

Welcome

Dear Employee,

Welcome to CAROLINA JAX! We are glad to have you as part of our team and we hope that your employment with us will be mutually rewarding.

CAROLINA JAX is committed to providing superior results [insert company mission].

This employee handbook is designed to acquaint you with CAROLINA JAX, by providing you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this employee handbook applies to all employees of CAROLINA JAX. Following the policies described in this employee handbook is considered a condition of continued employment.

This handbook will be a valuable resource to you throughout your employment with CAROLINA JAX. The policies contained herein are intended to ensure consistency and fair treatment of employees. If at any time you have a question, not covered by the employee handbook, please feel free to ask your supervisor or the OWNER.

Welcome aboard! We look forward to working with you.

Sincerely,

ANTHONY BUSHEE

CHEF/OWNER

Nature of Employment

Effective Date: (01/16/2017)

Revision Date: (01/01/2025)

Employment with CAROLINA JAX is "at-will." This means employees are free to resign at any time, with or without cause, and CAROLINA JAX may terminate the employment relationship at any time, with or without cause or advance notice. As an at will-employee, it is not guaranteed, in any manner, that you will be employed with CAROLINA JAX for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by CAROLINA JAX, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the OWNER and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract. Nothing in this handbook intended to create any type of contractual obligations between CAROLINA JAX and any of its employees.

Break Time for Nursing Mothers

CAROLINA JAX accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The RESTAURANT will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the OWNER.

Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address CAROLINA JAX 's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, CAROLINA JAX will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected PERSON or employee violations of the law, including discriminatory or other unfair employment practices;

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law;
or
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Cell Phones & Mobile Devices

CAROLINA JAX encourages employees to exercise sound business judgment when using cell phones and mobile devices in the workplace. Personal cell phone use should not interfere with productivity or impact job performance.

Cell phones must be turned off or set to silent mode during meetings or in locations where incoming calls may cause disruption.

Unless otherwise authorized, CAROLINA JAX -provided cell phones are for business purposes only. Employees may be required to reimburse CAROLINA JAX for any personal use of a COMPANY-provided cell phone or mobile device.

When driving, employees must adhere to all federal, state or local rules on cell phone use. Employees, who incur fines as a result of violating these rules while operating vehicles owned by CAROLINA JAX , will be solely responsible for such fines. If you are unsure whether or not the use of a cell phone while driving is prohibited in a particular area, please check with the OWNER.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

Changes in Policy

This employee handbook supersedes all previous employee handbooks and memos that may have been issued from time to time on subjects covered in this employee handbook. However, all policies herein are subject to change as conditions warrant. CAROLINA JAX reserves the right to interpret, modify, suspend, cancel, or dispute any of policies at any time.

If additions or modifications are made, the new or revised policy will be presented to all employees in writing. Employees will then be asked to sign a form acknowledging they have received and reviewed the policy.

Changes will be effective on the dates determined by CAROLINA JAX , and after those dates all superseded policies will be null. No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

Company Property

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only. When materials or equipment are assigned to an employee for Company business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Company, and is subject to reassignment and/or use by the Company without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voice mail, records and employee files.

CAROLINA JAX has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations in regards to company property.

Personal use of company property:

Company property is not permitted to be taken from the premises without proper written authority from company management.

Company Tools:

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

Care of Company Property:

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft or misappropriation of unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein will result in disciplinary action, up to and including termination of employment.

Company Credit Cards

CAROLINA JAX may provide eligible employees with a COMPANY credit card for job-related travel expenses and other purchases required for you to carry out your job duties.

All charges made to the COMPANY credit card will be billed directly to the employee, and employees must pay the issuing bank directly for all charges. Employees must submit an expense reimbursement form to the Accounting Department in order to be reimbursed for qualified expenses. Personal purchases and other non job-related expenses do not qualify for reimbursement.

Employees should notify the issuing bank promptly in the event a card is lost or stolen.

Upon termination, employees must surrender their company credit card to the Accounting Department and pay any outstanding balances. Violation of this policy may result in disciplinary action, up to and including termination of employment.

