



BREAD BASKET

Company Policies and Procedures



BREAD BASKET

April 1, 2023

INTRODUCTORY POLICIES

Introduction- This is your employee handbook. It was prepared for you to help you better Understand what you can generally expect from **(BREAD BASKET)**. This handbook Replaces any and all earlier personnel or employee handbooks, policies and procedures, Statements, and memoranda, whether written, oral or established by practice.

The information in this handbook is important to all of our employees. Read the manual now and Keep it in a convenient place. You will want to refer to your handbook when you have questions About Company policies.

Naturally, you won't find answers to all your questions in the handbook. It is neither a law book Nor a catalog of personnel policies. In preparing this handbook, we have not tried to give you the Minute details of each policy. Instead, we have attempted to present a summary of some of the More important policies. No written statement, no matter how complete, can be a substitute for Direct daily contact with your immediate supervisor.

Throughout your handbook, you will be urged to check with your supervisor or **(MANAGER)** for complete information on employee policies. This advice is Continually repeated because its importance can't be overemphasized. If your supervisor or **(MANAGER)** doesn't have an immediate response to your question, he or she will get the Information you seek and pass it along to you promptly.

Circumstances will obviously require that the policies, practices and benefits described in the Handbook change from time to time. The Company reserves the right to amend, modify, rescind, delete, supplement or add to the provisions of this handbook as it deems appropriate from time to time in its sole and absolute discretion. However, no amendment or modification of the "Terms of Employment" provisions of this handbook shall be effective unless made in writing, and Signed by the President of the Company. The Company will attempt to provide you with Notification of any other changes as they occur.

We are presenting this employee handbook because we feel that if you understand basically what is expected of you, and what you may expect of the Company, we shall have an organization which better meets the needs of our customers.

The statements as set forth in this book have not been arbitrarily established. Each of them has a Sound background of common sense based on the experiences of this Company. Employees have Suggested many and we will further welcome suggestions from you that will aid in maintaining a Constructive and harmonious relationship.

Our single most common goal must be to work together to meet the needs of our customers, Remembering our customers are mutually our most important asset.

STARTING THE EMPLOYMENT RELATIONSHIP

Employment Applications - The Company relies upon the accuracy of

Information contained in the employment application, as well as the accuracy of other data Presented and gathered during the employment process. Any misrepresentation, falsification or Material omission may result in the Company's exclusion of the applicant from further Consideration for employment, or, if the person has been hired, termination of employment.

Reference Checks- To ensure that individuals joining the Company are Qualified and have the potential to be productive and successful, the Company will check the Employment references of all applicants. Every offer of employment is contingent upon the Appropriate completion of a reference check.

Social Security Verification- The Company wants to ensure that all employees' Social Security contributions are properly being reported, so that employees can use that benefit In the future. To this end, the Company will verify all newly hired employees' Social Security Numbers electronically through its subscription to the Social Security Number Verification Service provided by the United States Social Security Administration. If the Social Security information received from the Verification Service does not match the Information you provided to the Company, the Company will provide you the Social Security Information. You should verify if the information given by you matches the name and number on Your Social Security Card. If it does not match the information, please provide the Company the Exact information shown on your card. If the information from Social Security does not match the information on your Social Security Card, you should check with the Social Security Office to resolve the issue. This information can be found by going to www.ssa.gov or call 1-800-772-1213 to find the nearest office to you. The Company will provide you a reasonable amount of time to correct the information discrepancies. Failure to resolve the discrepancy may result in discipline, up to and including termination.

Terms of Employment- Despite any disciplinary procedures or Company rules, standards of Conduct or regulations, your employment is "at will" which means "the relationship between Employer and employee may be terminated by either party 'unilaterally' at any time, with or Without notice, for any reason, or for no reason at all". This handbook contains the entire Agreement between you and the Company as to the duration of employment and the Circumstances under which employment may be terminated. Further, the Company can demote, transfer, suspend or otherwise discipline an employee in its Sole and absolute discretion. Nothing in this handbook, or any other personnel document, Including benefit plan descriptions, creates or is intended to create a promise or representation of Continued employment, or for continued or indefinite employment at a specific position or rate of Pay. Only the President of the Company has any authority to enter into any agreement contrary to the "Terms of Employment" stated in this policy, and such an agreement would have to be in writing And signed by the President.

