



CAJUN CRAB
GREAT SEAFOOD BOIL & SPIRITS

Cajun Crab Company LLC

EMPLOYEE HANDBOOK

Previous Version Saved 11/23/2023

Effective Date 07.03.2023

Posted to cajunee.life 07.03.2023

Cajun Crab Company LLC Employee Handbook

Director: Jen Chen

Welcome to: CAJUN CRAB COMPANY LLC

The following pages contain information regarding many of the policies and procedures of CAJUN CRAB COMPANY LLC. These policies are a condition of employment. Labor relation laws require that all employers maintain a written policy that is applied non-discriminately to all employees.

If you have questions or need assistance reviewing this document, please contact: Jen Chen at 850-826-2827.

Restaurant Hours:

Monday through Friday: See Manager

Saturday: See Manager

Sunday: See Manager

Our main phone number is 850 888 2428.

For life threatening emergencies call 911.

Disclaimer

This handbook is intended only to outline the employment policies, procedures and benefits of CAJUN CRAB COMPANY LLC. This manual is not intended to be all-inclusive and should not be considered to be an employment contract. CAJUN CRAB COMPANY LLC reserves the right to change employment policies, procedures, benefits or this manual at any time without notice. It is the responsibility of the employee to stay abreast of policy. CAJUN CRAB COMPANY LLC will make every effort to notify employees of any policy changes, additions or deletions. Said changes will immediately become a part of this manual.

Errors and omissions will be corrected when detected and or legally advised and the corrected policy will be reposted as required.

Cajun Crab Company LLC Employee Handbook

Introduction

CAJUN CRAB COMPANY LLC Mission Statement



To provide quality products and services to our customers. To treat our customers and coworkers in a kind and friendly manner. To be a positive influence in the community.

Career Opportunities

It is our desire to see each, and every employee achieve their highest potential. We will do our best to provide the opportunity and offer training, education, and guidance whenever possible. See your immediate supervisor if you have questions.

Open Door Policy

It is our objective to provide a work environment free from elements that would deter employees from performing their best work. All concerns may be expressed through our open-door policy. Management at CAJUN CRAB COMPANY LLC maintains this open-door policy to discuss any issues you may have. Feel free to express yourself about work related or personal matters. We welcome your input.

If you feel you have been discriminated against in any way you are encouraged to express concern through this open-door policy. Managers or leads that attempt to suppress this open door policy are in violation of the open door policy and are subject to disciplinary action up to and including termination. Cajun Crab will not tolerate intimidation of any kind by employees in positions of authority. Managers and lead servers should make special efforts to avoid violating this policy.

Cajun Crab Company LLC Employee Handbook

Code of Conduct

Employees of CAJUN CRAB COMPANY LLC are to conduct themselves in a responsible, professional, and ethical manner. Report any unethical or dishonest behavior to your immediate supervisor.

Reported illegal activities will be investigated by appropriate CAJUN CRAB COMPANY LLC management team members. The management team will determine appropriate means for resolution. Employees found to be conducting themselves in an unethical or illegal manner may be subject to appropriate disciplinary action, up to and including termination and if necessary, legal action.

Anyone who knowingly and intentionally through secret covert means acts to subvert the intended company direction to Coworkers away from management will be disciplined for insubordination and may cause termination. This would include texting while working on the clock in chat rooms or other communication with Coworkers that is not established and managed by the company for company discussions.

Employees are asked not to disturb or distract customers about any personal matters during the customer visit, including their opinion of the company operations, management practices or it's direction.

Any employee who is seen to obstruct or misdirect steer the company the from its effort to provide quality and service to all customers no matter their ethnicity will be disciplined, reminded of the company policy concerning discrimination, and depending on the severity of the offence may cause termination. This would include any employee who it is determined are intentionally discriminating by avoiding service to specific customers.

All employees are required to provide their own transportation to and from the workplace as established at the employee's application for employment. No employees while working should impose their obligation to transportation on any coworkers.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Cajun Crab Company LLC Employee Handbook

Worker Documentation

The Immigration Reform and Control Act outlines requirements for worker documentation, via a Form I-9, as follows:

Every U.S. employer must have a Form I-9 in its files for each new employee, unless:

The employee was hired before November 7, 1986 and has been continuously employed by the same employer.

Form I-9 need not be completed for those individuals:

Providing domestic services in a private household that is *sporadic, irregular, or intermittent*.

providing services for the employer as an independent contractor (i.e. carry on independent business, contract to do a piece of work according to their own means and methods and are subject to control only as to results for whom the employer **does not** set work hours or provide necessary tools to do the job, or whom the employer does not have authority to hire and fire); and

Providing services for the employer, under a contract, subcontract, or exchange entered after November 6, 1986. (In such cases, the contractor is the employer for I-9 purposes; for example, a temporary employment agency.)

CAJUN CRAB COMPANY LLC requires employees to submit a Form I-9. All new employees must complete Section 1 of a Form I-9 no later than close of business on his/her first day of work. The employee's signature holds him/her responsible for the accuracy of the information provided. No documentation from the employee is required to substantiate Section 1 information provided by the employee.

CAJUN CRAB COMPANY LLC reserves the right to revise this policy without notice to comply with state and federal law.

Employment

Equal Opportunity Employment

Employees are hired based solely on CAJUN CRAB COMPANY LLC personnel requirements and the qualifications of each individual candidate.

We will not tolerate nor condone discrimination due to age, race, color, religion, sex, national origin, or disability. We will comply with the spirit and letter of all local, state, and federal laws pertaining to employment.

Furthermore, we will not discriminate due to age, race, color, religion, sex, national origin, or disability when making decisions regarding termination of employees.

Cajun Crab Company LLC Employee Handbook

Any questions or concerns regarding any aspect of this policy should be directed to the General Manager.

Eligibility for Employment

Federal law requires both new employees and re-hires to provide documentation of eligibility to work in the United States plus proper identity. A properly submitted form I-9 is required for employment.

Familial Employment

CAJUN CRAB COMPANY LLC does allow family members and relatives of employees to be considered for employment, provided they are qualified for the position and no other conflict of interest exist. Hiring decisions will be the exclusive responsibility of the General Manager.

Investor Employment

CAJUN CRAB COMPANY LLC does allow investor members to be considered for employment, provided they are qualified for the position and no other conflict of interest exist. Hiring decisions will be the exclusive responsibility of the General Manager. Investor members have no assumed management privilege or any authority other than that authority assumed by the employee position description. Investor Employees are subject to ALL policies of the company including disciplinary actions by the general manager.

Part-Time Employment

CAJUN CRAB COMPANY LLC does offer part-time employment positions. Employees who work Twenty (20) hours or less per week will be considered part time. Direct all questions regarding benefits for part-time workers to the Scheduling Manager.

Minimum Wage

CAJUN CRAB COMPANY LLC adheres strictly to minimum wage standards as outlined by the United States Government. Minimum wages may consist of hourly pay or hourly pay combined with other compensation such as tips.

Criminal Convictions

Criminal convictions are taken seriously at CAJUN CRAB COMPANY LLC. We reserve the right to disqualify any applicant for employment that has been

Cajun Crab Company LLC Employee Handbook

convicted of a criminal offense. This would include any violations concerning alcohol laws of the State of Florida and the service of alcohol to customers.

Furthermore, conviction of a crime may result in an automatic termination. CAJUN CRAB COMPANY LLC will make every effort to evaluate the nature and circumstances of the conviction. With the safety and well-being of co-workers at stake, convicted employees may be subject to appropriate disciplinary action, up to and including termination.

