



*Taste Budd's, Inc. and
Taste Budd's Cafe, Inc.*
Employee Handbook

Revised [7-27-11]

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This employee handbook does not constitute a contract for employment between Taste Budd’s, Inc. and/or Taste Budd’s Cafe, Inc. (hereafter referred to as the “Company” and its employees. Employees of the Company are considered "at-will", and therefore, either the employee or the Company may terminate the employment relationship at any time with or without cause or notice. No person other than Chef Budd has authority to enter into any agreement for employment for any specified period and any such agreement must be in writing. The Company reserves the right to modify the provisions of this handbook at any time.

EMPLOYEE RELATIONS

EQUAL OPPORTUNITY EMPLOYER

It is a fundamental policy of Taste Budd's, Inc. and Taste Budd's Cafe, Inc. not to discriminate on the basis of race, color, religion, sex, national origin, age, handicap or disability, with respect to recruitment, hiring, training, promotion and other terms and conditions of employment

It is the policy of this Company to base decisions on employment solely upon an individual's qualifications and availability relating to the requirements of the position for which the individual is being considered. The Company will recruit, hire, and promote the best-qualified persons for all jobs without regard to race, color, religion, sex, sexual orientation, marital status, national origin, age, handicap or disability.

The Company will ensure that all personnel actions such as compensation, benefits, transfers, layoffs, Company-sponsored training, promotions, terminations and disciplinary actions are applied equally.

DURATION OF EMPLOYMENT

Taste Budd's, Inc. and Taste Budd's Cafe, Inc. does not require employees to commit to employment for any specific duration, and the Company does not commit to employees that their employment will last for any specific duration. Consequently, all employment by the Company is considered at will. This means that Taste Budd's, Inc. and Taste Budd's Cafe, Inc. may terminate your employment at any time for any lawful reason and likewise you are free to resign your employment at any time. Only Chef Budd can modify this relationship and, even then, only in writing.

If your employment is terminated because of economic conditions or lost business, the Company will provide you with a minimum of two weeks advance notice.

The Company requests that employees give a minimum of two-week notice of resignation and more than two weeks is appreciated.

Upon termination, you will be paid all earned wages by your next regularly scheduled payday. Within 30 days of termination of employment, you will be paid all earned, unused Vacation at your base (Salary) or routine/normal (Hourly) rate of pay.

HARASSMENT POLICY

It is the policy of the Company to prohibit any form of sexual harassment. Improper interference with the ability of employees to perform their expected job duties will not be tolerated and should be reported to the appropriate supervisory personnel.

Under federal law and regulations, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute unlawful sexual harassment when either: (1) submission to such conduct is or becomes a term or condition of an individual's employment or is used as a basis for employment decisions relating in any way to that individual; (2) such conduct substantially interferes with an individual's work performance; or (3) such conduct creates an intimidating, hostile, or offensive working environment.

Other forms of unlawful harassment as deemed by the New York State Division of Human Rights are also prohibited by this policy. Such as, race, creed, national origin, age, handicap, gender, sexual orientation or marital status. Such forms of harassment may be reported pursuant to this policy.

Any employee found to have engaged in such conduct, or who condones such action on the part of subordinates, will be subject to appropriate disciplinary action up to and including termination of employment. An employee may also be subject to individual liability and penalties as a harasser.

COMPLAINT PROCEDURE

If you experience any job-related harassment or have a related complaint, you should promptly report the matter to Chef Budd. The Company will undertake an investigation ensuring confidentiality to the greatest possible extent.

The Company expressly prohibits any form of retaliatory action against any employee availing themselves of the benefits of this procedure. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No employee will be discriminated against, or discharged, because of a good faith bringing or assisting in the investigation of sexual or other unlawful harassment.

OPEN DOOR POLICY

Misunderstandings or conflicts can arise in any organization. If you have a question or a complaint or are bothered by a job-related situation, you should first speak with your immediate supervisor or manager. This is usually the best way to seek resolution of problems and is a matter of professional courtesy. If, however, the issue is not resolved, you are encouraged to bring your concern to the next level of management.

Should your concern not be satisfactorily addressed or be one that you would rather not discuss with your immediate supervisor or within your own department, you should contact Chef Budd. He will advise and counsel you on a wide range of issues, as well as clarify and answer questions regarding Human Resources policies, and is responsible for investigating all grievances brought to the Company's attention.

PERSONNEL FILE ACCESS AND CONFIDENTIALITY

The Company recognizes and respects the information contained in employee records. Certain information about you as a member of the organization is essential for the Human Resources documents and payroll documents. Your family status, home address and telephone number must be correct and current. Be sure to inform Chef Budd or his administrative assistant whenever this information changes. As a new employee, you will be required to sign the acknowledgement form in this document, which is your verification of having read and understood this handbook. It will also allow you to permit your phone and email contacts information to be published on the employee billboard or not. If you choose to permit your contact information to be published, it will be viewable by other employees. It will be posted at your place of employment and the online billboard of your schedule account. It is understood that this is expressly for employee-to-employee communication in agreements with shift swapping and coverage.

In response to valid requests to verify employment, for business references, or for credit purposes, the Company will release employment status, i.e., active or terminated, job title, and dates of employment. Additional information regarding employment will be released upon written authorization from the employee. Additional information may also be released pursuant to subpoena or other legal obligation. Supervisors or managers are not authorized to provide reference information. Chef Budd is the only one allowed to provide this information.

You may, in the course of your work, have access to information about the Company, other employees or customers, which is confidential. This information is not to be revealed to anyone other than in the normal course of conducting your duties and responsibilities. Disclosure of such information is prohibited and could result in disciplinary action, up to and including termination of employment.

Reporting Important Contact Changes

The Company maintains records of your address, phone number and other important information. These records are necessary for emergencies and tax purposes. Please report changes in personal information promptly to Chef Budd or his administrative assistant.

HEALTH/LIFE INSURANCE PACKAGE

The Company does not offer health or life insurance at this time. If you are interested in purchasing health insurance, inquire with Chef Budd about package option quotes that may be available via the Company's membership with Red Hook Chamber of Commerce as well as other business options.

PROMOTIONS/CAREER ADVANCEMENT

When evaluating you for promotion, a number of factors including job performance, job related qualifications, educational background, flexibility, and experience with the Company and our industry are considered.

TRAINING AND ASSISTANCE

Taste Budd's, Inc. and Taste Budd's Cafe, Inc. occasionally conducts programs and employee meetings designed to provide new information, skills or enhance existing skills and knowledge. These programs are provided for individuals who consistently demonstrate a leadership capacity in the workplace and express an interest in career advancement. Notices for future meetings and programs will be sent via email.

