

Franchisees and Operators of:



EMPLOYEE HANDBOOK ADDENDUM

Any policies contained in this Handbook Addendum will supersede those policies contained in the Employee Handbook or any state-specific handbook you may have been given.

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Welcome to Our Team!

We welcome you to Princess Street Partners LLC (PSP), franchisee, owner/operator of Five Guys Burgers & Fries and Popeyes Louisiana Kitchen. We look forward to the opportunity to work with you and want you to know that we recognize our employees as one of our most valuable resources. Our continued success in providing the highest quality of food, beverages and service to our customers depends on having quality people like yourself and your fellow employees. We want you to enjoy your time here and are committed to helping you succeed in your new job.

We have prepared this handbook to answer some of the questions that you may have concerning PSP and its policies. This handbook is intended solely as a guide. Read it thoroughly, if you have questions about anything, contact a manager for assistance.

We hope you find your time with us to be an enjoyable and rewarding experience.

Once again, welcome to PSP!

Sincerely,

Rick Fisher
Princess Street Partners LLC
CEO

Mission

PSP's mission is to enrich the lives of our guests and employees. We do this through superior quality food and beverages, legendary customer service, sales growth, cost controls and treating our employees like family. We believe that our employees are one of our most important resources and our success depends upon creating and retaining a staff capable of delivering an exceptional dining experience to every customer, every time.

PSP's success depends on our people. Our restaurant can only prosper and provide opportunities for employment and growth when we continually improve ourselves, and the work we do. We recognize however, that success is not measured by sales; guest counts, and numbers alone. We are measured as much by the way in which we achieve our goals, as we are by the actual achievements themselves. We believe that a commitment to uncompromising values and integrity should always guide our decisions and actions as we pursue our goals.

VALUES

Following are the core values that form the foundation of our measurement of success:

We Believe...

...In Having **Continuous Fun That Transfers to Our Customers**. Our goal is to have fun as an employee team and to provide our customers with an escape to their daily grind when they come into one of our restaurants.

...That **Good Isn't Good Enough**. We never stop trying to do it better, no matter how good we are. We constantly strive to "raise the bar." Every ticket time from order to delivery needs to be out in a timely manner, served hot and fresh.

...In **Honesty and Trust**. We work to build trust with others in each and every transaction and interaction. We recognize that honesty and trust form the bond that holds organizations and relationships together.

...In **Ongoing Training and Development of Our People**. We see it as a worthy investment in the future of the restaurant and as a way of enabling our people to achieve their potential in whatever they do.

...Our Continued Success Depends on **Teamwork**. Restaurant operation is a team sport. We depend on each other to learn and develop skills in every position in the store. We know that great achievements are only possible from helping and respecting each other.

...In a **Clean and Orderly Restaurant**. "Like new everyday" is our theme for how the restaurant needs to look from the "back of the house" (the prep-kitchen), kitchen, bathrooms to the dining room. Each and every day, LIKE NEW. This is hard work, but pays off in the satisfaction of our customers, secret shoppers, health inspectors and Steritech auditors. From after shift cleaning to the little wipes and cleaning made throughout the day, a clean restaurant is an appetizing restaurant.

...In **Doing Business in a Professional And Orderly Manner**. While we promote fun atmosphere, we expect your focus to stay on the job while you are here.

...In **Being Responsible to Others And to Ourselves**. We do what we say we are going to do when we say we are going to do it. We believe in personal accountability and avoid blaming others when things don't turn out as planned.

Categories of Employment

INTRODUCTORY PERIOD: Full-time employees are on an introductory period during their first 12 weeks of employment. The introductory period for part-time employees is two weeks of employment.

During this time, you will be able to determine if your new job is suitable for you and your manager will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

For purposes of this handbook, FULL-TIME EMPLOYEES regularly work a 55-hour work week for GM/ASM/DM. For other purposes, such as eligibility for health care benefits, the definition of FULL-TIME EMPLOYEES may be different.

PART-TIME EMPLOYEES generally work less than 30 hours each week.

Training

During your introductory period you will be observed by management and begin your training. You will be expected to complete all of the assigned training modules as well as complete a written test. Also, during this time if you feel you do not understand what's expected of you or that you need additional training, we encourage you to ask questions and seek additional help from our management staff.

Anniversary Date

The first day you report to work will be recorded in company records as your anniversary date. This date may be used to calculate many different company benefits. If you have any questions regarding your anniversary date, please see your manager.

Age Requirements

All employees must be of legal working age. Required work permits must be supplied when applicable. Employees under the age of 18 may have restrictions on working hours and type of work performed in compliance with federal and state laws. Your manager will inform you of any such restrictions.

