



PERSONNEL HANDBOOK

At HOME we seek to create a community, within our personnel, community volunteers and our customers. We seek to create an environment that fosters loyalty, dependability, credibility and quality.

We seek to create the best all round experience for our customers possible, not just in the quality of food or drink produced but through the relationships built within the café.

At HOME we seek to create a unique community culture that enriches everyone. This can and will be difficult, but it will be worth it.

Quick Definitions:

Personnel: Those who are paid employees or owners of HOME

Community Volunteers: These are people that may volunteer their skills and time for different community events.

Customers: The community members who come to our café as paying customers. These people are not just customers but a real part of our community.

In everything we do we want to create a 'WELCOME HOME' environment.

OUR UNIQUE CUSTOMER BASE

1. Community event participants.

Most of these people are those interested in experiencing new cultures, activities or languages, they are people who are looking for community.

2. Foreigners

A unique element for us is the ability to attract foreigners. This is due to the ownership and community activities. For this reason, staff will always have the capacity to speak in basic conversational English.

We will also try to increase our ability to communicate in different languages (Spanish, Russian, Arabic)

The ability to have foreign language speakers as staff and community volunteers, means we will also connect with schools, parents and education facilities who may wish to use this advantage.

Racist language and attitudes are NEVER acceptable and staff will be fired for this. All people are treated with respect.

3. Medical staff and patients

The surrounding area has hospitals and medical clinics. Our intent will be to engage those working here to see our Café as their second HOME.

We will offer special deals for Medical staff and also celebrate special events for them.

4. Local young adults and professionals.

Our goal is that local young adults and professionals see “Home Café” as their preferred spot to meet friends and build community.

5. Remote workers and students

We will ensure there is appropriate space and community opportunities for those who work remotely. This will also include special deals for those who wish to work at ‘HOME’ regularly.

6. Local families

Especially in the short time after school (3 – 5:30pm) we will seek to attract families to come together.

7. Non-smokers

Unfortunately, most outdoor areas in Cafes in Izmir contain a lot of cigarette smoke, even indoors despite it being legally forbidden. This is done for the customers who mainly want to smoke. However there is also an opportunity to connect with and attract those who don't smoke.

At HOME we have 7 core values.

1. **Community** – we seek to create a ‘welcome home’ culture where people from different backgrounds are uniquely connected. As such, we intentionally create community partnerships to help further the well-being of our immediate and wider community. We hope you will voluntarily be involved in some of these initiatives.
2. **Exchange** - One of the greatest opportunities we have in life is to exchange in culture, language and experience. HOME will become the place where people’s minds, language and experiences are broadened. It will be a place where everyone grows through connecting with one another.
3. **Sustainability** – we seek to be a sustainable café environmentally. We will consider the environmental impact of everything we do. This will be a difficult journey but one worth working for.
4. **Health** – we care about the health of our staff and community, even when they may neglect it. As such, we seek to create a healthy working environment physically, emotionally, mentally and relationally.

Some of these choices as a café may be unpopular (particularly in regard to smoking).

We are committed to them. As a team we are committed to your health in these areas as well and as such we seek to become healthier together.

How can we help you become healthier?

5. **Excellence:** Everything we do is with the goal of delivering our best. We will be accountable for our results.

6. **Integrity:** In everything we do we will be honest, genuine and credible. Any attitudes or behaviours that undermine the HOME environment are serious. Integrity builds trust both in team and with our customer community.
7. **Profitability:** We value profitability not because we love money but because we love people. The owners, staff, community partners and customers all depend on us to one degree or another.

QUICK STAFF RESPONSIBILITIES AND BENEFITS

Roster: Full time staff will have a 'set roster' unless otherwise agreed due to holidays, other events or the need to cover other employees.

Uniform: Staff will wear a black T-shirt (we will provide a limited amount with the HOME Logo on it). As the café grows we must be easily identifiable.

Skill development: We aim to continually develop your skills and qualifications. As such, we will attempt to provide courses and training (both accredited and unaccredited) to ensure you are better prepared for your career whatever path it takes.

Some of these courses may be directly related to your role in the café, others on the fringes of your responsibility to broaden your knowledge and ability.

Food: All food must be put through the register and noted in the staff book. All drink will come from the staff allocated drinks in the fridge. No drinks will be taken from the customer supply.