EMPLOYEE TYPES

1. Hourly - Employee who is compensated for the number of hours worked.
2. Part Time - Employee whose workweek averages less than 38 hours, or whose average may exceed 38 hours for a period less than a 90-day period.
3. Full Time - Employees who have been hired to work an average of at least 38 hours for a continuous period of at least 90 days.
4. Salary - Salary employees normally work an amount of time equaling or exceeding 38 hours in a standard payroll workweek and receive the same salary regardless of the number of hours worked in the workweek. Salary employees are generally exempt from the federal overtime pay requirements. (A Salary employee is also classified as a Full Time Employee.)
5. Temporary - A temporary employee works in a job for a specified amount of time, less than six months, and is not eligible for Company benefits.

JOB DUTIES

(All duties are as follows but not limited to)

Cashier and Service

- ◆ Always greet customers with a friendly smile and greeting as they approach the counter even if they are not yet ready to order, simply to acknowledge that you are ready to answer questions and take their order when they are ready.
- ◆ Check all displays for cleanliness and organization.
- ◆ Check that price tags and labels are visible and correct.
- ◆ Keep display cases full at all times.
- ◆ Use symbols for tracking orders as it begins to get busy.
- ◆ Use notes to add customer names for take out orders.
- ◆ Credit Cards accepted are Visa, Master Card, American Express and Discover.
- ◆ Always tell the customer thank you and to have a nice day at the end of a transaction.
- ◆ Never leave the cash drawer open unattended.
- ◆ Feel free to call a kitchen staff person to help describe items that you may need help with.
- ◆ Brew coffee as needed but coordinate with the manager to brew less as you approach closing time.
- ◆ Never brew both sides at the exact time, wait for running water sound to stop before running second side. Do not brew until green light is lit.

- ◆ When there is time, speak to Barista to call out and confirm orders even as they are printing.
- ◆ If you cannot get to a customer right away always mention to them that you will be right with them as soon as possible.
- ◆ Use cashier checklist at closing.
- ◆ Ask a manager if you do not know how to sell/recharge a Taste Budd's card or record a Truffle Budd club member (frequent diner).
- ◆ Beverage case drinks do not qualify for the stamp card.

Other service/Runners

- ◆ Always bring napkins and utensils with food deliveries.
- ◆ Be sure to bring symbols back once all food is delivered.
- ◆ Wipe tables and pick up stray garbage as you walk the dining room.
- ◆ Bring an empty bus bin out to switch with the full one on one trip.
- ◆ Periodically check bathrooms for cleanliness.
- ◆ Periodically check condiment hutch for supply stock and cleanliness.
- ◆ Crumb couches and chairs.
- ◆ Return magazines to rack and papers to side tables.
- ◆ Organize kiddy area.
- ◆ Windex display cases, doors and entrance foyer.

Barista

- ◆ Keep counters free of grounds and spills at all times.
- ◆ Always empty group/espresso handles immediately after making drinks in preparation for the next order and place back onto the machine to stay warm.
- ◆ Check all supplies to be full and ready (especially dairy).
- ◆ Make eye contact with customers as you put up their drinks.
- ◆ Always repeat what the drink is as you put it up for pick up.
- ◆ Never yell out drink orders loudly.
- ◆ If a drink is sitting without pick up walk to the end of the counter and calmly repeat the drink name as the customer may have walked away.
- ◆ Place drinks on the counter for pick up rather than handing them to customers, to avoid spills and possible burns.
- ◆ Remember cup sleeves and lids.
- ◆ Always use a thermometer when steaming milks and stay between 150 and 160 degrees.
- ◆ When it is extremely busy it is okay to pull shots slightly ahead of time in order to build drinks quickly (not more than 5 minutes).
- ◆ Never leave dirty towels in customer view and change dirty rags for clean ones regularly.
- ◆ Always keep one wet towel on top left of machine for steam wand wiping only. Wipe steam wand immediately after each use.
- ◆ Be ready to make drinks per customer's requests (dry, lots of foam, wet, extra hot etc.).
- ◆ Always stab tickets when orders are complete and not before.

Kitchen

- ◆ Keep kitchen clean at all times.
- ◆ Always put all food and equipment back in the same position as you are working in order to not clutter the station.

- ◆ Think ahead and continue to stock all foods in order to be ready for business.
- ◆ When orders are complete call them out by symbol name and ring the bell, if there is no symbol call item names, not cashier names.
- ◆ Always tell cashier or manager if you will leave the kitchen to work at storeroom or go to the bathroom etc.
- ◆ Always check printer for tickets immediately when you return.
- ◆ Always stab tickets when orders are complete.
- ◆ Change knife sanitizing water often.
- ◆ Keep panini grill closed when not in use as to not waste heat and electricity.
- ◆ Taste and adjust soups as needed. They sometimes need a little water if they have cooked down.
- ◆ Warn front servers when soup is low and what flavor it may change to.
- ◆ Ask for help before you get too behind when many orders come in.
- ◆ Use kitchen checklist when closing station.
- ◆ FIFO, always rotate stock first in first out.

Dishwasher

- ◆ Maintain sanitary three bay sink system as posted above sinks (wash, rinse, sanitize).
- ◆ Do not leave sharp objects in sink water.
- ◆ Maintain clean bus bins and cart.
- ◆ Rotate clean dishes and utensils back into service and storage areas.

Daily Supervisors

- ◆ **Opening Supervisors**

(The supervisor is not expected to physically do ALL this, rather do some of it and supervise others to be sure it is all completed)

1. Done by 7:00am (or 8am on Sunday):
 - Standard procedures for opening team – turn on oven, grill, toaster, soup warmer, espresso machine, lights (Display coolers too), check bathrooms, brew coffee, creamers, ice water, ceiling and floor fans, rugs down, doors open, umbrellas, open sign on, music, cash drawers, pastry display, soup signs correct, check tables and dining area (clean).
2. Done by 9:00am (or 10am on Sunday):
 - Baking.
 - Check for special orders.
 - Clean and stock dessert display case. Check all back ups.
 - Review/Assign/monitor side work for staff on eraser board.
 - Quick check of kitchen prep for lunch (breads out, units stocked etc.).
 - Review staff and schedule/Assign breaks and rotation.
 - Walk entire front of house to see if everything is presentable, clean and stocked.
 - Check that all staff is in uniform and good hygiene.
3. By 11:45am – recheck that all items above have been completed.