Driver's License/Driving Record

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record to our insurer. Changes in your driving record must be reported to your manager immediately. Violations of this policy may result in immediate termination of your employment.

Talk to Us

We encourage you to bring your questions, suggestions, and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your manager so that the problem can be settled by examination and discussion of the facts. We hope that your manager will be able to satisfactorily resolve most matters.

If you still have questions after meeting with your manager or if you would like further clarification on the matter, request a meeting with the District Manager. (S)he will review the issues and meet with you to discuss possible solutions.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with your manager or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.

Time Clock Procedures

All employees (including General Managers and other salaried managers) are given an employee ID number to clock in and out on the Restaurant's timekeeping system.

You should be ready to work when your shift begins. **You must clock in within 5 minutes of the start of your shift.**

Tampering, altering, or falsifying time records or recording time on another employee's ID number is not allowed and may result in disciplinary action, up to and including termination.

Payday

You will be paid biweekly on Friday for the period that ends on the previous Sunday.

When our payday is a holiday, you normally will be paid on the last working day before the holiday.

You may pick up your paycheck after 3:00PM at the restaurant on payroll Fridays.

For payroll purposes, the work week starts on Monday and ends on Sunday.

Pay Advances/Loans

Pay advances and loans will not be granted to employees.

Lost Paychecks

Report lost paychecks to Management. We will stop payment on the lost check and reissue you another check on the next payroll cycle. The reissued check will incur a deduction equal to the bank stop payment charge and service fees.

Performance Evaluations

All employees receive written and verbal performance evaluations at least once a year. New employees will generally be evaluated at the end of their introductory period.

The evaluation process is intended to let you know how well you're performing and help you be more effective and productive. The evaluation also gives you the opportunity to share your thoughts about your performance and future goals with your manager.

The evaluation process is an opportunity to identify accomplishments and strengths as well openly discuss areas and goals for any improvements. Depending on your position, performance, and PSP's performance, you may be eligible for a pay increase. Pay increases are not guaranteed, and are not necessarily timed on or near the time of your evaluation. Rewards are based solely on a person's job performance and the performance of the unit you are working within.

Poor performance could result in a pay decrease. We reserve the right to issue a pay decrease for any reason management feels appropriate. Two weeks' notice will be given to any pay decrease effective date.

Promotions and Transfers

We believe that career advancement is rewarding for both the employee and the company. We will promote qualified employees to new or vacated positions whenever possible. In addition, you can discuss transfer opportunities with your supervisor.

Job openings may be posted in-house. If you are interested in applying for one of these positions, notify your supervisor and speak to the person indicated on the notice.

Holidays

Due to the nature of the restaurant business, you will be required to work holidays. The Restaurant is generally closed on the following holidays, but some locations may be open if the mall or shopping center where they are located is open for business:

Thanksgiving Day
Christmas Day

Employees will not be paid for the above holidays, except where state or federal wage and hour law dictates otherwise.

Vacation

Full-time, exempt employees are eligible for paid vacation time.

Vacation is calculated according to the calendar year as follows:

After 12 consecutive months of service, you shall be entitled to two (2) weeks of paid vacation annually.

To request vacation leave, submit an Employee Leave Request at least one (1) month prior to the scheduled vacation date. Efforts will be made to grant vacation time as requested, but business needs may require an employee to adjust his or her vacation time.

Vacation must be taken in the year in which it is earned and cannot be carried over from one year to the next. Nor is vacation pay granted in lieu of taking the actual time off.

Vacation requests from November 15th through January 15th will not be granted.

At the end of employment, eligible employees will not be paid for earned but unused vacation, unless state law dictates otherwise.

Sick Days

Full time employees are permitted up to four (4) paid Sick Days during the Calendar year provided they submit a doctor's note within three (3) days of their return from being off, from a qualified physician who provided the treatment indicating their inability to perform their duties. Validity of the notes are subject to review and at the sole discretion of the District Manager and/or CEO of PSP.

Sick Days must be taken in the year in which they were earned and cannot be carried over from one year to the next.

At the end of employment, eligible employees will not be paid for earned but unused Sick Days, unless state law dictates otherwise.

Part-time employees are subject to the same guidelines indicated above except any Sick Days approved will be without pay.

Bereavement Leave

Full-time and part-time employees are eligible immediately upon hire for three (3) unpaid days for the death of an immediate family member. Members of the immediate family include spouses, domestic partners, parents, brothers, sisters, children, children of domestic partners, grandchildren, grandparents, parents-in-law and parents of domestic partners.

Requests for bereavement leave should be made to your manager as soon as possible.

