

ACCOUNTS RECEIVABLE

Code 10600 is the code used for accounts receivable. If this account has a balance, there are funds owed to the Drive-In. Training stores use this fund to offset expenses for trainees so that those funds are not expensed on their profit statement.

Accounts receivable cannot be used at any other time without permission from your Director. If this account has a negative balance, then the Drive-In has been credited funds that have not been properly coded when deposited.

BANKING PROCEDURES

Every Drive-In is required to make a minimum of two deposits per day. The first deposit should include sales for the bulk of the day shift and be taken to the bank prior to 6:00 pm. The co-manager or assistant transporting the day deposit to the bank must return to the drive-in to clock out. The second deposit should include the balance of the day. The “Deposit Log” (See exhibit-[Deposit Log](#)) is to be completed in its entirety (amount, bag #, signature of person preparing deposit and signature of the person transporting the deposit to the bank) for every deposit. The deposit log is to be maintained in the drive-in for five years.

Validated deposits slips should be picked up from the bank on a daily basis. The partner is responsible to review the validated slips daily and ensure they match the daily reports and were deposited in accordance with banking procedures. Any missing deposits must be reported to the supervisor immediately.

Drive-Ins with a working alarm system that allows for the monitoring of after-hours building access should leave the night deposit in the time delay safe until the next morning. The deposits must be taken to the bank by 11am. No more than one deposit is to be in the safe at one time. If deposits are taken to a night drop location after dark, then the partner or other management employee taking the deposit must be followed by another employee or escorted by the police. The employee following management to the bank must be at least 18 years old. Payroll adjustments must be made to allot for time spent making the night drop.

The bank signature card shall only be authorized by an Officer from DL Rogers Companies or DL Rogers accounting department staff.

No electronic fund transfers, auto drafts or direct debits are to be initiated without the express written consent of a DL Rogers Companies Officer.

Questions about banking procedures should be directed to your Director of Operations or the DL Rogers Companies Treasurer.

BILL PAYING

The Operating Partner or General Manager is responsible to ensure the timely payment of all bills and obligations of their Drive-In. This ensures accurate record-keeping and sound relationships with our vendors.

Bills are to be submitted for payment a minimum of every two days even if the due date is a later date. Bills that include discounts for quick payment should be submitted for payment on the same day they are received. If a bill is in the Drive-In, it is to be considered due. The 'Edit File' should be reviewed at least once each week to catch any invoices that require attention. You are to take advantage of all vendor discounts offered including C.O.D. discounts or discounts offered for paying within a certain timeframe.

Some vendors ship their products to our Drive-Ins and include the invoice with or as the packing slip. Be sure to check all packing slips for invoices. In unusual circumstances requiring a C.O.D. or the use of a credit card, contact your Area Supervisor for specific instructions. Generally, the Area Supervisor will authorize the C.O.D. payment or use of the Partner's or Supervisor's personal credit card and oversee the reimbursement of this expense.

Invoices other than food may include sales tax. If sales tax is NOT included on the invoice, there is a Use Tax box that should be checked when entering the invoice on Q Connect.

All penalties and interest charged for late payment of any Drive-In obligation or any discounts forfeited due to the untimely payment of an invoice reduce the profitability of the Drive-in. The Partner/Manager is responsible to ensure invoices are paid timely. Missed discounts, penalties and interest due to late payments (not previously approved by the Area Supervisor) will be the **personal** responsibility of the Partner/Manager.

Any questions about this policy should be directed to your Area Supervisor.

BUDGETS

Budgets are a statement of the financial position of the Drive-In for a period of time, based upon estimates of expenditures. Monthly budgets are completed each year and are used as a guideline and measuring device for profit statements during the year. The budgets are emailed to the drive-in from the DLR office by October and will have the current year's data filled out.

The budgets must be turned in to the Area Supervisor so that they can be compiled into an Area Budget.

Your Area Supervisor then turns them into your Director no later than 12-1 for further review. The final approved budget will be sent to your drive-in by 12-31.

CASH PAID OUTS

Sometimes it is necessary to obtain products or services using cash. In the event the Drive-In is paying with cash, the Drive-In must obtain a receipt, which is kept in the Drive-In attached to the Daily Report for that day. The receipt must have the date, amount, and location of the business on it. A description of the item for all cash paid out transactions must be on the Daily Report.

