



AMPD RESTAURANT GROUP

COMPANY HANDBOOK



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WELCOME TO THE AMPD RESTAURANT GROUP TEAM!

We would like to take this opportunity to welcome you to AMPD Restaurant Group. We are very proud of our company and feel that having a job with AMPD Restaurant Group is special. We pride ourselves on hiring the best people, those true professionals dedicated to providing our guests with top quality food, beverages, and service. AMPD Restaurant Group has established an outstanding reputation. Credit for this goes to every one of our team members. We hope you will find satisfaction in working with us and take great pride in being associated with our organization.

We are pleased to provide you with this Team Member Handbook and to take this opportunity to formally welcome you. This handbook will introduce AMPD Restaurant Group's organizational goals, management philosophy, and policies to you. Most importantly, although the Handbook is not a contract of employment, the Handbook details our responsibilities to you and your responsibilities to AMPD Restaurant Group. Please take some time to read it carefully and keep it handy as a reference source. If anything is unclear, please discuss the matter with your General Manager, Manager, Chef, or Sous Chef. In addition to clarifying responsibilities, we hope this Handbook gives you an indication of AMPD Restaurant Group's interest in the welfare of all who work here.

From time to time, policies, procedures, and job duties may change. Every effort will be made to keep you informed through suitable lines of communication such as postings, mailings and meetings.

Rewards and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working - pleasant relationships and working conditions, career development and promotional opportunities are just a few. AMPD Restaurant Group is committed to doing its best to assure you a satisfying work experience.

We extend to you our personal best wishes for your success and happiness at AMPD Restaurant Group.

Again, welcome!

Troy Goldman
Vice President of Operations



AMPD RESTAURANT GROUP, INC. COMPANY HISTORY

AMPD Group is a dynamic entertainment and hospitality management company formed in 2006 by Adam, Michael, and Patrick DeSimone. The partners have extensive experience in asset management, commercial real estate, finance, and international shipping. These backgrounds, coupled with the passion for entertainment and design, have given way to one of the premier hospitality organizations in Pittsburgh.

AMPD Group currently owns and operates a wide variety of concepts throughout the city of Pittsburgh and in North Myrtle including:

Ten Penny
Social House 7
Penn Society
The Standard
Local Bar + Kitchen
Steel Cactus
Delanie's Coffee

Our corporate office is located in the historic South Side of Pittsburgh. You can find more information about AMPD Group by visiting ampdgroup.com.

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with AMPD Restaurant Group and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by AMPD Restaurant Group to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

The information that is included in this Handbook is intended to provide assistance for all personnel regarding their employment relationship with the company. The Handbook is not intended to be a contract, express or implied, or otherwise to create legally enforceable obligations on the part of AMPD Restaurant Group, Inc., its affiliates, or its employees. The information in this Handbook supersedes and replaces all previous personnel policies, practices, and guidelines.



All employment at AMPD Restaurant Group, Inc. is “at will.” That means that both the employees and the Company have the right to terminate employment at any time, with or without advance notice, and with or without cause. No one other than the President has the authority to alter the employment-at-will policy, to enter into an employment agreement for a specified period of time, or to make any employment or other agreement that modifies AMPD Restaurant Group, Inc. employment-at-will policy or other AMPD Restaurant Group, Inc. policies in this Handbook.

No employee handbook can anticipate every circumstance or question about policy. This Handbook is not a contract. Accordingly, as AMPD Restaurant Group continues to grow, the need may arise, and AMPD Restaurant Group reserves the right to revise, supplement, or rescind any policies or portion of the handbook as it deems appropriate, in its sole and absolute discretion.

We have carefully put together this handbook to ensure that you receive the required training to do your job properly. We invite your thoughts concerning additions, deletion and changes to the policies in this Handbook. Based on your ideas and/or experience, just jot down your ideas in the area reserved for notes and pass them on to your supervisor.