Medical Insurance

Eligible full-time employees, who work an average of 32 hours or more per week, may enroll in a single, a single plus one dependent, or a family contract on the first of the month following sixty (60) days of employment. Eligibility may be defined by state law and/or by the insurance contract.

Information and enrollment forms may be obtained by contacting the Director of Administration.

To assist you with the cost of this insurance, our company pays \$300 toward the employee's portion, dependent and spousal coverage is at the employee's expense. You are responsible for paying the balance of a single contract and any dependent/spousal coverage through payroll deduction.

Details of the plan and eligibility requirements may be obtained by contacting the Director of Administration.

Refer to the actual plan document and summary plan description if you have specific questions regarding your eligibility for coverage or other aspects of this benefit plan. Those documents are controlling.

At the end of employment, you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the Director of Administration.

Dental Insurance

Eligible employees who work an average of 32 hours or more each week may enroll in a single, a single plus one dependent or a family contract on the first of the month following sixty (60) days of employment.

Information and enrollment forms may be obtained by contacting the Director of Administration.

You will be responsible for the full cost of this insurance through payroll deduction.

Details of the plan and the eligibility requirements may be obtained by contacting the Director of Administration.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

At the end of employment, you may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the Director of Administration.

Vision Care Plan

Eligible employees who work an average of 32 hours or more each week may enroll in this plan on the first of the month following sixty (60) days of employment.

You will be responsible for the full cost of this plan through payroll deduction.

Complete details of this plan may be obtained by contacting the Director of Administration.

Information and enrollment forms may be obtained by contacting the Director of Administration.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

At the end of employment, you may be entitled to continuation or conversion of the group vision care insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the Director of Administration.

COBRA

You and/or your covered dependents will have the opportunity to continue medical and/or dental and vision benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental and vision coverage for you and/or your covered dependents would otherwise end due to your death or because:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical and/or dental and vision plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact the Director of Administration.

Flexible Spending Account (Section 125 Plan)

Our company offers a pretax contribution option for employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for out-of-pocket medical expenses and dependent care expenses on a "before tax", rather than an "after tax" basis. Your premium contributions and qualified expenses are deducted from your gross pay before income taxes and Social Security is calculated.

To participate in this plan, complete an election form and return it to the Director of Administration.

You cannot make any changes to your pretax contributions until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or discharge of employment of your spouse. A change in election due to a change in family status is effective the following month.

401(k) Qualified Retirement Plan

Our company provides eligible employees with a 401(k) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. The company's contribution, if any, is determined by the employer on an annual basis.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from your manager. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator.

Eligible full-time and part-time employees may participate in our employee assistance program immediately upon hire.

Our BalanceWorks®, Employee Assistance Program (EAP), and Work/Life Benefit help eligible employees and their immediate families with a wide range of problems. Situations addressed by the EAP include marriage and family problems, emotional problems, alcoholism and alcohol abuse, drug abuse and dependency, financial problems, compulsive gambling and eating disorders. Your conversations and all records are strictly confidential.

The company fully pays the administrative cost of this program.

Additional information regarding this program is available at www.eniweb.com or by calling 1-800-EAPCALL. Complete details of this program may be obtained from your manager.

Schedules

Schedules are prepared to meet the work demands of the business. As the work demands change, management reserves the right to adjust working hours and shifts.

Generally, schedules are posted weekly on Wednesday. Each employee is responsible for working their shifts. Keep in mind the weekends are our most crucial shifts. You should arrive for your shift with enough time to make sure you're ready to work when your shift begins.

Schedule changes may be allowed only if you find a replacement and get a manager's approval. To be valid, the manager must indicate and initial the change on the posted schedule.

The restaurant usually requires high levels of staff on or around holidays, and other special events. We understand that you have a life outside of the restaurant and will always try to find a way to work with you on your schedule requests. Schedule request need to be submitted two weeks in advance. We do ask you to remember just how crucial each position is to the proper functioning of the restaurant. Please remember that even though we will try to comply with your requests, there is no assurance that you will get the requested time off.

Absences and Tardiness

All employees are expected to work on a regular, consistent basis and complete their regularly scheduled hours per week. Excessive absenteeism may result in disciplinary action, up to and including termination.

Disciplinary action taken because of absenteeism will be considered on an individual basis, following a review of the employee's absentee and overall work record.