It is DL Rogers's Companies policy not to exceed \$400 per month in cash expenses.

CELL PHONE, CAMERA AND VIDEO POLICY

Refer to Employee Handbook (Section XII - Technology)

Certified Training Store Requirements for DLR stores

(First all requirements must be met on the D.L. ROGERS CAREER PATH poster for qualification)

I. The Manager of the Drive-in must...

- ☐ First and foremost, want to be a DLR Certified Trainer
- ☐ Have their Supervisor or Director's prior approval to start the process of developing their Drive-in to become a DLR Certified Training Drive-In (DLRCTDI).
- ☐ Have met the DLR bonus criteria for the trailing 6 months
- ☐ Be an Operating Partner in position and good standing for a minimum of 6 months
- ☐ Have been in position as a Partner for at least 90 days in the Drive-in being considered for certification
- ☐ Have successfully completed a 'Train the Trainer' course and SMS. (Those partners with management experience outside of DLR, or at least 1 year experience running a DLR Drive-In may have this requirement waived by the Supervisor or Director.)
- ☐ Retain a current Serve Safe Certification per the Sonic Food Safety program requirements
- ☐ Have successfully completed the current required "Food Safety Audit E-Learning Certification" course
- ☐ Be a current certified Serve Safe Proctor or Instructor

II. The DLR Drive-in being considered must...

- ☐ Have been open for at least 90 days

- Have passed their current Food Safety Audit Round with an 82.5 or better
- Have passed the DLRCTDI “Operational Assessment” performed by the Area Supervisor or Director with at least a 90% or better in overall score and no less than a 75% in each category (minimum 10 day notice for audits)
- Have a Management Team consisting of: A Partner certified as required above; a minimum of 2 qualified Assistant Managers or 1 qualified Co-Manager; and one qualified Assistant Manager. The drive-in must also have crew staffing of 90% or better. All Management must be operationally certified annually in all Star Guide E-learning courses.
- Be actively using E-Learning for both Management and Crew for Training

Upon meeting the above-mentioned criteria, the drive-in will be certified. To maintain certification, the drive in will be reviewed annually by the Area Supervisor or Director. In addition to maintaining these standards, the DLRCTDI must meet our year-to-date bonus criteria for the trailing 6 months. A Food Safety Audit with a score under 82.5% will automatically cease the certification of the drive in.

CHART OF ACCOUNTS

The Chart of Accounts is a classification system used to disseminate funds to the appropriate account so that the financial statement can be generated accurately by the accounting firm.

(See Exhibits- [Chart of Accounts](#))

CLOSING ADMINISTRATIVE TASKS

Closing books is a daily task that finalizes the day's activities. Deposits, sales, and time records are recorded on your computer. Deposits amounts not entered on the drive-in's computer at night must be put on the next day's sales report. The 'Closing Report should be printed and filed at the Drive-In. The 'opening manager' should print and file the prior days DSR.

DL Rogers Companies' policy requires at least two people be in the Drive-In at all times. Your Area Supervisor may require completion of additional procedures as part of closing books.

DEPRECIATION

Businesses can expense the cost of certain large purchases however there are certain IRS rules about how and when these deductions can be taken. These rules change from time to time.

Any item, not invoice, that is under \$5,000 needs to be expensed under R&M. This includes some items or projects over \$5,000. Any repair or replacement of a roof or concrete should be expensed under R&M and not depreciated regardless of the price.

DIVIDEND WRITING PROCEDURES

Dividends are the disbursement of profit among the Partners of a Drive-In. DL Rogers Companies' goal is that the Drive-In checkbook reflects a balance that would cover the Drive-In's liabilities and net profit. When this balance is achieved, worrying about dividend disbursements during wintertime sales periods becomes a non-factor.

Dividends are distributed monthly not later than the 20th. All bills must be paid. The amount of dividends written will be based upon your checkbook health per the 'Balance Sheet' and any Drive-In needs. After the partner and Area Supervisor discuss the needs of the business, the dividend to be written on is determined. For instance, if the Drive-In has liabilities but not average net profit covered, or needs a major piece of equipment, it would make sense to choose to make a reduction in dividends to be distributed. You must have your Area Supervisor's approval prior to writing dividends.