Violence

Threats of violence and acts of violence whether verbal or otherwise are strictly prohibited. Employees threatening or committing acts of violence will be subject to appropriate disciplinary action, up to and including termination. Report any such activity to your immediate supervisor or the General Manager.

Weapons

Weapons are generally defined as guns, knives and other objects universally considered a weapon by most of society. A “weapon” can also be any object which would do harm to another when used as such. CAJUN CRAB COMPANY LLC shall deem any such object a “weapon” for the purpose of enforcing of this policy.

Possession of weapons is prohibited on company property and while on duty performing company business at any location. Any employee on duty or on company premises in possession of a weapon will be subject to appropriate disciplinary action, up to and including termination. Report any weapon possession to your immediate supervisor or the General Manager.

Alcohol, Drugs & Illegal Substance Abuse

Possession of alcohol, illegal drugs or other illegal substances is not permitted on company property, or while on duty in the employment of CAJUN CRAB COMPANY LLC. Furthermore, employees are not permitted to report for duty while under the influence of alcohol, illegal drugs or other illegal substances. Employees failing to adhere strictly to this policy will be subject to disciplinary action, up to and including termination. CAJUN CRAB COMPANY LLC does not under any circumstances, allow any employee to work while under the influence of any substance whether prescribed or not that may cause injury to themselves or others. Random drug tests are included in the company policy for eliminating this problem. Employees are subject to random scheduled drug tests during the working schedule. Employees who refuse the required drug testing will be terminated. The use of Vaping and other devices are prohibited within the company facility. All illegal substances are not allowed anywhere on the property. Employees who are seen or otherwise are determine to have violated this policy will be immediately scheduled for random drug testing and or terminated. Report any suspicious activity to your immediate supervisor or the General Manager.

Cajun Crab Company LLC Employee Handbook

Team Server Training

Team server training positions are for the underage server who desires to learn the server requirements and how the company wants servers to approach customers. The team server or apprentice server can take orders and assist in delivering food as their training towards a full-time server position. Hosts and Food Runners may apply for this position through the current manager but must have completed their food handling certifications.

The company serves alcohol currently and is bound by the laws of the state of Florida regarding alcohol service. The company adheres to ALL laws concerning alcohol including the service of alcohol. No server under the age of 18 years of age may serve alcohol to any customer or other person. The company policy prohibits the handling of alcohol products by underage training servers or underage workers in any other position for any reason. The company policy prohibits underage employee's from entering the bar service area as defined by the company. Any violation of this policy will be automatic termination with no exceptions. Those persons found to have exercised poor judgement in regard to the alcohol policy whether directly or indirectly will be subject to disciplinary action for 1st documented offence and termination thereafter. VIOLATIONS TO THIS ALCOHOL POLICY WILL NOT BE TOLLERATED.

Lead Server Positions

EE Lead is an opportunity to train into management positions that that are normally associated with high availability individuals working a full schedule both strong and average sales periods.

EE Positions are offered to motivated individuals with the desire to gain detailed knowledge for a clear understanding of company operations.

EE Leads are provided schedule hours first and in generally busy times. EE Leads that are not currently management can continue to benefit from tips.

Management positions are considered from lead candidates first before outside experienced individuals.

EE Leads are considered first for any specially designed or one off benefits offered by the company which included the company's discretionary bonus program.

Sexual and Other Unlawful Harassment

It is the objective of CAJUN CRAB COMPANY LLC to provide a working environment free from discrimination and conduct commonly referred to as sexual harassment.

Cajun Crab Company LLC Employee Handbook

The E.E.O.C. (Equal Employment Opportunity Commission) has provided a broad definition of sexual harassment. It is general in nature and may not always be clear when evaluating everyday situations.

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.”

Sexual harassment refers to behavior inappropriate in the workplace because it is offensive, unwelcome behavior which would not occur but for the sex of the offended person. Both sexual harassment, and accusations of sexual harassment, are disrupting to the work environment.

If you or a co-worker experiences what you believe to be sexual harassment or accusations of sexual harassment, report it promptly to your immediate supervisor or the General Manager. CAJUN CRAB COMPANY LLC will investigate any employee, regardless of job position when such allegations are made. Based on available information, CAJUN CRAB COMPANY LLC will take appropriate action and communicate on a need-to-know basis.

Appropriate disciplinary action, up to and including termination will be taken against any individual for sexual harassment charges determined to be valid.

Domestic Violence Statement

CAJUN CRAB COMPANY LLC recognizes that domestic violence can have an adverse impact on employee job performances and may also impact co-worker's performance.

CAJUN CRAB COMPANY LLC will assist employees affected by domestic violence, both the victim and the abuser within reasonable guidelines. Information will remain confidential as long as the safety of others is not at risk.

Job Postings

CAJUN CRAB COMPANY LLC posts available hiring positions allowing current employees to apply for the position. All applicants must meet education and/or experience requirements for consideration. All positions for hire will be posted at Indeed.com.

Seniority

CAJUN CRAB COMPANY LLC does consider length of continuous service when making decisions for advancement, job placement, layoffs or staff reductions. Other factors may also be considered for these important decisions.

Cajun Crab Company LLC Employee Handbook

Credit Union

CAJUN CRAB COMPANY LLC is not affiliated with a credit union.

Employment Evaluation

All employees will be under “evaluation” for the first three months of employment. Your immediate supervisor will be responsible for evaluating your performance, aptitude and compatibility with co-workers. At the end of the evaluation period, you may be invited to become a full-time employee who may entitle you to additional benefits. In the event your evaluation information indicates you do not qualify, your employment will be terminated.

Bonus Checks

Bonus checks are a reflection of the success of CAJUN CRAB COMPANY LLC and vary with the general economy and company profits. During difficult business times the bonus program may be reduced or eliminated, solely at the discretion of the company.

Personnel File

CAJUN CRAB COMPANY LLC maintains a confidential personnel file for each employee. Files are controlled by the General Manager. Employees must acquire permission to view his or her personnel file from the General Manager. These files are the property of CAJUN CRAB COMPANY LLC; no documents may be altered or removed by the employee. Every reasonable effort is made to keep the information confidential; access is limited to staff members who require access to perform their job functions. Copies will not be distributed to any third party unless mandated to do so by a court of law.

Policies & Procedures

Attendance

Punctual attendance is mandatory for efficient job performance. In cases of absence for any reason notify your immediate supervisor as well as the front office as soon as reasonably possible. Poor attendance, absence without notification or habitual tardiness will be subject to appropriate disciplinary action, up to and including termination.

Parking

CAJUN CRAB COMPANY LLC employees are required to park in the employee parking area. All other parking is reserved for customers and visitors. Check with the General Manager for parking instructions.

Cajun Crab Company LLC Employee Handbook

Work Schedule Requirements

With variations in workload based on demand from our customers, it is our responsibility to meet critical deadlines, sometimes with little notice. As a result, you may be required to work overtime be it pre-planned or spontaneous. Overtime is mandatory when required; it is a condition of employment. Weekly schedules work dates are required to be filled by employees. The management will make every effort to make the work schedule suitable to all workers. Employees having excessive difficulties meeting applied schedules will result in re-evaluation of the employee and may include rescheduling and reductions of scheduled hours for that employee.

Staff Meetings

Group meetings of several employees as well as meetings of all employees are occasionally scheduled. Every effort is made to schedule these meetings during the hours worked by the vast majority of employees. **Written notification for mandatory meetings will be distributed in advance. All employees are required to attend the entire meeting, when requested, even if it is not during their scheduled work hours.**

Bulletin Boards

Bulletin boards placed in designated areas throughout the facility display notices and announcements for employees to review. It is the responsibility of each employee to review the bulletin boards several times per week to be aware of information posted.