HOMES NON-NEGOTIABLES

These are items that no matter how busy, slow, behind, or any other excuse you may dream up, there is never, ever a time when these standards are not to be met:

Clean floors: seating areas, counter area, kitchen, bathrooms.

There should never be any mess in our counter area. It is a customer engagement area and must remain spotless at all times.

Spotless bathrooms

Great-looking food. #weeatwithoureyes #instagram

Telling others “It’s not my job!”

Clean uniforms

Touching your hair, redoing your makeup in the view of customers

Complaining out loud about your co-workers or customer

Proper Personal Hygiene

No improper language or swearing

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IMPORTANT NOTICE

HOME Café expressly reserves the absolute right to terminate your employment at will.

This means:

- ☐ Your employment is terminable at the will of HOME Café.
- ☐ Your employment by HOME Café is terminable with or without cause.
- ☐ Your employment by HOME Café is terminable with or without notice.

The contents of this handbook are guidelines only and supersede any prior procedures.

Neither these procedures nor any other guidelines, policies, or practices nor any oral representations create an employment contract.

HOME Café has complete discretion, with an individual case or generally, to change any of its guidelines, policies, practices, working conditions or benefits at any time.

No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment.

This notice applies to all employees regardless of date of hire. These policies are not intended to supplant or contradict any existing workplace laws. Where direct contradictions occur, it is understood that the applicable law shall be given.

This handbook applies to all employees of HOME Café, which will be referred to as “HOME” in this handbook.

HOME seeks a mutually satisfactory relationship with its employees.

HOME further pledges to be fair and attempts to provide equitable treatment for all employees.

To that end, HOME encourages you to bring any question, concern, complaint, or problem to a member of management for appropriate resolution.

I. Non-Harassment Policy

HOME is committed to providing a work environment free of illegal harassment.

To that end, it is the policy of HOME not to tolerate any form of illegal harassment.

Any instances of harassment should be reported immediately to an affected employee's supervisor or, if that would prove uncomfortable, to Angela Reading, who will ensure that a complete investigation is conducted and that appropriate measures are taken to stop any illegal harassment. No employee will be retaliated against for bringing, in good faith, any such information to HOME's attention.

Employees should be particularly mindful of HOME's tolerance of sexual harassment, which policy is set forth below.

II. Sexual Harassment Policy

A. Purpose and Scope. The purpose of this policy is to express HOME's commitment to provide a work environment free of sexual harassment for all employees and to advise all employees that sexual harassment is expressly forbidden and will not be tolerated.

B. Applicability. All officers, managers, department heads, visitors, vendors, customers, clients, guests, and employees.

C. Policy 1. It is the policy of HOME to provide a work environment free of conduct which creates an intimidating, offensive, or hostile environment.

The policy expressly prohibits sexual harassment in the workplace, including, but not limited to:

A. Severe or pervasive conduct which would not have occurred but for the sex of the employee and which unreasonably interferes with the victim's work performance or creates an intimidating, hostile, or offensive work environment;

Unwelcome conduct of a sexual nature directed towards an employee whose conditions of employment are affected or threatened to be affected based upon whether the employee submits to or rejects the unwelcome sexual conduct. The sex of an employee cannot and will not be used as a factor by any supervisor when making any employment or performance decisions affecting employees of HOME.

2. While all forms of harassment are prohibited, it is the policy of HOME to emphasize that sexual harassment is specifically prohibited. Each employee has a responsibility to maintain a workplace free of any form of sexual harassment.

No one shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will affect the employee's employment, evaluation, wages, advancement, assigned duties or any other condition of employment or career development.

Nor shall any officer, manager, department head or supervisory employee favor in any way any applicant or employee because that person has submitted to or shown a willingness to submit to sexual overtures or advances of the officer, manager, department head or supervisory employee.

3. Other sexually harassing conduct in the workplace committed by anyone employed by HOME is also prohibited. A general outline of the most common examples is as follows:

- a. Unwelcome sexual flirtations, touching, advances, or propositions;
- b. Slurs or other verbal abuse of a sexual nature;
- c. Graphic or suggestive comments about an individual's dress or body;
- d. Sexual degrading words to describe an individual;
- e. The display in the workplace of sexually suggestive objects or pictures;
- f. Off-color language or jokes of a sexual nature;
- g. Asking questions regarding an individual's sexual conduct.

The foregoing list is meant to be illustrative only. Conduct which is not specifically listed, but which would otherwise violate this policy against sexual harassment, is prohibited.