EQUIPMENT LEASES –NEW STORES

DLRC will purchase initial equipment at time of construction or acquisition for all drive-ins owned. An equipment lease for each drive-in will then be charged to the store based on the annual sales budget and will be reviewed each December. The percentage equipment rent will be based on the following sliding scale.

Budgeted Sales	Percentage Equipment Rent
\$0 - \$999,999	0%
\$1,000,000 - \$1,250,000	3.0%
\$1,250,001 - \$1,500,000	3.5%
\$1,500,001 +++	4.0%

New Drive-Ins will be charged 4% for their first year; after the first year, the above scale will be used and will remain in place until initial equipment purchase has been paid for. Charges for initial equipment are as follows:

Standard Store	\$300,000
Standard with Playground	\$325,000
Standard with Playground & Volleyball	\$350,000

GROWTH FUND

The Growth Fund is money paid into a central account by Coke Funds enabling growth by providing money for training, relocation, and mystery shops. The amount of this charge is reviewed annually and adjusted accordingly based on prior years' expenses.

The Growth Fund helps pay for replacement training and travel expenses for our partners as we build and expand our drive-in base creating opportunities for partners to move up to higher volume and more profitable drive-ins.

When a drive-in seeks reimbursement from the Growth Fund for expenses such as partner relocation expenses or training expenses incurred by a 'qualified training store', the Area Supervisor fills out a 'Growth Fund Reimbursement' form (see exhibit –Growth fund worksheet) and forwards it to the Director for approval. This must be done within thirty days from when the expense is paid by the drive in. A check is then written from this account to the drive-in, usually within ten days of receipt.

When a Partner Trainee has finished all Stage Training, Growth Fund reimbursement should cease for the full amount of wages. If the trainee is placed in a Co-manager position the Growth Fund will reimburse all earnings over \$48,000. If a Co-manager position is not available, the trainee will be placed as an Assistant Manager and the Growth Fund will reimburse all earnings over \$36,000.

IDEAL FOOD COSTS

Ideals are a Drive-In's actual cost of preparing food divided by Net Sales. This number is compared against the Drive-In's food cost as determined on the profit statement.

Each Drive-In is allowed a variance up to 1.5%. If any drive in is above the 1.5% allowed, a critical inventory must be done weekly and emailed to the Area Supervisor. Ideal Food Cost is determined by accessing MyMicros, MyInventory, Cos by OG report.

INSURANCE CLAIMS/REPORTS

WORKERS COMPENSATION

TEXAS STORES

Gallagher Bassett is the agent for TEXAS DL Rogers Companies Drive-Ins. Marsh & McLennan provides coverage for **'Workers Compensation' through TSETA.**

Texas Workers Compensation covers injury to employees while working (on the clock) at the Drive-In and includes off-lot coverage if employees are running errands or attending to the needs of the Drive-In off premises. Examples are:

- Employee slips/falls
- Employee cuts self while doing a task
- Employee has accident while running errand for Drive-In

Each Sonic should have posted a laminated poster that contains telephone numbers and pertinent information required when calling to file report.

Texas Drive-Ins should contact your Area Supervisor and advise them of the situation, then contact TSETA **1 800-495-5950 or refer to the poster you were provided.**

STORES NOT LOCATED IN TEXAS

Marsh & McLennan is the agent for all DL Rogers Drive-Ins outside of Texas. Marsh McLennan provides coverage for **'Workers Compensation' through the**

Columbus Captive, program code 001437, 1-877-849-2183. Follow the instructions on the poster your store was provided.

Workers Compensation covers injury to employees while working (on the clock) at the Drive-In and includes off-lot coverage if employees are running errands or attending to the needs of the Drive-In off premises. Examples are:

- Employee slips/falls
- Employee cuts self while doing a task
- Employee has accident while running errand for Drive-In

Each Sonic should have posted a laminated poster that contains telephone numbers and pertinent information required when calling to file report.

Drive-Ins outside of Texas should contact your Area Supervisor and advise them of the situation.