4. Monitor and ensure quick friendly customer service and a clean dining area.
5. By 2:00pm – note on checklist items to communicate with closing or afternoon supervisor (any special orders, staffing assignments, unusual occurrences, low stock, need to do, 86'd, need to order etc.).
6. Before clocking out
 - Clean up/wipe down all side work areas and items.
 - Dining room as clean and organized as possible.
 - Take all dirty rags to laundry and replace with clean ones.
 - Stock Barista cooler.
 - Settle any open orders.
 - Speak with new supervisor.
 - Clock out.
7. Note, sign and date Supervisor check list.

◆ **Closing Supervisors**

(The supervisor is not expected to physically do ALL this, rather do some of it and supervise others to be sure it is all completed)

1. Done in first hour of shift:
 - Communicate with morning supervisor before they go home.
 - Check for special orders/86 board.
 - Review/Assign/Monitor side work for staff on eraser board.
 - Quick check of kitchen prep for dinner (breads out, units stocked etc.).
 - Review staff and schedule/Assign breaks and rotation.
 - Walk entire front of house to see if everything is presentable, clean and stocked.
 - Check that all staff is in uniform and good hygiene.
2. Throughout your shift:

Monitor and ensure quick friendly customer service and a clean dining area.
3. Started by 7:00 pm and should be done by 9:00 pm:
 - Write staff names and beginning side work jobs for the next day (transfer any items undone).
 - Muffins and pastries put away with parchment paper in between.
 - Dining room windows closed.
 - Counters out front have been wiped down.
 - Garbage is taken out.
 - Check all 3 bathrooms (sweep, mop, clean, restock).
4. Done after closing:
 - Employees are clocked out before going home.
 - Music, Ceiling and floor fans off.

- Power off to espresso machine and all kitchen appliances.
- If trained for it, cash out and lock up \$ drawers.
- Water is off (all 3 bathrooms, barista sink and kitchen sinks).
- All doors locked and closed tightly.
- All coolers and freezers closed tightly.
- All lights off (bathroom lights and fans too).
- During hot weather both air conditioners on low cool #5.
- Dining area cleaned (floors, tables, rugs, glass, garbage's, displays).
- Check kitchen: dishes done and put away, prep list filled out, floors, counters clean.

5. Note, sign and date Supervisor checklist.

Sous Chef /Manager

- ◆ Direct manager(s) under Chef Budd.
- ◆ Support and assist supervisors and employees in all duties. Ensure great customer service.
- ◆ Perform various culinary tasks, which require skill and training including but not limited to baking, confectionery work, roasting, slicing, dicing, glazing, finished, displaying, packaging etc.
- ◆ Assist in reviewing schedules and coverage of all duties.
- ◆ Create weekly and seasonal specials and programs.
- ◆ Create and assist Chef Budd with seasonal menu changes.
- ◆ Review and ensure kitchen station efficiency.
- ◆ Maintain computer records of all Company related tasks of but not limited to all recipes, specials, training ideas, images, communications etc.
- ◆ Maintain hard copy records of all recipes and training materials.
- ◆ Lead and inspire staff to perform to the best of their ability.
- ◆ Examine sales report and forecasts.
- ◆ Examine and maintain food cost of 30% or better.
- ◆ Monitor hourly labor cost vs. income for peak efficiency.
- ◆ Maintain clean, safe, supportive, and positive work environment.
- ◆ Update Point of Sale computer items and prices as needed.
- ◆ Monitor and control food and paper waste.
- ◆ Monitor employee meal protocol.
- ◆ Maintain respectful and professional courtesy and appearance.
- ◆ Order minimum food, paper and other supplies in an efficient manner for business needs.
- ◆ Maintain safe storage and rotation of all perishable goods and dry inventory.
- ◆ Resolve and document minor staff issues and communications.
- ◆ Issue disciplinary documents with Chefs approval and review.
- ◆ Maintain and review safe and clean operation of all culinary, baking and service equipment.
- ◆ Monitor and execute all requests for specials orders.
- ◆ Demonstrate proficient use of business software including Taste Budd's email system, Quick Books, Aldelo for Restaurants, and Microsoft Office programs.
- ◆ Communicate all (business) employee and customer communications to Chef Budd (carbon copy).

- ◆ Respond to assist and support any routine inspections of work place by department officials of The Dutchess County Department of Health, New York State Department of Health, Dutchess County Department of weights and measures, New York State Labor Department and local fire or police authorities (notify Chef Budd immediately a of any inspection).

Chocolatier

- ◆ Produce/make a reasonable minimum amount of hand made confections for retail sales.
- ◆ Maintain proper storage of all confectionery ingredients and equipment.
- ◆ Maintain a clean and presentable confectionery workspace.
- ◆ Store prepared confections in cool, dry and dark conditions.
- ◆ Maintain clean, appealing, and rotated confection display case.
- ◆ Inventory and maintain confectionery packaging including but not limited to ribbon, cellophane bags and wrap, boxes, liners, tape, labels, ingredient lists, price tags and bar codes.
- ◆ Schedule reasonable production time in advance of seasonal sales times (Holidays, celebrations, promotions etc.).
- ◆ Create new items only with notification and review by Chef Budd.
- ◆ Record and monitor sales of confections and menu success.

Festival Set Up and Break Down

- ◆ Follow Chef Budd's direct supervision and assistance for safe and efficient event set up and break down.

Truck Loader

- ◆ Work carefully and safe and always require assistance with any difficult lifting.
- ◆ Load and secure assigned cargo for safe travel and minimal movement or shifting.
- ◆ Turn off inside lights and review cooling mechanism and temperatures for refrigerated and frozen units and cargo.

Driver

- ◆ Drive Company vehicles in accordance with all state and local laws and warnings including and not limited to speed, directional, signals and stops.
- ◆ Sign liability agreement with the Company.
- ◆ Maintain good driving record in according the state laws.
- ◆ Report any motor vehicle violations (tickets), accidents or warnings to Chef Budd and the Company even if obtained with other or personal vehicles.
- ◆ Maintain valid and perfect driving record and New York State Drivers license.
- ◆ Do not drive any vehicles or equipment if not physically and mentally able which includes but is not limited to being under the influence of drugs, alcohol, medication, lack of sleep, or illness.
- ◆ Join Drug and alcohol testing consortium if the Company requests.
- ◆ Never drive any vehicles for which you are not licensed.
- ◆ Be courteous and respectful to all other drivers and pedestrians.

