always be with the manager on duty. Keys will never be left in or on the safe for any reason. Keys will be used to unlock or start the timer, but must be removed immediately.

B. SAFE DAY LOCK KEYS (Counter Safes Only)

1. All restaurants with “day lock keys” will not leave them in the restaurant overnight. Keys will be personally handed from one manager or opener to another and kept on their person during their shift.

2. Extra keys can be acquired if necessary to maintain this policy. These keys will then be issued to specific colleagues.

C. RESTAURANT KEYS

1. Will not be left in the restaurant overnight.

2. They will be kept on the person assigned to them and then personally handed over to another authorized colleague for opening or closing the restaurant, if necessary.

D. LOCKS

1. If any lock (i.e., building, safe day lock, time delay lock or combination lock) fails to work properly, the supervisor must be notified immediately. If the supervisor cannot take care of the problem, they will notify the franchise owner immediately.

2. The combination for combination locks will be given to specific restaurant colleagues (managers, co-managers assistant managers and opener/closers), as necessary. The combination will be memorized by these colleagues. Combinations will never be kept written down inside the restaurant.

E. GENERAL INFORMATION

1. If any Little Caesars’ key (i.e., building door, safe, day lock or time delay key) is misplaced, stolen or lost, the incident must be reported to the supervisor, market director, and franchise owner immediately so proper action can be taken. The person losing the key(s) will be written up if found negligent.

2. No one other than authorized Little Caesars’ colleagues are to have possession or
access to building and safe keys. This includes colleagues from other restaurants or departments.

3. Little Caesars’ keys will not be duplicated. If additional keys are needed, notify the Franchise Owner.

4. Whenever a colleague who has the key and combination is terminated, transferred, demoted, or fails to show up two days in a row without a good reason, the following actions must be taken by the supervisor:
   a. Change safe combination or safe head.
   b. Change building door locks.

5. If a colleague with restaurant keys leaves the employment of Little Caesars and fails to return the keys that same day, all locks and combinations they have had access to will be changed before the restaurant closes.

6. Safe combinations will be changed a minimum of every six months regardless of turnover.
CONFIDENTIALITY

• Working for a direct competitor of Little Caesars while working part or full time for us is not allowed.

• Never discuss Little Caesars with the media. If a reporter calls your restaurant, immediately call the office at 239-247-3362, or take a message and give it to your supervisor.

• Never make any comments to a reporter - even if you think the information is accurate and portrays Little Caesars in a positive manner.

• Do not share confidential information with family, friends, etc. or when in public place where conversation may be overheard (i.e., elevators, restaurants, bars, etc.). Limit the sharing of plans and programs in the workplace only to those who need to know. Your pay rate is also considered confidential. The greater number of people you share confidential information with, the greater the likelihood that other people may be made aware of our business. What may start out as an innocent comment can turn into valuable information for our competitors to use against us.

• Never post upcoming plans or copies of reports with sales information in places where they could be seen by persons who do not need the information or by persons not involved with Little Caesars’ business (including visitors).

• When working with outside vendors, be sure to stress Little Caesars’ confidentiality. Make sure all vendors sign a “Confidentiality Agreement” before they begin any work on our behalf.

• If you hold a meeting in a public place, be sure no materials are left behind. The meeting room should never be left unattended if materials/visuals are in the room. If you don’t recognize someone entering your meeting, be sure to check for proper identification.

• Be sure to shred confidential materials that are to be discarded. Do not place them in public trash.

Any deviations from these guidelines may result in disciplinary action, up to and including termination.

NEVER DISCLOSE MORE INFORMATION TO ANYONE THAN IS ABSOLUTELY NECESSARY! IT'S BETTER TO BE SAFE THAN SORRY! IF YOU ARE UNSURE, CALL YOUR SUPERVISOR.
CONFLICT OF INTEREST

All colleagues are expected to avoid placing themselves and Little Caesars in situations that may conflict, or appear to conflict, with the business interest of Little Caesars or the ability of colleagues to faithfully and loyally meet the obligations of their positions, including those obligations outlined in this Policy. There are those obvious situations where a conflict of interest should be readily apparent to you, such as:

A. You or a member of your family owns or operates a fast-food restaurant, or is employed by a competitor in the fast-food industry. This is especially true if the competitor is in the pizza business;
B. You or a member of your family owns an undisclosed and unapproved interest in a business which acts as a supplier to Little Caesars;
C. You direct Little Caesars business to family members and friends; or
D. You have an undisclosed and unapproved second job (moonlighting). Moonlighting creates the appearance of divided loyalty and effort, and is discouraging to other employees of Little Caesars. Approval must come from Human Resources.

