



Henry Management Group LLC.
Crew Policy Guide

Store #20410- 4405 Potter Rd, Stallings, NC 28104

Mailing Address

7900-D Stevens Mill Rd pmd 262
Matthews, NC 28104

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Welcome To Our Team:

We are delighted to have you join Henry Management Group LLC. Congratulations on becoming a valued member of our McDonald's family! We're excited to have you with us. At Henry Management Group, we believe that every employee plays a vital role in our success. Together, we share a commitment to delivering exceptional quality and service to our customers while being a positive force in our community. As a member of our team, we want you to feel supported, included, and empowered to serve our customers with a smile. We believe that your unique talents and perspectives will strengthen our team, and we are committed to helping you grow in your role.

Sincerely,

Rodney Henry

Rodney Henry
704-778-9275 (cell)

Equal Opportunity

Equal opportunity is Henry Management Group LLC policy. It is our policy to select the best-qualified person for each position in the organization. No employee of the company will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age or other physical or mental disability. No employee of the company will discriminate against any applicant or fellow employee because of the person's veteran status. This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay and other forms of compensation or overtime.

Sexual Harassment – Zero Tolerance

Henry Management Group LLC. employs a zero-tolerance policy with regards to sexual harassment. Henry Management Group LLC. will not allow any form of sexual harassment or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment, as defined in this policy, includes, but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature (e.g. signs and posters), or requests for sexual favors.

Such conduct, when experienced or observed, should be reported immediately to the general manager or supervisor. We will conduct a full investigation. The privacy of the employee filing the report and the employee under investigation shall be respected at all times consistent with the obligation to conduct a fair and thorough investigation.

Any intentional sexual harassment is a major violation of company policy and will be dealt with accordingly by corrective counseling and/or suspension or termination, depending on the severity of the violation.

It is the intent of Henry Management Group LLC. to provide a work environment free from verbal, physical and visual forms of sexual harassment and an environment free of harassment, intimidation, or coercion in any form. All employees are expected to be sensitive to the individual rights of their co-workers.

Policy Regarding Searches

Any inspection of personal belongings should be conducted at the manager's discretion and primarily aimed at preventing loss or ensuring compliance with company policies. To maintain transparency and integrity, another person (such as another manager or a senior employee) should be present during the bag check process. This helps ensure that the procedure is conducted fairly and respectfully.

General Regulations

1. The use of cell phones while on duty or anywhere on the floor is prohibited. Cell phones must be on vibrate. **No other electronic devices (Bluetooth devices, wireless earbuds, etc.) are to be used or worn while on duty.**
2. Parking is permitted only in designated areas by management.
3. This is a non-smoking restaurant. Smoking is not permitted anywhere in the store, including the outdoor playland. Smoke only in areas designated by management.
 - a. **Potter Rd:** In the corral
4. Food and drinks purchased on a break or by someone in McDonald's uniform may only be consumed in the crew room or designated area in the lobby.
5. A manager must approve all courtesy drinks and must be taken in the back of the store out of the view of the customers.
6. Do not leave the floor while on duty unless a manager is aware.
7. Off-duty employees are not permitted behind the counter unless they are arriving for a shift or preparing to leave after a shift.
8. After dark, no back or side door may be opened.
9. The back door may only be opened by a manager.
10. Unauthorized personnel will not be admitted behind the counter. Management will determine which personnel are authorized or not. Only a manager may allow a non-store employee access behind the counter.
11. No food is to be consumed while clocked in for work.
12. Management is not responsible for personal belongings left in the store.
13. Lockers may be used during your shift only. You must remove the lock at the end of your shift. If you leave a lock on overnight, it is subject to being cut. The contents will be discarded and we are not responsible for personal properties.
14. Crew may not conduct any other business than McDonald's on the store premises. You may not solicit managers, customers or other crew for this purpose (i.e. Avon, children's fundraisers etc.)
15. Any regulation not covered in this handbook is at the sole discretion of the management team and should be adhered to as such.