This Handbook is the property of AMPD Restaurant Group, Inc. and is intended solely for use by the Company’s employees. Employees may not circulate this Handbook or the policies contained herein outside of AMPD Restaurant Group, Inc. without prior written approval of the Company’s owners.

We believe a highly trained, highly motivated associate is necessary to achieve our ultimate goal...a delighted Guest! A delighted Guest is one who returns. A Guest who returns ensures a prosperous future for the company and you.

There is no question that you will have a direct effect on our Guests’ experience. It is imperative that you learn and understand AMPD Restaurant Group systems, standards and values so that we can ensure a legendary experience for our Guest.

YOUR ROLE: The reputation of an organization can hinge on many things: the popularity of its services, its image or its policies. Yet we often form an opinion of a company based on an experience with a single staff member.

Likewise, many people will get their first and most lasting impression of the Company through you. Depending on the amount of public contact in your job, you are the Company to dozens and perhaps hundreds of people. Your personal qualities, such as courteousness, helpfulness, knowledge and being good at what you do, influence the public's attitude toward you, your restaurant, your company.



PERSONNEL ADMINISTRATION: The task of handling personnel records and related personnel administration functions at AMPD Restaurant Group has been assigned to your General Manager (GM). Questions regarding insurance, wages, interpretation of policies, and any other employment-related questions should be directed to your GM. In some circumstances, you may contact the Company's corporate office with questions.

YOU AND YOUR FUTURE

You are about to begin work for a company that cares. We care about the quality and sanitation of our food and our establishment.

As a member of a growing community, we care about schools and community projects, and we get involved both with our time and money in supporting our communities.

We care about you as an individual. Some of you will choose AMPD Restaurant Group as a career. Some of you are working with us as a stepping-stone to get you through school or are working to supplement your family's income. Whatever the individual case may be, you should work with one thought in mind.... SELF-PRIDE.

Self-pride is that slight edge that forces you to do the best job you can, no matter how insignificant it may seem, because it is a reflection on you. Self-pride is professionalism. It is the ability to enthusiastically take the initiative to get the job done and do it right. It is being dependable, outgoing, and working to better communicate with all types of people in a variety of situations.

The biggest "problem" with self-pride is that once you touch it, it doesn't leave you alone. Once you develop pride in one area of your life, it begins to nag at the other areas until it puts you in a frame of mind that requires any job you do to be complete and correct.

If, in our relationship, be it two years or twenty, we can both walk away with the satisfaction of having done the best job for each other – you as an honest, efficient and professional associate who is an asset to yourself and to your restaurant - and AMPD Restaurant Group as a concerned employer who has the best interest of its associates in mind, then we will both be rewarded with a sense of self-fulfillment and self-pride.



WHAT IS EXPECTED OF YOU

Our Company Goal, Beliefs, and Values are the guidelines that help run AMPD Restaurant Group. As a Team Member you must learn to make decisions based on that Goal and those Beliefs and Values.

1. **OUR GUEST** *Major Attention to Quality, Service, Courtesy and Cleanliness*
 - Products prepared to perfection.
 - Outstanding Courtesy: delighted Guests, greetings, smiles, and thank you.
 - Legendary Service: the kind our Guests remember and talk about.
 - Excellent Personal Hygiene and Appearance: Spotless attire, appropriate jewelry and make-up.

2. **OUR ASSOCIATES** *Respect for the Individual*
 - Work with fellow Associates. Help each other as much as possible to serve our Guests and keep our standards.
 - Respect your fellow associates by total communication of any developing problem.
 - Have pride in your restaurant by not tolerating any arguing, slander, fighting, horseplay, stealing or any other activity that would destroy a team, the restaurant, or in any way harm another associate or his or her family.

3. **OUR COMPANY** *Strive for Superiority in All Things we do to insure future prosperity and growth*
 - Respect for restaurant property
 - Keep an eye on our costs and controls so we can continue to make a profit, grow and create more jobs, more opportunity, a secure future. and a better lifestyle for all of our people. This is our Company Goal.