All employees

- ◆ Work as a team and support each other.
- ◆ Always offer a hand to other stations when you can.
- ◆ Think ahead and communicate by leaving emails or notes for who may be working your station next.
- ◆ When not serving customer look for side work to be done.
- ◆ Keep employee and customer bathrooms clean.
- ◆ Tie apron strings before placing in laundry.
- ◆ Keep aprons and towels separate.
- ◆ Work safely and say behind you when come behind anyone while working (especially with hot drinks and food).
- ◆ Never put knives in the sink.

WORKWEEKS/SHIFTS

Employees who are minors (under the age of 18) will only be scheduled and expected to work within requirements of the New York State Labor Laws.

All employees will be issued a user ID and password to access and view their schedules at any time online. All employees are expected to be familiar with and to accurately use all functions of the online schedule account. Such important features as time off requests, completion of schedule availability and viewing of schedules are of most importance. Schedules are available for viewing at your place of employment (at Taste Budd's Café via the dining room computer or Taste Budd's shop via the office computer).

Workweeks and shifts are widely different and are determined by job assignment, customer contact and the needs of the Company.

No employee has a guaranteed schedule or guaranteed minimum hours of work. The Company will always consider the employees' general availability and requests when publishing schedules. The Company realizes that many employees are part time, temporary and have multiple responsibilities including school and family.

During extremely slow periods, some employees will be required to end their shift early. During extremely busy periods employees may be requested to stay on until business is under control. Schedules are posted in advance, normally four weeks but not less than two. All employees may be scheduled to work at either Taste Budd's Café, Taste Budd's Shop or Taste Budd's Festival locations. Employees are expected to transport themselves to work on time, within a 30 mile radius of Red Hook, New York. Review your schedule thoroughly and daily so that you are familiar with your assigned task, work hours and days off.

TIMEKEEPING

In order to receive compensation for time worked on the normal Company payday schedule, employees must clock in and out using computer generated time cards.

1. Employees are not permitted to clock in/out for one another. No other employee should ever use your personal account code number.

2. In the event of a missed clock in or out, a manager or Chef Budd will make a manual adjustment to ensure the employee is paid appropriately.
3. See your manager to find out if your job assignment includes scheduled break/lunch periods.
 - a. Lunch and break periods may not be accrued for overtime or personal time.
 - b. The scheduled workday may not be altered by not taking designated breaks and lunches unless pre-approved by a manager.
4. Altering, falsifying, tampering with time records, using anyone's code other than your own or recording time on another employee's time clock will result in disciplinary action, including warnings and termination of employment.

Working Overtime

It is not our policy to require overtime, but occasionally this cannot be avoided. In such instances, an employee may be asked to work after their regularly scheduled shift.

Overtime is defined as hours worked in excess of 40 hours based on a Sunday through Saturday week.

1. Overtime wage is one and one-half (1.5) times an employees' regular rate.
2. Employees are only allowed to work overtime if so requested, or approved by a supervisor.
3. Benefit Time (absent hours paid or excused unpaid absences) is not included when calculating overtime hours.

Drive Time

1. Drive time is paid when an employee is required to drive from one job related location/site to another during a normally scheduled shift.
2. Drive time is not paid when an employee is driving from home or lodging to work.
3. Drive time is not paid while an employee is en route to the first site of a non-required/voluntary assignment.
4. Drive time is not paid while an employee is driving home from last site.

PAY

Pay periods run from Sunday to Saturday. Payday is Tuesday (or Wednesday when Tuesday is a holiday).

Paychecks

Paychecks will be available for you to pick up on payday by 5pm at Taste Budd's Café.

Deductions

The only deductions from your paycheck are those required by law or authorized in writing by you. Your check stub identifies each deduction and should be kept as a permanent record.

Pay Corrections

In the event that there is an error in the amount of pay, please bring the discrepancy to Chef Budd's attention so that corrections can be made as quickly as possible.

Raises

Raises are usually determined by tenure. They may also be determined by performance appraisals and/or increased responsibilities. It is important to realize that there is no set schedule of raises. Raises may also not occur if adverse economic or financial conditions exist.

ON THE JOB

PERFORMANCE/JOB REQUIREMENTS AND EVALUATIONS

The Company will work closely with all employees to help them perform to the best of their abilities. The frequency and method of performance evaluation varies, depending on your position. Your manager or Chef Budd will be able to discuss the means by which your job performance will be evaluated.

CODE OF CONDUCT

As an employee, it is important for you to know what personal conduct is expected of you while on the job. In most instances, your own good judgment will tell you what the right thing to do is.

In addition to complying with Company policies and job specific requirements, you are also expected to obey the rules and regulations of Taste Budd's, Inc. and Taste Budd's Cafe, Inc. job sites. If your performance does not meet position requirements, you may be subject to disciplinary action, up to and including immediate termination, with or without notice, and with or without cause at any time.

The following are examples of conduct prohibited by Company policy:

The following examples are not intended to constitute a complete and exhaustive list of prohibited conduct. In addition, the Company reserves the right to change the examples listed below at any time with or without notice. While discipline for standard violations will follow a progressive disciplinary procedure, the Company reserves the right to implement discipline in accordance with the grievousness of the violation. Violations of these or any other Company policies may subject you to disciplinary action, up to and including immediate termination:

1. Theft, fraud, embezzlement or other proven acts of dishonesty.

- a. *Customer Theft*

If you notice customer theft do not approach the thief, rather tell a manager right away. The manager will determine if approaching the

customer is appropriate and at the most would ask the customer if they would like to pay for any certain items they have been seen taking or call local police.

b. Employee Theft

Employee theft of any kind will result in immediate termination and investigative legal action. Theft is the removal or consumption of any of Taste Budd's property including food, beverage, merchandise, tools, equipment, cleaning supplies, uniforms, money, office supplies, decorations, furniture, art work, etc. Some examples of theft are consuming foods or beverages without prior payment or charge to house accounts, offering unapproved discounts or giving anything away to customers or removal of any money from the register, use of any other employee access number or time card.