Employee Classifications- You will be advised of your employee classification at the time of Hire, promotion, transfer, or if any other change in your position with the Company occurs. Since All employees are hired for an unspecified duration, assignment to any of these classifications Does not guarantee employment for any specific length of time. Regardless of classification, Employment is at the mutual consent of you and the Company. Accordingly, either you or the Company can terminate the employment relationship at will, at any time, with or without notice.

Certification: within 30 days of their hire date; All employees engaged in the sale, service, or delivery of alcoholic beverages, as well as their immediate managers, **are require to** take TABC-approved seller training certification course. The training covers the laws concerning the sale and service to minors and intoxicated customers, as well as techniques for intervention to ensure that sales are not made to minors or intoxicated customers.

DISCRIMINATION, HARASSMENT, VIOLATION OF THE LAW

Immigration Reform and Control Act- The Immigration Reform and Control Act require that All individuals pass a verification procedure, including the completion of an “Employment Verification Form”, before they are permitted to work. This verification procedure requires that All new employees provide satisfactory, evidence of identity and legal authority to work in the United States that comply with the requirements of the Immigration law. If an employee has provided documentation having an expiration date, updated documentation Specified by Federal law must be given to the Company before this expiration date.

Non-Harassment Policy-Harassment in employment, including sexual, racial, and ethnic Harassment, as well as any other harassment forbidden by law, is strictly prohibited by the Company. Employees who violate this policy are subject to discipline, including possible Termination.

Racial, ethnic and other forms of prohibited harassment include, but are not limited to:

1. Visual conduct, including displaying of derogatory objects or pictures, cartoons, Or posters;
2. Verbal conduct, including making or using derogatory comments, epithets, slurs, And jokes;

Offensive behavior:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct, including leering, making sexual gestures, displaying of sexually Suggestive objects or pictures, cartoons, or posters;
5. Verbal conduct, including making or using derogatory comments, epithets, slurs, And jokes;
6. Verbal sexual advances or propositions;
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an Individual’s body, sexually degrading words used to describe an individual, Suggestive or obscene letters, notes, or invitations;

8. Physical conduct, including touching, assault, impeding or blocking movements.

9. Managers and supervisors are prohibited from providing favorable treatment to Employees with whom they are involved with in a consensual sexual relationship.

10. All employees are prohibited from using nicknames or terms of endearment with A racial or sexual orientation.

The Company will take all reasonable steps to prevent harassment from occurring and will take Immediate and appropriate action when the Company knows that unlawful harassment has Occurred.

Regardless of whether the action occurred on or off Company premises, if you believe that you Have been harassed by a co-worker, supervisor, agent, vendor or customer, or if you believe that Another employee has been harassed, you have a duty to promptly report the facts of the incident Or incidents, and names of the individuals involved, to your supervisor,

Equal Employment Policy-The Company is an equal opportunity employer and makes Employment decisions on the basis of merit. We want to have the best available people in every Job. Therefore, the Company does not discriminate, and does not permit its employees to Discriminate against other employees or applicants because of race, color, religion, sex, sexual Orientation, gender identity or expression, pregnancy, marital status, national origin, citizenship, Veteran status, ancestry, age, physical or mental disability (an impairment that limits a major life Activity), medical condition (cancer-related), genetic characteristic, including the perception that A person has any of those characteristics or that the person is associated with a person who has, Or is perceived to have, any of those characteristics or any other consideration made unlawful by Applicable laws. Equal employment opportunity will be extended to all persons in all aspects of The employer-employee relationship, including recruitment, hiring, upgrading, training, Promotion, transfer, discipline, layoff, recall and termination.