Suggestion Box

Cajun Crab Company LLC always encourages employees to submit suggestions, comments or new ideas which may benefit the company or working conditions. If you wish to remain anonymous, every precaution will be made to preserve your privacy. Management will check the suggestion box on a regular basis for new submissions.

Time Worked (clock in – clock out)

All employees are required to clock in and out reflecting hours worked each day. For those employees who forget to clock out, the scheduled clock out time will be used as the official clock out time. Excessive missed clock out times will be considered an attempt to modify the clock out time to include hours not worked and is prohibited and will include disciplinary action including reductions of scheduled hours and or termination.

Cajun Crab Company LLC Employee Handbook

Lunch Break

Regardless of shift worked, all employees are required to take a lunch break. Lunch break are for 30 minutes. Schedules may vary from employee to employee based on work schedule and from one department to another. It is the responsibility of your immediate supervisor to establish your lunch break schedule.

Breaks

It is in the best interest of our employees and CAJUN CRAB COMPANY LLC to provide a break from work several times throughout the workday. Typically, you will receive two refreshment breaks, one before and one after the meal break. Schedules may vary from employee to employee based on work schedule and from one department to another. It is the responsibility of your immediate supervisor to establish your break schedule.

Lunch Breaks and Breaks are Paid Breaks.

Breaks are required of each employee for the employee to perform his or her duties properly. Each 4 (four) hours in a schedule will include 1 Break. Employees working a full day schedule 8 hours or more are allowed a 30 minute lunch break and 2 additional rest breaks of 15 minutes each. Employees are required to work the entire schedule in order to receive these breaks and may not remove the break times from the assigned schedule to leave early. Brakes are a part of the assigned schedule and are NOT considered additional hours.

Workplace Dress Code

CAJUN CRAB COMPANY LLC encourages employees to dress comfortable, with consideration given to maintaining a professional appearance. Appropriate attire such as company shirts and company identification are to be worn at all times. If you interface with clients or are scheduled to meet with clients on an occasional basis, be prepared and dress appropriately. Be considerate of the company's image as well as your image with customers and your co-workers.

Medical Attention

CAJUN CRAB COMPANY LLC requires employees to notify a supervisor when medical attention is required for any reason, accident or illness. Employees requiring transportation to a medical facility must be taken by trained medical personnel. Transportation and medical costs are the responsibility of the employee.

Cajun Crab Company LLC Employee Handbook

Compensation

Compensation for employment is based on performance. Rates are established by mutual agreement between the employee and CAJUN CRAB COMPANY LLC. Raises also, are based on performance, growth and productivity. All requests for salary increase and/or promotion will be fairly considered by supervisors and the General Manager. Employment is based on an as-needed basis. Employees are not guaranteed tenure or retirement benefits.

Overtime

Hours of work performed by hourly employees, over 40 hours in any seven day period, qualify for payment at a rate of 150% of the employee's regular hourly pay. All overtime must be approved in advance by your immediate supervisor to qualify.

All hours during a work week that are calculated in the total for overtime must be hours actually worked. Vacation, sick days, personal days to any other non-working benefit days do not count in the calculation of overtime.

Mileage Expense for Business Use of Personal Vehicle

Cajun Crab Company LLC will compensate an employee for use of their personal vehicle in the fulfillment of company business. All expenses must be pre-approved by your immediate supervisor. If approved, a fee of "ask supervisor" cents per mile will be paid for documented required and Authorized business travel.

Age and Salary Disclosure

Compensation programs are confidential between the employee and CAJUN CRAB COMPANY LLC. Disclosure of wages or compensation to any third party is not recommended.

Payroll Schedules

Employees are paid every 1St and 15Th. Regardless of shift schedule, the work week begins Monday and ends Sunday. Payday is the 15Th and EOM. Regardless of shift schedule, the work week begins Monday and ends Sunday. Payday is the 1St and 15Th.

Paychecks

Payroll checks shall be distributed on payday as established in the Payroll Schedule section of this handbook. Federal, state and any other required taxes will be withheld from wages as will any voluntary deductions. Employees are to contact their immediate supervisor with any questions regarding employee payroll.

Cajun Crab Company LLC Employee Handbook

Payroll Deductions for Federal Tax, State Tax, FICA and Medicare

As required by law, Cajun Crab Company LLC withholds taxes from employee earnings, as well as social security (FICA) and Medicare. Cajun Crab Company LLC also participates in matching programs as required.

Performance & Evaluation Reviews

Annual performance and evaluation reviews will outline the competencies you need to perform your job functions successfully. Your contributions to your department and CAJUN CRAB COMPANY LLC are also reviewed and documented. Your supervisor will discuss job requirements for your duties and identify your specific skills. Together you will establish plans for your growth and development. All performance reviews will become a permanent part of your personnel file.

Reimbursement of Expenses

Expenses to be reimbursed by CAJUN CRAB COMPANY LLC must be approved in writing prior to expenditure. To receive reimbursement, you must furnish the accounting department with two items: receipts for all expenses (other than per diem or mileage) and a properly completed expense form (available from your immediate supervisor).

We appreciate your expenditures on behalf of CAJUN CRAB COMPANY LLC and will make every effort to reimburse you in a most timely fashion.

CASH ADVANCES

Cajun Crab offers a limited cash advance program for employees.

If you require an advance for expenses, see your immediate supervisor. Advances are limited to 25% of the dollars earned at the current hourly rate not to exceed 100 dollars per pay period.

Cajun Crab does not make loans to employees or advances to employees for personal financial issues.

Reporting Personal Information Changes

Employees must notify the General Manager whenever there is a change in their personal information on file with CAJUN CRAB COMPANY LLC. This includes address, phone number, income tax withholding information, emergency contacts and if applicable, any information which may impact your insurance coverage's.

Cajun Crab Company LLC Employee Handbook

Gifts, Entertainment & Meals

CAJUN CRAB COMPANY LLC employees and their families are not allowed to give or receive business gifts, favors, meals or entertainment to or from any customers or suppliers of CAJUN CRAB COMPANY LLC, except as approved by the General Manager.

If you or a co-worker is approached to give or receive such gifts you are required to request permission from the General Manager.

Visitors

Due to the nature of our business, security clearances and non-disclose agreements with our clients, visitors are not allowed in production or restricted areas. All visitors who are not visiting for business purposes will be restricted to the regular lobby area. All business visitors must have authorization to enter production areas. See your immediate supervisor for authorization. Notify a supervisor immediately if you become aware of any unauthorized visitors.

Individual Personal Visitors of employees are restricted from loitering on the company premises. Employees are encouraged to discourage individual personal visitors who are not planning to dine as a group. Continued visitor issues may be considered as insubordination by the employee and can be reprimanded with a note to their personal file and or termination.

Personal Property

CAJUN CRAB COMPANY LLC is not responsible for personal property of employees in facilities, vehicles, or parking areas. Any personal items brought on premises deemed inappropriate by CAJUN CRAB COMPANY LLC, will be removed without notice. As always, be considerate of the company's image as well as your image with customers and co-workers.

Personal Cell Phone Calls & Text Messaging

Use of personal cell phones, mobile phones or personal digital assistants is prohibited during standard working hours. Personal calls and text messaging must be handled on scheduled employee breaks. If you have an emergency situation, contact your immediate supervisor.

Personal Safety

At CAJUN CRAB COMPANY LLC, the safety of our employees is a top priority. We will make every effort possible to ensure the safest working environment possible. If you have suggestions or concerns discuss them with your immediate supervisor or the General Manager. If you feel you are in danger performing your job duties, stop working and report the hazard to your immediate supervisor. Failure to comply with all health, safety and environment policies and procedures may result in disciplinary action, up to and including termination.