- If you are going to be late or miss work, employees are expected to call and talk to a manager at least two hours before you are scheduled to work.
- Any employee who does not call or report to work for two consecutive shifts will be considered to have voluntarily resigned employment.
- Prior to taking a leave of absence for vacation, personal leave, military leave, jury duty, or other planned absence, an Employee Leave Request must be made. An Employee Leave Request shall be submitted via email to your GM, SGM, DM or in writing to a manager and consist of a name, dates requested off, and the reason for the request.
- Employee Leave Requests should be submitted at least two weeks prior to the scheduled leave date, unless the request is due to an unexpected emergency. The nature of the emergency should then be shared with an owner/manager.
- During the busiest time of the year, **November 15th - January 15th**, please do not request any time off. Unless the reasons are compelling in the extreme, your request will be denied.
- To return to work from an accident or medical leave, all employees must present a doctor's release.

Any employee who fails to return to work at the expiration of a personal leave of absence will be deemed to have abandoned their job, unless PSP is notified of a reason, satisfactory to management, for not returning to work at the end of the leave of absence.

Employees must be prepared to start work promptly at the beginning of the shift. We suggest you arrive at the Restaurant 10 to 15 minutes before your shift. Your scheduled time is the time you are expected to be on your job, not arrive at the Restaurant. Repeated tardiness is grounds for termination. If it is not possible for you to begin work at your scheduled time, call the Restaurant and speak to the Manager on duty.

Standards of Conduct

Consistent with our mission and values, it is important for all employees to be fully aware of the rules, which govern our conduct and behavior. In order to work together as a team and maintain an orderly, productive and positive working environment, everyone must conform to standards of reasonable conduct and policies of the restaurant.

Disciplinary actions are NOT tiered or progressive and any employment action can be taken against an employee at any time, for any reason, including termination, suspension, written warning, informal warning, etc.

AN EMPLOYEE INVOLVED IN ANY OF THE FOLLOWING CONDUCT MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE TERMINATION WITHOUT A WRITTEN WARNING.

1. Not showing up for a shift without notifying the manager on duty. (No call, no show, no job). A no-show will be considered a voluntary resignation on your part.
2. Invalid Work Authorization (I-9 form)
3. Supplying false or misleading information to the Restaurant, including information at the time of application for employment, leave of absence or sick pay.
4. Clocking another employee "in" or "out" on the Restaurant timekeeping system or having another employee clock you either "in" or "out."
5. Leaving your job before the scheduled time without the permission of the manager on duty.
6. Use of foul, treating, violent or abusive language, including hand gestures. Remember we serve a variety of people including children
7. Disorderly or indecent conduct.
8. Gambling on Restaurant property.
9. Theft of customer, employee or Restaurant property including items found on Restaurant premises.
10. Theft, dishonesty or mishandling of Restaurant funds. Failure to follow cash, V.I.G. Card, Five Guys gift card or credit card processing procedures.
11. Refusal to follow instructions.
12. Engaging in harassment of any kind toward another employee or customer.
13. Failure to consistently perform job responsibilities in a satisfactory manner within the 2 week orientation period.
14. Use, distribution or possession of illegal drugs on Restaurant property or being under the influence of these substances when reporting to work or during work hours.
15. Waste or destruction of Restaurant property.
16. Actions or threats of violence or abusive language directed toward a customer or another staff member.
17. Excessive tardiness.
18. Habitual failure to punch in or out.
19. Disclosing confidential information including policies, procedures, recipes, manuals or any proprietary information to anyone outside the Restaurant.
20. Rude or improper behavior with customers.
21. Smoking or eating in unapproved areas or during unauthorized breaks.
 - a) Smoking is not allowed in any visible/public areas of the restaurant interior or exterior. Employees will not be discriminated against for smoking, however smoking is only permitted off-premises or in an area designated by the General Manager.
22. Not parking in employee designated parking area.
23. Not entering and exiting the restaurant through approved entrance.
24. Failure to comply with Restaurant's personal cleanliness and grooming standards.
25. Failure to comply with Restaurant's uniform and dress requirements.
26. Unauthorized operation, repair or attempt to repair machines, tools, or equipment.

27. Failure to report safety hazards, equipment defects, accidents, or injuries immediately to management.

Employee Meals & Breaks

All Five Guys - Team Members receive ONE meal free of charge during their shift (**minimum time required for paid meal is 5 hours**). A “meal” is described as one sandwich on our published menu (i.e. no extra patties, extra bacon, cheese, etc....) and/or one regular size fry. Fountain drinks are available during employee shifts and employees may refill their drinks as needed.

Meals **MUST** be consumed on-site. **There are no substitutions or exceptions to this policy** (i.e. if you can't eat or don't want the fry or burger, you can't substitute or exchange) There are no discounts or free meals for employees when they are not working.

All Popeyes - Team members who work a minimum of 4 hours are entitled to the standard meal at a rate of 50% of the then current rate charged to customers. The standard meal is established by the Operating Partner and subject to the approval of the CEO.