Violations of the Law- Regardless of whether the action occurred on or off Company premises, If you believe that the Company or another employee has violated any applicable law in the Conduct of Company business, you have a duty to promptly report the facts of the incident or Incidents, and names of the individuals involved, to your supervisor,

The matter will be immediately and thoroughly investigated, and confidentiality will be Maintained to the extent possible. After reviewing the evidence, a determination will be made Concerning whether reasonable grounds exist to believe that any violation of the law has Occurred. It is the obligation of all employees to cooperate fully in the investigation process. The Company considers any conduct based on a violation of the law to be a major offense which Can result in disciplinary action for the offender, up to and including discharge.

The Company will take action to deter any future violation of the law. In addition, disciplinary Action will be taken against any employee who attempts to discourage or prevent another Employee from bringing a violation of the law to the attention of management. The persons Involved will be advised of the determination if appropriate.

The Company wants to assure all of its employees that measures will be undertaken to protect

Those who complain about any violation of the law from any acts of coercion or intimidation, and from retaliation due to their reporting an incident or participating in an investigation or Proceeding concerning the alleged violation of the law.

COMMUNICATION AND PROBLEM SOLVING

Non-Fraternization-The Company desires to avoid misunderstandings, complaints of Favoritism, possible claims of sexual harassment and the employee morale and dissention Problems that can result from certain personal relationships between employees.

Accordingly, employees are prohibited from fraternizing or becoming romantically involved With each other when their personal relationships create an actual conflict of interest, cause Disruption, create a negative or unprofessional work environment, present problems regarding Supervision, work performance, attitude, safety, security or morale, or cause other work related Problems.

All employees should remember that the Company maintains a strict policy against unlawful Harassment of any kind, including sexual harassment.

Employment of Relatives-Our Company permits employment of relatives.

However, the employment of relatives in the same department can create a conflict of interest. Therefore, immediate family members (see definition below) will not work in the same Department for the same supervisor, or for a supervisor who is an immediate family member. Working in the same department for a different supervisor is permitted. Immediate family members include spouse, in-laws, step relatives, domestic partner, parent, Child or stepchild, sister or brother.

Non-Solicitation and Distribution Rule- In order to prevent disruptions in the operation of the Company, and in order to protect employees from harassment and interference with their work, The following rules regarding solicitation and distribution of literature on Company property Must be observed.

Employees: During working time, no employee shall solicit, or distribute literature to another Employee for any purpose. "Working Time" refers to that portion of the working day in which The employee is supposed to be performing actual job duties; it does not include such times as Lunchtime, break time, or time before or after a shift.

Thus, no employee who is on "working time" shall solicit or distribute literature to another Employee. No employee who is on "non-working time" shall solicit or distribute literature to an Employee who is on "working time".

No employee shall distribute literature to another employee for any purpose in working areas of The Company.

No employee shall solicit, or distribute literature to any visitors at any time for any purpose.

Employee Purchasing Policy

Employees are not allowed to shop during breaks, lunch break, or scheduled work hours.

Employees may not ring up their own purchases or transactions involving family members.

Lottery purchase policies:

Employees are not allowed to purchase or cash lottery and lotto tickets for their own

On “working time” or on “non-working time”

Non-Employees: Persons who are not employed by the Company shall not distribute Literature or solicit employees or visitors at any time for any purpose on Company grounds or Inside the Company plant or office.

CONFIDENTIALITY AND CONFLICT OF INTEREST

Off Duty Conduct-Employees are required to avoid any conflict of interest during their Employment by the Company. Any involvement that conflicts with an employee’s duties or Responsibilities or affect the employee’s judgment in making a decision affecting the Company Will be considered a conflict of interest. This includes any direct or indirect business, Management or financial interest or activity, whether or not for compensation, in any business or Entity that is a competitor, customer, supplier, or vendor of the Company.

Employees may engage in or have outside business or personal interests or activities that do not Constitute a conflict of interest with their employment by the Company. The Company requires That these activities or interests do no adversely affect an employee’s capacity to perform his or her functions or result in conflicting loyalties.

Employees are expected to conduct their personal affairs in a manner that does not adversely Affect the Company’s integrity, reputation or credibility. Off duty conduct that adversely affects The Company’s legitimate business interests or an employee’s ability to perform his or her work Will not be tolerated and may result in discipline, up to and including termination.