WHAT SHOULD YOU EXPECT

This Company is striving for one thing...a better life for its entire Team. If you are one of the many people who perform to the highest standards and help AMPD Restaurant Group achieve its goals, you will be rewarded with higher wages, company benefits and greater opportunity.



AMPD RESTAURANT GROUP PRINCIPLES OF SUCCESS

At AMPD Restaurant Group, we are very proud of the Company we've been able to grow and the reputation that has grown with our success.

We're also pleased that we've been able to reward all of our people a safe, friendly and professional work environment in which to build your career and take care of your family.

Our continued success in the future will be based on the quality of our people and their adherence to the four main principles upon which we have built our Company:

INTEGRITY: We will always maintain the highest standards of honesty and ethical behavior when dealing with our guests, our suppliers and each other.

VALUE: We will always err on the side of giving our guests more than they pay for.

BALANCE: We will not lose sight of our families or personal enjoyment as we build our business successfully.

PHILANTHROPY: We will share some of the rewards of our hard work with our community.

For our team to claim "success", we must not only be profitable financially but also achieve our goals in an honorable manner.

We always want people's description of AMPD Restaurant Group to be:

"It's a first-class organization with first-class people!"

We thank you for your contribution to the Company and hope you take pride in being a part of the success of AMPD Restaurant Group.



AMPD RESTAURANT GROUP BASICS

1. We begin all decisions with our Guests and their anticipated needs in mind. This gives us an opportunity for advantage in the marketplace. The entire organization then follows through to insist on providing superior quality and service on the Guest's own terms. This means we must continually strive to honor any request of our Guests. These basic values are continually supported and reinforced by the actions of all Managers who go out of their way to demonstrate concern for our Guests.
2. We give attention to service at every level of our business. This includes all internal activities. Associates who treat one another better will serve Guests better. Teamwork is critical.
3. We are intensely competitive. We watch our competition closely so that we can be better than they are in every area, especially those that are Guest-related.
4. We understand that the primary purpose of the organizational structure is to support the system that satisfies our Guests best. This means ensuring the people closest to the Guest have adequate power, authority and resources for our Guests to receive a Legendary Dining Experience.
5. We understand that if we do not make an adequate return on invested capital and an adequate profit, we will cease to be in business.
6. All our people identify defects throughout the restaurants and protect the assets of AMPD Restaurant Group, Inc.
7. Any of us who receives a Guest complaint “owns” the complaint and must take initiative to remedy the problem.
8. Instant Guest pacification is ensured by all. React quickly to correct a problem immediately. Do everything you possibly to keep a Guest. Everyone is empowered to resolve the problem and to prevent a repeat performance. Communicate with Management on all complaints – Big or Small.
9. Uncompromising levels of cleanliness are the responsibility of everyone. From your workstation in the kitchen to your dining room station to our office, we insist on spotless surroundings.
10. We use the highest quality ingredients for the price. We make every effort to prepare our food to perfection.
11. “Smile...” When we are in the Dining Room and behind the counter, we are on stage at all times. Maintain positive eye contact. Use proper vocabulary with our Guests. (Use words such as, “Good Evening,” “Certainly,” “I’ll be happy to,” and “My pleasure.”)



12. You are an ambassador for your restaurant in and outside of the workplace. Always talk positively. No negative comments. However, feel free to share any negative comments or positive suggestions with your Manager.
 13. Be knowledgeable of restaurant information and history in order to be able to answer Guest inquiries.
 14. Take pride in your personal appearance. Please see the section in this Handbook on “Personal Appearance.”
 15. Safety practices will be adhered to at all times. Be aware of hazards. Notify your Manager immediately so they can be eliminated.
 16. No detail is too small. Our Guest’s Legendary Dining Experience is a sum total of a thousand tiny details. Make them all count for us.
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EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of AMPD Restaurant Group to provide equal employment opportunity for all applicants and employees. AMPD Restaurant Group does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, citizenship, marital status, or any other classification protected by federal, state or local law. AMPD Restaurant Group will provide reasonable accommodations when necessary. In addition, AMPD Restaurant Group prohibits harassment of employees based on any of the classifications listed above.