Company-Sponsored Events

COMPANY-sponsored events are common throughout the year. While some events are intended to encourage awareness of CAROLINA JAX, such as job fairs or Chamber of Commerce functions, other events are simply held for employee enjoyment.

All such events are optional and do not mandate attendance, unless otherwise stated by RESTUARANT management. Because attendance is voluntary, no accidents, injuries, or illnesses as a result of employee participation in a COMPANY-sponsored event may be considered to have occurred while “at work.” Exceptions exist when non-exempt employees are being paid or when exempt employees are working during their regular work hours and their activities result in injury or illness.

Among some of our COMPANY’s events are summer picnics and/or sport outings. Employees who would like to participate in outdoor recreational activities may wish to consult a physician before participating to ensure good health and safety.

Finally, in the case of alcohol availability at CAROLINA JAX -sponsored events, employees are to use caution and control their consumption. Although these events may not be work-related, employees are still required to follow the COMPANY's policies on appropriate workplace conduct, including COMPANY's anti-harassment, personal appearance, and health and safety-related policies.

Questions regarding this policy should be directed to the OWNER.

Confidentiality

CAROLINA JAX takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers' personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the COMPANY's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with CAROLINA JAX and as a direct result of your job responsibilities with CAROLINA JAX. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the RESTUARANT to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the CAROLINA JAX , and not otherwise available to persons or companies outside of CAROLINA JAX , may result in disciplinary action, up to and including termination of employment. If you leave the COMPANY, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the OWNER.

Conflict of Interest

A conflict of interest occurs when an employee's personal interests interfere, or appear to interfere, with their ability to make sound business decisions on behalf of the COMPANY. CAROLINA JAX employees have a responsibility to avoid any real or potential conflicts of interest as outlined in the guidelines below.

Conflict of interest includes, but is not limited to, the following scenarios:

- An actual or potential conflict of interest may occur when an employee is in a position to influence a decision or have business dealings on behalf of CAROLINA JAX that might result in a personal gain for the employee or for one of the employee's relatives or friends.
- A conflict of interest may also occur when an employee has financial interest in a business or venture that may be in conflict with CAROLINA JAX's interests.

While CAROLINA JAX does not automatically assume that there is a conflict of interest when an employee has a relationship with another company, by informing us that there is the possibility of an actual or potential conflict of interest, we can establish safeguards to protect everyone involved. All inquiries will be kept confidential to the maximum extent possible.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions or concerns regarding this policy should be directed toward your supervisor or the OWNER.

Drug & Alcohol Use

CAROLINA JAX is committed to maintaining a workplace free of substance abuse. No employee is allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs on any property owned by or leased on behalf of CAROLINA JAX, or in any vehicle owned or leased on behalf of CAROLINA JAX.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

CAROLINA JAX will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the OWNER immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, CAROLINA JAX employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, CAROLINA JAX reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with CAROLINA JAX , employees must comply with this Drug & Alcohol Abuse Policy. Be advised that no part of the Drug & Alcohol Abuse Policy shall be construed to alter or amend the at-will employment relationship between CAROLINA JAX and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

Emergency Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by CAROLINA JAX management.

When a decision is made to close, employees will receive official notification from CAROLINA JAX.

Note: In a declared state of emergency that prohibits travel, employees shouldn't report to work.

Pay

Exempt Employees:

If CAROLINA JAX closes due to an emergency, employees who are classified as exempt from overtime will receive their full salary, provided they have worked any part of the workweek.

Non-Exempt Employees:

If CAROLINA JAX closes due to an emergency, employees who are classified as non-exempt from overtime won't be paid, unless state or local law requires such pay or they have paid leave available and elect to use it for the missed work hours.

Note: If a non-exempt employee is already working when the decision to close is made, the employee will be paid for all hours actually worked and any additional hours that may be required under state and local laws, if applicable. If a non-exempt employee arrives at work and is asked to wait while a decision to close is made, they will receive pay for the time they spent waiting.

If you have questions about emergency closing or pay, please contact the OWNER.

Employee Grievances

It is the policy of CAROLINA JAX to maintain a harmonious workplace environment. CAROLINA JAX encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the GENERAL MANAGER.

After receiving a written grievance, CAROLINA JAX may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with the CAROLINA JAX's Sexual and other Unlawful Harassment Policy.

