

Welcome to



TABLE OF CONTENTS

	<u>Page</u>
WELCOME.	3
INTRODUCTION	4
EMPLOYMENT POLICIES AND REGULATIONS	6
PAY POLICIES	15
EMPLOYEE BENEFITS	17
OPERATING REGULATION, POLICIES AND PROCEDURES	19
DRUG TESTING.	26
EMPLOYEE ACKNOWLEDGMENT.	31

Revised 1/2023 1.0

WELCOME TO

CLASSIC FOODS INC., DOING BUSINESS AS WENDY'S

On behalf of your colleagues, we welcome you to Wendy's and wish you every success here. As a Wendy's employee, you represent the Company to our customers. Therefore, everything you do contributes to our customers' image of you, Wendy's Restaurants, and Classic Foods Inc. That makes your job very important.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs and benefits available to eligible employees. You should familiarize yourself with the contents of the employee handbook as soon as possible, for it will answer many questions about your employment with Wendy's.

Please be open with us about how you feel about your job. We will listen to you and help make your stay with us as enjoyable and successful as possible.

Welcome to Wendy's! We hope that your experience here will be challenging, enjoyable and rewarding!

Sincerely,

Todd Ricks, Owner

Robert Pincock, Owner

INTRODUCTION

This handbook is designed to acquaint you with Wendy's and provide you with information about some of the policies affecting your employment, working conditions and employee benefits. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Wendy's continues to grow, the need may arise and Wendy's reserves the right to revise, supplement, or rescind any policies or portion of the handbook as they occur. The only exception to any changes is our employment-at-will policy permitting you or Wendy's to end our relationship for any reason at any time.

1. Every employee will have an opportunity to read the handbook upon hire and must review, understand, and comply with all its provisions. You will electronically sign as you are hired in the onboarding paperwork. You can view it anytime in your personal Paycor account. A copy of this handbook is also posted on the company web site.
2. Each employee must signify by signing the "Handbook Acknowledgement" form at the end of this handbook that he/she fully understands his/her responsibility related to the handbook. This is done electronically in your hiring paperwork.
3. Management will notify all employees of any changes to the handbook as they occur through an e-mail notification.

MISSION STATEMENT

Our mission is to provide our customers with the best dining experience each time they visit one of our restaurants.

We are committed to.....

1. Always making Customers Our #1 Priority with Excellent Customer Service
2. Serving Fresh & Tasty Food Quickly in a Clean Restaurant
3. Providing Jobs to, Friendly, Hardworking, Honest People
4. Provide Growth & Development Opportunities to All

OUR CUSTOMERS

Our customers are the most important people in the world. Without them, we wouldn't be in business. They are also the most important people you know because of them we can get paid! Therefore, the main purpose of your job is to serve them well, and to keep them coming back!

Here are some guidelines we've established to help us treat our customers properly. It's important that we adhere to them.

1. Approach each customer immediately with a cheerful smile and greeting. Be enthusiastic!
2. Know our products well so you can give accurate information to our customers.
3. Be sincere with your service.
4. Say thank you to our customers.
5. Never argue with our customers. The customer is always right. If our customer is not happy, please turn it over to the Manager on duty.
6. Develop the art of suggestive selling. Not only does this increase sales for our restaurants, but it also helps our customers get complete meals.
7. Never leave our customers waiting.
8. Always empathize with any customer complaint. Use the provided training on how this is done.
9. Never discuss personal problems in front of our customers.

CODE FOR CUSTOMER GUEST SERVICE

1. The **Customer** is the most important person in our restaurants.
2. The **Customer** is not dependent on us - we are dependent on them.
3. The **Customer** is not an interruption of our work – they are the purpose of it.
4. The **Customer** does us a favor when they visit our restaurant - we are not doing them a favor by serving them.
5. The **Customer** is not an outsider to our work – they are part of it.
6. The **Customer** is not a cold statistic - they are a flesh and blood human being with feeling and emotions and with prejudices and biases, like our own.
7. The **Customer** is not someone to argue or match wits with - nobody ever won an argument with a customer even though they may have thought they did.
8. The **Customer** is deserving of the most courteous and attentive treatment we can give them.
9. The **Customer** is the life blood of this and every other operation.

EMPLOYMENT POLICIES AND REGULATIONS

YOUR JOB AT WENDY'S

Your progress, growth and advancement with Wendy's depends solely on the effort you put forth to fulfill your job duties and to follow our rules of conduct and behavior. We expect you to take your job seriously and to perform your tasks in a professional manner.

Running our restaurant is a team effort with many people helping each other. They consist of Employees, Managers, Shift Managers, Training Personnel, and Crew Leaders. You are responsible for making your store the place customers choose to visit for the best quality in products and services.

YOUR TRAINING AT WENDY'S

We will train you to do your job well. Through our employee training program, you will learn the procedures and customer service. Your manager will play a big part in your training, demonstrating the correct way to do things and supervising you as you try your hand at them. This will make your job a lot easier and give you a feeling of security as you assume your role as a Team Member.