There are other less obvious situations too numerous to list here that may constitute a conflict of interest. You are encouraged to use common sense and good judgment in order to maintain a public image of professionalism, loyalty and dedication, and to avoid situations that could adversely reflect upon you, your co-workers or Little Caesars.

Little Caesars is legitimately concerned that its colleagues project an image to the public that meets the highest possible standards of professionalism, loyalty and dedication, and you are obligated to avoid any situation that could reflect adversely upon yourself, your co-workers or Little Caesars. Since the employment relationship between you and Little Caesars is based, at least in part, on mutual trust, any action you take which breaches that trust may constitute a conflict of interest.

CONFIDENTIALITY AND NON-DISCLOSURE OF INFORMATION

Every colleague is exposed to confidential information about Little Caesars. This information is in a variety of forms and usually appears in technical notebooks and reports; trademark, patent and copyright applications; training manuals; engineering and architectural drawings; and the like. It includes designs, processes, procedures, marketing campaigns and programs, etc. which may not have been developed to the point where they are protected by patent, trademark or copyright registrations, or for which such registrations and protection may not be available. Such information, if revealed to a competitor, could enable the competitor to more readily and effectively produce products and materials in competition with Little Caesars.

You will fully and promptly disclose and hereby assign to Little Caesars for Little Caesars sole benefit to be used in any manner Little Caesars sees fit, and without additional
compensation to you, all recipes, formulas, inventions, designs, computer programs, ideas, discoveries, systems, improvements and products, whether patentable or not, and all writings and recordings, including any copyrights which are made, conceived, or reduced to practice by you individually or jointly with others, during, before or after usual working hours, either on or off the job, whether complete or not which are related to the business of Little Caesars or to the machinery, equipment, methods or apparatus used in such business or which result from tasks assigned to you by Little Caesars.

It is your duty to assist Little Caesars in all ways possible to protect the invention, product or idea. A patent or copyright owner is legally permitted to exclude others from using the invention, product or idea for a limited period in exchange for full disclosure of the invention to the public. Thus, a trademark, patent or copyright enables Little Caesars to obtain a competitive advantage in the marketplace to recover its investment of time, money and effort.

Patents, trademarks and copyrights are not obtained on every invention, product and idea. Sometimes the best interests of Little Caesars are served by keeping an invention, product or idea secret, so the decision to patent, trademark or copyright must be within the discretion of Little Caesars. The procedure for obtaining trademarks, patents and copyrights is complex and usually requires active and continuing participation by the colleague. Your participation in each such instance will be at Little Caesars expense.

JAMA Food Services, Inc. will not claim any right to inventions, products or ideas conceived and developed on your own time which concern matters having no relationship to JAMA Food Services, Inc. business interests.

**DUTY TO RETURN LITTLE CAESARS DOCUMENTS AND RECORDS**

In the course of employment many colleagues accumulate books, files, papers, drawings, notebooks, computer disks, etc. pertaining to the affairs of JAMA Food Services, Inc. Such materials must be returned upon request at any time, and certainly upon separation of your employment.

**OBLIGATIONS TO PRIOR EMPLOYERS**

Little Caesars has no right to seek, nor would it try to obtain confidential or proprietary information that you acquired in prior employment. Little Caesars cannot and will not require any colleague to divulge confidential information that is the property of a prior employer.

To avoid placing either a colleague or Little Caesars in a situation where a former employer may have reason to be concerned about continued protection of its confidential and proprietary information, Little Caesars will strive to avoid hiring former employees of its direct competitors.

JAMA Food Services, Inc. d/b/a Little Caesars – April 18, 2012
GENERAL RESTAURANT POLICIES

• No colleague, full or part-time, will be employed in the same restaurant or department as a relative if there is a reporting relationship between two colleagues. Relatives include, but may not be limited to spouses, parents, children, stepparents, stepchildren, adopted children, aunts, uncles, grandparents and in-laws. The same policy applies to closer than normal relationships (such as dating or cohabitation) in a reporting relationship. Little Caesars discourages dating in the workplace.

• Dating between supervisors and reporting personnel is prohibited. If two colleagues start dating, cohabitate, or marry while assigned to the same restaurant or department, and are in a reporting relationship, one will be asked to transfer to another restaurant or department. The decision as to which colleague is transferred will be based upon business needs. If a transfer is not feasible, the colleagues will be permitted to determine which of them will resign. Even if there is no reporting relationship, relatives or a person in a closer than normal relationship may be asked to transfer to another restaurant or department. It is the responsibility of the colleague to notify the supervisor if a relationship, as discussed, occurs. Even if there is no reporting relationship, Little Caesars does not condone dating in the workplace.