CAROLINA JAX assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, CAROLINA JAX classifies employees as either **exempt** or **non-exempt**. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with CAROLINA JAX or if your job responsibilities change, you will be informed by the GENERAL MANAGER of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time

Full-time employees are regularly scheduled to work greater or equal to 35 HOURS per week. Generally, regular full-time employees are eligible for CAROLINA JAX's benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time

Part-time employees are regularly scheduled to work less than 35 HOURS per week. Regular part-time employees may be eligible for some CAROLINA JAX benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Temporary

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by CAROLINA JAX Management, of a change. They are not eligible for any of CAROLINA JAX's benefit programs.

Equal Employment Opportunity

CAROLINA JAX is an Equal Opportunity Employer. Employment opportunities at CAROLINA JAX are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The COMPANY will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

CAROLINA JAX strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

Food and Beverages in the Workplace

CAROLINA JAX considers employee safety and health to be of utmost importance. As such, food and beverages are only permitted in authorized areas of the workplace. Employees are permitted to eat and drink in break rooms, conference rooms, and lunch areas. Employees are also authorized to eat and drink at their desk when doing so does not present a disturbance to other employees. All other areas of the workplace are considered off-limits for eating and drinking.

All beverages must be in a closed, non-breakable container or bottle in order to prevent unnecessary spills. After eating, employees are expected to clean up after themselves and dispose of all trash. Employees are reminded to exercise common sense when eating and drinking on office premises.

Questions regarding this policy should be directed to your immediate supervisor.

Garnishments

CAROLINA JAX will comply with all federal and state required withholdings from your paycheck upon court order or for the purpose of child support, or repayment of unpaid student loans or federal, state, local municipality or school taxes.

Upon receipt of a notice of wage demand, CAROLINA JAX will follow all procedures with regard to notification and compliance as is required by law. All garnishments will abide by applicable withholding limits as prescribed by law.

CAROLINA JAX does not discriminate or take any adverse action against an employee whose wages are subject to garnishment.

Hours of Operation

CAROLINA JAX is open for business from 11AM-8PM, TUESDAY THROUGH THURSDAY, 11AM-9PM FRIDAY AND SATURDAY AND 12PM-6PM ON SUNDAYS EXCLUDING MAJOR holidays.

The standard workweek is 35 hours and is considered to begin on [Sunday (starting at 12:01 a.m.) through Saturday (ending at 12:00 a.m.)].

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

Housekeeping

CAROLINA JAX expects all employees to keep work areas, break rooms, and CAROLINA JAX property clean and well-maintained at all times. The use of the break room and CAROLINA JAX facilities is a privilege and proper care is required.

The break room and coffee station are available for employee use. Employees are permitted to use the refrigerator, microwave, toaster, and coffee maker. Employees are expected to clean all areas after using them.

Employee work spaces are also expected to be kept neat and orderly. Prior to leaving for the day, all employees are required to tidy up their work area and return all items to their proper location.

Any employee found to be contributing to unsanitary conditions will be subject to discipline, up to and including immediate termination of employment. Questions regarding this policy should be directed to your immediate supervisor.

Hygiene in the Workplace

CAROLINA JAX encourages the practice of appropriate hygiene within the workplace. This includes but is not limited to:

- Washing hands after using the restroom
- Appropriate bodily cleanliness
- Containment of communicable diseases
- The proper disposal of garbage
- Proper sanitation in eating areas
- Cleanliness of workspace

Additionally, CAROLINA JAX strives to ensure a comfortable and safe work environment for our employees and visitors by encouraging an environment free from smoke, strong fragrances, or unpleasant smells. Employees are discouraged from wearing or applying excessive amounts of perfume, cologne, scented lotions, or body washes; and from using air freshener, candles, potpourri or other scented products in the workplace. Employees who have fragrance sensitivities, allergies and/or experiences a fragrance irritation may be provided a reasonable accommodation as is necessary.

Supervisors are responsible for monitoring employee and workplace hygiene. This includes advising employees of inappropriate hygiene standards. Any employee may be asked to leave the work place to address a hygiene issue if they are believed to be in violation of this policy.