THE NATURE OF EMPLOYMENT

Employment with Wendy's is voluntarily entered, and the employee is free to resign at will at any time, with or without cause. Similarly, Wendy's may terminate the employment relationship at will at any time, with or without notice or cause. A two weeks' notice (and fulfilled) is required to be considered for re-hire in the future.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Wendy's and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at Wendy's discretion. These provisions supercede all existing policies and practices and may not be amended or added to without the express written approval of the owners of Classic Foods.

EMPLOYMENT CATEGORIES

It is the intent of Wendy's to clarify the definitions of employment classifications so that each employee understands their employment status. These classifications do not guarantee the right to terminate the employment relationship at will at any time is retained by both the employee and Wendy's.

Each employee is designated as either **NONEXEMPT** or **EXEMPT** from federal and state wage and hour laws. **NONEXEMPT** employees are entitled to overtime pay under the specific provisions of federal and state laws. **EXEMPT** employees are excluded from specific provisions of federal and state wage and hour laws.

In ADDITION TO the above categories, each employee will belong to one other employment category:

CLASS 3 - Hourly Crew Member who qualify for ACA benefits

CLASS 2 - Hourly Management / Shift Manager

CLASS 1 – Salaried Management and Owners

EMPLOYEE RELATIONS

Wendy's believes that the working conditions, wages, and benefits it offers to you are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation, you are strongly encouraged to voice these concerns openly and directly to your supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Wendy's amply demonstrates its commitment to employees by responding effectively to employee concerns.

EQUAL EMPLOYMENT OPPORTUNITY

To provide equal employment and advancement opportunities to all individuals, employment decisions at Wendy's will be based on merit, qualifications, and abilities. Wendy's does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Wendy's will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Corporate Offices at office@wendysidaho.com. Employees can raise concerns and make reports without fear of reprisal. Anyone found engaged in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

SEXUAL HARASSMENT POLICY

It is Wendy's policy that every employee be free from sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. The harassment complained of is based upon sex, and
2. The charged sexual harassment had the effect of unreasonably interfering with the employee's work performance and creating an intimidating, hostile or offensive working environment that seriously affected the psychological well-being of the employee.

Any employee who believes that he or she is being sexually harassed should:

1. Promptly and politely confront the harasser and request that the person cease the harassment immediately.
2. If the harassment continues or if you do not desire to confront the harasser, report the incident to your manager.
3. If circumstances prohibit you from reporting the incident to your manager, report the incident to the corporate office office@wendysidaho.com.
4. If, after a reasonable amount of time has passed, you feel the matter is not being resolved by management, go directly to the corporate office.

The report should include specific details of the behavior that constituted the harassment.

1. Any report of sexual harassment will receive the immediate attention of the manager responsible. The manager will report any unresolved complaints of sexual harassment to Todd Ricks and Robert Pincock.
2. Any investigation of report of sexual harassment shall include conferring with the parties and witnesses named by the complaining employee.
3. Any investigation of a report of sexual harassment shall be kept, to the extent possible, strictly confidential.
4. If an investigation reveals a valid complaint of sexual harassment, prompt disciplinary action will be taken to assure the action is discontinued. This action may include but not be limited to a reprimand, time off without pay, and termination of employment, depending on the severity of the incident.

Any employee found to be making unsubstantiated reports of sexual harassment may also be subject to the above disciplinary measures.

EMPLOYMENT OF MINORS AT AGE 15

The company does allow hiring of minors at age 15. All local and state laws are enforced and adhered to at all times. Special considerations are required by employees under the age of 16.

HIRING OF SPOUSES

The employment of spouses in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. Therefore, employment of spouses in the same area of the organization will not be allowed.

DATING POLICY

Supervisory Personnel (Manager, Restaurant Manager and Shift Manager) may not date other supervisory personnel or crew members in the same restaurant. This may cause personal conflicts and claims of favoritism or partiality in treatment at work. In cases where a conflict or potential conflict arises, the parties will be separated by reassignment or terminated from employment.

IMMIGRATION LAW COMPLIANCE

Wendy's is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are re-hired must also complete the form if they have not completed an I-9 with Wendy's within the past three years, or if their previous I-9 is no longer retained or valid. Employees may raise questions or complaints to the corporate offices about immigration law compliance without fear of reprisal.

Classic Foods Inc may and does participate in E-Verify.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Wendy's wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the corporate office for more information or questions about conflicts of interests.

An actual or potential conflict of interest occurs when an employee can influence a decision that may result in a personal gain for that employee or for a relative as a result of Wendy's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs if they meet the performance standards of their job with Wendy's. All employees will be judged by the same performance standards and will be subject to Wendy's scheduling demands, regardless of any existing outside work requirements. Scheduling at Wendy's cannot be changed to meet outside work requirements.