This Equal Employment Opportunity Policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and other terms and conditions of employment. Any employee who violates this Equal Employment Policy will be subject to discipline up to and including termination of employment. Notwithstanding the foregoing, AMPD Restaurant Group requires that all employees be at least 17 years of age. In certain job functions, the minimum age is 18. AMPD Restaurant Group complies with all federal, state and local child-labor laws.

Any employee of AMPD Restaurant Group who believes that he or she has experienced discrimination, including harassment, in the workplace shall discuss the issue with his or her supervisor or General Manager. Employees also have the option of bringing their concerns to the VP of Operations or any other member of the executive team of AMPD Restaurant Group. AMPD Restaurant Group prohibits retaliation against individuals who bring good-faith complaints about the workplace to the company’s attention.



EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9)

Employers are required by federal law to complete and maintain a Form I-9 for each employee to demonstrate that the employee is eligible to work in the United States. The Form I-9 contains lists of the documents from which the employee must choose to demonstrate work eligibility. Employees must produce the original documents to their General Managers for visual and physical inspection and, if requested, permit copies to be made. If you have any questions about the Form I-9, please ask your General Manager.

AMPD RESTAURANT GROUP EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9)

Dear Team Member:

The U.S. Government enacted a law that requires you to prove your identity and your eligibility to legally work in the United States. To do this, you can show your manager one of the following:

LIST A:

- U.S Passport
- Certificate of Citizenship
- Citizen Identification Card
- Certificate of Naturalization
- Unexpired foreign passport which has proper U.S government stamps
- Alien Registration Card with photograph

If you do not have one of the above documents, you must show your manager one document from each of the following lists:

LIST B:

- Driver's license with a picture of description
- U.S. Armed Forces discharge papers, or papers showing active reserve status
- Any state document with a picture or description
- I.D. card issued by Police Department or Driver's License Bureau with a picture or description



LIST C:

- Social Security Card
- Birth Certificate from any state
- Report of U.S. Citizen birth abroad

REMEMBER, YOU MUST HAVE ONE DOCUMENT FROM LIST B AND C.

You will have to show your manager the original document and give him or her a copy for your file.

If you have any questions, please ask your manager.

EMPLOYEE CLASSIFICATION

Each employee of AMPD Restaurant Group is designated as either NONEXEMPT or EXEMPT from the overtime requirements of the Fair Labor Standards Act (FLSA). NONEXEMPT employees are eligible to receive overtime pay in an amount equal to 1.5 times their regular rate of pay for all hours worked in excess of 40 in any given seven-day workweek (Monday through Sunday). In certain circumstances, AMPD Restaurant Group and a non-exempt employee may agree to use the “fixed salary for a fluctuating workweek” method of compensation.

Each employee will also be categorized as either SALARIED or HOURLY.

SALARIED PERSONNEL are employees who are not temporary or probationary and who are regularly scheduled to work Restaurant Partner’s full-time schedule of 50 hours or more.

HOURLY PERSONNEL are employees who are not temporary or probationary and who are regularly scheduled to work 32 hours or less per week. Hourly personnel are eligible for all legally mandated benefits (such as Social Security and workers’ compensation insurance).

Probationary Employee

The term “probationary employee” is primarily used at AMPD Restaurant Group for employees who are in their first ninety (90) days of employment. At AMPD Restaurant Group’s discretion, the probationary period may be extended for an additional period as deemed necessary by management. If a probationary period is extended beyond 90 days, the employee will be notified in writing as to the reason for the extension of the probationary period. An employee may also be placed back on probation, if necessary, for disciplinary purposes, from time to time during their career with the Company.