Meals **MUST** be consumed on-site. **There are no substitutions or exceptions to this policy** There are no discounts or free meals for employees when they are not working.

All hourly employees, at the discretion of the manager on duty and subject to the current demands of the restaurant, may be provided a 15 minute, paid, break for every 4 consecutive hours worked. During any authorized break employees must remain on the premises. Smoke breaks will be permitted in the designated smoking area only.

All hourly employees who work 5 consecutive hours or more during any shift, at the discretion of the manager on duty and subject to the current demands of the restaurant will be granted a 30 minute, unpaid, break. During this break, employees must leave the premises and clock out.

Customer Service

Our restaurant exists only because of customers, and in particular repeat customers who voluntarily choose to return here and spend their money on our food and beverages. Without the customer we don't have a restaurant, they are the only reason we are here. As a result, taking care of our customers is our highest priority, in fact a privilege, never an interruption. At PSP the customer always comes first!

Customer Complaints

Nobody enjoys being the recipient of customer complaints, but complaints are to be expected as part of being in the hospitality business. Complaints can even be viewed in a positive light if they are handled properly.

Complaints can give us insights as to how to make our Restaurant better, demanding customers force us to be our best and resolving complaints satisfactorily can even increase customer loyalty IF they are handled properly.

When faced with a customer complaint:

- Don't get defensive and try to explain, get a manager.
- Remove the offending item immediately, and get a manager.
- Apologize for the problem and tell the customer you will take care of the problem, and get a manager.
- Oh, and finally, always inform a manager of the incident.
- If a manager is not immediately available, correct the problem (give them a new sandwich, fry, or drink) at no charge and inform the manager.

Do everything you can to let the customer know you care and that this isn't the kind of experience you want them to have at our restaurant.

Telephone Courtesy

It is everyone's responsibility to answer the phone. Always answer the phone promptly, within two rings, in a friendly, polite manner.

Respond to any questions that you are absolutely certain of the answer. If you are uncertain, ask the person if you may put them on hold for a moment and quickly refer the call to a manager. ***Always thank the person for calling.*** Always ask the caller for their name when they ask to speak to a manager or customer.

Teamwork

We cannot achieve our goals and provide the highest levels of service to our customers without working together as a team. Teamwork basically boils down to common courtesy and common sense. If a co-worker is overloaded and you're not, help them in any way you can. It's only a matter of time before they will return the favor.

Pitch in to help a customer whether they are technically yours or not. If another employee hasn't quite caught on to something and you have, ask if you may suggest another way to do it. Genuine teamwork makes for a much more enjoyable and satisfying work experience and results in happier (and more generous) customers.

Severe Weather

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the business remains open is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified by your manager.

Natural Disasters

Natural disasters, including earthquakes, hurricanes, mudslides, floods and fires are to be expected from time to time. Although driving may be difficult in some areas due to damaged freeways and streets, when caution is exercised the roads are normally passable or alternate routes are available. Except in severe cases, we are all expected to work our regular hours. Time taken off due to natural disasters while the business remains open is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified by your manager.

Meetings

It is important for every employee to have a good sense of "what's going on" in the Restaurant. It is management's responsibility to keep everyone informed of ongoing changes and news affecting the Restaurant and our people. Such communication takes place primarily in pre-shift meetings and staff meetings.

Staff meetings will be held on a regular basis for your benefit as well as for the Restaurant. Meetings are held for a variety of reasons and can include new menu or pricing offerings, upcoming promotions and events, training, policies, etc. Such meetings are treated as a shift and attendance is mandatory. Only management-approved absences will be accepted.

Most meetings offer employees the opportunity to provide valuable input for feedback and provide suggestions to enhance our working environment and the operation of the Restaurant.

Bulletin Board

The company maintains a bulletin board(s) in our facility as an important source of information. These bulletin boards are to be used solely for company announcements and government postings.

Cell Phone Usage

Under no conditions can personal cell phones be used during work hours for making calls, texting, surfing the internet, etc.

Cell phones can be used before or after your shift as well as during approved break times. Should family members or other key persons need to get into contact with you during work hours, please have them call the store telephone number and ask for you.

Failure to comply with this policy may result in disciplinary action up to and including termination.

Acceptable Use of Electronic Communications

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using the company's communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, text data or any other information used in e-mail, instant messages, text messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone, iPad or similar devices), pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems." Acceptable Uses of Our Systems: Employees may use our Systems to communicate internally with co-workers or externally with customers and other business acquaintances for business purposes.