This policy is intended as a guideline for all employees. CAROLINA JAX provides equal employment opportunities to all employees without regard to any protected characteristic. The COMPANY will provide reasonable accommodations to employees as is required under the law.

Questions regarding this policy should be directed to the employee's immediate supervisor or the OWNER.

Licensing and Certification

CAROLINA JAX is required by law to attain certification of any employee whose duties require federal, state, or agency licensing. Therefore, all individuals that fall under this category must be able to present verifiable proof prior to their starting date that such requirements have been met.

Employees must also agree that their licenses and/or certifications will be maintained and kept current for the duration of their employment with the Company. Failure to present or retain certification may result in disciplinary action, up to and including termination of employment.

Questions regarding this policy should be directed to the OWNER.

Meal & Rest Periods

In accordance with state and local laws, non-exempt employees will be provided with meal and rest periods. Break periods of less than 30 minutes will be paid. Break periods lasting longer than 30 minutes will be unpaid.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. All non-exempt employees are expected to take and indicate these break periods on their time records. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

MANAGERS will schedule meal and rest periods in order to accommodate company operating requirements.

Media Inquiries

From time to time, events occur that may draw attention from the news media. It's important that one person speaks on behalf of the COMPANY to deliver an official position and avoid giving misinformation.

If an employee is contacted by the media seeking the COMPANY's official position on a matter, the employee should contact the OWNER before responding.

Violations of this policy may lead to appropriate disciplinary action, up to and including termination.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Obligating The Company

Only authorized persons may purchase supplies or enter any contractual obligation on behalf of CAROLINA JAX. No employee whose regular duties do not include purchasing shall incur any expense on behalf of CAROLINA JAX or bind CAROLINA JAX by any promise or representation without express written approval.

Open Door Policy

CAROLINA JAX welcomes the opportunity to discuss business-related concerns and suggestions. To this end, it is our policy to maintain an open door to our employees. Employees should feel free to discuss any questions, problems, complaints or suggestions with their supervisors or any member of management.

Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with CAROLINA JAX.

Unless an alternative work schedule has been approved by CAROLINA JAX, employees will be subject to the company's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

CAROLINA JAX's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

Pay Corrections

CAROLINA JAX takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of your supervisor so that corrections can be made as quickly as possible.

Paydays

CAROLINA JAX employees are paid BI-WEEKLY. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

PAY WILL BE ISSUED IN THE FORM OF DIRECT DEPOSIT OR CHECK ONLY. Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Company makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

Payroll Deductions

CAROLINA JAX makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the OWNER immediately. CAROLINA JAX will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

Personal Appearance

The purpose of CAROLINA JAX's personal appearance policy is to ensure a safe and sanitary workplace for all employees. CAROLINA JAX strives to maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. During business hours or when representing

CAROLINA JAX, employees are expected to use common sense and good judgment in order to meet the goals of this policy.

Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. While not intended to be an all-inclusive list, the examples below are considered appropriate workplace attire:

[Dress Code Examples]

If management designates "casual days," an employee's casual dress must still be clean, neat and project a professional image.

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work may be sent home to change their clothing.

CAROLINA JAX understands that in certain situations, the COMPANY may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the COMPANY will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on CAROLINA JAX.

Questions regarding appropriate workplace attire should be directed to your supervisor or the OWNER.

Personal Property

Employees should use their discretion when bringing personal property into the workplace. CAROLINA JAX assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on CAROLINA JAX premises.

Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or GENERAL MANAGER of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or GENERAL MANAGER as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

Petty Cash

CAROLINA JAX permits departments to maintain a petty cash fund. Each department is responsible for security and control over these funds.

Petty cash can be used to reimburse employees for non-travel out of pocket expenses of no more than \$100. When appropriate, the petty cash fund can also be used for small incidental department expenses, when it is impractical to use normal Company purchasing means. Petty cash can only be used in this manner when absolutely necessary and must require the approval of the Department Head.

Below are some circumstances in which petty cash is prohibited:

- Travel expense reimbursement
- Travel advances
- Payments to vendors for invoices
- Payments to employees for services, awards, bonuses
- Personal loans

Petty cash funds should be securely locked at all times. Each department is responsible for electing a custodian to monitor the use and replenishment of the fund. Custodians are also responsible for documenting the amount and purpose of all petty cash transactions. Appointment and approval of the fund's use must be made by the Department Head.