Uniform/Dress Policy

1. You are expected to practice good personal hygiene (i.e. daily shower or bath, clean hair & fingernails, no excessive perfume/cologne).
2. Uniforms are your responsibility. You must come to work in a clean, neat, pressed shirt and pants.
3. No alterations are to be done to pants or shirts. Hemming is all that is allowed.
4. Belts, hats, ties and **Nametags** are part of the uniform and must be worn.
5. Hair must be clean and neatly combed and tucked under the cap. Hair color must reflect a business-professional appearance –Hats and hairnets are the only acceptable headgear. Any male or female with hair that extends below the collar must have hair pulled back or tied up. The appropriate McDonald's hat – visors for women, baseball caps for men must be worn on top of the hairnet.
6. Hats are to be provided to you. If you fail to arrive at work with a hat, one may be provided for you if the restaurant has one in stock at a charge of \$7.00. If there is not one available at the restaurant or you do not have the \$7.00, you may be

provided a hairnet.

7. Shirts must be tucked inside pants, and pants must be worn around the waist.

8. Solid Black (no stripes, lines, other colors), rubber soled non-slip is the only appropriate footwear. No tennis shoes or other type of athletic footwear – shoes must be low-heeled, comfortable and polish-able.

9. Men: must be clean or close shaven and hair may not extend below the collar. Beards and goatees must be trimmed neat. No visible body jewelry is to be worn. No grills or detachable gold teeth are permitted. Jewelry needs to be minimal, and not a food hazard or safety issue.

10. Women: minimal use of makeup and jewelry is to reflect a business professional appearance. Small, unobtrusive earrings (no hoops larger than a quarter). No face rings are permitted. Nail polish may be worn, but it must be no more than ½ inch past the fingertip and no chipped polish. No nail jewelry for safety reasons. Only a watch is permitted; no bracelets may be worn. No grills or detachable gold teeth are permitted.

11. All employees must report for work in full uniform. Uniform caps must be clean, wrinkle free and in good repair. Ties and bows must be clean and wrinkle free. Tie must be secured to the top of the uniform and top buttons buttoned.

12. White, plain undershirts may be worn provided it does not protrude from the uniform shirt. Females and males must always wear their appropriate undergarments under their uniforms.

13. Only McDonald's attire may be worn during scheduled shifts. This includes meetings, rallies, etc. **Cell phones must not be visible and in off position.** Only McDonald's jackets may be worn when working in the drive-thru. You may purchase a McDonald's sweater for your own use.

14. If you wear your uniform to work, you must be in full uniform from the time you enter the property (via car or otherwise) until the time you leave the property – no un-tucked shirts, hats backwards etc.

Any violation of the above policies will result in the inability to clock in for work until the problem is corrected, which may lead to lateness. A violation may also result in an employee being sent home and not permitted to work. All violations are documented.

Crew Food Policy

1. Employee meals are free while working that particular shift. A meal consists of a sandwich, fries, drink and dessert. That can't exceed over \$10.00.

2. Employees in uniform may consume food in the crew room only or in a designated area in the lobby.

3. A manager must ring employee meals before consumed. Wait on a register line designated by management for this purpose and you will be served. No employee may assemble his/her own meal or prepare his/her own food.

4. Always obtain a receipt for your purchase. NO RECEIPT = NO PURCHASE.

5. Employees are required to keep and maintain the crew room in a clean and sanitary manner.

6. You may not consume competitors' foods in the store without prior approval of the manager in charge of that shift. If approved, then you must use discretion when bringing the food into the restaurant, using a McDonald's bag. Outside food may not be consumed in the manager's office.

7. Employee discount may not be used by anyone other than the employee. Food purchased by crew must be consumed by that crew person / manager only.

8. Food may only be purchased when clocked out.

9. All waste (breakfast, lunch, dinner, closing) will be discarded. It is not to be taken home or sold. Failure to discard waste is considered theft, which is punishable by termination and prosecution.

10. Failure to follow any part of the food policy will result in disciplinary action which may include suspension of discount up to termination.