4. HOME's policy to provide a work environment free of sexual harassing conduct extends to the conduct of customers, clients, guests, visitors, vendors and other persons who enter the restaurant.

No person may engage in sexually harassing conduct, as defined in this policy, while engages in any Company-sponsored activity or function or while on Company property.

5. HOME prohibits all forms of sexually harassing conduct including harassment by peers as well as by supervisory personnel, and harassment against males as well as females.

D. Complaint Resolution Procedure

HOME strongly encourages you to utilize this complaint procedure.

HOME welcomes the opportunity to promptly investigate and remediate any instances of sexual harassment.

1. Any employee or applicant who feels they have been subject to sexual harassment in violation of this policy should report such a complaint to Angela Reading. or to his/her supervisor.

If that would prove to be uncomfortable, the employee may contact any supervisor to report such a complaint. It is part of your job duty, as an employee of HOME, to report incidents of sexual harassment.

Most importantly, employees must rest assured that they are encouraged to bring complaints to the attention of HOME. No employee will be retaliated against for bringing in good faith any such information to HOME's attention.

All information regarding harassment complaints will be kept in confidence to the greatest extent practical and appropriate under the circumstances. We will promptly commence an investigation. The investigation will include interviews with all the relevant persons including the complainant, the accused, and other potential witnesses.

HOME will review its findings with the complainant at the conclusion of the investigation. It is imperative that there be no discussion of any aspects of the complainant with anyone except to the extent necessary to conduct the investigation.

2. All persons employed by HOME should take the initiative, in situations where they become aware of harassment through means other than the usual complaint process, by putting a stop to the action or conduct.

3. Any person employed by HOME who is found after appropriate investigation to have engaged in harassment of another employee will be subject to whatever disciplinary action HOME in its sole discretion considers appropriate under the circumstances, up to and including termination of employment for the first offense.

HOME's obligation is to take all action necessary to put an end to the harassment.

No individual who files a complaint or participates in the complaint resolution procedure or provides information pursuant to this policy will be subject to retaliation of any kind for that activity.

4. If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to assure that all parties are reacquainted with this non-harassment policy and to avoid sexual harassment in the future.

There will be at least two (2) follow-up sessions with the complainant to ensure that no sexual harassment is occurring or to prevent the recurrence of harassment.

E. Questions and Information

Any questions about this policy may be directed to management or any supervisor.

F. Dissemination of the Policy

1. The policy will be posted on a work information board
2. The policy will be included in employee orientation materials.
3. The policy will be included in the personnel procedures.

III. Equal Employment Opportunity Policy

HOME Café is an Equal Opportunity Employer which does not discriminate on the basis of race, color, sex, sexual or affectional orientation, religious creed, national origin, nationality or ancestry, marital or familial status, citizenship, age, legally defined disability, veteran status or eligibility for service in the armed forces.

This policy applies to all employment actions, including, but not limited to, recruitment, selection, training, promotion, transfer, layoff or termination. Violations of this provision are to be reported immediately to the manager.

If an employee is uncomfortable with reporting violations of this provision to the manager he/she may report directly to the owner.

IV. Eligibility for Employment A.

All employees must comply with relevant legal requirements by producing original acceptable documents which establish the identity and eligibility to work of every newly hired individual.

An appropriate Company representative will explain what documents are acceptable at your employment orientation.

Additionally, all employees must provide updated eligibility information when requested.

V. Orientation

All new employees will receive an orientation about employment with HOME from a designated supervisor.

The orientation session will include a review of your primary duties and hours of employment, a tour of the restaurant, distribution of the employee handbook and completion of personal data and other needed information.

Should you have any questions about the orientation process, please direct them to management.

VI. Employment Classifications

- * Full Time: A Full-Time employee is regularly scheduled to work forty (40) hours or more per week.
- * Part Time: A Part-Time employee is regularly scheduled to work less than Forty (40) hours per week

VII. Pay Classifications

HOME recognizes three pay classifications: salaried, full time, and part time.

Salaried employees are paid a set salary each pay salary each pay period.

Other employees receive wages based on the amount of hours work in a pay period.

The regular schedule is a 6 day week, with shifts between 8 and 12 hours per shift.

The work schedule will be regularly updated.

An office employee's work schedule is individually assigned based upon the nature of the employee's responsibilities, HOME's needs and the ability to ensure coverage during lunch and break periods.