If Wendy's determines that an employee's outside work interferes with performance or the ability to meet the requirements of Wendy's as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Wendy's.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Wendy's for material produced or services rendered while performing their job.

CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interest and the success of Wendy's. Such confidential information includes, but is not limited to the following examples:

Compensation	New products
Financial information	Current employees
Marketing strategies	

Any employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information. This requirement continues even after termination of employment for any reason.

COMMUNICATION

If you have a question, problem, or an idea about a better way to do things, you should discuss it with your manager. If your manager can't answer your questions or help you with your problem, he or she can get an answer for you from higher management. You can be assured that the answer to your question, problem or idea will be fair and straight forward.

From time to time, your manager will hold employee meetings to discuss and review Company policy, procedure and other important subjects about your job and the business. You'll be paid for attending.

Please check the bulletin/break area before every shift you work for other important notices and information that you need to know.

OPEN DOOR POLICY

The company encourages candid and open communication between you and your supervisors. There may be times, however, when you wish to voice a concern, make a suggestion or comment, discuss an idea, ask a question in confidence, or disagree with a decision that has been made.

Wendy's believes that all our people are vital to our continued success. The Company and each of its managers has a special obligation to you to ensure that each person is treated fairly and that your ideas are heard.

Almost everyone has an occasional problem, question, or idea relating to his/her job environment. We encourage you to communicate those thoughts. So don't be shy! When you have an idea or concern, immediately take the following steps:

1. Talk with your manager first. It is his/her responsibility to answer your questions promptly and to ensure that you are treated fairly.
2. If you and your manager are unable to find a satisfactory solution, then schedule an appointment with your District Manager or Operator.
3. If you are unable to resolve your concern, feel free to talk with any other management person with whom you can relate and feel comfortable - any place, any time.

EMPLOYMENT APPLICATIONS

Wendy's relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information will result in Wendy's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who join Wendy's are well qualified and have a strong potential to be productive and successful, it is the policy of Wendy's to check the employment references of all applicants.

The corporate office will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No other employment data will be released without written authorization and release signed by the individual who is the subject of the inquiry.

INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory performance level of performance and to determine whether the new position meets their expectations. Wendy's uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Wendy's may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. If Wendy's determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as worker's compensation insurance and Social Security.

PERFORMANCE EVALUATIONS

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both the supervisor and employee the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of managers will be evaluated annually. All other employees will be evaluated annually close to their anniversary. Merit-based pay adjustments are awarded by Wendy's in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

GUIDELINES TO DISCIPLINARY ACTION

We're interested in your success in your job at Wendy's. We expect you to follow our policies and procedures and to perform your job in a professional manner. If your performance on the job is not up to our standards, you will be informed by your manager and re-instructed on the proper procedures.

Your employment with Wendy's may be terminated without verbal or written warnings for violations of our policies or procedures, and for reasons including, but not limited to, the following:

1. Theft of money, food, or store property. You will be terminated immediately, and you will be prosecuted. Including abuse of company property or equipment.

2. Taking or giving away food (cooked or uncooked) or giving unauthorized discounts to any person at any time or allowing anyone to remove food without payment.
3. Knowledge of theft or money, food, or store property if not reported to management immediately.
4. Failure to ring up any order or immediately place the cash in the register.
5. Reporting to work under the influence of alcohol or drugs.
6. Use, sale, possession of distribution of alcoholic beverages or drugs on or adjacent to Wendy's.
7. Falsification of timecard records or business reports.
8. Failure to report or covering for a shift without contacting your manager.
9. Failure to accept work as assigned by management.
10. Possession of a deadly weapon, firearm, ammunition, or fireworks on the premises.
11. Cursing, eating, or drinking on the front line.
12. Gambling or fighting on the premises.
13. Rude or abusive treatment of a guest.
14. Sexual harassment of any type. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature if used in a way that is embarrassing, suggestive or degrading to any individual based on his or her sex. See the sexual harassment policy on page 8 of this manual.
15. Intentional violation of safety rules.
16. Repeating confidential information (sales, financial information, payroll, employment, ECT.).

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within an organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

TERMINATION - voluntary employment, termination is initiated by an employee.

DISCHARGE - involuntary employment, termination is initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for non-disciplinary reasons.

Since employment with Wendy's is based on mutual consent, both the employee and Wendy's have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law. Any employee who is terminated or quits will forfeit any and all benefits and bonuses accrued prior to separation. Employees working less than 90 days are subject to a drug test fee and a uniform fee.

ACCESS TO PERSONNEL FILES

Wendy's maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Some of these documents are electronic and in your personal file.

Personnel files are the property of Wendy's and access to the information they contain is restricted. Generally, only supervisors and management personnel of Wendy's who have a legitimate reason to review information in a file are allowed to do so.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly change personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency and other such status reports should be accurate and current at all times. If any personnel data has changed, log into your Paycor account and change as needed. .

PAY POLICIES

TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt (hourly) employee. Federal and state laws require Wendy's to keep an accurate record of time worked in order to calculate employee pay. Time worked is all the time actually spent on the job performing assigned duties.