Personal Involvement-Personal or romantic involvement with a competitor, customer, vendor Or supplier may impair an employee’s ability to exercise good judgment on behalf of the Company. An employee should immediately disclose any relationship of this type to his or her Supervisor. The Company will determine if any actual conflict of interest exists. If a conflict is Determined to exist; the Company will take whatever corrective action it deems to be Appropriate.

Outside Employment-The Company has no desire to regulate what an employee does with their Own time outside work hours. However, employees may not have outside employment that Constitutes a conflict of interest with their employment with the Company. Outside employment Must not interfere with the overtime demands of the employee’s job or diminish or impair an Employee’s capacity to fulfill their duties, obligations and responsibilities to the Company.

Excessive Tardiness/Absenteeism-Absence from work or tardiness affects your income and The ability of the Company to operate efficiently and meet its schedules Depends upon your regular attendance. Habitual or excessive absenteeism and tardiness cannot Be tolerated. Tardiness of a few minutes does not require calling your supervisor, but an Employee who expects to be delayed more than one-half hour must inform the supervisor. All Employees are expected to call their supervisor within one half hour of reporting time on any day On which they expect to be absent. If a prolonged absence is anticipated, you should contact your Supervisor or **(MANAGER)** about a possible leave of absence. Regular and timely Attendance is an essential function of every employee’s job.

Pay Day/Paycheck Accuracy- You are paid **(weekly)**

Time Records- Employees are required to record their own time in and out. No one, regardless

Of circumstances, is permitted to record time for anyone else or to allow such an occurrence. Employees shall clock in and out on time, but not earlier than 4 minutes before their scheduled Starting work time or no later than 4 minutes after their scheduled ending work time and such Time is not considered paid time. Employees will begin and end work on time as scheduled by Their supervisor. Employees are further required to clock in and out on time when taking their Meal period. Employees must record their time in and out whenever they leave the premises for Any reason, other than Company business.

If there is a mistake on the time record, an employee should inform his or her supervisor and Then make and initial the necessary correction. The supervisor should also initial any correction. Supervisors or managers are only authorized to change an employee's time record to accurately Reflect the employee's actual work hours.

Garnishment/Orders to Withhold Earnings- Employees are responsible for their Own debts. Garnishments and/or other court orders to withhold earnings cause considerable Paperwork for the company. For this reason, the Company encourages employees to workout Financial problems before they become an issue. The Company may receive a court order Requiring it to withhold earnings from your paycheck. The Company is compelled by law to Administer the court's order.

Overtime Authorization and Requirement-All overtime worked will be paid, but failure to Have overtime authorized in advance of working the overtime is a violation of Company policy. You will be expected to perform overtime work on occasion when scheduled. There may be Times when you will be unable to work overtime when asked to do so. In this event, please notify your supervisor so that other arrangements can be made. Repeated refusal to work overtime is a Violation of Company policy.

Uniforms- Uniforms required by the Company to be worn as a condition of Employment,

COMPANY WORK RULES AND STANDARDS OF CONDUCT

Disciplinary Action- Disciplinary or corrective action will be administered whenever possible to Give employees advance notice of unacceptable conduct or performance in doing their job in Order to provide an opportunity to correct these problems. Corrective action, at the company's Option, may involve verbal counseling, written warnings, suspension or a combination of these. However, the Company in its sole and absolute discretion may terminate employment without Prior warning, counseling or other forms of corrective action.

It must be remembered that the employment relationship is based on mutual consent of the Employee and the Company. Accordingly, either you or the Company can terminate the Employment relationship at will at any time, for any or no reason. Further, the Company can Demote, transfer, suspend or otherwise discipline an employee in its sole and absolute discretion.

Company Work Rules-It is necessary, in order for our business to operate efficiently and safely, That employees observe the rules governing our work environment. The following, while not all Inclusive, is a list of employee conduct, performance problems or actions considered violations Of Company work rules, which may result in disciplinary action, up to and including termination Of employment.