Cash Handling Policy

1. You must count your drawer at the beginning **and** end of your shift. You should arrive 10 minutes early, punch in and count your drawer. If you are late, you will still be allowed to count your drawer (and be documented for being late). If a restaurant is too busy for this to occur, then you should work in a non-cash handle position (i.e. fries, backup, etc.) If the manager does not allow you to count the drawer beforehand, then the **MANAGER** is responsible for that drawer. Within fifteen (15) minutes of your scheduled end of shift, you should be allowed to count and verify the contents of your register **with** the manager while still punched in. Should the manager not count the register with you within fifteen minutes, the **manager** will be held responsible for that drawer.
2. If a drawer is more than +/- \$2.00, the following actions will be taken:
 - i. First Offense: Written warning and cash register review
 - ii. Second Offense: Final Written Notice
 - iii. Third Offense: Termination
3. A serious offense of \$5.00 or more will result in either final written warning or termination.
4. Any incident of undercharging or giving away free food will result in immediate termination and possible prosecution.
5. You may only ring on drawers assigned to you. You may not ring on anyone else's drawer. No one may ring on your drawer as well.
6. Over rings must be handled by a manager only.
7. Cash drawers left unattended will result in immediate disciplinary action.
9. You may not make change between drawers. Call a manager if you need change.
10. You are not authorized to **Borrow Money** from the back-up bank or cash register drawers.
11. Refunds may only be made by a manager. The manager, customer and you must **Sign** the slip.
12. Bills over \$20 and will be accepted only with a manager's approval. All bills \$20 and over must be checked with a **counterfeit pen**. If a bill looks suspicious, **call a manager immediately**. All \$20 bills placed under the till. Other smaller bills may be required to be checked at the manager's discretion.
13. Managers must perform skims of drawers containing \$200 or every 2 hours. Have the manager count the amount of the skim back to you before leaving the drawer. Call a manager if your drawer requires askim.
14. Excessive T-Reds (reductions of orders) may lead to termination and/or prosecution. The average may not exceed \$2.00
15. All sales must be recorded at the time of purchase.

Violations of these policies will invoke disciplinary action which may include termination.

Clock Policy

1. You are responsible for your own clock-in number.
2. Only a manager may clock you in for a shift, in/out from break, out for end shift.
3. No one is to use another's clock in number or clock in another employee.
4. You are not to clock in before your scheduled time unless asked to do so by a manager. The same applies to clocking out after your scheduled end time.
5. For shifts of five hours or more, you will receive a 30-minute unpaid break. You must be clocked out for your break. This is a law and is mandatory. You may not end your shift early instead of taking a break.
6. After being clocked out, you should leave the premises within 20 minutes.
7. If there is a discrepancy in hours worked, notify a manager immediately. Keep a log of your hours and your clock out slips in case of such a discrepancy – these are your only proof a mistake may have been made. If a mistake is found, you will be

compensated accordingly on your next check.

Scheduling / Attendance Policy

1. Schedules are prepared according to **business needs, availability, and work performance**. There is no such thing as a “set” schedule. Changes in business needs, performance and/or availability may result in schedule changes.
2. One of the reasons you were hired was because your work availability fit our business needs. Should that availability change at any time, we make no guarantees as to being able to fit that availability and your employment may be terminated.
3. **Weekends (Friday, Saturday, and Sunday) and holidays are our busiest days of the year. You are fully expected to be available for weekends and holidays. Requests for these days off are handled on a very limited first come, first-serve basis.**
4. Your schedule is YOUR responsibility. DO NOT depend on others, including managers to convey your schedule.
5. Requests for days off must be presented to the scheduling manager on the appropriate form no later than ten (7) days in advance for consideration. While we try to accommodate all requests for time off, it is not always possible due to business needs. Requests are handled on a first-come, first-serve basis. Do not assume your request has been granted unless you receive approval from the scheduling manager.
6. Day off requests less than 7 days in advance will not be approved. If you need a day off less than 7 days in advance, you are responsible for finding **another employee** with the **same station** knowledge and ability to replace your shift. Any changes to a posted schedule may only be approved by the scheduling manager or general manager.
7. You are expected to show up for your scheduled shift on time and ready to work.
8. You are considered late if:
 - a. 1) You come in after your scheduled start time (1 min late = late)
 - b. 2) You clock in after you scheduled start time (even if you are on the premises early)
 - c. 3) You clock in after your scheduled start time to correct a uniform policy violation.
 - d. Lateness is handled through the progressive disciplinary policy. You may be sent home for lateness.
9. Callouts due to illness or other must be phoned in and accepted by a manager no later than three hours in advance. Failure to do so will invoke the progressive disciplinary policy. Callouts requiring multiple days/shifts off must be accompanied by a note from a doctor. ALL call outs are documented.
10. **Tardiness and call outs must be phoned in directly to the restaurant phone and accepted by a manager. You may text the General Manager. If you don't succeed in getting through, keep trying to call the store. “No one answered the telephone” is not an excuse.**
11. Excessive callouts, however legitimate, will result in disciplinary action to be determined by management, which may include termination.
12. No call/No Show (failure to report for a scheduled shift without notifying a manager) will result in disciplinary action which may include termination.
13. You may not clock in unless dressed and ready to work.
14. **Leaving a shift early without the permission of the shift manager is considered job abandonment and is grounds for termination.**