You are not permitted to work without punching in on the time keeping system. If you are asked to clock out and continue working, or work without having punched in, for any reason, contact your supervisor or corporate offices as soon as possible.

Hourly employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's account will result in termination of employment.

Hourly employees should clock on to work no more than five minutes prior to their scheduled starting time nor stay more than five minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employee's responsibility to check their time record to certify the accuracy of all time recorded. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of those changes.

PAYDAY

The pay period is every two weeks and ends on Sunday night. Your paycheck will be available via direct deposit the following Friday. Any changes to your bank account you must change it in the payroll system 7 days before the end of the pay period.

OVERTIME PAY

When operations require or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt (hourly) employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on vacation or any leave of absence will not be considered hours worked for purpose of performing

overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including termination of employment.

PAY DEDUCTIONS AND SETOFFS

The law requires that Wendy's make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Wendy's also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Wendy's matches the amount of Social Security taxes paid by each employee. Other deductions from your paycheck may include uniforms, shoes, bank fees, drug test, and other fees as determined.

EMPLOYEE BENEFITS

Eligible employees at Wendy's are provided a wide range of benefits. Several the programs (such as Social Security, Workers' compensation, State Disability and unemployment insurance) cover all employees in the manner prescribed by law.

MEAL PROGRAM

Wendy's meal program allows employees to receive a free meal on every shift. You also receive 50% discount on your meal on the days you are not working.

FAMILY MEAL PROGRAM

You and your family receive the benefit of a 50% discount. Bring your immediate family with you to eat on your day off or they can come in while you are working. Some restrictions apply. Please see your manager for more information.

UNIFORMS

Wendy's will supply you with shirts, cap/visor, name tag and aprons. See uniform policy on page 20 for all the details.

UNPAID LEAVE OF ABSENCE

On occasion, you may find that personal, medical, military, or family situations may arise that make it necessary to be absent from work for an extended period.

Leaves of absence for limited periods of time will be permitted, depending on the reasons and circumstances that prompt such a request. Such a leave of absence must be supported by valid reasons and approved by management. These periods will be without pay.

An approved leave of absence will not be extended beyond the date stated in the initial request without approval. A leave of absence more than six months will be considered a voluntary termination of employment and a break in service will occur.

Time spent on an unpaid leave of absence will not be counted as time employed in determining an employee's eligibility for benefits that accrue based on length of employment unless otherwise stated in the benefit plan document. A leave of absence covered by the Family and Medical Leave Act of 1993 will not have any effect on benefits that were accrued prior to the beginning of the leave period. Any time not actively at work while the employee is on a company approved leave of absence will not accrue towards any qualification's periods for benefits.

For a leave of absence covered by the Family and Medical Leave Act of 1993, your reinstatement is the same or a similar position is guaranteed. The company will make an effort to reinstate you to the same position you previously occupied or to a similar position following other types of leaves as

well. However, the company cannot guarantee that the same position or a similar position will be immediately available at the time you desire to return to work. In such instances, your leave will be extended until such time as a suitable position is available. If you wish to take advantage of the Family and medical Leave Act of 1993, you must inform, in writing the corporate office for the necessary paperwork. (e-mail office@wendysidaho.com)

PAID TIME OFF

Wendy's offers qualifying managers paid time off. The company knows the importance of paid time off and for this reason offers a variety of paid time off benefits to meet the needs of our managers. For a complete list of benefits, usage, and accrual specifications, please see official Paid Time off policy. Time off is subject to general manager or your direct manager approval.

HOLIDAY PAY

The company observes Christmas and Thanksgiving as paid Holidays. Exempt employees are eligible for this benefit. The use of Vacation or Personal time during the week of these holidays must be approved by management.

BONUS PAY

General Managers, Restaurant Managers, & Shift Managers may be eligible for Bonus based on the store's performance. For a complete eligibility and bonus criteria, please see the official Bonus Policy.

WORKER'S COMPENSATION

Wendy's provides a comprehensive worker's compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. This program is subject to Idaho Law.

Employees who sustain work-related injuries or illness should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Medical care must be performed at the preferred provider after notifying your manager. The preferred provider is listed at your store.

Neither Wendy's nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Wendy's.

JURY DUTY PAY

Wendy's encourages employees to fulfill their civic responsibilities by serving jury duty when required. We will do our best to provide support in helping cover shifts while you perform this duty.

OPERATIONS REGULATIONS, POLICIES AND PROCEDURES

BUSINESS HOURS

Restaurant Hours

Our restaurants are typically open from 6:30 AM to 11:00 PM daily for school hours and from 6:30 AM to 12:00 AM daily during summer hours. However, your work hours may be different.