2. Any harassment of another employee (verbal, physical, or visual), including sexual harassment such as offensive gestures, unwelcome advances, jokes, touching, or comments or displays of a sexual nature made to or about another employee, vendor or customer.
3. Obtaining employment or promotion on the basis of false or misleading information.
4. Soliciting or accepting gifts (money, services or merchandise) in connection with Company business.
5. Reporting for work under the influence of alcohol or any illegal substances; or possession, sale or distribution of alcohol or illegal substances while on Company premises or abusing such items while representing the Company or conducting Company business.
6. Engaging in unauthorized employment elsewhere while on paid benefits related to illness, or while on an extended absence.
7. Assisting anyone, whom you know or suspect to be involved in, or committing any crime or engaging in any conduct which rises to the level of a crime.
8. Falsifying Company documents or records, including misuse of timekeeping records, or falsely inputting payment data.
9. Insubordination, meaning refusing to follow legitimate instructions of a superior directly related to performance of one's job.
10. Disrupting the work environment.
11. Excessive absenteeism or tardiness or unacceptable patterns of absenteeism and tardiness.
12. Repeatedly failing to use a time-clock as directed.
13. Job abandonment, meaning the failure to report to work without properly notifying one's immediate supervisor, or leaving a job assignment prior to completion of your responsibilities.
14. Conduct that is likely to cause another employee, customer or vendor of the Company embarrassment, loss of dignity, feelings of intimidation, or loss of opportunity, including all forms of discrimination and harassment.

15. Unauthorized use of Company or customer supplies, information, equipment, funds, or computer codes/passwords.
16. Knowingly mishandling a customer's or potential customer's account. This includes improper discriminatory practices.
17. Refusing to repay documented overpayment of any compensation.
18. Possessing firearms or weapons while on Company premises or carrying them while on Company business; or threatening the personal safety of fellow employees, customers, or vendors.
19. Committing any act, on or off the Company's premises, which threatens or is potentially threatening to the reputation of the Company or any of its employees, customers, or vendors.
20. Repeatedly working overtime without the approval of a supervisor or manager.
21. Repeatedly failing to meet job responsibilities, job budget or quality requirements.

CONFLICTS OF INTEREST

To avoid any possible conflicts of interest, it is your responsibility to immediately report any offers of gifts, loans, misuse of Company funds, kickbacks, rebates, or refunds that come to your knowledge through your position as an employee of Taste Budd's, Inc. and Taste Budd's Cafe, Inc.

USE OF COMPANY OR CUSTOMER PROPERTY

Employees are not to use Company or customer supplies, information, equipment or funds unless authorized to do so; Customer's and Company property must never leave the premises.

INTERNET, E-MAIL AND COMPUTER USAGE POLICY

The use of Taste Budd's automation systems, including computers, fax machines, and all forms of Internet access, is for Company business and for authorized purposes only. The Taste Budd's Café office computer is off limits to all employees except those who have been given written permission. Brief (5 minute) and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), is not on the Taste Budd's Café office computer and does not result in expense to the Company.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the Company's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of Company computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

1. Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Company purposes;
2. Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
3. Misrepresenting oneself or the Company;
4. Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
5. Engaging in unlawful or malicious activities;
6. Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Company's networks or systems or those of any other individual or entity;
7. Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
8. Sending, receiving, or accessing pornographic materials;
9. Becoming involved in partisan politics;
10. Causing congestion, disruption, disablement, alteration, or impairment of Company networks or systems;
11. Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
12. Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
13. Using recreational games; and/or
14. Defeating or attempting to defeat security restrictions on Company systems and applications.

Using Company automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates the Company anti-harassment policies and is subject to disciplinary action. The Company's electronic mail system, Internet access, and computer systems must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of Company resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The Company will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of the Company's automation systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including termination.

Ownership and Access of Electronic Mail, Internet Access, and Computer Files

The Company owns the rights to all data and files in any computer, network, or other information system used in the Company. The Company also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using Company equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by Company officials at all times. The Company has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate Company official.

The Company has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including termination.

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and Company rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of Company policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Employees found to have engaged in such activities will be subject to disciplinary action.

Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

Policy Statement for Internet Browser(s)

The Internet is to be used to further the Company's mission, to provide effective service of the highest quality to the Company's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are Company resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees are individually liable for any and all damages incurred as a result of violating Company security policy, copyright, and licensing agreements.

All Company policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, Company information dissemination, standards of conduct, misuse of Company resources, anti-harassment, and information and data security.

Personal Electronic Equipment

The Company prohibits the use or possession in the workplace of any type of camera phone, cell phone camera, digital camera, video camera, or other form of image-recording device without the express permission of the Company and of each person whose image is recorded. Employees with such devices should leave them at home unless expressly permitted by the Company to do otherwise. This provision does not apply to designated Company personnel who must use such devices in connection with their positions of employment.

Employees should not bring personal computers to the workplace or connect them to Company electronic systems unless expressly permitted to do so by the Company. Any employee bringing a personal computing device or image recording device onto Company premises thereby gives permission to the Company to inspect the personal computer or image recording device at any time with personnel of the Company's choosing and to analyze any files, other data, or data storage media that may be within or connectable to the personal computer or image recording device in question. Employees who do not wish such inspections to be done on their personal computers or imaging devices should not bring such items to work at all.

Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment. In addition, the employee may face both civil and criminal liability from the Company or from individuals whose rights are harmed by the violation.

RELATIONSHIPS WITH OUR CUSTOMERS

It is important to realize that we compete with many competitors. Competitors frequently call on our customers asking for their business. A customer will only change services when their impression of our service becomes less positive than their impression of a competitor. Impressions are constantly changed and formed by

every contact the customer has with our service. Every time our customer hears or sees anything having to do with Taste Budd's, Inc. and Taste Budd's Cafe, Inc., it strengthens or changes their perception of our Company.

When our customers give us their business, they have great expectations and a very positive impression of our service. It is up to each employee to fulfill these expectations and build a lasting impression. We must consider the quality and professionalism in every aspect of what we do and say. Our reputation is your future.

Internal problems should be discussed with management, not the customer. At one time or another we all become frustrated as a result of our own internal problems. These problems may result from a period of high turnover, administrative backlog, or simply because of human or equipment error. However, if we communicate these inefficiencies to our customers, we only lose our credibility.

Professionalism

We should always be representing a professional atmosphere and response to our customers. You are expected to act in a professional manner. Greet customers cheerfully as they approach the counter or come in the door. If customers ask questions about our products or services and you cannot answer them please excuse yourself and ask a supervisor or manager to help. We offer many unique products which customers commonly inquire about. We strive to inform and serve our customers to the best of our abilities. Always remember to tell customers "thank you and have a nice day" at the end of a transaction. Conversations with co-workers, which do not pertain to your work, should be limited and at least friendly conversation should occur while continuing to work.

Friends of employees (including other employees) should not come to visit while you are on shift. If friends do come in while you are on shift it is totally unacceptable for you to stay at the counter with them and you should politely direct them away from the counter if they are not making purchases. It is also not acceptable to leave your position to join customers, friends or employees in any area of the café, or have lengthy (more than 3 minutes) conversations, sitting or standing. If you would like to take a break when family or friends show up, and the café is not busy, and it is approved by your supervisor or manager, it is acceptable.