Questions regarding this policy should be directed to your Department Head.

Security

The purpose of CAROLINA JAX security policy is to protect company assets and to maintain a safe working environment for all employees.

Facility Access:

Employees who are issued KEYS/ALARM CODES are responsible for their safekeeping. All lost or stolen KEYS must be reported to GENERAL MANAGER as soon as possible.

Upon separation from CAROLINA JAX, and at any other time upon CAROLINA JAX request, all KEYS must be returned to GENERAL MANAGER.

Closing Procedures:

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with exception of the lights normally left on for security purposes.

Employees are not permitted on company property after hours without prior written authorization from the OWNER.

Sexual and Other Unlawful Harassment

CAROLINA JAX is committed to a work environment in which all individuals are treated with respect. CAROLINA JAX expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), 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 employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the COMPANY's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the COMPANY

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure:

CAROLINA JAX strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

ANTHONY BUSHEE, OWNER. AT 904-400-4092 OR
BURGERS@CAROLINAJAX.COM

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation

Prohibited:

CAROLINA JAX expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

Smoking

CAROLINA JAX provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the workplace EXCEPT IN DESIGNATED AREA OUTSIDE. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

Social Media Use

CAROLINA JAX understands that employees access social media accounts. While social media creates opportunities for communication and collaboration, it also creates responsibilities for CAROLINA JAX employees. This policy sets forth appropriate social media use.

For purposes of this policy, social media includes technology that enables individuals to communicate over the Internet and share information. While new forms of social media emerge frequently, some examples include, but are not limited to, websites such as LinkedIn, Facebook, Twitter, YouTube, and blogs you write or blogs on which you comment.

Use of social media is subject to the following rules:

- For performance, privacy and security reasons, personal use of social media on COMPANY-owned devices and while employees are on working time is prohibited.
- Whenever you use social media, CAROLINA JAX expects that you will do so in a professional and responsible manner, in accordance with all CAROLINA JAX policies and procedures.
- In accordance with CAROLINA JAX's Confidentiality Policy, employees are prohibited from disseminating the COMPANY's confidential or non-public, proprietary information. *Wages and other conditions of employment are not considered confidential information.*
- Employees are prohibited from the use of social media to post comments about co-workers that violate the COMPANY's policy against discrimination and harassment.

- When using social media for business-related purposes, employees are prohibited from using slurs, personal insults or obscenities or engaging in any conduct that violates the COMPANY's policy against discrimination or harassment.
- Respect all copyright and other intellectual property laws. Show respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the COMPANY's own copyrights, trademarks and brands.
- Do not disclose confidential or proprietary information of customers or individuals with whom the COMPANY does business without their prior consent.
- If, through a social media outlet, you are contacted by a member of the media seeking the company's official position on a matter, contact the OWNER before responding.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violation of this policy may result in disciplinary action, up to and including termination of employment. Questions regarding this policy should be directed to the OWNER.

Solicitation, Distribution and Sales

CAROLINA JAX prohibits employees from soliciting clients, customers, vendors, and visitors of the COMPANY during working time. Employees may not distribute non-work related literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time.

Solicitation or distribution of any kind by non-employees on COMPANY premises is also prohibited.

"Working Time" is the time an employee is engaged or should be engaged in performing his or her work tasks for the COMPANY. Working time does not include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Staff Meetings

CAROLINA JAX strongly believes in open communication among management and all employees. As such, CAROLINA JAX will conduct RANDOM staff meetings. These meetings will provide an opportunity to inform employees of recent CAROLINA JAX

activities and initiatives, discuss project development and improvement, and recognize employees for outstanding effort and achievement. A memo will be distributed to all employees required to attend, specifying the time, date, location, and specific purpose for the meeting. CAROLINA JAX reserves the right to postpone or cancel such staff meetings at its discretion.