• No loitering of friends, relatives, or off-duty colleagues is permitted in any part of the restaurant at any time (this includes the parking lot).

• Colleagues’ cars must be parked away from customer convenience areas. After dark, colleagues’ cars should be parked within sight when viewed from the lobby.

• We do not cash any colleagues payroll or personal checks.

• Colleagues must have management permission to use the telephone unless it is an emergency.

• No use of a cell phone for personal calls is allowed, unless it is an emergency.

• Scales, sauce, and cheese templates and portion cups are to be used at all times by every colleague to provide consistency and accuracy when preparing all Little Caesars products. This will help to ensure customer satisfaction.

• A colleague will be required, upon the company’s request, to submit to a search of any pocket, package, purse, briefcase, duffel bag, or other container brought onto company premises.

• No colleague under the age of 18 will be in the restaurant by themselves. A minor colleague (age 16-17) must have adult supervision 100 percent of the time.

• Under no circumstances will a minor colleague (age 16-17) be allowed to be a
delivery driver or travel in a vehicle to conduct business related to Little Caesars i.e., borrowing items from another restaurant.

• If you need an accommodation due to a disability, please contact your supervisor, market director or franchise owner.

• Under no circumstances should restaurant paperwork be taken home.

• The use of home computer systems to conduct business related to Little Caesars will not be allowed.

• In an effort to provide a safe work place for our colleagues, from time to time, activities in and/or around the restaurant may be video and/or audio taped without prior notice to colleagues.

• Eat and drink only in designated areas away from customer view.

• Little Caesars has no leave of absence policy, only colleagues that are eligible under the Family and Medical Leave Act will be entitled to a leave absence, as outlined by Federal or State law.
STANDARDS OF CONDUCT

All Little Caesars’ colleagues are “at will” employees. This means that either the Company or the colleague can end the employment relationship at any time, for any reason or no reason at all with or without advance notice.

We are interested in your success and your career with Little Caesars. We expect you to follow our policies and procedures and to perform your job in a professional, productive manner.

• Show respect, courtesy and professionalism to customers, colleagues, vendors and management.

• Accept and perform work assignments from your management team.

• Be on time for work and report as scheduled in a clean, full uniform.

• Notify your manager or supervisor if there is a problem getting to work or fulfilling your shift, or if you leave work early.

• Follow all company standards regarding appearance, grooming, and uniforms.

• Adhere to the guidelines for sanitation, safety, and security.

• Perform your job duties correctly and efficiently to achieve the desired results.

• Attend all meetings as required by management.

• Cooperate fully with management in all company investigations.

• Do not use prejudicial, abusive or obscene language and/or behavior towards anyone.

• Do not fight with, threaten, provoke or intimidate anyone; co-employees, supervisors, customers, etc.

• Do not solicit, possess or use alcoholic beverages or illegal drugs in the restaurant or on company property, or report to work under the influence of alcohol or illegal drugs.

• Do not neglect or become careless in performing work assignments or job duties.

• Do not repeatedly report to work late or continuously be absent as this will disrupt the efficient flow of our business operation.

• Report all complaints of inappropriate behavior, discrimination and sexual harassment to your direct supervisor.
• Do not alter/falsify time cards or work records.
• Do not take company, co-workers or vendors property without permission.
• Do not discuss recipes, operational procedures or sales with anyone outside of work.
• Do not gossip, for cliques, or create negative working conditions for others.
• Do not make public statements that would damage or misrepresent Little Caesars. If you are in disagreement with company policies or procedures, the disagreement should be discussed through the appropriate channels.
• Do not misrepresent or take advantage of your position, it’s job duties, and/or company property or services for personal or financial gain.

When your performance or actions do not meet these standards or when your actions are inconsistent with company expectations, you may be subject to disciplinary action up to and including termination.

*These Standards of Conduct and General Restaurant Policies are not intended to alter the “at-will” employment relationship. The prior lists are non-exhaustive and provide examples only of behavior which may result in disciplinary action and/or termination. Little Caesars retains the discretion to change, alter, or modify the Standards of Conduct or General Restaurant Policies at any time.
CELL PHONE POLICY

The well being of the colleagues at Little Caesar Enterprises, Inc. is very important to us. For the safety of our colleagues, as well as others, Little Caesars policy with respect to cell phone usage to conduct company business is set forth below.