Part of being professional is being ready to serve at any given moment. If there are no customers waiting to be served then it is time to look for immediate restocking and cleaning that is needed, your side work duties (listed on the eraser board) and finally to ask the supervisor or manager for a task. There is always something to do.

RELATIONSHIPS WITH OTHER EMPLOYEES

Taste Budd's, Inc. and Taste Budd's Cafe, Inc. seeks to foster and maintain a productive and healthy working environment. This can only be accomplished through the cooperation of our employees. Employees should treat each other with mutual respect. Our policy and Company philosophy is to treat others in the manner you would want to be treated. If you or any other employee is treated with disrespect, it should be reported to your supervisor or Chef Budd.

Communication

Communication is an important part of any business and to building a team relationship. We communicate by speaking, handshakes, bulletin boards, notes, emails, conversation, periodic meetings and even with notes in the Point of Sale ordering system. All communication should be thought of and demonstrated as a positive way for us to perform better and enjoy working together. Sarcasm, negative comments, joking, negative expressions and profanity are not acceptable forms of communication by anyone working at our Company.

It is common courtesy to greet co-workers as you come on shift and say good-bye before you depart. Especially to check out with managers as you end a shift and prepare to depart.

Supervisors are here to ensure great service to our customers and to guide and support you so you can effectively perform your job. Your cooperation in following the supervisors' directions is important to general operations. Challenging directions or otherwise "talking back" is insubordination and will result in a warning (see warnings under termination). To support employees, we need to know your questions and concerns. Two-way communication always helps us to operate more efficiently and builds trust and professionalism. If you have any questions, concerns or suggestions regarding your job feel free to discuss them with Chef Budd or managers.

IDEAS/SUGGESTIONS

Your input and ideas help make Taste Budd's a success, feel free to share your ideas with us. Emails are a good way to communicate them if conversation while working is not available. Always feel free to contact Chef Budd to request time to meet in person.

CONFLICT RESOLUTION

If you experience a problem with a customer, bring it to the attention of a manager immediately. Our policy is to resolve problems as quickly and appropriately as possible. In the case of aggressive misconduct of a customer, they will kindly be invited to leave the premises and/or Red Hook police will be notified. In minor cases of product or service dissatisfaction by a customer, managers may decide to offer replacement product or reimbursement in order to satisfy the situation. Misunderstood or confused money transactions should always be directed to the attention of a manager.

If a conflict arises with another employee, management can usually help you create a workable solution. All of us want to work in an atmosphere of mutual support. However, sometimes a conflict may arise that you cannot work out alone. Taste Budd's is committed to working with employees to address concerns and create solutions (see open door policy section of this handbook).

RELATIONSHIPS WITH OUR COMPETITORS

Taste Budd's, Inc. and Taste Budd's Cafe, Inc. requires every employee to adhere to the highest standard of ethical business conduct. Our most valuable asset is our good name.

In order to compete effectively and fairly in the marketplace with our many competitors, Taste Budd's, Inc. and Taste Budd's Cafe, Inc. must remain alert to changes in services and products offered to the public by our competitors. Employees may not, however, seek to gain this information improperly. For example, it is prohibited to hire an employee of a competitor to gain access to that competitor's trade secrets or proprietary information. Similarly, an employee or former employee is prohibited from providing such confidential information to our competitors.

Both federal and state law prohibits conspiracies or agreements that unreasonably restrain trade. Formal or informal understandings or agreements between competitors concerning the pricing of services or limitations on the output of services are unlawful and may not be discussed by an employee with any competitor.

SAFETY & SECURITY

It is important for all employees, including supervisors, to follow all safety and security measures prescribed by the Company. Safety is a top priority for the Company. Information about workplace safety is provided to employees through store meetings, bulletin board postings, or other written or electronic communication. Each employee is expected to exercise caution in all work activities. Never putting knives in the sink, cleaning up a slippery spill, always cautioning others when you are behind them and giving notice of a hot pan are common safety habits in a food service environment. If you do not feel safe or comfortable in any work activity, please express this to a manager immediately. Particular jobs like using a knife for kitchen prep and operating the espresso machine will take training and practice in order to operate safely.

1. You are required to immediately notify Taste Budd's, Inc. and Taste Budd's Cafe, Inc. management of any injuries that occur on the job or on customer property.
2. First Aid supplies are located in the employee bathroom closet.
3. If your job post does not have the Material Safety Data Sheets (MSDS) for all of the chemicals you are required to work with, or if you do not understand your MSDS's, you should notify Taste Budd's, Inc. and Taste Budd's Cafe, Inc. management immediately.
4. You should be aware of all emergency exits and the location of any emergency equipment in your office and who will be in charge in case of a fire or other disaster.

VISITORS

No visitors (children, parents, spouse, or friends) are allowed in the service or kitchen areas of the cafe; Company insurance does not cover unauthorized visitors.

In some situations the presence of a visitor reflects negatively on the productivity and professionalism of our employees.

Only employees on shift may use the Point of Sale register. If you are not here on shift, but are here as a visitor you should remain in the customer areas of the café and not the service area.

INSPECTION OF COMPANY FACILITIES

In order to safeguard the workplace and the employees, and to assure efficiency and maximize productivity, the Company reserves the right, in its sole discretion and without notice to employees, to inspect, monitor or otherwise enter or search any office, desk, file, locker, closet or any other enclosed or open area in Company facilities and Company job sites (where permitted to do so) and to monitor or inspect any items found within such locations.

PERSONAL PROPERTY

Taste Budd's, Inc. and Taste Budd's Cafe, Inc. accepts no responsibility for personal property that may be brought to or stored on Company facilities, and such property may be inspected or monitored in the ordinary course of conducting business. Accordingly, you should not keep or maintain any personal property or information in Company facilities that you expect to be kept private and confidential. In this connection, it should be noted that all Taste Budd's, Inc. and Taste Budd's Cafe, Inc. offices, desks, paper files, electronic/computer files, closets, vehicles and so forth, are the property of the Company and the Company reserves the right to inspect any packages, parcels, handbags, briefcases, or any other possessions or articles carried to and from Company facilities and Company job sites (where permitted to do so).

WORK AREA

A neat and orderly work area makes for a more pleasant, productive, and safe place to work. You are expected to keep your surroundings clean and presentable in courtesy to fellow employees and customers who may personally visit Taste Budd's Cafe.