Office Hours

The corporate office is in Idaho Falls and is generally open for business between the hours of 9:00 AM and 4:00 PM Monday through Friday. The address and e-mail of the office is:

Classic Foods, Inc
1585 N Skyline Dr
Idaho Falls, ID 83402
office@wendysidaho.com E-mail
208-419-3701 Fax

WORK SCHEDULES

The schedule is set up according to business trends predicted for the coming week. Your arrival and departure times correspond closely with anticipated customer arrivals. You are needed at the precise time you are scheduled to clock in. To be ready, report five minutes early in uniform.

To accommodate your personal situation as much as possible, scheduling can be flexible. However, you must realize that this is a seven-day-a-week operation. Everyone is expected to work nights, weekends, and holidays.

Schedules are typically posted in your store no later than Friday for the following week. It is your responsibility to verify your schedule and you are responsible for knowing when you work.

Once a schedule is posted, there is still a way to modify it. (Each location may have their own procedures, please follow your stores procedures.) Find another person willing to work the shift in question (total hours worked cannot exceed 40 per week), then write a request signed by both of you. To be considered effective, you must submit it to the manager of that shift. Management must sign the request for substitution. Once you have agreed to work a shift for someone, that shift becomes your responsibility just as if you had been scheduled.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Wendy's expects employees to be reliable and to be punctual in reporting for scheduled work.

Absenteeism and tardiness place a burden on other employees and on Wendy's. In the rare instances employees cannot avoid being late to work or are unable to work as scheduled, they must notify their manager as soon as possible in advance of the anticipated tardiness or absence.

UNIFORMS AND GROOMING

Click here to view the complete Dress Code and Appearance Policy standards and guidelines for your uniform. (You may also visit www.wendysidaho.com)

<https://img1.wsimg.com/blobby/go/fa5c0b8c-e2f6-4237-962d-991278aacdc2/downloads/wendys%20us%20lookbook.pdf?ver=1671227774393>

Because it is important to look good, below is our Dress Code and Appearance Policy to remind you of your obligations. Here are a few key points:

- As a provider of food to be consumed by our customers, the company has always stressed that employees must be vigilant in making sure that products are free from contamination. The consequences of failing to ensure food safety are extremely serious.
- Please remember a hat or visor must always be worn, as well as slip resistant shoes.
- If you report to work and you are not in compliance with the Dress Code and Appearance Policy, you may be prevented from working until you comply with the Policy.

Uniform Components

- Shirts
- Apron
- Hat or visor
- Name badge
- Only Wendy's approved sweaters or outerwear may be worn

Shoes and Blue Jeans

- Shoes must be slip resistant, clean and in good condition. The shoes must be closed toed, black, gray and or red.
- Blue Jeans must be blue (the darker the better)

Appearance

- You are expected to arrive at work well groomed, clean and in uniform. You are responsible for having your work clothing clean and in good repair each time you are scheduled to work. The name tag you receive must be worn at all times as part of your work attire.
- A hat or visor must be worn at all times.
- Because it is impossible to provide examples of every appropriate or unacceptable hairstyle, Wendy's expects that its employees will present a neat, professional appearance while at work. For example, hair is to be neat, groomed, and clean. Longer hair must always be pulled back and under control and it must be worn in compliance with all health regulations and Wendy's food safety requirements.
- Fingernails must be clean and well-kept for food safety and sanitary reasons

RULES OF CONDUCT AND BEHAVIOR

Wendy's Believes our stores should operate in a professional way because our customers are important. Here are some of the rules of conduct and behavior you'll be expected to follow:

You Must:

- Accept and perform work assignments and follow the instructions of your Manager.
- Be on time for work and report as scheduled (this includes scheduled meetings).
- Follow Wendy's policies and procedures.
- Perform your job in a safe manner and follow all Wendy's safety rules and regulations.
- Follow Wendy's policy on "No Solicitation".
- Follow Wendy's policies on cash handling, restaurant security, and other operational procedures.
- Be attentive to you job duties, perform them correctly and efficiently.

You Must Not:

- Neglect or become careless in performing assignments and job duties.
- Participate in mischief, horseplay, or pranks, even if no damage, loss or injury is caused.
- Be tardy or absent from work.
- Leave work while on duty without permission of your Manager.
- Smoke in the restaurant. An outside designated smoke area has been assigned in each location.
- Fight with, threaten, or intimidate fellow employees, supervisors, or customers.
- Interfere with other employee's work while you are on break or before or after your work schedule.

MEALS AND REST PERIODS

The company complies with all laws governing meal and rest periods. You may request a break at anytime, but such breaks will be completely subject to management approval and based upon business needs.

PARKING

Having parking available to our customers is critical to our success; therefore, you will be assigned by your manager a location for you to park.

SENIOR CITIZEN DISCOUNT

As a courtesy and service, each store offers a free value size drink to senior citizens. This discount may not be used in combination with other discounts. They may use one discount or the other, but not both.

REFUNDS, DISCOUNTS, AND FREE FOOD

If your duties include operating the cash register, you must be thoroughly familiar with the established policies for issuing refunds or discounts. When a customer seeks a refund, refer the transaction to your Manager on duty. Discounts cannot be used in combination with other discounts. Discounts without coupons or without following policies and/or free food is strictly prohibited.