Cajun Crab Company LLC Employee Handbook

Food & Beverage

Without exception, food and beverage is strictly prohibited within immediate proximity of any computers, servers, related hardware, application storage areas or production equipment. In all other areas, employees should be mindful of potential business visitors within the work area. Meals should be eaten in the specified lunch area.

Smoking

Smoking and vaping is not allowed in CAJUN CRAB COMPANY LLC facilities. Smoking and Vaping is allowed only in designated areas outdoors. While smoking, please be considerate of others. All smoking materials must be extinguished properly and disposed of in appropriate receptacles. Check with the General Manager for authorized areas. All illegal substances are prohibited from the entire property and facilities.

Office Parties

Office parties for employees of CAJUN CRAB COMPANY LLC may be held on company premises with permission from the General Manager. No alcoholic beverages are allowed at these functions.

Office parties for employees of CAJUN CRAB COMPANY LLC may be held on company premises with written permission from CAJUN CRAB COMPANY, LLC. Alcoholic beverages are allowed at these functions using discretion and that are in accordance with the current applicable laws governing alcohol.

Solicitation

As a courtesy to other employees CAJUN CRAB COMPANY LLC does not allow solicitation of political information, religious information or items for sale. Solicitation for sale of items involving fund raisers for school projects and the like may be considered. See your immediate supervisor for approval.

Moonlighting

Due to conflict of interest, CAJUN CRAB COMPANY LLC does not allow employees to “moonlight” offering any services provided by Cajun Crab Company LLC. Failure to comply with this policy may result in disciplinary action or termination of employment.

Company Property

Confidential Information Security

As a matter of course employees of CAJUN CRAB COMPANY LLC will have access to confidential and proprietary information. This information includes, but is not limited to, personnel information, pricing, client lists, contractual agreements, intellectual property and marketing/sales strategies. It is a condition of employment that you not disclose this information to third parties during or after employment. Disclosure of CAJUN CRAB COMPANY LLC confidential information without express written approval is prohibited.

Cajun Crab Company LLC Employee Handbook

Facilities Security

It is the responsibility of all employees to make sure the facilities and work areas are secure. Any employee entrusted with facility keys shall make certain the facility is secure when that employee is the last to leave. See your immediate supervisor if you will be left with this responsibility. This includes, but is not limited to, turning off appropriate lights and closing and locking all doors and windows.

Report any potential security risks to your immediate supervisor.

Report any potential security risks to your immediate supervisor.

Office Supplies, Postage & Company Accounts

CAJUN CRAB COMPANY LLC postage, postage systems, shipping accounts and accounts with various vendors and suppliers are to be used for company business purposes only. Improper use of these items may result in appropriate disciplinary action, up to and including termination.

Company Vehicles

Use of company vehicles for personal purposes is generally prohibited. For special circumstances where the authority of Cajun Crab Company, LLC requires that an employee use his or her personal car for business of Cajun Crab Company, LLC the company will pay the ordinary allowable expense to the employee as approved and directed by the General Manager.

Company Equipment

Company property, such as laser printers, copiers, computers, and all production tools, are to be used for CAJUN CRAB COMPANY LLC business purposes only. Use of unauthorized equipment may result in appropriate disciplinary action, up to and including termination.

Your designated work area, desks and cabinets are not to be locked with personal locks. If you need assistance securing company property see your immediate supervisor.

Phone Systems, Voice Mail and Personal Calls

Telephone systems, equipment and operators are in place to provide business services of the company. Employees are to limit the personal use of these items. Lengthy calls should be made during breaks.

Long distance calls for personal use are prohibited.

Conservation and Recycling

Conserving energy and resources is a priority at CAJUN CRAB COMPANY LLC. Employees are required to conserve power and water in all reasonable ways. Recycling containers are provided throughout the facility for collection. Containers are marked for various materials. Please be certain to separate all recyclables and put them into the appropriate containers.

Cajun Crab Company LLC Employee Handbook

Computers and Related Equipment

CAJUN CRAB COMPANY LLC provides employees access to computers, printers and other equipment on an as-needed basis, to perform their job requirements. This equipment is to be used exclusively for the business activities of CAJUN CRAB COMPANY LLC. Employees found to be using company computer equipment for personal use may be subject to appropriate disciplinary action, up to and including termination.

Employees are required to maintain their computers and related equipment in good working order. If any of your equipment needs service, repair or maintenance, notify your immediate supervisor.

Employees shall not use company systems to knowingly violate any city state or federal laws.

Computer games and personal software may not be installed on company equipment.

Company equipment shall not be used to create or store personal information or projects.

Company equipment shall not be used to store or display images depicting violence, sexually explicit material or are racially offensive material.

Software installed on company computers must be properly licensed and installed at the direction of the computer systems supervisor.

Employees are not permitted to download any software (free or otherwise) without express permission from the computer systems supervisor.

Internet

Company computer systems, connected to the internet, are connected for business purpose only. Accessing the internet for personal use is prohibited. Employees are expressly prohibited from allowing any third party to use company provided computers or internet services.

Conducting company business on the internet must be done following all guidelines and policies for conducting business in conventional settings.

Do not expect privacy on company computers. Our software and systems have the capability of tracking each visit, each email, each chat and each file transfer, by every computer on the system.

CAJUN CRAB COMPANY LLC maintains the right to limit internet access.

CAJUN CRAB COMPANY LLC will comply with any reasonable requests from law enforcement to review internet activities of any employee.

While accessing the internet, employees should be fully aware of the global reach of the media. Employees are required to maintain a high level of dignity and be mindful that they represent CAJUN CRAB COMPANY LLC to the world at large while online.

Cajun Crab Company LLC Employee Handbook

For protection of the company network and proprietary information, security measures have been installed on the systems. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.

Email & Electronic Communication

Company provided email is provided for business purposes only. Personal use should be kept to an absolute minimum.

All emails, sent or received, are company records and as such, are accessible to appropriate staff members.

No anonymous emails or texts can be sent from company systems. All employees are required to identify themselves by name and email address.

Chat room participation is prohibited except for business related forums which require approval from your immediate supervisor. Group Text Forums or group communications of any kind using the Company name and or company representative logo or identification is prohibited and considered grounds for termination unless specifically administered by and having absolute control by a director of Cajun Crab Company LLC. Absolute control means only a director of the company can exclusively determine its need for continuation as well as its members to be added or deleted from the text group.

Policies for Leave of Absence

Eligibility

Paid and non-paid leave of absence is a benefit of working at CAJUN CRAB COMPANY LLC. To qualify for these leave of absence benefits the employee must be a full-time employee and have completed a minimum of ninety (365) days continuous employment with CAJUN CRAB COMPANY LLC. Full time employees are employees who have been assigned a regular 40 hours per week work shift. Employees scheduled for less than 40 hours weekly are not eligible. CAJUN CRAB COMPANY LLC reserves the right to, without notice; revise these leave of absence policies.

If you have questions, contact the General Manager.

Personal Leave of Absence

CAJUN CRAB COMPANY LLC will make every reasonable effort to consider personal leave of absence. Apply for unpaid personal leave of absence authorization from the General Manager. Many factors are considered when determining eligibility for personal leave of absence and is granted or denied solely at the discretion of CAJUN CRAB COMPANY LLC. When granted, the maximum allowable is 30 days per calendar year.

Cajun Crab Company LLC Employee Handbook

Sick Leave

Sick leave benefits are earned at a rate of one day of paid sick leave for every 2 completed calendar months worked. Eligible employees can earn up to six days of sick leave per year. Unused sick leave may be carried to the next year, not to exceed a maximum of 6 days carried forward. At the end of employment with CAJUN CRAB COMPANY LLC, employees will not be paid for unused sick leave days.