- If you must take a call while driving, advise the caller that you are driving and will return their call when it is safe to do so and terminate the call.

- When use of a cell phone while driving is necessary, the cell phone should be equipped with a proper hands-free device (microphone and external speaker or earphone). You should make sure you are familiar with the features of your phone such as speed dial & redial before you use the cell phone while driving. Additionally, important and frequently dialed numbers should be pre-programmed so that they can be conveniently dialed with limited distraction.

- To the extent cell phone usage is prohibited or limited in any way by federal, state or local law, you must conform your conduct accordingly.

- Avoid potentially stressful or emotional conversations for a time when you are not on the road.

- Little Caesars discourages cell phone usage while operating a Company owned or leased vehicle, or when using a personal vehicle or rental vehicle for Company business. Cell phone usage should occur after the vehicle is safely parked.
Workplace Violence Policy Statement

It is the policy of Little Caesars to promote a safe and secure environment for its colleagues. We are committed to working with our colleagues to maintain a work environment free from violence, harassment, intimidation and other disruptive behavior. While this kind of conduct is not pervasive in our company, no company is immune. Disruptive behavior at one time or another affects every company or organization.

Violence, threats, harassment, intimidation and other disruptive behavior in our workplace will not be tolerated; that is, all reports or incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and shall be subject to disciplinary action, criminal penalties, or both.

We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating or other disruptive behavior. If you observe or experience such behavior by anyone on company premises whether he or she is a company colleague or not, report it immediately. Anyone who receives such reports should seek advice from the Franchise Owner regarding investigating the incident and initiating appropriate action. We, as an organization, will attempt to maintain complete confidentiality whenever possible to protect the individuals specific personal situations and privacy. [PLEASE NOTE: Threats or assaults that require immediate attention should be reported first to the local law enforcement agency then to Human Resources, at 239-247-3362.

We will support all efforts made by supervisors and company specialists in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively.
SEXUAL HARASSMENT

Little Caesars is committed to providing a work environment that is free of all forms of sexual harassment. Little Caesars does not tolerate any form of sexual harassment. Sexual harassment is defined generally as unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature. Examples include, but are not limited to obscene jokes, pictures or objects sexually suggestive or insulting comments or contact. It is illegal and against Company policy for a colleague to harass a customer, supplier, franchisee, vendor, or another colleague. Any colleague who engages in any action or conduct constituting sexual harassment will be subject to disciplinary action up to and including termination of employment.

Sexual Harassment Defined:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical acts of a sexual or sex-based nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s acceptance or rejection of such conduct; or such conduct interferes with an individual’s work performance or creates an intimidating hostile or offensive environment.

Examples:

Specific examples of sexual harassment may include but are not limited to: graphic verbal sexually suggestive objects, graphic verbal suggestive comments about an individual’s body, clothing or appearance, cartoons or pictures, sexually degrading words used to describe an individual, including nicknames, and comments, lewd stories, languages or jokes, innuendoes or comments of a sexual nature that may be offensive to others, and any unwanted physical contact or proposition. Behavior at off premises social events sponsored by Little Caesars and dating between employees may also be a basis for claims of sexual harassment.

Management Responsibility

Little Caesars is committed to vigorously enforcing its Sexual Harassment Policy at all levels. All members of management are accountable for the effective administration of this policy.

Little Caesars managers and supervisors have a responsibility to communicate Little Caesars position on sexual harassment to employees in their area of responsibility. We take all reports seriously and will respond promptly to insure a confidential objective investigation. Management is responsible for taking decisive action to prevent or curtail any activities observed or known that might reasonably be perceived by others as harassment even if no complaint has been made. An investigation should occur no matter how innocent the conduct appears. The keyword for defining sexual harassment is “unwelcome”. What may seem innocent or minor to one person may be offensive to someone else, therefore, the merits of a complaint cannot always be immediately determined.
SEXUAL HARASSMENT (CONT.)

Reporting Procedures

An employee who believes that he/she has been the subject of sexual harassment should report the alleged incident(s) immediately to the Store Manager, Supervisor, Market Director or Franchise Owner. If the incident involves this individual, contact Human Resources. This person will prepare an individual written statement of the alleged incident(s), or if reasonably possible shall be provided with a Sexual Harassment Complaint form to be completed by the employee and an investigation will be done. There will be no discrimination or retaliation against any employee registering a complaint.

Investigation

Generally an investigation includes the following:

The investigator will initiate a prompt, thorough, and fair investigation. An investigation will be completed even if the employee refuses to complete the complaint form.