SAFETY AND SECURITY GUIDELINE

Safety on the Job

To assist in providing a safe and healthful work environment for employees, customers and visitors, Wendy's has established a workplace safety program. This program is a top priority for Wendy's. The corporate office has responsibility for implementing, administering, monitoring and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Wendy's provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communication. Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best improvement ideas come from employees. Those with concerns or suggestion for improved safety in the workplace are encouraged to raise them with their supervisors or bring them to the attention of the corporate office. Reports & concerns about workplace safety issues may be made anonymously if the employee wishes. All reports made are without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe conditions to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary actions, up to and including termination of employment.

In case of accident that results in any injury, regardless of how insignificant the injury may appear, employees should immediately notify the manager on duty. Such reports are necessary to comply with laws and initiate insurance and worker' compensation benefits procedures.

There are certain general rules to follow which could prevent injuries to yourself or others;

- Never use equipment unless you have been trained to use it.
- Report any unsafe conditions to your manager or supervisor.
- Never allow safety devices to be defeated or bypassed. No one is authorized to bypass safety devices on equipment at any time.
- No horseplay.
- Always wear slip resistant shoes.

If an accident occurs, you can help by following these guidelines:

- Check the injured. Do whatever you can to make them comfortable.
- Seek immediate appropriate medical attention.
- Call an ambulance if necessary.
- Report the accident to your manager immediately.
- Do not accept or imply responsibility for any accident that occurs on the premises.

SECURITY

The security of our employees, customer, and restaurants is as important to us as is customer satisfaction. You can help prevent problems by:

1. Keeping the restaurant's back door locked at all times.
2. Not letting unauthorized personnel in the food preparation or food serving areas of the restaurant.
3. Not bringing weapons into the restaurants.
4. Reporting suspicious incidents and visitors to your manager immediately.
5. Reading and knowing the security guidelines in the operational manual.
6. Keeping your personal items secured. Wendy's will not be responsible for personal items brought on to company property.

ROBBERIES

Nothing is as valuable as your life. In the event of a robbery, be cooperative. Do nothing to annoy the thief. Be alert and try to remember any details that will aid in the capture of the robber. Remember, no amount of money is worth your life.

CASH HANDLING

Any violations of cash handling procedures and/or excessive or frequent overages/shortages could subject you to disciplinary action up to and including termination. Only assigned people may operate the cash register. You are totally responsible for your cash drawer(s).

The following are some of the specific policies which must be followed by all employees who have the duty of operating the cash register:

1. Always keep the cash register drawer closed, except when making change.
2. Always ring each sale separate and close the drawer after each transaction.
3. Ring each sale immediately. Never put money aside to be rung up later or combine sales. Remember, each sale is a separate transaction.
4. Never make change from the cash drawer for yourself.
5. Go to the Manager for instructions on refunds. Do not issue a refund to the customer without the Manager's approval.

Below is Classic Foods, Inc full policy and procedures for Cash Drawer Accountability.

- A. Employee must verify loan in amount with manager (this is done in the office).
- B. Employee is responsible for all money going in and out of the register. No other person including managers is allowed to take orders or collect from this register. Employee is required to be within +/- \$5.00 when the drawer is reconciled.
- C. TO CHANGE CASHIERS
 1. Count the beginning balance in the new drawer and verify the new loan amount with the employee who is replacing the cashier on line (this is done in the office).
 2. NEXT take the new drawer up to the line.
 3. Change the cashier and enter in the new loan amount.
 4. Exchange drawers and take the old drawer along with the cashier to reconcile the drawer in the office. The amount of money in the drawer should be the “net cash owed” amount shown on the employee Checkout report. Both manager and crew person need to verify the amount of money that has been counted.
 5. **Cashier and manager need to sign the employee checkout receipt** verifying the money that was counted is accurate.
 6. This report will also itemize employee and manager meals, audits, open coupons, and gift cards redeemed and issued. Verify discounts match and are not excessive.
- D. DISCREPANCIES
 1. If there are any discrepancies with what you physically have and what the report indicates you have, then you need to document it with a write up form to go into the employee’s file and also documentation indicating the discrepancy to go into the daily paperwork envelope.
- F. Follow this procedure every time you change cashiers.

FOODBORNE ILLNESS

As a provider of millions of meals a day, Classic Foods Inc. dba Wendy’s strives to provide safe and wholesome food to our customers. As an employee handling food for consumption by our customers, you play a significant role in this process.

For this reason, it is very important for you to report any symptoms associated with foodborne illnesses, such as an **intestinal illness (nausea, diarrhea, vomiting, jaundice, sore throat and fever) or skin infection (open boils, sores)** to your General Manager, supervisor or person in charge, prior to starting your work day or immediately upon the onset of any of the above symptoms.