Telephone Use

CAROLINA JAX devices are intended for the sole use of conducting company business. Personal use of company telephones and individually owned cell phones during business hours is prohibited except in emergencies. In addition, long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Theft Prevention

In order to protect the assets of CAROLINA JAX as well as employees' personal property, all employees will be required to follow the theft prevention guidelines included herein. Theft prevention cannot be handled in a constructive manner unless all employees make it their responsibility to protect COMPANY assets.

CAROLINA JAX will take all appropriate measures to protect employee and COMPANY assets, including but not limited to:

- Utilizing electronic surveillance in accordance with all applicable laws
- Conducting regular audits of COMPANY assets
- Limiting access to supply and storage areas
- Searching employee work areas at management's discretion
- Requiring written management approval for removing COMPANY property from COMPANY premises
- Strictly enforcing all policies relating to the opening and closing of the COMPANY's facilities
- Thoroughly investigating all suspected thefts

Workplace Investigations:

CAROLINA JAX reserves the right to use any lawful method of investigation which in its sole discretion it deems reasonable and necessary to determine whether an employee has engaged in conduct warranting disciplinary action.

Whenever CAROLINA JAX has reason to believe an employee has stolen from the COMPANY or from another employee, an investigation will take place. When this

occurs, you will be notified that you are under investigation. Management reserves the right to suspend employees pending the results of an investigation and will use its discretion in making such a decision.

Any employee who is asked by management to submit to such a search or investigation is to cooperate. Failure to do so may lead to discipline, up to and including termination of employment. In addition, providing falsified information during the course of an investigation may lead to discipline, up to and including termination of employment. The results of an investigation will be made available only to those employees with the need to have access to such information.

If it has been found that an employee has stolen from the CAROLINA JAX, a co-worker, client or customer, the employee will be subject to immediate termination and may face criminal charges.

All employees who know or observe improper or wrongful conduct are to contact their direct supervisor or any management-level employee. All managers have a responsibility to act on such information. CAROLINA JAX will not tolerate any form of retaliation against any employee for making a report, or participating in an investigation, of any suspected improper or wrongful conduct.

All employees who fail to report improper or wrongful conduct, and managers who fail to act, are subject to discipline, up to and including termination of employment.

Timekeeping

It is the COMPANY's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked. In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons.

CAROLINA JAX strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each week.

Altering, falsifying, tampering with time records, or recording time on another

employee's time record may result in disciplinary action up to and including termination of employment.

Tip Pooling

CAROLINA JAX participates in a tip pooling arrangement. Tip pooling refers to collecting employee tips so that they may be redistributed among all tipped employees. This is done to ensure that all employees working for tips receive their fair share, since CAROLINA JAX is not always able to specifically identify to whom each tip was directed.

Tipped employees are defined by law as those who regularly receive more than \$30 a month in tips. Only employees who customarily receive tips are permitted to participate in tip pooling. This includes ANY EMPLOYEES WHO REGULARLY INTERACT WITH CUSTOMERS INCLUDING COOKS IN AN OPEN KITCHEN ENVIRONMENT.

CAROLINA JAX ensures that all employees receive at least the minimum wage per hour worked. To the extent permitted by state law, CAROLINA JAX will use a tip credit, and if tipped employees fail to earn enough in tips to make up the difference between the minimum wage and the tip credit, CAROLINA JAX will pay the difference.

Questions regarding this policy should be directed to your supervisor.

Workplace Recording

This policy is intended to provide guidelines concerning employees' use of video enabled devices in the workplace and the COMPANY's use of video surveillance. This policy is not intended to restrict or discourage employees from discussing, or acting together to improve wages, benefits and working conditions.

Use of Video Enabled Devices:

CAROLINA JAX has a responsibility to protect employees' privacy and confidential business information. While the COMPANY does not intend to unreasonably restrict the use of video enabled devices, CAROLINA JAX does prohibit employees from videotaping in the workplace during work time when such recording has the potential to:

- Disclose confidential business information, such as trade secrets, internal policies and procedures, customer information, and other non-public proprietary information. Wages and other conditions of employment are not considered to be confidential information.

- Infringe on employees' expected right to privacy, including videotaping in restrooms, locker rooms or other private areas.