GENERAL LIABILITY FOR ALL STORES:

(Damage to customer's property or injury to customer)

First contact your Area Supervisor. Then, contact —1-877-849-2183, policy number GL5180123 or refer to the poster you were provided.

General Liability covers customer injury or damage that is determined to be caused by the drive-in. Examples are:

- Damage to customer's car (spill or tray scratch)
- Food Borne Illness or Chipped Tooth
- Slips/falls by people (not employees)

Each Sonic should have posted a laminated poster that contains telephone numbers and pertinent information required when calling to file report.

PROPERTY CLAIMS FOR ALL STORES

(Damage to Sonic Property)

First contact your Area Supervisor to advise them of the situation. Then contact Lexington Insurance at **800-931-9546**. You should reference policy # 03331396 or refer to the poster provided.

Property Liability covers damage to building structure, vandalism and theft. Examples are:

- Wind damage to building, sign, or canopy
- Canopy damage by vehicle
- Damage and loss from burglary or robbery

Each Sonic should have posted a laminated poster that contains telephone numbers and pertinent information required when calling to file report. See exhibits – New Posters, on Partnernet.

The Do's and Don'ts in the event of accidents!

DO:

- Go to the scene at once.
- Be courteous and business-like.
- Inspect scene closely.
- Get all essential details.
- Report to insurance company by phone no matter how slight the injury.
- Document the accident in writing.
- Train employees on accident response steps listed above.
- Care for the Injured Person (*Note: Do not promise to take care of any medical or hospital bills!*)
 - *Make the person comfortable*
 - *Arrange for first aid or necessary emergency treatment*
 - *Obtain the injured person's version of the accident*
- Inspect and verify condition of premises:
 - *Any defects?*
 - *Clean and dry?*
 - *Lighting?*
- If equipment was involved, was it operating properly?
- Correct any deficiencies to prevent recurrence.
- SECURE NAMES OF WITNESSES:
 - *Obtain names, addresses and telephone numbers of others in the vicinity. Note: One impartial witness is worth three employees.*
 - Obtain names of employees at the scene. Document witness statements in writing.

DON'T:

- Argue with claimant
- Reprimand employee at scene
- Offer to pay any medical expenses
- Admit responsibility or guilt
- Volunteer information about insurance
- Discuss accidents with non-authorized people
- Make any medical suggestions

INTERNET & E-MAIL POLICY

Refer to Employee Handbook (Section XII - Technology)

INVENTORY, FOOD, PAPER, JANITORIAL & PREMIUMS

Drive-In inventory is done on a monthly basis as a means of ensuring accurate food costs on the profit statement and is also used as a tool in preventing pilferage. Taking accurate inventory consists of determining item prices and manually counting products. Counting products correctly is extremely important. The difference in inventory is used to help determine your food, paper, and premium costs on the profit statement. Having too little inventory results in borrowing product from other stores or making special trips to the distributor.

Too much inventory ties up money that could be in the Drive-In checkbook. A good rule of thumb is that the Drive-In should not have more than 2 days inventory on the day of delivery. This way, mechanical breakdowns and volume increases can be accounted for without tying up too much of the Drive-In's money.

Drive-In inventory is done at end of month and is sent to the Drive-In accounting firm as part of the end-of-month accounting package. Beginning inventory is automatically calculated using the previous month's ending inventory for each month except January.

Occasionally, a Drive-In Partner may be terminated or transferred during the course of the month. Under that circumstance, the Area Supervisor will conduct an inventory with the outgoing and incoming Partners (if possible) in an effort to determine food cost at that point of the month. The Area Supervisor will use the Drive-In's purchases and difference between beginning and ending inventory to determine food cost. This food cost percentage is used as a monitoring tool by the Area Supervisor for the remainder of the month in an effort to protect both parties' interests.

LEGAL REQUIREMENTS

The Partner is responsible to maintain the Drive-In up to all legal requirements including but not limited to OSHA, Wage and Hour, EEOC, etc.