If the alleged harassment is severe, the alleged recipient and alleged offender will be separated upon receipt of the complaint. The alleged offender may be suspended without pay pending the final results of the investigation. The length of the suspension will vary based on the length of the investigation. If the outcome of the investigation shows the complaint was unfounded, the suspended employee will be reinstated to active employment with retroactive pay.

The investigator(s) will meet with the alleged offender. The investigator will review, with the alleged offender, this policy and disclose that a complaint of sexual harassment has been made. The alleged offender will then have the opportunity to agree/refute the allegation by responding both verbally and in writing on a response form to be provided by the investigator.

The investigator(s) may re-interview the alleged recipient and the alleged offender.

The investigator(s) will ask potential witnesses to fill out a witness form and may interview the witnesses.

The investigator(s) may meet with the employee’s direct supervisor to evaluate the information collected and determine a course of action.

The result of the investigation will be communicated to the alleged recipient and the alleged offender.

Corrective Action

If the final outcome of the investigation shows that the alleged offender committed sexual harassment, the employee will be disciplined in a manner consistent with the severity of the harassment. This may include is not limited to a verbal warning, a written warning, a suspension without pay, transfer, demotion, or termination of employment.
Should the results of the investigation prove to be inconclusive, all parties involved will review this policy with the understanding that any violation of this policy in the future will call for immediate disciplinary action.

If the complaining party is not satisfied with the disposition, he or she may submit a written appeal to a Director of Human Resources or the Vice-President of Corporate Administration who will review the allegations and investigative material and either adopt the representative’s findings and conclusions, or recommend other action.

Confidentiality

Little Caesars will investigate complaints as confidentially and discreetly as possible and resolve complaints to the best of its ability with respect to the privacy of all individuals involved. It is essential that all rumors during the course of the investigation stop. Employees who are not involved in the investigation who ask questions will be advised that the matter is private and confidential, and will be informed if they become a part of the investigation. It is management’s responsibility to limit the number of persons who are involved to a strict “need to know basis.”

Communication

Employees who witness sexual harassment of another employee, or are personally subjected to sexual harassment are encouraged to report the incident(s) immediately to the store manager, supervisor, Recruiter/Trainer, Market Director, Director of Human Resources or call 239-247-3362.

False, Malicious Claim

Accusations of sexual harassment are taken seriously by Little Caesars. Those who knowingly and intentionally make false allegations, which have no basis in fact, may be subject to discipline up to and including termination of employment.

This policy is not a contract and may be changed at any time, at the discretion of the Company.
ANTI-DISCRIMINATION POLICY

Little Caesars is committed to providing equal employment and advancement opportunities to all qualified individuals without regard to race, color, national origin, religion, age, sex, disability, veteran status or any other characteristic protected by law. As such, we strive to provide a work environment that is free of all forms of discrimination and illegally based harassment. Little Caesars believes that all employees have the right to work in an environment that is free from discrimination and/or harassment.

Employees have the right and the responsibility to immediately report instances of discriminatory treatment or harassment without fear of retaliation. Discrimination or harassment based on the above factors will not be tolerated and will result in discipline up to and including termination of employment. Any employee who intentionally or unintentionally engages in actions or conduct that violate this policy will be subject to discipline up to and including termination of employment.

Definition

Discrimination occurs when a person is treated differently than a similarly situated person in part because of their race, color, national origin, religion, age, sex, disability, veteran status or any other characteristic protected by federal, state or local laws. The action may or may not be intentional. Neutral actions, which cause disparate treatment or a disparate impact on the recipient, may also be considered discriminatory.

Discriminatory harassment includes, but is not necessarily limited to, conduct which abuses an individual’s dignity such as unwelcome annoyances, threats, demands, persistent nagging, joking or teasing, inflicting a succession of annoyances or ethnic, racist or sexist slurs or derogatory comments, or objectionable conduct including physical advances or intimidation’s, visual displays such as posters, cartoons and drawings, or distractions because of an individual’s race, color, national origin, religion, age, sex, disability, veteran status or any other characteristic protected by federal, state or local laws. Harassment also occurs when an individual is subjected to conduct that has the purpose or effect of unreasonable interfering with a person’s work performance or creates an intimidating or offensive and hostile working environment.

Reporting Procedures

Colleagues, who believe they have been subjected to discrimination or harassment, or have witnessed it, are encouraged to immediately report it to the Store Manager, Supervisor, Market Director or Franchise Owner. If the incident involves this individual contact Human Resources. An investigator will conduct a thorough and prompt investigation to the fullest extent possible and will keep complaints and their resolutions confidential.
Anti-Discrimination (Cont.)
Investigation

Generally an investigation includes the following:

The investigator will initiate a prompt, thorough, and fair investigation. An investigation will be completed even if the employee refuses to complete the complaint form.