VIII. Pay Administration

A. Clocking In and Work Records

If you are a manager, non-exempt or hourly employee, you must clock in before the start of each working day and clock out at the end of the workday.

If you are a manager, non-exempt or hourly employee, you must also clock out and in if you leave the premises for lunch or any other reason. If you are an exempt employee, you must complete a work record indicating the use of vacation, sick, bereavement, holiday and personal time on a bi-monthly basis.

Although all employees remain employed at will, clocking in for another employee, altering or removing another employee's clocking in status is against Company rules and will result in immediate termination.

B. Overtime

If you are a manager, non-exempt or hourly employee, you will receive overtime pay at a rate of time and one-half for hours worked over your regularly assigned hours.

The week begins on Sunday and ends on the following Saturday.

Overtime must be approved by your supervisor before you work.

Managers, non-exempt or hourly employees who work on a Company holiday (described in Section XVII-B) will receive pay at time and one-half for the actual hours worked plus the employee's regular holiday pay.

Exempt employees are not eligible for overtime pay.

HOME may require employees to work overtime. You must ensure that any outside commitments, such as second jobs, do not interfere with your responsibility to work mandatory overtime.

Exempt Employees: Pay Deductions for Salaried Employees and Complaint Mechanism

Section A: 1. An employee will be considered paid on a salary basis when paid a predetermined amount in each pay period.

The predetermined amount shall not be subject to reduction due to the variance in quality or quantity of work performed by the employee. Subject to certain exceptions outlined below in Section B, employees paid on a salary basis will receive the predetermined amount for any week in which an employee performs any work, without regard for the number of days or hours worked. Salaried employees will not, however, receive payment for any week when such employees perform no work, unless such employee is on an employer-approved vacation leave, personal leave, or legitimate sickness or disability.

2. An employee's salary shall not be deducted when a salaried employee does not perform work due to operating requirements of the employer or due to absences occasioned by the employer.

The prohibitions on deductions outlined in Section A, above, are subject to the following exceptions:

1. Deductions to the employee's pay may be made when a salaried employee is absent for one or more full days due to personal reasons, other than sickness or disability.

Deductions will only be made in full day increments, i.e. an employee out for one and one half (1 ½) days due to personal reasons shall only be deducted for one full day.

2. Deductions may be made when a salaried employee is absent from work for one or more full days of sickness or disability (including work-related accidents) when such days are in excess of those provided by the employer to such employee pursuant to the employer's sick leave policy.

Deductions may be made for full days of sickness before an employee has earned sick days pursuant to the employer's sick leave policy.

Deductions may also be made when an employee is receiving salary replacement benefits under State disability insurance laws or worker's compensation laws.

C. Lateness You are considered late if you are not at your work area ready to work at your starting time.

Continued lateness will subject you to disciplinary action including termination.

However, you remain an employee at will, and HOME reserves the right to terminate your employment at any time, with or without cause and with or without notice.

IX. Payment of Wages HOME work week is Sunday to Saturday.

Because State law requires records of time worked and of vacation, sick and person days taken, if you are a non-exempt employee, you must submit signed time sheets to your supervisor on the last work day of your week.

If you are an exempt employee, you must identify sick time, personal time, bereavement time, holidays and vacation time taken in a record submitted to your supervisor on a bi-monthly basis. Pay will usually be distributed on monday each week.

X. Accidents and Job Safety

It is HOME's aim to provide you with a safe working environment. Your safety and health is of utmost importance to our operations.

We make strenuous efforts to safeguard all operations by providing safety equipment and instructions, not only for job efficiency, but primarily for your and your fellow employees' protection.

If you are injured on the job or while traveling on legitimate business for HOME, you are required to notify your supervisor immediately and complete all the necessary requirements for benefits.

Safety is everyone's responsibility. If you become aware of an unsafe situation, you must immediately advise your supervisor.

With everyone's cooperation, we can have safe, accident-free operations throughout the cafe. When you are performing certain operations, you must wear the proper personal safety equipment and follow all safety procedures.

Remember, violations of a safety rule or safety instructions may be followed by disciplinary action, even though a resulting accident may not cause an actual injury. This does not change 10

Employee's at-will status.

Ignorance of a rule or procedure will not be accepted as an excuse for any violation. If you are not sure, ask!