Company Control of Systems and Electronic Communications: All Electronic Communications contained in Company Systems are Company records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the company. The Systems and Electronic Communications are accessible to the company at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Employee communications on our system are not confidential or private.

The company's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Personal Use of Our Systems: Personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the company at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties. Personal use of our System should be limited to non-working time. Personal use of our System must be conducted in such a manner that it does not affect smooth System operation or use a disproportional amount of the System's functional capacity.

Proprietary Business Information: Proprietary business information means confidential and proprietary information related to the company's trade secrets, business models, business services, sales agreements, pricing information, drawings, designs, customer lists, inventions, recipes, formulas, vendor agreements, strategic business or marketing plans, expansion plans, contracts, non-public financial performance information and other information that derives economic value by being protected from public consumption or competitors may only be used on Company Systems. Proprietary business information may not be downloaded, saved, or sent to a personal laptop, personal storage device, or personal email account under

any circumstances without advance written approval from a member of management. Proprietary business information does not restrict employee rights to discuss their wages, hours or other terms of employment.

Prohibited Uses of Our Systems: Employees may not use Company Systems in a manner that is unlawful, wasteful of Company resources, or unreasonably compromises employee productivity or the overall integrity or stability of the company's systems. These tools are provided to assist employees with the execution of their job duties and should not be abused. Examples of prohibited uses include, among other things, sexually explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may be in violation of Company policies.

In addition, employees may not use our Company Systems:

- To download, save, send or access any discriminatory, obscene, or malicious or knowingly false material; To download, save, send or access any music, audio or video file unless business related;
- To download anything from the internet (including shareware or free software) without the advance written permission of the systems supervisor;
- To download, save, send or access any site or content that the company might deem "adult entertainment;"
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or Systems of the company or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights;
- In connection with the violation or attempted violation of any law; and
- To transmit proprietary business information or client material such as pricing information or trade secrets.

Electronic Forgery: An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Intellectual Property Rights: Employees must always respect intellectual property rights such as copyrights and trademarks.

System Integrity, Security, and Encryption: All Systems passwords and encryption keys must be available and known to the company. You may not install password or encryption programs without the written permission of your manager. Employees may not use the passwords and encryption keys belonging to others.

Applicable Laws: Numerous state and federal laws apply to Electronic Communications. The company complies with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Consequences of Policy Violations: Violations of this Policy may result in disciplinary action up to and including immediate termination of an employee's employment as well as possible civil liabilities or criminal prosecution. Where appropriate, the company may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask your manager for advance clarification.

Social Media

“Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the company.

You are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our problem-solving policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as maliciously false, obscene, threatening or intimidating, that defames customers, competitors, vendors or employees or that might constitute harassment or bullying. Examples of such conduct might include posts meant to put someone in fear for their physical safety or psychological well-being; posts designed to cast someone in a false light to the public; posts that invade a person’s reasonable expectation of privacy; or posts that could contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or other status protected by federal, state or local law.

Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate; nothing that is posted ever truly “expires.” Never post any information or rumors that you know to be false about the company, fellow employees, customers, and people working on behalf of the company or competitors.

Do not create a link from your blog, website or other social networking site to the company's website without identifying yourself as a company employee. Express only your personal opinions. Never represent yourself as a spokesperson for the company or make knowingly false representations about your credentials or your work. If the company is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the company. It is best to include a statement such as “The postings on this site are my own and do not necessarily reflect the views of the company.” You must refrain from using social media while on working time.

Employees are encouraged to report violations of this policy. The Company prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Where applicable, the company complies with state laws concerning access to an employee's personal social networking account, including restrictions concerning employer requests for an employee's username and/or password.

Nothing in this policy is designed to limit an employee's right under Section 7 of the National Labor Relations Act, including discussing wages or other terms of employment.

If you have questions or need further guidance, please contact your manager.

Dress Policy

Our restaurants are not formal, and we understand that each person’s dress style is an expression of their personality. We like your personality otherwise we wouldn’t have hired you. However, we do require certain standards of dress in order to satisfy city, state, and federal regulations as well as commonly accepted norms of decency.

Shoes – Shoes must be close toed and have non-skid restaurant industry approved soles.

Body Art - Employees are NOT allowed to display body art of any kind while on duty. Should an employee have visible body piercings they must be removed prior to shift start, or replaced with a clear stud and/or plug so they are nearly invisible and non-descript. In general, modifications that

alter the original integrity of your body will be open for review. (i.e. loops as a result of grommet holes, neck stretching, etc.) If you have a tattoo, it must be covered while on duty by wearing a **WHITE** long sleeve undershirt or a compression style white "shooting sleeve" as long it's worn on BOTH arms and it extends to the shoulder, underneath your tee shirt. Management reserves the right to change or modify this policy at any time.