If the alleged harassment is severe, the alleged recipient and alleged offender will be separated upon receipt of the complaint. The alleged offender may be suspended without pay pending the final results of the investigation. The length of the suspension will vary based on the length of the investigation. If the outcome of the investigation shows the complaint was unfounded, the suspended employee will be reinstated to active employment with retroactive pay.

The investigator(s) will meet with the alleged offender. The investigator will review, with the alleged offender, this policy and disclose that a complaint of sexual harassment has been made. The alleged offender will then have the opportunity to agree/refute the allegation by responding both verbally and in writing on a response form to be provided by the investigator.

The investigator(s) may re-interview the alleged recipient and the alleged offender.

The investigator(s) will ask potential witnesses to fill out a witness form and may interview the witnesses.

The investigator(s) may meet with the employee’s direct supervisor to evaluate the information collected and determine a course of action.

The result of the investigation will be communicated to the alleged recipient and the alleged offender.

Corrective Action
If the final outcome of the investigation shows that the alleged offender committed discrimination or harassment, the employee will be disciplined in a manner consistent with the severity of the offense. This may include, but is not limited to a verbal warning, a written warning, a suspension without pay, transfer, demotion or termination of employment.

Should the results of the investigation prove to be inconclusive, all parties involved will review this policy with the understanding that any violation of this policy in the future will call for immediate disciplinary action.

If the complaining party is not satisfied with the disposition, he or she may submit a written appeal to Human Resources who will review the allegations and investigate material and either adopt the representative’s findings and conclusions or recommend other action.
**Confidentiality**

Little Caesars will investigate complaints as confidentially and discreetly as possible and resolve complaints to the best of its ability with respect to the privacy of all individuals involved. It is essential that all rumors during the course of the investigation stop. Employees who are not involved in the investigation who ask questions will be advised that the matter is private and confidential, and they will be informed if they become part of the investigation. It is management’s responsibility to limit the number of persons who are involved to a strict “need to know basis.”

**Communication**

Employees who witness discrimination or harassment of another employee, or are personally subjected to harassment, are encouraged to report the incident(s) immediately to the store manager, supervisor, market director, franchise owner or call 239-247-3362.

**False, Malicious Claims**

Accusations of harassment are taken seriously by Little Caesars. Those who knowingly and intentionally make false allegations, which have no basis in fact, may be subject to discipline up to and including termination of employment.

**This policy is not a contract and may be changed at any time, at the discretion of the Company.**

**Americans With Disabilities Act**

Little Caesars complies with the Americans with Disabilities Act and does not discriminate against the disabled with respect to terms, conditions, and privileges of employment. If you require reasonable accommodations to perform the essential functions of your job, contact your supervisor, market director or franchise owner and request a “Reasonable Accommodation Request Form”.

JAMA Food Services, Inc. d/b/a Little Caesars – April 18, 2012
SERIOUS DISEASE POLICY

Serious debilitating diseases challenge our society. As individuals, we are called upon to rise above our prejudices and fears and have compassion for family, friends, and coworkers suffering from serious ailments.

It is the policy of Little Caesars that colleagues with long term life threatening, or serious diseases may work as long as they are able to perform the essential job functions of their position with or without reasonable accommodation and without undue risk to their own health or that of other colleagues, suppliers, or customers.

There are certain criteria that apply to infectious diseases within the food service industry. Colleagues who have a debilitating or communicable disease should inform their restaurant manager, supervisor, market director or franchise owner to review options such as reasonable accommodations, family medical leave, infection control, etc. All information will be kept in the strictest confidence. Little Caesars complies in full with the Americans with Disabilities Act.

If you are concerned about being infected with a serious disease by a coworker, customer and/or suppliers, discuss the situation with your immediate supervisor. Unreasonable refusal to work with or perform services for a person suspected of having a serious disease, without first reviewing your concern with your manager, supervisor, market director or franchise owner may subject you to discipline.
DRUG POLICY

JAMA Food Services, Inc. maintains a drug free work place. It is unlawful for employees to manufacture, distribute, dispense, possess, or use any controlled substance. JAMA Food Services, Inc. is committed to a drug free work environment and stands by any employee seeking rehabilitation. The company reserves the right for legal action against employees violating company drug policy. In addition, company reserves right to random drug screen testing; Positive results of drug testing can lead to termination.

