

STINE ENTERPRISES INC.
DBA
Jack in the Box
RESTAURANT POLICIES AND RULES

Restaurant Policies and Rules

We've developed these policies and rules at JACK IN THE BOX to create a good working environment for employees and an enjoyable dining experience for our guests. Therefore, you are responsible for closely observing these policies and rules. Although the employment relationship is one which may be terminated by you or the company, with or without cause at any time, the following are some of the actions which are violations of restaurant policies and rules, and which also may result in disciplinary action, up to and including termination.

Restaurant Employee Hamburger Safety Commitment

I will not handle raw hamburger patties with my bare hands. I will verify cooked patty doneness by visual check of each patty. I am aware that a fully cooked patty must reach a minimum internal temperature of 155 degrees.

The Restaurant Policies and Rules lists several basic employment policies and rules for which every employee is responsible. It identifies standards of behavior that, when violated, will result in disciplinary action up to and including termination.

GENERAL CONDUCT ITEMS

1. Discrimination against other employees or guests.
2. Dishonesty or discourtesy.
3. Not cooperating with fellow employees or management or insubordination (not following directions.)
4. Fighting, threatening bodily injury to another employee or guest.
5. Any type of horseplay.
6. Verbal or physical confrontation with another employee or with a guest.
7. Violation of Company drug or alcohol policy.
8. Having a firearm or weapon on the premises except where permitted by law.
9. Eating, chewing gum, using cell phone or taking breaks in food-serving areas.
10. Smoking anywhere on JACK IN THE BOX property.
11. Unethical conduct, including but not limited to falsifying timecards, manipulating VOG results and parking cars.
12. Behavior that the Company reasonably believes is harassment or otherwise inappropriate.
13. Misrepresentation or concealment of a material fact on employment application.
14. Failing to report policy or rule violations.
15. Failure to cooperate in an investigation.
16. Violation of Food Safety Policies and Procedures.

CASH CONTROL

1. Unauthorized taking of money, food or property from the restaurant or from a fellow employee.
2. Eating food that has not been paid for or giving out free food or drinks to anyone.
3. Failure to ring up a sale in its entirety.
4. Failure to adhere to restaurant cash-handling procedures.
5. Coming up over or short in a cash drawer.
6. Vandalism or damage of Company property.
7. Leaving back door of restaurant open or unlocked: exiting/entering through back door at beginning or end of shift or after dark.
8. Permitting visitors in work area or in dining room after closing, without consent of Assistant Manager or Restaurant Manager.

FOOD SAFETY/SANITATION

1. Failure to follow hand-washing and sanitizing procedures.
2. Failure to use timers when preparing food.
3. Serving, eating or taking food that has expired.
4. Failure to record or place destroyed food items in the designated area.
5. Failure to ensure product is cooked to standards. Not adhering to prescribed security, safety or health procedures.

ATTENDANCE, SCHEDULED WORKING HOURS/TIMEKEEPING

Your attendance is extremely important to the success of the Company. We expect employees to strive for perfect attendance and to arrive for work on time. We recognize that, on occasion, you may not be able to come to work or need additional time before you arrive. Sickness and other emergencies cannot always be anticipated and may require you to miss all or part of your work day.

If you cannot report to work as scheduled, you must notify your manager as soon as possible. If your need for time off is foreseeable, you must provide as much notice as possible. If your need for time off is not foreseeable, you must provide as much notice as practicable, but in no event less than four (4) hours prior to your normally scheduled starting time. Of course, if you cannot contact [e.g., your supervisor] yourself, you must have someone do it for you.

When you contact your immediate supervisor you must let them know for how long you will be out and when you expect to return or, as the case may be, arrive for work.

You must submit documentation for absences due to illness of three (3) days or more. Generally, you must provide a document from your doctor or other recognized health care provider that would justify your absence. Likewise, you will need to provide documentation justifying your return to work.

Excessive absences, or lateness and excessive patterns of absences or lateness may lead to disciplinary action, up to and including termination.

If you are absent from work for two (2) consecutive days without notice, the company will consider that you have voluntarily resigned your position.

1. Failure to report to work on a scheduled day or time without proper notice.
2. Walking off the job or leaving assigned work position or tasks without proper cause and prior permission.
3. Conducting personal business without authorization during work hours, including use of phone for personal reasons except in an emergency.
4. Taking breaks other than at assigned times or without permission of shift supervisor.
5. Failure to record all time worked on the timekeeping system.
6. Working off the clock.

I understand and agree to comply with the Restaurant Policies and Rules of the Company