1. Unexcused, habitual or excessive absence from work.
2. Frequent, habitual or excessive tardiness.

3. Failure to promptly notify the Company of an intended absence.
4. Leaving work before your scheduled shift is completed, without management Authorization or visiting areas away from one's work place.
5. Failure to punch your time card (record), falsification of the time card or violation of the timecard policy.
6. Failure to immediately notify supervision of time delays, shortages, breakdowns or Delivery problems.
7. Excessive spoilage in producing your work.
8. Failure to properly perform assigned work.
9. Violation of break period or meal period policies.
10. Use of profane or abusive language to supervisory or management personnel, other Employees, vendors or customers.
11. Defacing or removing Company materials.
12. Willful damage to Company equipment.
13. Violation of the Company's Solicitation and Distribution Rule.
14. Repeated refusal to work overtime or failing to have overtime authorized by your Management.
15. Violation of Conflict of Interest policies.
17. Violation of the Company's Drug and Alcohol Policy.
18. Lotto, employees are not allowed to buy or cash any type of lottery tickets from place of employment!

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Standards of Conduct-Laws are made so that people can live together with respect for their Personal and legal rights. Company standards of conduct are made for exactly the same reason. The following Company standards, while not all-inclusive, are the principal standards in effect at Our Company. These standards apply equally to all and are for the protection of all employees And our Company. Engaging in the following activities may subject you to disciplinary action, up To and including termination of employment.

1. The possession, sale or use of knives, explosives, firearms, or other dangerous Weapons on Company property.
2. Fighting, threatening or attempting bodily injury to another.
3. Consuming, possessing, selling, illegal drugs or Narcotics on Company property.
4. Falsification of Company records, including employment application, tax records including Social security numbers, time cards and/or production work records
5. Insubordination, including but not limited to, refusal to do assigned work.
6. Inability or refusal to work in harmony or cooperation with fellow employees so as to Cause friction, conflict or lowering of group morale, including deliberate spreading of false

Rumors adversely affecting the operation of the Company.

7. Deliberate or willful destruction or vandalism of Company tools, machines, products, Supplies, or other Company property.

8. Sleeping while on duty.

9. Leaving your department or assigned work place without permission and/or the use of Working time for non-working purposes.

10. Disclosing confidential Company information or removing customer property from Company premises, without prior Company authorization.

11. Gambling of any kind on Company time or premises.

12. Unauthorized use of Company property, equipment or materials.

13. Habitual or gross negligence or incompetence in the performance of assigned duties or Unnecessary waste of Company materials.

14. Engaging in or contributing to violent behavior, or threatening others with violence.

15. Violation of the Company's Harassment, Equal Employment and Violation of Law policies.

Personal Telephone Calls. Except in emergencies,

Employees are not permitted to make or receive personal telephone calls during working hours. Should the need arise; the Company will immediately relay any urgent messages to you.:

The use of personal cell phones is prohibited during work time.

Including Talking on a cell phone or texting

Appearance and Courtesy-Neatness and good taste in dress, care in personal cleanliness, Interest in your work, and a willing, cooperative attitude toward associates, customers and Visitors are recognized and appreciated business assets.

No matter what your position might be, it's important to remember that good manners give a Good impression. Being pleasant and courteous to customers, visitors, and your co-workers is an Important part of your job.

Alcohol and Drug Policy- The Company has a vital interest in maintaining

Safe, healthful and efficient working conditions for its employees, customers and visitors. Being Under the influence or using intoxicants while on the job poses serious safety and health risks not Only to the user but to all those who work or come into contact with the user.

An intoxicant in the workplace also poses unacceptable safety

And health risks. Accordingly, it is the right, obligation and intent of the Company to protect its Employees, customers and visitors, and to safeguard Company property, equipment and Operations by establishing and maintaining the following policy with regard to use, possession of alcohol or other intoxicants in the work place.

Employees may be disciplined, up to and including discharge for any of the following:

1. Reporting to work and/or working with the presence of intoxicants in their bodies;

2. Bringing intoxicants into the workplace;
3. Possessing or ingesting intoxicants in the workplace during working hours, including meal and Rest breaks;
4. Involvement in the manufacture, sale, purchase, transfer, distribution or dispensation of Intoxicants in the workplace and/or during working hours, including lunch and rest breaks;
5. Providing false or misleading information or failing to provide information about any of The foregoing with regard to themselves or others.

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