FAMILY AND MEDICAL LEAVE

The well-being of the employees at JAMA Food Services, Inc., hereafter referred to as Little Caesars, is very important to us. We value your commitment to your job, but we also recognize that personal and family situations may necessitate temporary absences. Our Family and Medical Leave Policy provides unpaid leaves for employees to care for a newborn, newly adopted child or foster child; to care for a seriously ill child, parent or spouse; or to recover or receive treatment for serious illness that prevents you from performing the essential functions of your job. The terms and conditions of such a leave are outlined below.

Leave Eligibility

When both spouses work for Little Caesars, they will be entitled to a combined leave of twelve (12) weeks to care for a newborn or newly placed child or for the serious illness of a parent. All health care related benefits for which the employee qualified while working, will continue during the leave with applicable co-pay.

Expiration of Leave Entitlement

The rights to a family leave for the birth, adoption or placement of a foster child expires twelve (12) months from the date of birth or placement.

Eligibility Requirements

In order to be eligible for the family or medical leave, the employee must:

Have worked for at least twelve (12) months and at least one thousand two hundred fifty (1,250) hours during the year preceding the start of the leave and work at a site with at least 50 employees within a 75-mile radius.

Leave Requirements

Purpose of Leave: Employees are entitled to unpaid leave for one (1) or more of the
following:
* Because of the birth of a child and to care for the child.
* Because of the placement of a child for adoption or foster care and to care for that child.
* To care for a spouse, parent, child with a serious health condition; or
* Because of a serious health condition which makes the employee unable to perform the essential functions of his/her job.

**Notice**
Employees shall provide thirty (30) days notice before the leave is to begin or the employee intends to take a leave. If the leave must begin in less than thirty (30) days, the employee shall provide as much notice as practicable (usually within 1-2 days of learning of the need for a leave). In the event the leave is foreseeable based on planned medical treatment for a spouse, parent, child or the employee, the employee shall make every reasonable effort to schedule the treatment so as not to disrupt the Company’s operations within the health care provider’s recommended treatment plan.

**Offsetting Paid Leave**
An employee taking leave because of the employee's own serious health condition, the serious health condition of a family member, care for a newborn or for the adoption or foster care of a child, must use applicable unused pooled days and take the remainder of the twelve (12) week family leave as unpaid.

For example, an employee with two (2) weeks of unused pooled days requesting a twelve (12) week family leave must use two (2) weeks of unpaid pooled days at the beginning of the leave and will receive ten (10) weeks of unpaid family leave.

Disability leave for the birth of a child and for an employee's own serious health condition, including workers compensation leave, will be designated as family leave and will run concurrently with family leave. For example, if an employee takes six (6) weeks of pregnancy disability leave, the six (6) weeks will be designated as family leave and counted towards the employee's twelve (12) week entitlement. The employee will then be required to use unused pooled days before being eligible for unpaid leave for what remains of the twelve (12) week entitlement.

Any paid or unpaid leave as it relates to the Family and Medical Leave Policy taken in the twelve (12) month period prior to the start of the current leave will be deducted from the twelve week period.

For example, if an employee uses two (2) weeks of pooled days for treatment of a serious medical condition six (6) months prior to a leave for the birth of a child, the employee will only be entitled to ten (10) weeks of unpaid family leave for the birth.

**Intermittent or Reduced Leave Schedule**
A leave for the serious health condition of the employee or a covered family member may be
taken intermittently only when medically necessary. Employees may be required to transfer to an available alternative position with the equivalent pay and benefits which better accommodates recurring periods of leave, for leaves for planned medical treatment.

**Medical Certification**

Leaves due to serious illness of the employee, a child, spouse or parent, must be supported by a certification issued by the health care provider. Failure to provide timely medical certification, generally within 15 days of the request for the certification, can result in the delay or denial of leave. The certification must state:

1. The date on which the serious health condition begun.
2. The probable duration of the condition.
3. The appropriate medical facts regarding the condition.
4. A statement that the employee is needed to care for the ill person and the estimated length of the leave or a statement that the employee cannot perform the essential functions of the job.
5. If applicable, the medical reasons for intermittent leave or reduced schedule.
6. Other relevant information based on the nature of the leave.

Certification forms may be obtained from Human Resources.

Little Caesars may require, at its own expense, the employee to obtain the opinion of a second health care provider designated by Little Caesars. In the event the second opinion differs from the original certification, Little Caesars may require, at its own expense, that the employee obtain a third opinion from a third health care provider designated and approved jointly by the Company and the employee. The opinion of the third health care provider will be final and binding. The Company may also require re-certification periodically during the leave.