Notify your immediate supervisor or the General Manager in advance when you plan to use sick leave for scheduled medical procedures or doctors appointments.

If you are sick and unable to attend work or if you must leave before the end of your shift because of illness, notify your immediate supervisor as early as reasonably possible.

Short-Term Disability Leave

Notify your immediate supervisor or the General Manager in advance when you plan to use short term disability leave for scheduled medical procedures or pregnancy related disability. CAJUN CRAB COMPANY LLC reserves the right to verify any employee's inability to perform job duties through consultation of medical experts selected by CAJUN CRAB COMPANY LLC.

CAJUN CRAB COMPANY LLC does not offer group medical insurance benefits to employees. It is the responsibility of each employee to provide their own medical coverage.

Life Insurance Policies

CAJUN CRAB COMPANY LLC does not offer life insurance policies to employees at this time.

401K Plan

CAJUN CRAB COMPANY LLC does not offer a 401K plan at this time.

Retirement

CAJUN CRAB COMPANY LLC does not offer a retirement plan at this time.

Worker's Compensation

State and federal law governs eligibility requirements. All premium costs are paid by CAJUN CRAB COMPANY LLC. Claims are paid directly to employees. All employees are expected to return to work immediately upon release by their physician.

Employees are required to report job-related injuries immediately. Failure to comply could result in difficulty with the employee's claim.

Report to your immediate supervisor all accidents or injuries.

Cajun Crab Company LLC Employee Handbook

Holidays

CAJUN CRAB COMPANY LLC provides the following holiday schedule for all employees. Eligible employees qualify for paid days. Non-qualifying employees are required to take the days off without pay unless otherwise approved in writing by your immediate supervisor.

Holiday Schedule:

| | |
|---------------------|----------|
| New Year's Day | Non-Paid |
| President's Day | Non-Paid |
| Memorial Day | Non-Paid |
| Independence Day | Non-Paid |
| Labor Day | Non-Paid |
| Thanksgiving Day | Non-Paid |
| Thanksgiving Friday | Non-Paid |
| Christmas Eve | Non-Paid |
| Christmas Day | Non-Paid |

Holidays falling on Sunday will be observed on the following Monday, those falling on Saturday will be observed the preceding Friday.

Employees wishing to observe national-origin holidays or religious holidays not listed in the Holiday Schedule must obtain permission from their immediate supervisor for time away from work.

Vacations

CAJUN CRAB COMPANY LLC provides paid vacation time for all eligible employees. To qualify for vacation benefits a full-time employee must have completed one full year continuous employment. Employees are encouraged to take a vacation every year.

Vacations Schedule:

| | | |
|-----------------------|-----------------------|--------------------------|
| 2 to 3 year's service | 5 days Paid Vacation | 0 days maximum carryover |
| 4 to 5 year's service | 10 days Paid Vacation | 0 days maximum carryover |

Additional non-paid vacation days may be considered in order to extend vacations providing you acquire written approval from your immediate supervisor. Workloads are considered when choosing to grant or deny these requests. Paid company holidays which occur during your vacation are not counted as vacation days.

Cajun Crab Company LLC Employee Handbook

COBRA

CAJUN CRAB COMPANY LLC, in accordance with federal law offers continued medical benefits to employees who lose eligibility for coverage via termination or other circumstances. COBRA (Consolidated Omnibus Budget Reconciliation Act) provides employees and their qualified beneficiaries the opportunity to continue health coverage under the company's health plan. The employee pays full cost for coverage at our group rate, plus an administration fee.

The General Manager will provide details of COBRA coverage and procedures for applying at the time an employee loses eligibility.

Employee Discounts

CAJUN CRAB COMPANY LLC offers full-time employees a discount on our products and services. Discounts vary depending on the products or services. If you wish to take advantage of discounts offered, contact your immediate supervisor.

Discipline Policies

Problem Resolutions

The solution to most problems is often found through communication. We will make every reasonable effort to assist in solving problems or disputes amongst employees.

We recommend the following:

For disputes between employees, first discuss the problem between the two employees and make every attempt to resolve it. If no resolution is reached, both employees together should approach a supervisor and allow the supervisor to participate in the resolution. If a resolution is not reached, it should be turned over to the General Manager. The General Manager will gather and review all information and provide a solution with the best interest of all parties.

If a supervisor is involved as a party in the initial dispute, it must be turned over to the General Manager at the outset.

Decisions of the General Manager will be final.

Cajun Crab Company LLC Employee Handbook

Violation of Company Policy

Employees found to be in violation of company policy will be given official notice of the infraction. All reasonable attempts to resolve the problem will be made to constructively resolve the situation. Appropriate disciplinary action, up to and including termination, may be taken if the violation continues.

Employees who believe they have been falsely charged with an infraction can appeal the charge to the General Manager. All appeals must be in writing clearly defining the reason you believe the charge was false. The General Manager will review all available information and make a ruling. All decisions of the General Manager are final.

Notices of violation, appeals and final disposition documentation will become a permanent record in the employee's personnel file.

Termination of Employment

Employees of CAJUN CRAB COMPANY LLC are not given tenure. The employee of CAJUN CRAB COMPANY LLC may choose to terminate employment at any time.

Employees choosing to terminate their employment with CAJUN CRAB COMPANY LLC are required to return all company property to their immediate supervisor before leaving the premises on their final day of employment. Upon receipt of all company owned property, the employee will receive their final paycheck including any earned vacation pay, if applicable.

CAJUN CRAB COMPANY LLC may terminate employment at any time for any reason. If an employee is terminated for a severe violation of policy they will be escorted from the premises immediately. Any personal property, plus their final paycheck including any earned vacation pay, if applicable, will be given to the employee upon receipt of all company owned property.

The General Manager will provide opportunity to all employees leaving CAJUN CRAB COMPANY LLC to have an exit interview. Request for exit interviews must be made with reasonable time for the General Manager to schedule the interview.

CAJUN CRAB COMPANY LLC considers personnel files confidential. Any request for employment confirmation will be provided only with employment dates and positions held.

Severance

CAJUN CRAB COMPANY LLC does not offer severance benefits for employees terminating employment for any reason.

Cajun Crab Company LLC Employee Handbook

Acknowledgement

I have read the policies outlined in this handbook. I understand that while this is not an employment contract, I am bound to abide by the policies set herein.

I further understand that CAJUN CRAB COMPANY LLC may modify, revise and update policy and/or this manual at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss this handbook and its contents with CAJUN CRAB COMPANY LLC representatives and I fully understand the contents.

With this knowledge I accept the policies outlined herein as a condition of employment.

Employee signature _____

Date _____

CAJUN CRAB COMPANY LLC reserves the right to make changes to this handbook for the purpose of modifying, revising and updating company policy and this manual. Notice of changes will be posted on the bulletin boards and become a part of this manual. Violation of any company policy may result in immediate termination.