Employees are required to report all accidents immediately to their immediate supervisor, who shall in turn report the incident to the owner as soon as reasonably practical, and in no case longer than twenty-four (24) hours. Accidents include injury on the job as well as damage to public/private property.

Employees will be required to fill out an accident report.

Reports shall be in writing in the form prescribed by the owner.

XI. Safety Policy

The restaurant insists that each employee act in a safe manner in the restaurant. Unsafe actions by anyone will not be tolerated.

If you have any questions about your personal safety, be sure to bring them to the attention of your immediate supervisor. If you have any suggestions or ideas on how to improve individual or restaurant safety, please bring these ideas to the attention of your immediate supervisor.

For purposes of security, any employee who has been issued keys or access codes to any HOME Cade owned property may not duplicate those keys without the permission of the owner.

IMPORTANT! You must:

- * Use safety equipment
- * Wear safety clothing
- * Not operate equipment for which you are not properly trained
- * Warn co-workers/Help each other
- * Report defective equipment and dangerous or unsafe conditions
- * Report injuries and accidents
- * Report unsafe conditions that will affect the public
- * Take care of tools and equipment and they will take care of you

Remember: Think Safety

XII. Prohibitions and Infractions

As discussed throughout this handbook, the employment relationship between you and HOME is at-will, meaning that your employment may be terminated by you at any time or by HOME at any time with or without notice and with or without reason or cause in its absolute discretion.

However, it is helpful to review certain serious infractions and examples of unacceptable conduct. It is not possible to list all types of serious infractions.

However, some examples are as follows:

1. Dishonesty of any kind.
2. Possession of firearms, fireworks, explosives, or weapons on Company property.
3. Unauthorized possession of intoxicants, narcotics or illegal drugs on Company property.
4. Reporting to work in an intoxicated condition or under the influence of alcohol or drugs.
5. Mistreating and/or abusing a customer.
6. Fighting on Company property.
7. Theft of any Company property or the property of any of its employees.
8. Willful abuse or destruction of Company property or the property of any of its employees.
9. Insubordination (which is defined as the refusal to perform any reasonable instruction given by an employee's supervisor or by management).
10. Misrepresentation in obtaining employment with HOME.
11. Falsifying or permitting falsifying on one's own or fellow employee's time card
12. Tardiness or absenteeism that is excessive or repetitive.
13. Failure to comply with any Company policy, work or safety rule that is found to be a serious infraction under the circumstances.

XIII. Conduct and Dress Code

Regardless of your individual job description or position, you are at all times during work hours a representative of HOME and we require you to behave and dress accordingly. All other HOME's dress code will be explained in detail upon hiring. Staff are issued two HOME's signature shirts. Other clothing worn must be consistent with these shirts.

Additional uniforms may be purchased from management.

A. Proper personal hygiene

Good personal hygiene habits include:

- ☐ Washing the body helps keep it free of disease-causing germs. If possible, everybody should have a shower or a bath every day. However, there may be times when this is not possible, for example, when people are out camping or there is a shortage of water.
- ☐ If this happens, a swim or a wash all over the body with a wet sponge or cloth will do.

☐ Cleaning the teeth at least once a day. Brushing the teeth after each meal is the best way of making sure that gum disease and tooth decay are avoided. It is very important to clean teeth after breakfast and immediately before going to bed.

☐ Washing the hair with soap or shampoo at least once a week.

☐ Washing hands with soap after going to the toilet.

☐ Washing hands with soap before preparing and/or eating food.

During normal daily activities, such as working and playing, disease causing germs may get onto the hands and under the nails. If the germs are not washed off before preparing food or eating, they may get onto the food.

☐ Changing into clean clothes. Dirty clothes should be washed with laundry soap before wearing them again.

☐ Hanging clothes in the sun to dry. The sun's rays will kill some disease-causing germs and parasites.

☐ Turning away from other people and covering the nose and mouth with a tissue or the hand when coughing or sneezing. If this is not done, droplets of liquid containing germs from the nose and mouth will be spread in the air and other people can breathe them in, or the droplets can get onto food.

Cleaning teeth helps keep gums and teeth healthy. Washing hands after going to the toilet helps stop the spread of germs.

XIV. FOOD

HOME will provide 1 regular meal and one snack for every 8 – 12 shift. Special meals can be purchased at 50 percent of general price, unless specifically approved by a manager. Drinks are available in the staff section of the fridge. No customer drinks are to be used unless pay for in full.