Equally as important you should notify your supervisor if any person living in the same household with you has been exposed to or confirmed by a doctor to have any of the following foodborne diseases:

- 1) **Salmonella,**
- 2) **Shiga toxin-producing E. coli,**

**3) Shigella, or
4) Hepatitis A**

In either situation you may be asked to see a doctor, sent home depending upon your symptoms or be temporarily placed in a non-food handling position until you are free of the symptoms (in accordance with the FDA's 2001 Model Food Code or the applicable State requirements, whichever is more restrictive) or obtain written authorization from a doctor allowing your return to work.

Wendy's goal is to serve wholesome food to the public and to guard against the likelihood of foodborne disease transmission. As a valued member of the Wendy's team your assistance in achieving this goal is essential. We appreciate your cooperation and understanding of this important aspect of Wendy's business.

USE OF THE PHONE

Our telephone is a business phone and may not be used during business hours except for emergencies and arranging transportation; these calls may not last for more than 2 minutes at any time. Personal use of the phone is not permitted.

To assure effective telephone communication, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

USE OF CELL PHONES AND TEXTING

Cell phone use, including texting, is not permitted in the store in customer view areas. Phones may be used in crew break area or in dining room during breaks under the direction of the manager.

RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Any company property must be returned by employees on or before their last day of work. Wendy's may withhold from the employee's paycheck the cost of any items that are not returned when required. Wendy's may also take all action deemed appropriate to recover or protect its property.

SMOKING

In keeping with Wendy's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. This policy applies to all employees, customers, and visitors. Smoke breaks are not to be given unless it is your normal break period. You must be clocked out for all breaks.

DRUG AND ALCOHOL USE

It is Wendy's desire to provide a drug free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Wendy's premises and while conducting business related activities off restaurant premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Any reasonable suspicion of drug use will require an immediate drug test at our preferred drug testing site.

Violations of this policy will lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

DRUG TESTING

As a condition for employment with Classic Foods, Inc., you must consent to a drug test as required by company policy below.

I understand that the collection, testing and reporting of my specimen will be done in accordance with Idaho Code relating to the testing of controlled substances. If I am taking any prescription medication at the time of my drug test and my test comes back positive for illegal drugs, I will be afforded an opportunity to discuss that with a Medical Review Officer for the purpose of providing a reasonable explanation of my positive drug test.

I understand that if my test remains positive for illegal drugs I will not be offered employment.

I consent to the release of my drug test received by Idaho WorkCare or any contracted offices, as the representative of the company, and the Medical Review Officer, to the management official at Classic Foods, Inc. and understand that those test results will be held in confidence by all parties involved.

I understand that in the event I do not work more than ninety (90) days with Classic Foods, Inc. the cost of my pre-employment test will be deducted from my final paycheck. This provision does not apply in the event that I am involuntary laid off.

I understand the terms of Classic Foods, Inc.'s Drug Free Workplace testing program, and agree to abide by those terms.

The entire Drug and Alcohol Testing Policy is outlined below.

Drug & Alcohol Testing Policy - A Drug-Free Workplace

This is the drug and alcohol testing policy for Classic Foods, Inc. (referred to below as the “Company”). All questions concerning this policy should be directed to the Company’s human resources department.

I. General Statement

A healthy and productive work force, safe working conditions free from the effects of drugs and alcohol, and the maintenance of the quality of the Company are of the utmost importance to the Company, the employees, and the general public, Drug and alcohol abuse creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased financial burden on health and benefit programs, increased workplace theft, decreased employee morale, decreased productivity, and a decline in the quality of products and services. The Company intends to provide a safe workplace that is free of alcohol and drugs.

Nothing in this Policy is intended or implies that employment with the Company is other than employment at will. This means that the employee can quit at any time for any or no reason just as the Company can terminate the employment relationship at any time for any or no reason.

II. Definitions

For the purpose of this policy:

A. Alcohol- ethyl alcohol or ethanol.

B. Drug/controlled substance- any substance recognized as a drug in the United States Pharmacopeia, the National Formulary, the Homeopathic Pharmacopeia, or other drug compendia, or supplement to any of those compendia.

C. Employee- any person in the service of the Company and receives compensation of any kind for that service.

D. Prospective employee- means any person who has submitted an application, written, oral or otherwise, for employment with the Company.

E. Sample- urine, blood, breath, saliva, or hair.

III. Policy Against the Use of Drugs or Alcohol

A. Company prohibits the buying, selling, manufacture, transportation, possession, distribution, consumption or use of alcohol or controlled substances not required by a physician’s prescription on company property or at any time during working hours.

B. Company further prohibits the consumption or use of alcohol or controlled substances not required by a physician’s prescription off company premises or during non-working hours where such use might, in the company’s judgment, impair the employee’s work performance, affect the safety and welfare of other employees on the job, or otherwise interfere with the company’s interest.

C. The use of controlled substances in accordance with a physician’s prescription will not be the basis for action by the company under Section VII, below, unless such use might, in the

Company's judgment, impair the individual's work performance or otherwise interfere with the Company's interest.