Pay Policy

1. The work week runs from **Sunday to Saturday**
2. You are paid by check bi-weekly on Tuesday after 2 PM
3. **You may** pick up your check after 2pm on Tuesdays – not between 5-7pm. If you choose to pick up your check after Tuesday, you may not pick it up between 7-9 am, 11-2pm or 5-8pm on any day.

4. Checks may not be cashed in the store.

Salary Ranges – Hourly

Position – Hourly Minimum Maximum

- Crew Person \$9.50 - \$13.00
- Maintenance Person \$12.00 - \$17.00
 - **(Must be certified on Daily Routine)** \$14.00 if certified on Heat Treat Machine Mtn. & Roof Mtn. \$17.00 if certified on one of two
- #1 Club Member (Crew Trainers) \$11.50 - \$15.00

** Once you achieve \$15.00 per hour you will receive a performance review every six months but will be eligible for a pay increase annually in **February** until you reach the maximum of \$16.00

Hourly Performance Review / Pay Increase Information

Performance Rating Position When Eligible Good Excel Outst

- | | |
|----------------------------|---|
| ● Crew Semi-Annual | Jan 15 / Aug 15 - \$.15...\$.30...\$.40 |
| ● Maintenance Semi-Annual | Jan 15 / Aug 15 - \$.15...\$.30...\$.40 |
| ● Crew Trainer Semi-Annual | Jan 15 / Aug 15 - \$.15...\$.25...\$.35 |

*** Must be in position at least three (3) full months to be eligible. If not, must wait until the next increase period.

*** Crew rated "Needs Improvement" with at least four (4) months' service time will be placed on thirty days' probation. If crew does not meet goals set during probation period, he/she will be terminated.

Hourly Employee Benefits

Crew

1. Employee Health Plan

◇ See Enrollment Information for details

2. *Employee of the Month*

- \$25 Gift Card
- Certificate

3. *Employee of the Year*

- A trophy will be awarded to the employee of the year.
- \$100.00 Gift Card

4. *PACE Visit*

- The crew will receive a pizza party when the restaurant receives an average score of 80% or better for the quarter.
- Crew will receive a recognition pin for outstanding performance.

#1 Club Members

1. \$.25 Pay increase upon certification for newly certified Crew Trainer

2. To earn this incentive, you must complete the Crew Training Program on Fred.

24 Hour Rules & Policies

All policies & rules are guidelines for crew and managers. Managers are responsible for enforcing these rules & policies with crew. Failure on a crew member's part to abide by these rules will result in disciplinary action which may include termination. A manager's failure to abide by and enforce these rules with crew will result in disciplinary action which may include termination. All policies outlined in the Crew Policy Guide as well as the Managers' Policy and Benefit Guide, are to be followed as well as the following:

1. Doors are to remain locked from the time the lobby is officially closed for business (varies by restaurant) until the opening of the lobby for business (varies by restaurant). Crew leaving for the night from the previous shift must do so with the previous shift's manager according to the staggered method of close. Crew arriving for the opening shift must do so with the opening manager according to the staggered method of opening.
2. A minimum of 2 crew members plus the manager (total of 3) must be in the restaurant at all times without exception. A call out must be handled immediately, first by the managers on duty. If unable to solve, the General Manager must be called. If the General Manager cannot be reached, the Supervisor must be reached.
3. The back or side door must remain locked at all times. The drive thru windows must be locked when there are no cars in line.
4. The freezer and walk-in cooler must remain locked at all times. Only a manager may enter or supervise stock-up.
5. In Overnight stores POS Close should be done not earlier than 4:00 am. The drive thru should remain open, with orders taken on a piece of paper with a calculator. Those orders should then be recorded immediately after POS Open.
6. All crew and managers should be in full uniform including, hat, hairnet (if applicable), McDonald's shirt, jacket, pants, and tie. Uniform should be clean and pressed. Shirts should be tucked in, and pants worn around the waist.
7. No cell phones, iPods, Bluetooth devices, or other electronic equipment will be used or worn while on duty. The manager may have a cell phone on his/her person but may not use it for personal business while running the restaurant.
8. No sleeping while on duty.
9. The only music that may be on is from the store's Muzak System and must be kept at the same level as during the day with customers in the restaurant.
10. No walk-up orders are allowed.
11. There is no smoking allowed during the overnight shift. Anyone smoking in the restaurant / restrooms or opening a door to smoke will receive disciplinary action which may include termination as well as prosecution.
12. Breaks are to be taken in the crew room as always.
13. Willful idleness as determined by the manager on anyone's part will result in disciplinary action.
14. QSC Standards must be always upheld – friendliness, quality of food and holding times must be adhered to. KVS and OEPE times must be monitored and reasonable.
15. The overnight manager and entire crew must wear a headset at all times.

Progressive Disciplinary Policy

The progressive disciplinary policy is invoked for “minor” infractions listed below. Any combination of those infractions listed (but not limited to) in a consecutive 12-month period will result in:

- 1) First Offense: Verbal Counseling
- 2) Second Offense: Written Warning
- 3) Third Offense: Final Written Notice
- 4) Fourth Offense: Termination or suspension

Actions invoking the progressive disciplinary policy include but are not limited to:

1. Lateness
2. Excessive Callouts
3. Chewing Gum
4. Uniform Policy Violations
5. Procedural Violation
6. Failure to follow management / Supervisory direction
7. Failure to clock in/out for a shift / break
8. Violation of condiment policies
9. Late from break
10. Loitering
11. **Willfulness**
12. Poor inspection / mystery shop results
13. Disrupting others’ work
14. Discourtesy to a manager / co worker
15. Poor job performance

Anything not covered above is at the discretion of a manager. Serious violations of the above may result in harsher disciplinary action which may include termination.

Offenses Which May Cause Immediate Termination

Immediate termination may result from offenses including, but not limited to:

1. Theft – food, funds, equipment, supplies, others’ personal belongings, etc.
2. Abuse of equipment
3. Falsifying documents
4. No call/No Show
5. Use of courtesy / promotional cards for personal use

6. Possession / sale of illegal drugs on property
7. Possession / sale of alcohol on property
8. Possession / sale of firearms / illegal weapons on property
9. Reporting for work under the influence of drugs / alcohol
10. Lending/Borrowing Company funds
11. Discourtesy towards a customer in ANY situation
12. Threaten / assault of any crew member, manager, or customer
13. Inappropriate conduct while in McDonald's attire
14. Food Safety Violations
15. Endangering the safety/security of others
16. Failure to secure company assets
17. Use of foul or abusive language anywhere in the restaurant or on restaurant property

Request for Employee Information

Henry Management Group LLC. will release employee information under the following circumstances:

- Requests from the Internal Revenue Service, Social Security Commission or other Federal and State agencies or courts authorized to secure information without employee permission.
- Applications for housing, loans or other wage and employee history submitted on an application and ***signed by the employee***. The application must include the employee's social security number for identification. Incomplete forms will not be processed.
- Department of Social Services, HUD or any agency that is qualifying an employee for benefits, such as food stamps, subsidized housing, etc.,
 - a) First time applications that request verification of employee, date of hire, rate of pay, etc. will be completed at no cost to the employee.
 - b) Employees will be charged \$10 each time a form is requested due to the employee's failure to submit documentation to the agency, such as check stubs.
- Any request for information regarding an employee either active or terminated must be submitted in writing to the Henry Management Group. office via fax or mail by the agency requesting information.

Address: 4405 Potter Rd, Stallings,
Stallings, NC 28104 Fax: 434-111-1111

**REQUESTS FOR INFORMATION WILL NOT BE GIVEN TO THE EMPLOYEE TO HAND CARRY TO ANY AGENCY.
ALL REQUESTS WILL BE MAILED UNLESS A FAX NUMBER IS PROVIDED.**

SUBSTANCE ABUSE POLICY STATEMENT - DRUG AND ALCOHOL TESTING POLICY

Preface

Henry Management Group LLC. has developed a policy regarding the illegal use of drugs and the abuse of alcohol that we believe best serves the interests of all employees. Our policy formally and clearly states that the illegal use of drugs or abuse of alcohol or prescription drugs will not be tolerated. As a means of maintaining our policy, we have implemented employee drug testing.