**Returning to Work**

Upon return from leave, the employee will be returned to the position held when the leave began or restored to an equivalent position with equivalent benefits and pay. The employee has no greater rights to reinstatement or other benefits than if the employee had not taken leave. Employees who have taken a leave due to their own serious illness must provide a certification from the health care provider that the employee is able to resume work.

**Exemption for Top Ten (10%) Percent of Salaried Employees**

Salaried employees among the highest paid ten (10%) of employees employed within seventy-five (75) miles of facility at which the employee is employed may be denied reinstatement if the reinstatement would cause grievous economic injury to Little Caesars operations. The employee shall be notified, however, of Little Caesars' intent to deny restoration and the employee will be allowed to return after receiving the notice. If the employee does not return, his/her employment may be terminated.
Benefits During Leave

Little Caesars will maintain all benefits during the employee’s leave. Employees must continue to make their employee co-pays for applicable coverage to continue. Failure to make an employee contribution may result in cancellation of the employee’s insurance coverage. Health care related benefits will continue during the leave for employees who were eligible for those benefits prior to the leave. No break in service can occur, though, benefits based on length of service will be calculated as of the last paid work day prior to/or during the Family and Medical Leave (if paid leave is substituted for unpaid leave).

Repayment of Health Insurance premiums upon Failure to Return from Leave

Under certain circumstances the company may require the employee to repay the premiums the company paid for health insurance during the leave if the employee does not return to work immediately after the expiration of the leave. If an employee claims that he/she is unable to return to work because of a continuation, recurrence or onset of a serious health condition, the employee must provide a certificate from a health care provider stating the condition prevented the employee from being able to perform the essential functions of his/her job or extended the employee’s need to care for a child, spouse or parent. There is no guaranty of reemployment if the leave exceeds twelve (12) weeks. If your leave request is approved, you will receive a letter from Human Resources indicating the length of your leave and the method and amount of co-pay for benefits.

Procedure

* Employees must follow specific procedures to request a family or medical leave.
* Contact Human Resources and request a Family and Medical Leave Act form.
* Complete the form.
* Return the form thirty (30) days in advance of the effective date of the leave to Human Resources or within 1-2 days of learning of the need for leave if the leave was not foreseeable.
* Complete and return an Insurance Premium Recovery Authorization Form to Human Resources.
* Submit appropriate medical certification. Medical Certification Forms can be obtained from Human Resources.

Record Keeping

All medical information will be kept confidential, only those with a genuine need to know will be allowed access to such information.

Length of Leave by State
Employees located in certain states may be entitled to a greater leave under applicable state law. Employees in those states will be given whichever leave benefits are most favorable to the employee. All applicable leaves will run concurrently. Employees should consult Human Resources to determine if they are eligible for additional benefits.

For more information contact Human Resources at 239-247-3362.
Your Rights
Under The
Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Reasons For Taking Leave:

Unpaid leave must be granted for any of the following reasons:

• to care for the employee’s child after birth, or placement for adoption or foster care;
• to care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
• for a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

• The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.”

• An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

• For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan.”

• Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

• The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Unlawful Acts By Employers:

FMLA makes it unlawful for any employer to:

• interfere with, restrain, or deny the exercise of any right provided under FMLA;

• discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

• The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.

• An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.
COLLEAGUE ACKNOWLEDGEMENT

I acknowledge that I have received a complete copy of the Colleague Training and Orientation Handbook. Please read and sign below:

I acknowledge that I have reviewed and understand the policies, procedures, guidelines, standards of conduct and information contained in this Colleague Orientation and Training Handbook. I further acknowledge that nothing contained in this handbook is intended to nor does it constitute a contract for employment. In consideration of my employment, I agree to conform to the policies, procedures, guidelines and standard of conduct of JAMA Food Services, Inc. and I understand that the policies, procedures, guidelines, standard of conduct, wages and benefits of the company may change from time to time. I further understand that my employment with JAMA Food Services, Inc. is “at-will” and can be terminated at any time, with or without cause and with or without notice. I also understand that no restaurant manager, supervisor, or any other representative, other than the Franchise Owner, has the authority to enter into any agreement for employment. I understand and specifically acknowledge that any agreement for employment, other than “at-will”, must be in writing and signed by the Franchise Owner and me.

I also hereby assign to JAMA Food Services, Inc. all ideas, invention, or other property rights I may develop during the course of my employment relating to the food restaurant and food distribution industry.

_____________________________    ____________________________
Date                             Store Number

_____________________________    ____________________________
Colleague Signature              Colleague Name (Print)