Cajun Crab Company LLC Employee Handbook



SAFETY MANUAL

Cajun Crab Company, LLC

Effective Date 07/01/2021

Cajun Crab Company LLC Employee Handbook

SAFETY MANUAL

Table of Contents

Notice

Title Page

CAJUN CRAB COMPANY LLC

Disclaimer

Introduction

CAJUN CRAB COMPANY LLC Management Statement of Safety
Safety & Accident Prevention Is Everyone's Job
In Case Of Emergency

Safety

Accident Prevention
Accident Reports
Leave of Absence
Workplace Housekeeping
Office Area Housekeeping
Dress Code For Safety
Personal Protective Equipment (PPE)
PPEs – Eyes & Face
PPEs – Feet
PPEs – Hands
PPEs – Hard Hats
Chemical Safety
Area Chemical List MSDS
NFPA Chemical Hazard Label On All Packaging
Handling Flammable Liquids
Compressed Gas Cylinders
Hazardous Waste
Emergency Evacuation Procedure
In Case of Fire
Electrical
Machinery Guards & Equipment Safety
Welding Cutting & Brazing
Power Hand Tools
Ladders
Fork Lifts NA
Pallet Jacks
Material Handling & Lifting
Safety First

Acknowledgement

Signature Form

Cajun Crab Company LLC Employee Handbook

CAJUN CRAB COMPANY LLC Employee Safety Manual

INFORMATION REQUIRED

The following pages contain information regarding safety issues at CAJUN CRAB COMPANY LLC. This safety manual is intended for distribution with the CAJUN CRAB COMPANY LLC Employee Handbook.

If you have questions or need assistance reviewing this document, please contact: _____ at _____.

Our main phone number is 850 888 2428.

For life threatening emergencies call 911.

For facility emergencies call 850 826 2827.

Disclaimer

This safety manual is intended only to outline the safety policies and procedures of CAJUN CRAB COMPANY LLC. This manual is not intended to be all-inclusive. CAJUN CRAB COMPANY LLC reserves the right to change safety policies and procedures or this manual at any time without notice. It is the responsibility of the employee to stay abreast of all safety policy. CAJUN CRAB COMPANY LLC will make every effort to notify employees of any policy changes, additions or deletions. Said changes will immediately become a part of this manual.

Cajun Crab Company LLC Employee Handbook

Introduction

CAJUN CRAB COMPANY LLC Management Statement of Safety

Health and safety of every CAJUN CRAB COMPANY LLC employee is a primary consideration in every phase of operations. Our policy is to conduct every operation and activity in a responsible manner, avoiding recognized hazards to promote health and safety for employees, customers and vendors by complying with all applicable safety, health and environmental laws and regulations of jurisdictions where we conduct business. The management of CAJUN CRAB COMPANY LLC is committed to achieving the goals of this policy and ensuring that our facilities comply. Your participation and compliance with all safety rules and policies will assist in accomplishing our mission for the safety and well-being of our entire staff.

Safety & Accident Prevention Is Everyone's Job

Safety procedures outlined in this manual are considered basic, minimum requirements in helping to provide a healthy, safe work environment. It is not meant to be all-inclusive or cover every possibility. Exercising good judgment, reason and common sense is expected from all employees.

Employees are responsible for adhering to the directions of management and these guidelines. Specific safety issues and environmental requirements vary depending on job duties. Management will inform you of specific hazards as well as safety, health and environmental procedures for specific job duties. If for any reason you do not fully understand your safety-related responsibilities, ask your supervisor or team leader for clarification. All employees have the authority to stop ANY activity if there is a clear threat to health or safety. Violation of any health, safety and environment rules or policies may result in disciplinary action, up to and including termination.

In Case of Emergency

Immediately contact Cajun Crab Company General Manager and Text, Donald@8505423938.

in the event of any health, safety or environment emergency including, but not limited to, injuries, medical emergencies, accidents, chemical leaks or spills, fire, equipment safety issues or any other situation deemed to be hazardous in any way.

Cajun Crab Company LLC Employee Handbook

Safety

Accident Prevention

Accidents are the result of unsafe conditions, behavior or actions. Accidents can be prevented with a conscious effort to obey all health, safety and environment rules as well as notices and posted safety posters. Employees can reduce the probability of accidents by using common sense.

Some simple ways to reduce accidents include:

- Always wear safety equipment as recommended.
- Be aware of activity around you.
- Walk – never run in the facility.
- Never carry heavy or large items without proper assistance.
- Never use or handle chemicals without proper training.
- Never operate machinery or equipment without proper training.
- On stairs, use handrails and watch your step.
- Keep your work area clean, organized and safe from hazard.

Report all unsafe conditions or activities to Cajun Crab Company, LLC General Manager.

Accident Reports

All accidents and near accidents must be reported to General Manager immediately. Reporting a near accident could help avoid a serious accident in the future. All accidents which result in an injury must be reported immediately to Text, Donald@8505423938.

Medical treatment outside the workplace, for all work-related injuries must be authorized by General Manager. The employee may be responsible for the cost of unauthorized treatment. Failure to properly follow these procedures could compromise benefits of Workers' Compensation.

All reported accidents and near accidents will be investigated to identify risk of future accidents and identify measures required to rectify unsafe conditions. If the accident was caused by the affected party or another employee, appropriate disciplinary actions may be initiated.

Failure to report any accident or near accident may result in disciplinary action, up to and including termination.

Leave of Absence

The Family and Medical Leave Act (regulated by the Department of Labor), Worker's Compensation and CAJUN CRAB COMPANY LLC policies may affect eligibility and length of time off for work-related accidents. See the CAJUN CRAB COMPANY LLC Employee Handbook for leave of absence details. If you have questions direct them to Cajun Crab Company LLC General Manager.

Workplace Housekeeping

Cajun Crab Company LLC Employee Handbook

A clean, organized work area promotes positive health, safety and environment conditions which can help prevent accidents. The following are some of the ways to maintain good housekeeping:

- Store tools, materials and supplies in approved storage areas.
- Keep all walkways, pathways and exits clean and free of hazardous clutter.
- Position cords and cables safely away from traffic.
- Be considerate of fellow employees when using common areas.
- Be the example of a clean work area to those around you.

Office Area Housekeeping

Help avoid accidents in the office area by keeping it clean, organized and free from hazards. The following are some of the ways to maintain good housekeeping within office areas:

- Store office supplies in approved storage areas.
- Keep all walkways, pathways and exits clean and free of hazardous clutter.
- Position cords and cables safely away from traffic.
- Follow safety instructions for copy machines, printers and other equipment.
- Do not overload electrical outlets.
- Disconnect power to all equipment prior to cleaning and maintenance.
- Open only one filing drawer at a time. Load heavy items in lower drawers.
- Use approved ladders rather than furniture to reach overhead storage.

Dress Code for Safety

Long hair as well as certain types of clothing, shoes and accessories may impose unsafe conditions in certain areas of the facility. Loose clothing, neck ties, long hair, jewelry and hanging accessories may get tangled in machinery and cause injury. High-heel shoes may be unsafe in many parts of the production area. Some areas of the plant require safety glasses, hard hats or other personal protection equipment be worn at all times.

Safety requirements may vary throughout the day in some areas, based on work functions being performed. Please adhere strictly to notices and management warnings regarding safe dress policies in specific areas of the facility. Area managers have authority to define safety issues in their area as it relates to safety policy, including dress codes.

If you have questions or concerns, contact Cajun Crab Company LLC General Manager.

Personal Protective Equipment (PPE)

In an effort to ensure a safe environment, it may be necessary to require the use of various PPEs when performing certain job functions. The Occupational Safety and Health Administration (OSHA) requires employers to provide protective equipment, (for example, eye, face, hand, feet and head protection) any time an employee encounters the potential of injury. PPEs must be worn as required by management and area safety rules. Safety requirements for PPEs are posted within specific areas.

Cajun Crab Company LLC Employee Handbook

Employees are responsible for cleaning and maintaining provided PPEs. If you require replacement PPEs or have questions about the safety status of your existing PPE, contact Cajun Crab Company, LLC General Manager.