If you want to order food for your family and/or friends, it must be at full cost.

Coffee, tea, and soft drinks are free to all employees, front and back of the house.

Smoking is only permitted with a manager's approval and when a fellow server covers your station.

PERSONAL ITEMS

HOME is not responsible for personal items brought into the workplace. Please do not bring personal value items to work. Also personal belongings should be store in the staff cupboard area.

E. Tips

At HOME we have a tip jar however, as all employees receive a profit share all tips will be donated to a community partner.

F. Handling Cash

Cash handling must be done with transparency and integrity. Any dubious handling of cash will be a reportable offence and can result in termination. The pos system must be used according to training and policy.

G. Conflicts of Interest

HOME Café employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative of that employee. This is a general guideline for dealing with this issue. Employees must seek further clarification from the manager if they believe that they may have an actual, potential, or even a perceived conflict of interest.

I. General Employee Conduct

It is the duty of all HOME Café employees to conduct themselves at all times in a manner which brings credit to HOME Café.

Any conduct that is inconsistent with this high standard will not be tolerated.

Examples of inappropriate conduct include, but are not limited to:

1. Reporting to work under the influence of alcohol, prescription, non- prescription/illegal drugs, or using these substances during work hours;
2. Being absent from work without permission or failing to report to a superior in a timely manner when absent;
3. Habitual absenteeism or tardiness;
4. Wasting material, property, or work time;
5. Inability to work effectively with the public or fellow employees;
6. Failing to observe proper security or safety procedures;
7. Commission to an indictable offense or disorderly persons offense or a crime of dishonesty;

8. Speaking critically or making derogatory or false accusations so as to discredit other employees or supervisors;
9. Removal of HOME Café funds or property, including property in the custody of HOME Café, without permission;
10. Falsification of hours
11. Divulging or misusing confidential information;
12. Obtaining pay for sick leave under false pretenses;
13. The use of profanity or abusive language in general or toward a fellow employee or a member of the general public while performing one's official duties;
14. Insubordination;
15. Violation of HOME Café's drug policy.

Employees found to be in violation of this general code of conduct are subject to discipline, up to and including termination.

J. Political Activities

It shall be HOME Café's policy to appoint, promote, demote, transfer, and terminate all employees without regard to political considerations.

HOME Café employees shall not engage in any political activities during working hours or on HOME Café property.

Nothing in this section shall be constructed to prevent HOME Café employees from becoming or continuing to be members of any political party, club, or organization, attending political meetings off HOME Café property, or voting with complete freedom in any election.

Substance Abuse Policy

HOME Café will not tolerate or condone substance abuse.

It is the policy of HOME Café to maintain a workplace free from alcohol and other drug use and its affects. It is the policy of HOME Café that employees who engage in the sale, use, possession, or transfer of illegal drugs or controlled substances, or who offer to buy or sell substances, use alcohol during working hours, or abused prescribed drugs, will be subject to disciplinary action, up to and including termination.

It is the policy of HOME Café to commit the resources necessary to achieve and maintain a drug- and alcohol-free environment.

L. Employee Mobile/Cell Phone Usage Policy HOME Café forbids the use of a cell phone hands on or hands off or similar devices in the counter or kitchen area.

It is imperative that staff are always aware of our customers needs.

XV. Employee Benefits

Employees who request family leave are encouraged to contact management for additional information.

XVI. Personal/Sick Leave

The professional skills, experience and commitment to our employees cannot be utilized effectively when absences occur for whatever reasons. It is important that you are at work as scheduled. If for any reason during your shift you are showing signs of fever, vomiting and/or diarrhea notify the manager on duty immediately. If you are unable to work due to a fever, vomiting and/or diarrhea you must be 24 hours free of symptoms and have a doctor's note upon returning to work.

For the occasions when you are unable to work because of illness or medical treatment, you may be absent from work. In all cases of absences, you must notify management before the beginning of a work day and inform him/her of the reason for the absence. If you are absent for an illness of three (3) working days or more, a doctor's note is required.

This note must be given to your supervisor on your first day back to work. This policy must be strictly adhered to.

HOME provides family and medical leave to eligible employees with applicable laws.

XVII. Smoking Policy

Employees are prohibited from smoking within the restaurant.

An employee may smoke only across the road or around the corner as the smoking area. An employee must cover their work uniform.