An employee whose conduct violates Henry Management Group. Substance Abuse Policy will be disciplined up to and including termination.

Substance Abuse Policy Statement

Henry Management Group LLC. is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Henry Management Group LLC. an employee illegally uses drugs on the job, comes to work under their influence, possesses, distributes, or sells drugs in the workplace, or abuses alcohol on the job. Therefore, Henry Management Group LLC. has established the following policy:

1. It is a violation of company policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on the job.
2. It is a violation of company policy for anyone to report to work under the influence of illegal drugs or alcohol.
3. It is a violation of the company policy for anyone to use prescription drugs illegally. Nothing in this policy precludes the appropriate use of legally prescribed medications. However, employees using such medication prescribed by a physician or with over-the-counter drugs are responsible for being aware of any potential effects such drugs may have on their reactions, judgment, or ability to perform duties, and, if impairment is possible, they are responsible to report this to their supervisor.
4. Employees in violation of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of the company's managers and supervisors to counsel employees and implement corrective actions whenever they see a change in performance or behavior that suggests an employee has a drug problem. Although it is not the manager's or supervisor's job to diagnose personal problems, the manager or supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, and drug-free environment. The intent of this policy is to send a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at Henry Management Group LLC.

Confidentiality

The confidentiality of any information received by the employer through this substance abuse testing program shall be maintained, except as otherwise provided by law.

Positive Test Results

Henry Management Group LLC. will notify employees in writing within five (5) days of receipt of a confirmed positive test result from the laboratory. The written notification of confirmed positive test results will also address the consequences of such results, and the options available to the employee or applicant.

An employee who tested positive for the presence of drugs or alcohol may contest or explain the results to Henry Management Group LLC. within five (5) working days after notification of the test results. Anyone wishing to contest or explain the results must state the desire to do so in writing, dated and signed by the employee and delivered to Henry Management Group LLC. within five (5) working days after receipt of written notification.

General Procedures

An employee reporting for work visibly impaired will be deemed unable to properly perform required duties and will not be allowed to work. If possible, the employee's manager or supervisor will first seek another manager's or supervisor's opinion to confirm the employee's status. Next, the manager or supervisor will consult privately with the employee to determine the cause of the observation. If, in the opinion of the manager or supervisor, the employee is considered impaired, if possible, the employee will be sent home by taxi or other safe transportation alternative - depending on the determination of the observed impairment - and accompanied by the manager or supervisor or another employee if necessary.

An impaired employee will not be allowed to drive. In cases where no person is available to transport an impaired employee and that employee insists on driving, the police will be called.

Employee Testing

Henry Management Group LLC. has adopted testing practices to identify employees who use illegal drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to drug testing when employees have caused, contributed to or been involved in an on-the-job injury that resulted in a loss of work time, which means any period of time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider. An employee may be sent for a substance abuse test if he/she is involved in on-the-job accidents where personal injury or damage to company property occurs. **Workers' compensation claims may be denied for any employee who tests positive for illegal drugs or under the influence of alcohol, or if the employee refuses to submit to or cooperate with a blood or urine test following an on-the-job injury in which the employee was injured.**

Employees with a confirmed positive test result may, at their option and expense, have a second confirmation test made on the same specimen. An employee will not be allowed to submit another specimen for testing.

If the physician, official, or lab personnel have reasonable suspicion to believe that the employee has tampered with the specimen, the employee is subject to disciplinary action up to and including termination.

Alcohol Abuse

An employee who is under the influence of alcoholic beverages at any time while on company business or at any time during the hours between the beginning and ending of the employee's workday, whether on duty or not and whether on Henry Management Group business or property or not, shall be guilty of misconduct and is subject to discipline up to and including termination. An employee shall be determined to be under the influence of alcohol if . . .

1. The employee's normal faculties are impaired due to the consumption of alcohol, or
2. The employee's blood alcohol level test is .04% or higher.