Video Surveillance:

In order to promote safety and security, CAROLINA JAX reserves the right to install video cameras in common areas, including the waiting room, parking lot, and inventory room. Video surveillance is designed to minimize theft and/or identify persons engaged in criminal activity while on COMPANY property.

In accordance with federal law, video surveillance does not contain an audio component. Additionally, video will never be recorded in private areas, such as restrooms. Recorded video will be stored in a secure location and accessed only by authorized personnel.

Questions regarding this policy should be directed to your immediate supervisor or the OWNER.

Workplace Relationships

CAROLINA JAX realizes that in some circumstances, two employees may become involved in a personal non-work related relationship. Although CAROLINA JAX does not expressly prohibit consensual relationships between two co-workers, we have developed guidelines relating to the issue.

Workplace relationships are permitted only under the following circumstances:

- Both parties must mutually consent to the relationship
- The relationship may not affect work performance (of those involved and of co-workers)
- The relationship does not negatively impact the work environment; and
- Involved parties must act professionally while on CAROLINA JAX premises. Behavior that is construed as offensive, obscene, threatening, uncomfortable, or disruptive to other employees is prohibited.

If it is found that a workplace relationship results in decreased productivity among involved parties or that the relationship has negatively impacted the work environment, one or both parties may be transferred, asked to resign, and subject to disciplinary action, up to and including termination of employment.

Romantic relationships involving supervisors and subordinates are not permitted. Due to issues relating to the use of one's power to coerce or intimidate the other, or the increased possibility of favoritism and bias, even if consensual, supervisor-subordinate relationships are prohibited.

If you are in a romantic relationship with a fellow employee, we ask that you disclose the relationship to your supervisor or OWNER.

Workplace Safety

CAROLINA JAX is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. CAROLINA JAX and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Complaint and Reporting Procedure:

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

ANTHONY BUSHEE

BURGERS@CAROLINAJAX.COM

904-400-4092

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

Retaliation

Prohibited:

CAROLINA JAX expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the OWNER.

Workplace Searches

Employee and customer safety and security are of utmost importance to CAROLINA JAX. As such, workplace searches may be conducted when investigating the loss of the COMPANY's or employee's property, when it is suspected that a security breach has occurred, when there is reasonable suspicion of illegal drug use, or in any other circumstance CAROLINA JAX deems a search to be necessary in order to protect the safety and security of the workplace and the general public.

CAROLINA JAX reserves the right to conduct workplace searches at its discretion. If there is evidence suggesting an employee has engaged in criminal activity, CAROLINA JAX may contact law enforcement personnel to assist with the search.

All employees are expected to cooperate with workplace searches. During a search, employees may be asked to empty their pockets, purses, briefcases, lockers, desks, workspaces, or vehicles in plain view of COMPANY management. CAROLINA JAX will conduct workplace searches in a manner that is as minimally intrusive as possible.

All desks, storage areas, lockers, and vehicles owned, financed, or leased by CAROLINA JAX or used by CAROLINA JAX to transport employees, goods, and/or products are subject to search at any time without employee knowledge, presence, or permission. With the exception of your personal vehicle, employees are prohibited from locking or securing desks or lockers with a locking device not approved by CAROLINA JAX.

Employees who refuse to cooperate with a workplace search, as well as employees who after the search are believed to be in possession of stolen property, unauthorized weapons or illegal drugs, will be subject to disciplinary action, up to and including termination.

Questions regarding this policy should be directed to your immediate supervisor or the OWNER.

Workplace Violence

CAROLINA JAX strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a co-worker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property

- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be kept confidential to the maximum extent possible. CAROLINA JAX will not tolerate any form of retaliation against any employee for making a report under this policy.

CAROLINA JAX will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

BY SIGNING THIS HANDBOOK I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND EVERYTHING ENTAILED IN THIS HANDBOOK AND AGREE TO ABIDE BY ALL GUIDELINES BOTH LISTED INSIDE AND ANY OTHER JOB RELATED REQUESTS MADE BY MY IMMEDIATE SUPERVISOR. I UNDERSTAND THAT FAILURE TO ABIDE BY THESE GUIDELINES WILL LEAD TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

EMPLOYEE SIGN AND PRINT

MANAGER SIGN AND PRINT

DATE