MEETINGS

Meetings are routinely held to convey information about our business, marketing, operations and to celebrate our successes. The expenses for these meetings are paid for by the drive-ins. Listed below are DL Rogers Companies allowances for various meeting types:

Partner Lock-ins (one night only)	\$150 - \$200 per head
Regional Meetings (without hotel stay)	\$50 - \$75 per head
Regional Meetings* (with hotel stay)	\$75 - \$125 per head
*stores needing hotel rooms will pay their portion of hotel stays	
Christmas Parties (regional)	\$125 - \$200 per store
Christmas Parties (store level)	\$10 - \$20 per head (no closing early)
Partner, Co-Mgr/Asst. Mgr Meetings	\$10 - \$20 per head

MONTHLY NUMBERS REPORTING

Supervisors or Operating Partners are required to report monthly profit to the corporate office by 9am on the 2nd of each month. Please see your supervisor for their specific guidelines for managers in this situation, as each area is handled differently.

NEW HIRE PAPER WORK

All new hire paperwork is completed utilizing the DL Rogers On-Boarding program. Each new hire completes their I-9, w-4, and other pertinent information online. On-boarding must be completed for a new hire on the first day they report to work. Only the employee may complete and electronically sign their paperwork. Entering another employee's information or electronically signing another employee's hiring forms is against federal law and punishable by law. Additionally, forging employee paperwork is against company policy and will lead to consequences up to and including immediate termination. (see exhibit- On Boarding Manual)

PAPERWORK DEADLINES

The keeping of records, filing of reports, and other administrative tasks are an important part of the responsibilities of the Drive-In Partner. To remain conscientious of time, deadlines are imposed for keeping of records, filing of reports, etc. These deadlines can be found on the shared calendar at www.sonicpartnernet.com, Your Area Supervisor may require additional paperwork and will inform you of the area-specific deadlines and tasks.

PARTNERSHIP BUYIN / BUYOUT PROCEDURES

Prospective partners purchase their store interest based on previous twelve months' sales. The formula currently used is (previous 12 month's sales x .03) x the percentage being purchased. For example, if a person is buying in on March 1st, the trailing twelve months ending January 31st would be used. This is so that it is not necessary to wait for the P&L statement after the first of the month. A person would not be bought in unless the drive-in showed a positive checkbook health and was capable of writing dividends.

The buyout process is the same procedure and formula.

The new partner is required to have a minimum down payment of \$500 payable in one payment.

PARTNERSHIP PROGRAM FOR STORES less than \$1,300,000

Our Cool Ps states that we provide unparalleled partnership and compensation opportunities to our partners. To help achieve that with our lower volume drive-ins, we provide the following two programs:

Annual sales less than \$1,300,000

Salary - \$30,000

Ownership – 25%

Bonus – 15% or a minimum of \$3,300 may be earned for any month with net sales less than \$108,000 and net profit of less than \$8,250. Any month exceeding the stated sales or profit will revert to a straight 25% dividend and 15% bonus.

- This plan stays in place while you are the partner of this drive-in. If you move for another opportunity or we rebuild the store you will be bought out of your current 25/15 partnership and re-bought in at the current volume of the new drive-in.
- We will review all stores TTM sales at the end of each year to determine if we should adjust the ownership for stores doing less than \$1,300,000 annual sales.

Standard 20/10 stores with monthly sales less than \$100,000

Salary - \$30,000

Ownership – 20%

Bonus – 10% or a minimum of \$3,000 may be earned for any month with net sales less than \$100,000 and net profit of less than \$6,000. Any month exceeding the stated sales or profit will revert to a straight 20% dividend and 10% bonus.

In all cases, the current bonus criteria must be met to receive the bonus.

PASSWORD SECURITY

It is your responsibility to ensure security of your passwords and the passwords of other computer users. Sharing passwords and user names to the Drive-In's POS system, computer system, email account, PartnerNet, payroll system, onboarding system, etc., with other employees is prohibited. You are responsible for all electronic transactions using your ID and Password and will be held responsible for such transactions.

The following security practices must be followed:

- Do not share passwords with anyone.
- If someone knows your password, you are responsible for changing it.
- Never leave a computer without signing off.
- Respect the privacy of other users when they sign on with a password.
- Only the person who is signed on may use a computer that is secured by passwords.
- Refuse to sign on using another person's password.
- If you become aware of someone else's password, insist that the unsecured password be reset.
- Avoid choosing a password that is obvious or short like names, initials or repetitive numbers.

