



COMPANY DISCOUNTS, MERCHANDISE & FOOD POLICY

If you are off duty and wish to stop by Dunkin' Donuts you must pay full price for any merchandise. You are not allowed to take or give anyone free merchandise to anyone under any circumstance. If you wish to take home coffee/donuts at the end of your shift you must pay full price. Failure to follow this procedure will result in disciplinary action, up to and including termination of employment.

Employees will be able to eat only the following foods for free while on shift.

- Donuts and munchkins
- Bagel with cream cheese or butter
- Hot coffee
- Hot winter beverage
- Hot tea
- Small iced coffee

For all drinks employees will be allowed to use one cup when they come on shift, they should write their name on it and use that same cup if they want a refill later in the shift.

- Food is not allowed to be taken out of the store at the end of shift for free. If any employee wants to take food home, they must pay for it.
- All other food besides what's on the list above must be paid for by the employee.
- Free food is for employees that have been working for an extended period of time and need a snack while on break, we shouldn't see employees clocking in and then immediately going to make themselves something to eat.
- All free food should be eaten in moderation – if this policy is abused, it will be revoked