Hands and Nails – Hands and nails must be well groomed, without polish, and artificial nails and/or nail extensions are not allowed at any time.

Hair - Please keep beards and goatees neatly trimmed, with mustaches no longer than the corners of the mouth and sideburns no longer than to the corner of the ear. Facial hair shall be no more than ½ inch fully extended. Hair must be neat and of a natural color (not purple, green, orange, pink, blue, etc.). If head hair exceeds collar length, it must be pulled back in a ponytail or tucked up under a company-approved hat. Hair must be kept neat and clean at all times. No extreme styles are permitted. Matted hair is allowed only if pulled back and covered using a company issued hat or material that is not distracting to our guests

Jewelry – no necklaces, bracelets, watches of any kind are allowed to be worn while working. A simple wedding band is acceptable; however, bands that have raised/exposed stones should not be worn as they are a great collecting place for food particles. Buttons or pins bearing non-work-related slogans or signs may not be worn at any time.

Clothes – Five Guys employees will be issued two Five Guys shirts (red shirt for crew members, black shirt for shift leaders and managers) and one hat or visor at the time of hire free of charge. A Five Guys baseball hat or visor (with hair net) must also be worn at all times. A red apron must be worn when behind the counter and taken off when entering the dining room for garbage maintenance or bath room cleaning. **If a second shirt is worn under your Five Guys or Popeyes tee shirt, it must be WHITE in color.**

If your shirt or hat is soiled, discolored, stained or in disrepair, you will be required to purchase a new hat and/or shirt or be asked to leave and return with properly cleaned clothing. If you miss your shift start, due to clothing issues, you will be written up with an unexcused tardy. Prices for shirts and hats have been set at \$7.00 each.

All clothes should be in good repair (We don't care if it's your favorite shirt. If it looks like a moth-eaten mosquito net, don't wear it to work). If you think anything might be questionable, pass it through one of the managers before wearing it to work. **Black or khaki shorts touching the knee, new jeans (without holes or tears, clean and well laundered) or khaki pants are acceptable.**

Reference Checks

Our company will not honor any oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm our employees' dates of employment, salary history, and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of our company. If you receive a request for reference information, please forward it to your manager.

Parking

Parking facilities are limited. You are required to park within the designated areas.

The company is not responsible for loss, damage, or theft of your vehicle. Therefore, we suggest that you lock your vehicle doors.

Contact with the Media

All media inquiries regarding the company and its operations must be referred to your manager. The authorization to make or approve public statements on behalf of the company rests solely with your manager. No employees, unless specifically designated by your manager, are authorized to make statements on behalf of or as a representative of the company.

Safety

PSP is committed to maintaining a safe workplace for all our employees. The time to be conscious about safety is before an accident happens.

Safety is everyone's responsibility and is a regular, ongoing part of everyone's job.

You will receive more specific, detailed information and training on safety issues as an ongoing part of your employment. However, here are some basic guidelines and safety rules to always keep in mind:

- Wipe up spills immediately.
- Never run in hallways or the kitchen, always walk carefully. Even when it's busy, take small steps and pay attention.
- Wear shoes with non-slip soles. They cost no more than standard shoes. Ask your manager about where to purchase them.
- Report defective equipment or tools to a manager immediately.
- Never operate equipment unless you have been trained how to use it properly.
- Pay special attention when using slicers. They are very sharp.
- Never try to catch a falling knife. Knives are easier to replace than fingers.
- Let people know when you're carrying anything hot.
- Don't be shy, yell out something like, "HOT STUFF COMING THROUGH or SWINGIN' HOT."
- Use proper lifting techniques. Never lift too much. If it's uncomfortable, make two trips or get some help.
- Remember to always bend at the knees, lift with your legs, not your back

Sanitation

We are obsessed with sanitation and food safety! Due to the nature of the restaurant business, it is ABSOLUTELY ESSENTIAL that EVERYONE follows safe food handling procedures. This is one area of the Restaurant where there is absolutely no compromise. NEVER take shortcuts on food safety and handling. Every day we are entrusted with the health and even lives of our customers. This is a huge responsibility, one that we must never take lightly.