PPEs – Eyes & Face

Delicate tissues of the eye, mouth and nose are susceptible to damage from many substances. Dust, liquids, gasses, fumes from solvents and particles can produce serious damage, burns or irritation, including potential permanent damage. In areas of the facility where potential conditions exist, safety glasses, goggles, face shields or safety hoods must be worn.

Safety glasses, with fixed side shields must be worn by anyone entering an area where eye protection is required. Additional face and/or eye protection requirements are posted within specific production, lab and storage areas. No sunglasses allowed in areas posted for safety glasses.

These safety rules apply to workers, employees, office staff, vendors, contractors and visitors.

PPEs – Feet

Steel-toe, safety shoes are required in areas of the facility where a potential of foot injuries exists due to any heavy object striking the foot. Fork lift operators, truck drivers, material handlers and machine shop employees and anyone working in production and storage areas must wear safety shoes. Sandals, open-toe shoes, high-heel shoes and mesh shoes are not allowed in machining, manufacturing, labs, loading or storage areas.

PPEs – Hands

Gloves or other hand protection may be required if the employees hands are exposed to hazards such as harmful substances, potential chemical burns, cuts or abrasions. When hands are exposed to chemicals such as isopropyl alcohol, solder paste, flux or any other eroding chemicals, employees must wear approved protective latex gloves. When hands are exposed to harsh abrasion, welding sparks, heat, or puncture hazards employees must wear approved protective gloves. Adhere to safety warnings and guidelines from glove manufacturers.

PPEs – Hard Hats

Hard hats are required in all posted areas of the facility including areas with non-permanent items positioned higher than six feet above floor level, overhead storage or potential falling objects. Maintenance workers, fork lift operators and warehouse employees are required to wear hard hats at all times while performing job functions.

Chemical Safety

All chemicals, even those generally considered safe, have the potential to be harmful when improperly used, mixed or stored. The OSHA Hazard Communication standard and the “Right-to-Know” laws require that all

Cajun Crab Company LLC Employee Handbook

employees be given detailed information about the hazards of the chemicals they work with and how to store and control them. Chemical containers should also be labeled with the NFPA diamond indicating flammability, health, reactivity hazards and other special hazards.

Our goal is to assure all chemicals used on site are evaluated for harmful components and the information concerning their hazards is provided to employees. Employees will be notified when special hazard classes are conducted.

Area Chemical List MSDS

INFORMATION REQUIRED

Chemical manufacturers and distributors are required by OSHA to develop Material Safety Data Sheet (MSDS) and distribute them to end users. All departments that use chemicals have a notebook with a copy of the MSDS for each chemical used in the area. An inventory of chemicals used by that department is listed in the front section of the binder.

The MSDS includes the name of the chemical, name of the manufacturer, emergency phone number, fire and explosion information, first aid measures, spill, leak, and disposal procedures, and special precautions. Facts about chemical reactions, chemical hazards, and health hazards may also be included.

The master file for each MSDS is located _____.

NFPA Chemical Hazard Label on All Packaging

The National Fire Protection Association (NFPA) has developed a color coded, numerical system for indicating the health, flammability and reactivity hazards of chemicals. In addition, a special precaution symbol may be used if necessary.

NFPA labels are required on all chemicals packaging. Chemicals transferred to new containers must have a NFPA label placed on them immediately.

Handling Flammable Liquids

Vapors from flammable liquids represent the single most dangerous source of fire in the work place. Employees must be fully aware of the hazard presented by each flammable liquid and take proper safety measures to eliminate the risk of injury. Some of the safety guidelines to follow when dealing with flammable liquids include:

- Avoid contact with the skin.
- Always wear the required PPEs to avoid irritation to the skin and eyes.
- Open flames and smoking are prohibited near flammable liquids.
- Identify all containers with NFPA labels.
- Store flammable liquids in approved safety containers, in good condition.
- Never store flammable liquids in open containers.
- Use only in approved adequately-ventilated areas.
- Mix liquids or chemicals only as specified in approved operating procedures.

Cajun Crab Company LLC Employee Handbook

- Containers must be grounded and connected to each other when pouring.
- Keep minimal amounts of flammable liquids at your workstation.

Compressed Gas Cylinders

Only employees with proper training are allowed to handle compressed gas cylinders. Compressed gas cylinders are safe when used and handled properly, but can be a serious safety hazard when proper care is not observed. Some considerations when handling gas cylinders:

- All cylinders must be properly identified and labeled using DOT labels.
- Cylinders, empty or full must be stored in an upright position.
- All cylinders must be fastened to a secured fixture to avoid being toppled.
- Close valves on all empty or full cylinders when not in use.
- Never attempt to repair cylinders, valves, or safety relief devices.
- Cylinders must not be rolled on their sides, dragged or slid.
- Cylinders shall be stored in assigned places away from corrosives.
- Store cylinders in a dry, well ventilated and appropriately marked room.

Hazardous Waste

Hazardous wastes including chemicals, oils, fuels, solvents, and others are materials that can be harmful to humans or the environment. All hazardous waste must be disposed of properly. See the MSDS for each material for disposal instructions. Never dispose of any chemicals in a drain, toilet or trash receptacles. For questions, assistance or information on the identification, collection and disposal of chemicals and hazardous waste materials contact Cajun Crab Company, LLC General Manager.

Emergency Evacuation Procedure

Evacuation drills are conducted annually. If an evacuation alarm sounds, be calm and do the following:

- Immediately stop all work activity.
- Turn off the source of any open flames.
- Close valves on all gas cylinders in use.
- Proceed to the closest exit.
- Calmly walk, do not run or panic.
- Assist anyone needing help to evacuate building
- Do not use elevators, use the stairs.
- Once outside, keep streets clear for emergency vehicles.
- Remain at least 100 feet from the building.
- Re-enter the building only when given the "all clear" by management.

In Case Of Fire

In the event of a fire, your first responsibility is safely exit the building and call 911. If available, use a fire alarm box. Then notify management of the emergency.

CAJUN CRAB COMPANY LLC employees are neither required nor expected to use fire extinguishers and should never put themselves at risk in order to put out a fire. In the event a situation develops where quick action can put out a fire before it spreads, without endangering yourself or others, you may

Cajun Crab Company LLC Employee Handbook

choose to use one of the fire extinguishers located throughout the facility. Do not use water on oil, gas or solvent fires. Consider these basics when using an extinguisher:

- Stand approximately 10 feet away from flames.
- Pull the safety pin at the top of the fire extinguisher.
- Aim the nozzle at the base of the flames.
- Squeeze the handle sweeping from side to side along the base of the fire.

Electrical

Only trained and authorized personnel are allowed to work on electrical equipment and wiring. These are employees who are trained and familiar with the construction, operation and hazards of electrical equipment. If you need electrical work or repair performed in your area, contact Cajun Crab Company, LLC General Manager.

Machinery Guards & Equipment Safety

Machine guards and other safety devices are provided for your protection. They may only be removed by authorized personnel for purposes of making repairs, cleaning, and lubricating. All guards must be replaced before starting or operating machinery. Guidelines for safety include:

- Obey safety dress code to avoid personal injury.
- Keep hands away from all moving machinery parts.
- Make sure properly functioning safety guards are in position.
- Never attempt to adjust, clear or repair any operating machinery.
- Obey safety signs and wear required PPEs.

Welding Cutting & Brazing

Only trained and authorized personnel are allowed to engage in welding, brazing and cutting torch activities. These are employees who are trained and familiar with the safe operation and potential hazards of these activities. If you need welding, brazing or cutting work performed in your area, contact Cajun Crab Company, LLC General Manager.

Power Hand Tools

Improper use of power tools can result in injury. Before using any power tool, review the safety guidelines as provided by the tool manufacturer. Inspect power cord connections and plugs before connecting power source. Use power tools only for their intended purpose. If you have questions or need assistance or information, contact Cajun Crab Company, LLC General Manager.