PAYROLL PROCEDURES

DL Rogers Companies drive-ins utilize Proliant for payroll services. For specifics regarding Proliant's online manual for payroll, see 'PartnerNet'.

- Payroll Advances – DL Rogers Companies does not allow payroll advances
- Tip Reporting – An important piece of the payroll process is the verification that tips have been reported. Tips are entered by the carhop during the countdown process. The tips are then included with the employee's hours on the Proliant payroll system. The partner should verify that employee hours and tips are correct by looking at the payroll register before processing the payroll.

RECORDKEEPING TIME PERIODS

The Drive-In produces many different forms and other types of records each week. It is important that certain types of forms and records be available for review from time to time for verification purposes. At times, it will be necessary to verify payroll records, payment of bills or taxes, or deposit amounts. All personnel files should be kept in a locked, secure place. Listed below are the time frames required to keep specific records.

Cash receipts	5 YRS
Cancelled checks	5 YRS
Paid Invoices	5 YRS
Payroll records	5 YRS
Health Department reports	3 YRS
Sales records, Deposit slips	5 YRS
OSHA and all Fire inspections	5 YRS
All Employee files	5 YRS
<i>Note: Electronic employee files do not need to be maintained in printed form in the drive-in</i>	
POS generated reports	5 YRS
Temp Logs	1 YR
Crew Schedules	3 YRS
Check Sign-Off Sheet	3 YRS

RENT ALLOCATION

Rent for all DL Rogers Companies Drive-Ins will be reviewed on an annual basis in December of each year.

Base Rent will be determined based on the lowest monthly sales from the previous year. Sales from that month will be multiplied by the percentage rent as outlined in the annual sales table below.

Percentage or Bonus rent will be based on the sliding scale below using the annual current year budgeted sales for the Drive-In.

<u>Budgeted Sales</u>	<u>Percentage Rent</u>
Less than \$800,000	4.0%
\$800,001 to \$825,000	4.5%
\$825,001 to \$850,000	5.0%
\$850,001 to \$1,000,000	5.5%
\$1,000,001 to \$1,375,000	6.0%
\$1,375,001 to \$1,750,000	6.25%
\$1,750,001 +++	6.50%

Questions about our Rent Allocation policy should be directed to your Area Supervisor or your Director of Operations.

REQUIRED POSTERS

DLRRG strives to ensure that all Drive-Ins meet all Federal, State, and local requirements pertaining to legal posters. Posters must be legible and in clear view at all times. These posters can be obtained through Federal wage and Labor Law Institute on the Partnernet link under the HR tab (www.fwlli.com/sonic). Or email DLRRG Office to order proper state and federal posters.

Below is a list of required posters for each state.

Federal Requirements (Required)

- FLMA
- Equal Employment Opportunity
- USERRA
- OSHA
- Federal Minimum Wage
- Polygraph Protection Test

Arkansas

- Fair Employment
- Workers Compensation & Uninsured
- Child Labor
- Sexual Harassment
- Pay Day Notice
- 5 in 1 Poster

Kansas

- Fair Employment
- Workers Compensation
- Child Labor
- Unemployment Insurance
- Sexual Harassment
- Public Accommodations
- 5 in 1 Poster

Louisiana

- Fair Employment
- Workers Compensation & Uninsured
- Child Labor
- Non-Discrimination for Genetic/Sickle Cell Reasons
- Smoking Regulation
- Motor Vehicle Registration within 30 Days of Employment in Louisiana Notice
- Sexual Harassment
- Pay Day Notice
- 5 in 1 Poster

Oklahoma

- Fair Employment
- Minimum Wage
- Workers Compensation
- Child Labor
- Sexual Harassment
- 5 in 1 Poster

Missouri

- Fair Employment
- Workers Compensation
- Unemployment Insurance
- Harassment
- Public Accommodations
- Discrimination in Housing
- 5 in 1 Poster

North Carolina

- Minimum Wage
- OSHA
- Workers Compensation
- Unemployment Insurance
- Harassment
- 5 in 1 Poster