No employee is allowed to smoke in peak hours, generally between the hours of 12pm-2pm and 6pm-9pm.

XVIII. Separation of Employment

Separation of employment occurs when the employment relationship between HOME and the employee ends.

There are three types of separations: voluntary resignation, layoff, and discharge.

1. Voluntary resignation occurs when the employee ends the employment relationship.

All employees must submit a written notice of resignation at least two (2) weeks before their final work day. All notices of resignation will be addressed to your supervisor and must specify the effective date of the resignation.

2. **Layoff** occurs when business reasons require the elimination of either positions or employees. HOME will give advance notice of the layoff in accordance with applicable law to affected employees.

3. **Discharge** occurs when HOME chooses to end the employment relationship.

As discussed in the Important Notice, HOME may discharge you at any time, with or without cause.

Discharge requires no advance notice. Upon separation, you shall meet with management to complete any appropriate forms.

Upon any separation of employment, you shall receive pay for accrued, earned salary. Vacation, sick, or personal time cannot be used in lieu of notice.

At the separation of employment anything belong to HOME must be returned. In order to provide for smooth and orderly transition, proper notice of resignations must be given. Resignation shall be in writing to your supervisor. All notices of resignation will be addressed to your supervisor and must specify the effective date of the resignation. An additional copy must be sent to the payroll office.

HOME Café will notify employees in writing of acceptance of resignation.

Employees are encouraged to provide four (4) weeks' notice. All employees shall give a minimum of two (2) weeks; notice prior to the effective date of the resignation.

XI. Personnel Files

HOME maintains personnel files on each employee. All records and documents pertaining to your employment with HOME shall be maintained by office personnel and remain confidential. You may review your personnel file by contacting management and scheduling a mutually convenient appointment.

XXII. Disclosure of Employee Information

HOME will not disclose personal information without your written consent. Only members of management are permitted to respond to telephone, written or other inquiries about current or past employees. Employees are entitled to review their individual personnel records during normal business hours and within a reasonable time of the request to review such records.

Only those employees charged with personnel responsibilities shall have the authority to review other employees' personnel records. Personnel records shall be reviewed in the presence of the manager.

XXIII. Change in Status or Personal Information

It is important that HOME maintain current information on all of its employees. It is your responsibility to notify office personnel of any changes in your name, address, telephone number, marital status, dependent status, beneficiary, emergency contact or any other necessary information.

All employees shall immediately notify the manager of any revisions in personnel information, including but not limited to, name, address, telephone number, marital status, dependents and insurance beneficiaries.

XXIV. Emergency or Inclement Weather Closings

HOME may be closed due to an emergency or inclement weather. It is your responsibility to contact the restaurant. If the restaurant is open, you are expected to make every reasonable attempt to arrive at work on time. The restaurant is usually open during inclement weather. We expect our employees to make a sincere effort to come in.

XXV. Searches and Inspections of Company Property

To ensure its ability to effectively conduct business, HOME reserves the right to access at all times Company property, equipment, records, documents, and files and to protect against unauthorized use and removal of Company property. Accordingly, HOME has established this policy concerning inspections and searched on Company premises. This policy applies to all employees of HOME. All lockers, offices, mail and packages are subject to searches at any time without notice.

DISCLAIMER

The employment relationship between HOME Café and its employees is terminable at the will of either party. The employment relationship is terminable with or without cause and with or without prior notice. No employee, agent, manager or supervisor of HOME Café has the authority to add to, subtract from or modify this disclaimer in any way, whether orally or in writing. This Handbook does not constitute a contract of employment.

TO BE SIGNED AND RETURNED TO EMPLOYER:

Acknowledgement of Receipt and Understanding by Employee

By my signature below, I certify that: I have received a copy of HOME Café Employee Handbook.

I have read and become familiar with the terms of the Policies.

I understand that the Employee Handbook does not constitute a contract.

I understand that the Employee Handbook supersedes and replaces all prior personnel policies and procedures, whether oral or written, that may previously have existed. Any such prior personnel policies and procedures are void and of no effect whatsoever.

I have read the "Important Notice" and understand that HOME Café has the absolute right to terminate me at any time, with or without cause and with or without notice.

I am committed to abiding by the Mission, Values, Culture and Policies of HOME.

Employee Witness:

Employee name: _____

Signature: _____

Date: _____

Managerial Witness:

Manager name: _____

Signature: _____

Date: _____