Ladders

Unsafe or improper use of ladders can cause severe damage, including death. Ladders should be used only by trained personnel where the use of a ladder is part of their job description.

Some safety rules for using ladders include:

- Never use a defective ladder – Inspect before each use.
- All ladders must be fitted with non-slip feet.

Cajun Crab Company LLC Employee Handbook

- Metal ladders shall not be used to perform electrical repairs or installation.
- Never place a ladder in front of a closed door.

For access to materials, supplies or products which require the use of a ladder, contact Cajun Crab Company, LLC General Manager.

Forklifts NA

~~Unsafe or improper use of a fork lift can cause severe damage, including death. Fork lifts should be used only by certified fork lift operators.~~

~~Some safety rules for using fork lifts include:~~

- ~~- Operators are required to possess a valid certification card.~~
- ~~- Safety shoes, hard hat and safety glasses are required during operation.~~
- ~~- Do not exceed fork lift weight limitations.~~
- ~~- Do not lift loads taller than six feet in height.~~
- ~~- With or without a load, always travel with the forks as low as possible.~~
- ~~- No raising or lowering the forks while the fork lift is in motion.~~
- ~~- Passengers are prohibited from riding on the load or the fork lift at any time.~~
- ~~- Travel in reverse when the load obstructs your forward view.~~
- ~~- Fueling should be done according to manufacturer guidelines.~~
- ~~- Add fuel only at designated locations.~~
- ~~- Use beeper or horn while fork lift is in motion, especially at blind corners.~~
- ~~- Pedestrians always have the right of way.~~

~~If you need to access materials, supplies or products which require the use of a forklift, contact _____ NA _____.~~

Pallet Jacks

Unsafe or improper use of a forklift can cause severe damage to people and items in tow on the pallet jack. Before a using pallet jack, seek permission and instruction from management.

Some safety rules for using pallet jacks include:

- Safety shoes, hard hat and safety glasses are required during operation.
- Do not exceed pallet jack weight limitations.
- Do not lift loads taller than four feet in height.
- Passengers are prohibited from riding on pallet jacks at any time.
- Use caution while the pallet jack is in motion, especially at blind corners.
- Pedestrians always have the right of way.

If you need to access materials, supplies or products which require the use of a pallet jack, contact Cajun Crab Company, LLC General Manager.

Material Handling & Lifting

Serious injury can occur when lifting and moving supplies, materials and products. It is recommended that material moving aids such as fork lifts, pallet jacks and carts be used whenever possible.

Some material handling may require manual lifting. Using proper lifting techniques can reduce the potential of back sprains by reducing strain on the back and abdomen. Proper lifting technique is attained by bending at the

Cajun Crab Company LLC Employee Handbook

knees while maintaining a straight back. Lift upward with your legs. Never lift more than you can comfortably handle.

National Institute for Occupational Safety and Health (NIOSH) lifting guidelines, listed below, are recommended when lifting.

- Maintain your feet apart firmly, bend the knees and keep the back straight.
- Get the center of the weight as high above the ground as possible.
- Get the object as close as possible to your body.
- Lift with the arms first, and roll the object over your knee.
- Stand up with the load, using the legs, thus reducing strain on the back.
- Turn your feet, not your hips or shoulders, if your task requires turning.
- Avoid twisting your back while carrying a load.
- Get help if load is too heavy or too bulky.
- Never lift any material if your back is sore.

For assistance moving or handling materials, supplies or products which exceed your abilities, contact Cajun Crab Company, LLC General Manager.

Safety First

It is the responsibility of every employee to put safety first while performing job duties at CAJUN CRAB COMPANY LLC. If you notice any hazardous conditions or have questions regarding safety issues not covered in this manual immediately contact Cajun Crab Company, LLC General Manager.

Cajun Crab Company LLC Employee Handbook

Acknowledgement

I have read the policies outlined in this safety manual. I understand that while this is not an employment contract I am bound to abide by the policies set herein.

I further understand that CAJUN CRAB COMPANY LLC may modify, revise and update this manual at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss this handbook and its contents with CAJUN CRAB COMPANY LLC representatives and I fully understand the contents.

With this knowledge I accept the policies outlined herein as a condition of employment.

Employee signature _____

Date _____

CAJUN CRAB COMPANY LLC reserves the right to make changes to this handbook for the purpose of modifying, revising and updating company policy and this manual. Notice of changes will be posted on the bulletin boards and become a part of this manual. Violation of any company policy may result in immediate termination.

Cajun Crab Company LLC Employee Handbook

Your Company Name

Cajun Crab Company LLC Employee Handbook

CAJUN CRAB COMPANY LLC Drug Testing Policy

Current and prospective employees who now work, would work if engaged, or in the near future may possibly work, in safety-sensitive areas will be asked to submit to drug and alcohol testing per CAJUN CRAB COMPANY LLC policy. Prospective employees will not be asked to submit to testing unless an offer of employment has been made. Negative test results for drugs and/or alcohol are a condition of employment. This policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

Not all CAJUN CRAB COMPANY LLC employees are subject to drug and alcohol testing. Employees who do work, would work if engaged, or at some time in the near future may possibly work, in the following areas or job positions are subject to drug and alcohol testing:

All Areas of Cajun Crab Company LLC facilities.

Any drug and/or alcohol testing requested by CAJUN CRAB COMPANY LLC will be paid for by CAJUN CRAB COMPANY LLC and conducted by a laboratory licensed by the state.

Each employee asked to submit to a drug or alcohol test will be notified of their results by CAJUN CRAB COMPANY LLC within One (1) week of receiving the lab results. Every reasonable effort will be made by CAJUN CRAB COMPANY LLC to maintain confidentiality regarding results. If the test results are confirmed positive, the employee will be given the opportunity to explain. The employee may also have the same sample retested at a laboratory of the employee's choice, providing the lab is licensed by the state.

CAJUN CRAB COMPANY LLC does not tolerate the use of alcohol or nonprescription drugs on company premises or during work hours at any other employment location as required by CAJUN CRAB COMPANY LLC. If an employee is suspected of working while under the influence of illegal drugs and/or alcohol, the employee may be suspended and required to submit to a drug and/or alcohol test. Suspension shall be without pay until the results of the test are obtained by CAJUN CRAB COMPANY LLC. If the results are negative, the employee will be reinstated and compensated for normal hours of work missed as a result of the suspension. Positive test results may result in termination of employment.

All employees and prospective employees are hereby notified that test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing. Results will be sent to federal agencies as required by federal law. In all other instances every reasonable effort will be made by CAJUN CRAB COMPANY LLC to protect the confidentiality of the information.

Cajun Crab Company LLC Employee Handbook

CAJUN CRAB COMPANY LLC
Address: 5080 Highway 90
Pace Florida 32571

Drug Test Consent Form

I, _____ have applied for employment with CAJUN CRAB COMPANY LLC. I understand that as a condition for my being considered for employment at the position for which I am applying, I may be required to undergo drug and/or alcohol testing. I willingly agree to this testing and understand that if my test results are positive, I shall not be considered further by CAJUN CRAB COMPANY LLC for this position.

I hereby authorize any laboratory, physician or medical professional retained by CAJUN CRAB COMPANY LLC to conduct such testing and to provide the results to CAJUN CRAB COMPANY LLC. I further release CAJUN CRAB COMPANY LLC and any person affiliated with CAJUN CRAB COMPANY LLC and any such institution or person conducting the testing, from liability therefore.

Signature

Date

Applicant Name (Please print)