Employee Acknowledgment

Substance Abuse Policy

I do hereby certify that I have received the Henry Management Group LLC. Substance Abuse Policy Statement / Drug and Alcohol Testing Policy and have had the Drug-Free Workplace Program explained to me.

I understand that I may be required to submit to a drug and/or alcohol test when I have been involved in an on-the-job accident where personal injury or property damage occurs, or when a significant loss of company funds or property occurs.

I understand that failure to comply with a drug or alcohol testing request, tampering with urine or other samples, or a positive result may lead to termination of my employment.

Signature: _____ Date: _____

Receipt of Uniforms & Security Deposits

On _____, I have received the following uniforms components:

Uniform Number:

Shirts:

Tie:

Hat:

Apron:

Nametag:

Misc.

I understand that I was given a uniform in the amount of \$46.50 which will be deducted from my paycheck if the uniform is not returned upon termination and returned to a clean, pressed, intact state (not rolled up in a bag, torn, etc...).

Shirt: \$15.00

Tie: \$10.50

Hat: \$ 7.00

Apron: \$ 6.00

Nametag: \$ 3.00

I further understand that should I leave employment (voluntary or involuntary) before the entire security deposit is collected and all components of my uniform are not returned, the charges will be deducted from my final paycheck. I also understand that should I wish to receive extra uniform components; I may do so by submitting a security deposit for each component (at the above stated rates), which will be deducted from my paycheck at whatever rate is necessary (not to exceed the amount of my paycheck) until the deposit has been satisfied. I understand that this deposit will be held in a non-interest-bearing account and will be returned to me upon my termination from the company (voluntary or involuntary) and all uniforms and components have been returned in a clean, pressed, intact state.

Signature: _____ Date: _____

Option to Enroll in Health Benefits

At this time, I am choosing to decline the health benefits offered by McDonald's with the understanding that I have the option to enroll within one year. I have received a Benefit Enrollment Guide which includes an enrollment form in such case. Furthermore, I understand that I am responsible for completing the form and giving it to my store manager within the next 45 days if I decide to accept the benefits.

Signature: _____ Date: _____

Terms of Employment Notice

Date of Hire:

Name of Employee:

Last 4 of SSN:

Address:

In compliance you are hereby notified of the terms of employment:

Full-Time Part-Time Seasonal
5 – 30 hrs/week

1. Normal hours of work:

(i.e., number or range of hours) per week, day, other, etc.

2. Rate of pay: Wages \$ Salary \$; Commissions N/A %; Other N/A Bonuses: Expenses:

3. Payday is: Weekly Bi-weekly X Monthly Other

Place of payment is : *In -Store*

Time of payment is : *After 2pm*

Day of payment is: *Tuesday*

4. Deductions to be made from wages such as, but not limited to, insurance deductions. State requirements concerning withholdings may not be the same as Federal requirements.

Insurance, uniform deposits, contributions towards savings plans, federal or state required garnishments such as child support

Any changes in these terms shall be made in writing at least seven calendar days before they become effective.

Additional Terms

The following terms may be provided at the discretion of the employer in accordance with individual company

policy. 5. Vacation policy is: *See Policy Book*

6. Paid Holidays Are: *None*

7. Sick Leave Policy Is: *See Policy Book*

8. Other:

Any separation of employment without two weeks' notice will result in the last week's wages at minimum wage

Company: Henry Management Group LLC.

Address: 4405 Potter Rd,

Stallings, NC 28104

Telephone: 704-111-1111

Child Support Disclosure And Authorization

In Virginia, all employers are required to report new hires to the Virginia Department of Social Child Support Enforcement Services (DSE).

Please provide the following information:

Are you subject to any income withholding Order for child support?

____ Yes ____ No

Do you have a copy of the order?

____ Yes ____ No

Will you provide a copy of that Order to McDonald's?

____ Yes ____ No

The information disclosed above shall be kept confidential by the company except as required by law. Falsification or material misrepresentation in the completion of this form may be subject and Employee to withdrawal of the offer of employment, or immediate termination. **Henry Management Group will charge \$10.00 per order to process.**

McDonald's Rodney Henry Owner Operator Company Policy

I have reviewed the policies listed above and understand my responsibilities as a McDonald's employee.

Signature: _____ Date: _____

Henry Management Group is committed to fostering a professional work environment. Every McDonald's restaurant and staff employee has a responsibility to maintain such an environment.