SOLICITATION AND DISTRIBUTION OF LITERATURE

In the interest of efficiency and security, the Company's general policy is to restrict solicitations or distributions by employees to non-work areas during non-work time. Employees are prohibited from soliciting or distributing literature in work areas or during work time. With the exception of Company designated charitable organizations, people outside the Company are prohibited from selling or soliciting materials at Taste Budd's at all times. You are welcome to hang posters for plays, charities or concerts you are involved with in the foyer.

IMAGE/DRESS CODE/PERSONAL HYGIENE

Image

Taste Budd's strives to present a clean and neat appearance, appropriate for a retailer of specialty gourmet products.

Hygiene

You are expected to arrive at work in proper hygiene. This means clean-shaven or if you have a beard it is trimmed (for males), bathed, teeth brushed, hair brushed and/or up, finger nails clean, clothing clean. Strong smells due to body odor are not permitted and will be addressed. Shaving lotions, perfumes, oils and fragrances are not permitted as they can interfere with the enjoyment of foods and beverages. Always wash your hands after taking a break and before working when you have left the premises, eaten, smoked, touched your hair and skin, used the bathroom or whenever soiled.

Uniform

The uniform consists of a purple tie-died Taste Budd's T-shirt or white Taste Budd's (festival) T-shirt and a clean white apron. If you do not tuck your T-shirt in, please do make sure that the T-shirt is tied under the apron and not hanging out over it. This uniform is provided by Taste Budd's and can be laundered at Taste Budd's Café. T-shirts cost \$18 to replace and any in your possession must be returned when your time with us is over. Uniforms are a Dutchess County health code requirement and help identify staff members easily for customers who may need assistance. Jewelry is allowed, however hand, mouth or nose jewelry that could obstruct proper conduct of your job is not permitted. In the case that you are cold and would like to wear more than a T-shirt we ask that, you wear a long sleeve shirt under your T-shirt (turtlenecks work fine). Wearing other clothing over your T-shirt is only acceptable if a long sleeve shirt is not sufficient. In which case it should be presentable attire for business.

Pants, Shorts and Skirts

All of the above are acceptable. Athletic and leather materials are not acceptable. Pants should have no visible holes or rips. Frayed with no rips or holes is acceptable.

Shoes

Footwear should provide support, comfort and safety. Closed-toed shoes are required. High heels, sandals and flip-flops are examples of footwear not allowed.

Aprons

Taste Budd's aprons are provided and are to be worn at all times while on shift. Aprons will be cleaned in the store and only clean aprons should be worn. Longer aprons are to be worn for those working primarily out front, and shorter bib-aprons and four side aprons are for the kitchen and can be refolded when one side becomes too dirty. Please always tie the strings of your aprons before putting them in the dirty apron bins in the employee bathroom.

TELEPHONE USE

House Telephone

The house telephone is for business calls only. When answering the phone say "Taste Budd's Café, this is (your name) how may I help you?". Please ask Chef Budd or a manager before using it for personal calls.

Wireless

Cell phones should not be carried during work and ringers must be kept turned off while at work. You can check them on your break. At times managers and delivery persons may be asked to wear their cell phones while working for work related voice or text communications. However, drivers will not use wireless communications by voice, text, video or image while driving.

Taste Budd's does not reimburse employees for wireless expenses as the employee has the choice of informing the Company how to communicate with them.

PUNCTUALITY

Because our customers and other employees rely on you, your punctuality is important. It is best to arrive at work 5-15 minutes earlier than your scheduled shift. This extra time allows you to gather yourself before your shift begins and clock in on time when you are ready to work. You should not clock in until you are within personal hygiene and uniform policy and ready to begin work.

Excessive tardiness (more than twice monthly) may lead to disciplinary action or termination.

If for some emergency, you unexpectedly have to miss work or arrive late for any reason, contact the manager or Chef Budd directly with as much advance notice as possible. (See the absenteeism section of this handbook)

BREAK TIME

To provide great service, it is important to take time out during your work to rest, relax and refresh. Breaks are a minimum of 30 minutes for an 8-hour work shift and are not paid time. Employees may volunteer to reduce their break time in busy situations but are not required to. During slow business situations, employees should take their full break. You should clock out (begin break) and then back in (end break) for your break period. Breaks are generally taken at the midway point of your shift; however, you should discuss break time with the shift manager. Breaks are normally coordinated as first person on gets the first break, second person, second break and so forth. Your break should not be taken between 12-2pm, as these are our busiest hours. Breaks may be required with as little as 1.5 work hours into your shift in order to coordinate breaks for all employees. If you need an emergency break for any reason, please communicate with your supervisor or manager and clock out for the time needed.

EMPLOYEE DISCOUNTS

Each employee receives a 40% discount off food and beverages while on shift (excluding confections and desserts). **All retail items not produced by Taste Budd's have NO discount.**

The 40%(on shift) discounts allow you to purchase your meals while you are on shift roughly at the cost of the food. Employees may not ring themselves up for purchases rather ask the Supervisor. Beverages may be purchased and consumed while on the clock however, they must be kept covered and only in one areas- next

to the fudge kettle in the corner. Food should not be consumed while on the clock, rather it should be consumed while on break. No food or beverages should be consumed prior to being purchased. When consuming beverages outside of the service area “in house” cups should be used whenever possible. All cups, mugs, bottles etc. used should be cleaned and replaced or recycled by the end of your shift. Again **all retail items not produced by Taste Budd’s have NO discount.**

EMPLOYEE HOUSE ACCOUNTS

House accounts are assigned to an employee as a benefit under the following conditions. House accounts are credit that the Company extends to the employee for the term of one week for purchases of on shift or off shift foods and beverages. The employee must agree to pay house account charges completely by each payday in order to receive the house account benefit. House account purchases are limited to \$30. Upon termination or resignation, house account charges must be paid before issuance of final paycheck. House accounts must be approved and acknowledged for on the Company acknowledgment form by the employee before being opened.

ABSENCES

TIME-OFF BENEFITS

Time-Off benefits are determined by employment type (i.e.: Full Time and Part Time), position, and tenure. A list of your time-off benefits is available through your manager.

- ◆ Unused Time-Off Benefit cannot be accrued into the following year.

LEAVES OF ABSENCE

Family and Medical Leave Act (FMLA) of 1993 – Basic Information

1. Requires the Company to grant eligible employees time off from work, up to 12 weeks within a 12-month period, for medical and family care purposes as defined by FMLA.

An eligible employee is one who has been employed by the Company at least 12 months and worked a minimum of 1250 hours of service during the 12 months prior to the leave of absence.