South Carolina

- Fair Employment
- OSHA
- Workers Compensation
- Child Labor
- Unemployment Insurance
- No Harassment
- Payment of Wages
- Right to Work
- 5 in 1 Poster
- E-Verify/Right to Work (English & Spanish) * (Required)

Tennessee

- OSHA
- Discrimination
- Payday notice
- Unemployment Insurance
- Wage Regulation Act
- Worker's Comp

Texas

- Fair Employment
- Workers Compensation & Uninsured (English & Spanish)
- Child Labor
- OMBUDSMAN
- No Harassment
- Pay Day Notice
- 5 in 1 Poster

DLRRG requires the following posters be included:

- Emergency Evacuation
- Choking Poster
- Sales Tax Permit
- DL Rogers Companies Non-Harassment Policy
- Emergency Phone List
- Health Department License
- Compensation Poster
- Insurance claims Information

SONIC DR PEPPER GAMES

Stores that achieve the honor of placing in the Top 12 are accorded the following expenditures paid by DL Rogers.

- 2 uniform sets (hat, shirt, pants, shoes, name tag) per employee,
- 3 shirts per employee from office
- 1 pair of pants with Director approval
- Travel to and from airport (amount approved by Director).
- Labor for competing employees at greater of (hours typically worked back home or hours attending/participating at convention activities).
- A pair of Skates or parts for skates for competing skater.
- Store may pay for partner's spouse to attend (Registration, transportation and team activities)
- Area supervisor of Top 12 teams may have Registration and hotel paid by

Growth Fund.

UNCLAIMED PAYROLL CHECKS

Any unclaimed payroll check is to be held in the Drive-In safe for two weeks. After the two-week holding period, the check is to be mailed to the address on file for the employee. If the check is returned to sender and is returned to the Drive-In, "Void" should be written on the check. Make a copy of the voided check for your records and mail the original to the Drive-In's payroll company.

Questions about unclaimed payroll checks should be directed to your Area Supervisor. "Stale" payroll checks that have not been cashed can be reissued through FPO. Please contact FPO to get reprints of checks.

UNEMPLOYMENT CLAIMS

As a company, we recognize we have a huge opportunity to save money by decreasing our SUI "State Unemployment Insurance" rate in a majority of our restaurants. In many instances, we are paying more than double the minimum required by the state. We believe doing the following will help reduce our current rates:

- All claims will be sent to our office by the state agency responsible for managing unemployment.
- When the office receives that claim it will be emailed to the store on the same business day it is received.
- If a drive-in receives a claim via email from the office or at the store mailing address, they should immediately fill out the required information and send it back to the unemployment office for processing and a hearing date should be scheduled promptly.
- In most cases, you have 10 days to respond to the claim. In our experience, we have won most cases by having great documentation when we have terminated an employee.
- In all cases, we should always be present for the hearing by phone.
- Note: if the store receives the unemployment claim at the store mailing address, they should scan a copy and email it to Jessica Pearson, in the HR department at jpearson@dlrogers.com, so she can set up a change of address.

VENDOR APPROVALS

Partners may enter 'new vendors' in QConnect for bill payment. FPO will email the area supervisor for approval before any checks will be cut to a 'new vendor'.

VENDOR CONTRACTS

The only approved Contract is provided in the attached Exhibit as the DL Rogers Companies Contract (See Exhibit-Vendors Contract) and must be signed by an Area Supervisor, Operations Director, or DL Rogers Companies Corporate Executive.

Instructions:

1. Verify the business terms of the vendor provided contract.
2. Label the vendor contracts "Exhibit A" by writing "Exhibit A" across the top.
3. Complete the blanks in our contract form and sign it.
4. **DO NOT SIGN THE VENDOR CONTRACT.**
5. Return both Contracts to the vendor for signature on our Contract.
6. Mail a copy of our contract including the vendor contract to the Director of Operations after the appropriate signatures are obtained.
7. The Drive-In is to maintain copies of all Contracts in a permanent Contract file.

Any exceptions to this Policy must be approved by the Director of Operations or President prior to entering into the Contract or Agreement.

Any questions about our contract policy should be directed to your Area Supervisor or Director of Operations.