While you will receive additional and ongoing training on food safety issues following are some of the basic rules we ALWAYS follow and enforce:

- Keep your hands washed. Always wash your hands after using the restroom, smoking, touching your hair, eating, sneezing or coughing.
- Change your latex gloves frequently per Five Guys and Popeyes training recommendations.
- Sanitize everything. Besides clean hands, use sanitizing solution to constantly keep counters, cutting surfaces, and utensils. This helps to keep food handling areas and preparation tools free of bacteria.
- Prevent cross-contamination. Cross-contamination occurs when raw meat comes in contact with other food that will be served without further cooking. For example, never place raw hamburger on a cutting board and then cut vegetables for an uncooked product on the cutting board. Use proper colored cutting boards for each specific food. The same for utensils like knives and portioning tools, always wash and sanitize them after every use.
- Keep food at the proper temperatures. Refer to the Five Guys or Popeyes training and food guidelines for proper food temperatures. Bacteria count on food grows rapidly between 45° and

140° so it's imperative that our food products spend a minimum amount of time in the "temperature danger zone."

- Store food correctly. Raw meat should always be stored below cooked or prepared food.
- Keep chemicals and cleaning products away from food products.

This list is not all-inclusive. Use your common sense when it comes to safety and sanitation.

Workplace Searches

To protect the property and to ensure the safety of all employees, customers and the company, the company reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the company's property. In addition, the company reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the company, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the company.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the company's security procedures or any other company rules and regulations.

Crime and Robbery

If you are ever involved in a robbery, DO NOT RESIST. Statistics show that people, who resist, are three times more likely to be injured than people who do not resist. The safety of you, your fellow employees and customers are our highest priority. Don't be a hero, always cooperate fully and do not resist!

Fire Protection

All employees must know the specific location and operation of fire protection in the Restaurant. The Restaurant is equipped with many fire-extinguishing systems in the ducts, hood, over the stoves and other cooking equipment that contains a dry chemical. They can be set off immediately by pulling the ring attached to each system. We also maintain hand held CO2 systems. Be very specific before setting off a fire alarm or notifying someone to take action.

If the fire alarm sounds, assist guests to the nearest fire exit and out of the building immediately. Tell them the restaurant is under "Fire Alarm Status" and it is their responsibility to leave the restaurant through the nearest exit.

In an Emergency

Your manager should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. In the absence of your manager, contact the nearest company official.

Should an emergency result in the need to communicate information to employees outside of business hours, your manager will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify your manager when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of your manager or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by your manager to await further instructions or information.

Please direct any questions you may have about the company's emergency procedures to your manager.

Background Checks/Drug Testing

Where permitted by law, job applicants and employees may be subject to a background check or drug testing as part of the hiring process or as a condition of continued employment.

Background checks may include social security verification, criminal history, personal and professional references, motor vehicle records, and credit history, as applicable to the position. Background checks may be conducted for applicants as part of the post job offer screening process, or for current employees prior to a promotion or change in job duties, or as deemed appropriate by management.

Types of Drug Testing:

- Pre-Employment Drug Testing: Applicants may be tested for drugs as part of the post job offer screening process.
- Random Drug Testing: Employees may be selected at random for drug testing at any time.
- For Cause Drug Tests: Employees may be required to submit to a drug test if the company believes an employee's performance on the job appears to be impacted by drug or alcohol abuse.
- Post-Accident Drug Test: Any employee involved in an on-the-job accident or injury may be tested for drug or alcohol use.

Any employee who tests positive for illegal drug use may be subject to disciplinary action up to and including termination.

Receipt of Employee Handbook Addendum and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the Princess Street Partners Employee Handbook Addendum and I understand that it contains information about the employment policies and practices of the company. I agree to read and comply with this Employee Handbook Addendum. I understand that the policies outlined in this Employee Handbook Addendum are management guidelines only, which in a developing business will require changes from time to time. I understand that the company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the company. I understand that this Employee Handbook Addendum supersedes and replaces any and all prior Employee Handbooks Addenda and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, the company reserves the right to revise, delete and add to the provisions of this Employee Handbook Addendum at any time without further notice. All such revisions, deletions or additions to the Employee Handbook Addendum will be in writing and will be signed by the president of the company. I understand that no oral statements or representations can change the provisions of this Employee Handbook Addendum.

I understand that this Employee Handbook Addendum is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook Addendum does not create a contract guaranteeing that I will be employed for any specific time period.

THIS COMPANY IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK ADDENDUM, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK ADDENDUM OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE PRESIDENT OF THE COMPANY.

I understand that this Employee Handbook Addendum refers to current benefit plans maintained by the company and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Vacation Policy in this Employee Handbook Addendum.

Initials _____ Date _____

I also understand that if a written contract is inconsistent with the Employee Handbook Addendum, the written contract is controlling. If I have questions regarding the content or interpretation of this Employee Handbook Addendum, I will ask my manager or a member of management.

NAME _____

DATE _____

EMPLOYEE
SIGNATURE _____