2. An FMLA absence may be taken for:
 - a. an employee’s own serious health condition that renders the employee unable to perform his or her job
 - b. Care of his or her parent, spouse or child with a serious health condition.
 - c. Care of a newborn or newly placed adopted or foster child.
3. Any absence of four or more days for a reason covered under FMLA will normally be counted as FMLA Time, retroactive to the first day of the absence.

4. Where the need for FMLA leave is foreseeable, as for planned medical treatments, the Company should be notified thirty days in advance or as soon as the employee knows that, he or she will miss work. Failure to comply with any of the notice or medical certification requirements of this policy may result in delay or forfeiture of FMLA rights
5. FMLA time off is unpaid.
 - a. Employees will be required to use all but three days of applicable time-off benefits available while on leave.
 - b. Employees may use all applicable time-off benefits available while on leave.
 - c. The use of benefit days does not extend the FMLA entitlement, but provides a way to turn some of the leave into paid time off if the employee has earned paid-time off available.
6. If a serious medical condition requires an employee to take FMLA Time intermittently or to work on a reduced schedule to care for him/herself, a parent, a spouse, or a child, such leave may be requested. A Medical Certification form is required stating the necessity for this type of absence.
7. Should an intermittent leave or reduced work schedule become necessary, the Company may require you to transfer temporarily to another job (with equivalent pay and benefits) that better accommodates this type of scheduling.
8. The Company, at its discretion, may require other medical opinions, as well as additional medical certifications during the absence.

Personal Leave of Absence

In special cases where it becomes necessary for an employee to take a leave of absence that is not covered by FMLA, the employee may request a personal leave of absence.

1. Request for personal leave does not mean automatic approval.
2. Chef Budd must approve personal leaves of absence.
3. If the leave is granted, the employee will be required to use all applicable time-off benefits during the requested period of leave.
4. Contact Chef Budd for a leave of absence request form.

Workers Compensation Leave of Absence

Workers' Compensation Insurance protects you in the event of injury or illness resulting directly from work. When a claim is approved, this insurance generally covers most medical bills, provides a statutory benefit payment that varies by State, as well as a death benefit. Any benefit received from Workers' Compensation Insurance is used as an offset to any benefit payable from the Company.

1. You must notify your supervisor and Chef Budd immediately if you are injured on the job. An injury report form must be completed.
2. All workers' compensation leaves of absence that also qualify under the FMLA will count against the 12 week FMLA entitlement. Additional leave may be permitted for employees injured at work.

ABSENTEEISM

Taste Budd's, Inc. and Taste Budd's Cafe, Inc. places a high value on attendance. We expect and need employees to be at work on time on their scheduled workdays. Regular attendance and punctuality are important because they affect an employee's productivity and ability to meet goals, standards, and deadlines. Absent employees, adversely affect Company morale since co-workers must absorb the absent employee's workload in addition to their own. Consequently, the level of service we provide to our customers is diminished. Our policy is to address and correct attendance patterns that are especially counterproductive and disruptive, while tolerating normal patterns of absences caused by occasional illness, emergencies, etc.

Absence Notification Policy

Failure to comply with the following notification requirements may subject an employee to disciplinary action or termination.

1. If it becomes necessary in emergency for an employee to miss work, they are required to notify their supervisor and Chef Budd at least two hours prior to their scheduled starting time or as soon as possible. Notification must be by voice telephone (not by email or text). Cellular text can be used for follow up communication.

When calling in, you must state why you are absent, and a phone number you can be reached at for questions regarding your job.

2. Foreseeable absence as for planned medical treatments, all organized events (concerts, sports, plays, meetings etc.), vacation, trips, holidays, seasonal breaks, celebrations, special occasions etc. The Company is to be notified thirty days in advance by the employee. Any such notification is only accepted via the time off request feature of the employee's online schedule account. All requests with thirty days notice will be granted. Most requests with more than 21 days notice will be granted. Some requests with more than 14 days notice will be granted. Requests with equal to or less than 14 days notice **WILL NOT** be granted or approved and will be considered job abandonment and resignation. Employees with foreseeable absence with less than 21 days notice are required to use the online schedule "swap" feature to obtain their own coverage of their shift and task. Covering employees must have completed training and been approved for the specific task they are covering. Covering employees may not work overtime hours to cover swap shifts unless approved by Chef Budd.

Written, cellular text or emailed notifications for foreseeable absence

WILL NOT be considered. Time off requests for foreseeable absence placed via the online schedule accounts **WILL** be considered.

3. "No Call, No Shows" will be considered job abandonment and resignation.

Attendance Policy

Employees who have suspicious patterns* of non-FMLA related absences and excessive** incidents of the following types of non-FMLA related absences may be subject to corrective action or termination.

1. Employee/Family Care (E/FC)
2. Hospital Employee Care (HEC)

3. Absent Without Benefit (AWB) - If an employee is absent on a scheduled working day without utilizing a Time-Off Benefit, they are considered "Absent without Benefit" (AWB); AWB days/hours/minutes include tardiness and "no call no shows."

** For Full Time employees, "Excessive" means monthly average⁺ of absent hours is equal to or greater than four.

* Examples of a Suspicious Pattern of absenteeism would be frequently using E/FC benefit on Mondays, repeatedly failing to report absences prior to shift start time, or missing a day of work during the first week of employment.

** For Part Time employees, "Excessive" means monthly average⁺ of absent hours is equal to or greater than the Total Weekly Hours Scheduled Divided by the Total Number of Weekdays Scheduled.

⁺ Monthly average is calculated by using 12 months, rolling backwards. If an employee has not yet been with the Company for a full year, a monthly average of absences will be calculated by dividing the total number of non-FMLA related E/FC HEC and AWB hours by the number of full months they have worked.

EMPLOYEE ACKNOWLEDGEMENT FORM

I have entered into my employment relationship with Taste Budd's inc. and Taste Budd's Café Inc. voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Taste Budd's or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Taste Budd's policy of employment-at-will. All such changes will be communicated through written notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Print employee name _____

Employee
signature _____ date ____/____/____

_____(initial)I would like to open an employee house account. I understand that I will receive \$30 credit for the term of one week. I understand that I am responsible to pay my house account off completely each weekly payday and before receiving my final paycheck. I understand that unpaid charges to my house account will be subject to immediate collection and account closure.

_____(initial)I decline the employee house account.

_____(initial)I agree that my telephone number(s) and email can be published on the employee billboard online and at my place of employment for employee-to-employee communications.

_____(initial)I do not want my telephone number(s) and email published for the employee billboard.