IV. Employees subject to testing

A. Prospective Employees. A prospective employee must submit to testing for controlled substances as a condition of employment.

B. Employees. The Company may require, and an employee must submit to testing for controlled substances and alcohol, including random testing, or whenever the Company has reason to believe that the employee has violated the policies set forth in Section III, or for the following purposes:

1. Investigation of possible individual employee impairment;
2. Investigation of accidents in the workplace or incidents of workplace theft;
3. Maintenance of safety for employees or the general public;
4. Maintenance of productivity, quality of products or services, or security of property or information; or
5. To comply with regulations mandated by federal or state government.

C. Management. Management personnel will be tested under the same circumstances as employees.

V. Collection and Testing

A. All sample collection and testing for controlled substances or alcohol shall be performed in accordance with standard laboratory operating procedures as mandated by applicable law.

B. Controlled substance testing will be by Enzyme Multiplied Immunoassay Test (EMIT) or a gas chromatographic procedure or any other scientifically accepted testing method the Company may determine. If the initial test is positive, a confirmatory test will be done by gas chromatography mass spectrometry (GC/MS) or gas chromatography testing or any other scientifically accepted testing method the Company may determine.

C. Any donor that offers a specimen that is considered a "negative dilute" will be retested for confirmation. Any donor that offers a specimen that is considered a positive dilute will be considered as a positive drug test.

D. The Company will test for alcohol by urinalysis, saliva, hair or any other scientifically accepted method the Company may determine.

USE OF EQUIPMENT

Equipment is essential in accomplishing job duties is expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

EMERGENCY CLOSING

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a restaurant. If such an emergency occurs during nonworking hours, every effort will be made to contact you to notify of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, qualifying employees may use available paid leave such as unused vacation benefits. Employees in essential operations may be asked to work on a day when operations are officially closed. In this circumstance, employees who work will receive regular pay.

VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at Wendy's, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors must enter the restaurant at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on our premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

When you enter the store off duty, you are a customer and will be treated as such. Do not enter into the service line or back room when you are not scheduled.

ELECTRONIC NOTIFICATIONS

We communicate with you largely through e-mail and text. By signing this handbook electronically, you are giving Classic Foods, Inc. permission to text and e-mail you as needed. You will be held accountable for all information communicated through the use of these e-mails and texts.

SPECIAL EVENTS

Periodically, Wendy's sponsors special events and contests to increase sales, promote specials or new menu items, improve customer service, restaurant cleanliness, etc. These special events and contests may include awards and prizes which you may be eligible to win. Taxes may apply.

SOLICITATION

To assure a productive and harmonious work environment, persons not employed by Wendy's may not solicit or distribute literature in the workplace at any time for any purpose.

Wendy's recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty).

Examples of impermissible forms of solicitation include the collection of money, goods, or gifts for community groups, religious groups, political groups, charitable groups; the sale of goods, services, or subscriptions outside the scope of official company business; the circulation of petitions; the distributions of literature not approved by the employer; the solicitation of membership fees, or dues.

YOUR EMPLOYMENT DATE AND TRANSFER

Your employment date is important because it is one of the factors that is considered concerning transfer, promotion, work schedule, vacation scheduling and requests for leaves of absence. Your employment date is your first day of employment with Wendy's. If you worked for Wendy's before, then your service date is your most recent date of hire. If you wish to be transferred to another unit for any reason, make your request known to your manager. If your request can't be honored, you'll be told why. In some instances, you might be temporarily transferred because of a personnel shortage in another restaurant or for some other business reason. If you are temporarily transferred, Wendy's will take into consideration any major inconveniences that you may experience as a result of the temporary transfer.

RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with Wendy's. If you decide to leave Wendy's, we request that you give us a two-week notice. Employees who leave without giving proper notice may not be eligible for rehire. All Wendy's furnished uniforms. A uniform fee may be deducted for any employee not working a minimum of 30 days. Any employee who is terminated or quits will forfeit any and all benefits and/or bonuses accrued prior to separation.

COMMENTS, QUESTIONS, OR SUGGESTION

If you have any questions or comments about the contents of this handbook, please direct them to the corporate office or e-mail to office@wendysidaho.com.

EMPLOYEE ACKNOWLEDGMENT

I have reviewed the employee Handbook and understand the information contained therein. I further understand that I am an at-will employee and that, as such, Wendy's or I can end the employment and compensation at any time for any reason, or no reason. Finally, I understand the Employee handbook is not intended to, and does not, create any rights, contracted or otherwise, between Wendy's and me, and I also understand that Wendy's reserves the right to change this handbook at any time.

Each restaurant has a copy of this handbook and can be reviewed by the employee at any time and is available in your Paycor files or on the company's crew web site.

You can also use our employee e-mail hotline at office@wendysidaho.com to report any issues.

Signature

Date

After signing, this document will be placed in the employee's permanent personnel file.