Full-Time Employee

A person who successfully completes the probationary period and who works at least 32 hours per week for 50 weeks per year (at least 1,600 hours per year).

Part-Time Employee

A person who successfully completes the probationary period and who works less than 32 hours per week for 50 weeks per year (less than 1,600 hours per year)

Tipped Employees

AMPD Restaurant Group and its Companies currently pays its tipped employees in Pennsylvania a cash wage of \$2.83 per hour and in South Carolina a cash wage of \$2.13 per hour.. The cash wage may increase each calendar year to the extent Pennsylvania and South Carolina's minimum wage increases each calendar year.

As allowed by the Fair Labor Standards Act, Our Company is utilizing the tip credit provision outlined in the Act. Under this provision, you will be paid a base hourly rate of \$2.13 in South Carolina and \$2.83 in Pennsylvania.

For Employees in South Carolina, the Company will claim a tip credit of \$5.12 per hour [tip credit is the difference between the minimum wage (currently \$7.25/hour) and the minimum cash wage (currently \$2.13/hour) which is the maximum allowed by federal law].

For Employees in Pennsylvania, the Company will claim a tip credit of \$4.42 per hour [tip credit is the difference between the minimum wage (currently \$7.25/hour) and the minimum cash wage (currently \$2.83/hour) which is the maximum allowed by federal law].

Under the Act, we are required to notify you of our intention to utilize the tip credit. This memo serves as that notification. You also should know that the additional amount claimed by the Company on account of tips as the tip credit may not exceed the value of the tips received by you.

In addition, all tips received by you must be retained by you. The only exception to this is tip pooling arrangements, which are reserved for employees who customarily and regularly receive tips. Each Company permits its staff to work out a tip pool, and employees who regularly and customarily receive tips are required to contribute part of their tips into the pool.

Finally, you should be aware that the IRS requires employees to report all of their tips as taxable income on annual tax returns.

At the conclusion of each shift, all tipped employees must declare 100% of credit card and retained (cash) tips to management to ensure accurate reporting. If the company learns that a tipped employee underreports his or her tips, the employee will be disciplined up to and including termination. In



addition, the employee may be converted to a regular hourly non-tipped employee and will be paid the applicable minimum wage without the tip credit.

All employees are required to pick up their paychecks every pay period and review it to make sure the correct amount of hours and tips are reported.

PROBATIONARY PERIOD

AMPD Restaurant Group, Inc. attempts to hire the best people for the job. To ensure this, the Company provides for a probationary period of employment for the employee to assess the Company and the job content, and for the Company to evaluate the new person and his or her job performance. All new employees must complete to AMPD Restaurant Group, Inc.'s satisfaction a 90-day probationary period beginning with the date of initial employment. At the Company's discretion, an employee's probationary period may be extended.

AMPD Restaurant Group, Inc. also reserves the right to place an employee on probation after their initial probationary period for performance deficiencies as part of a progressive discipline process.

Nothing in this section is intended to change the at-will employment relationship between AMPD Restaurant Group and its employees. Either the company or the employee may terminate the employment relationship at any time, for any reason, with or without notice.

OPEN DOOR POLICY

The philosophy of AMPD Restaurant Group is that employees should be encouraged to raise their work-related concerns informally, first with their immediate supervisor, followed by any other supervisor of their choice. The Company will attempt to keep an employee's expression of concern, the Company's investigation, and the terms of any resolution confidential, recognizing however, that in the course of investigating and resolving employee concerns, some dissemination of information to others may be appropriate.

Employees are encouraged to raise work-related concerns with their immediate supervisor as soon as possible after an event that causes the concerns. Alternatively, if you believe that your immediate



supervisor is not the appropriate person with whom to raise a concern, you may raise it with the General Manager for your restaurant or the company's VP of Operations.

Employees are encouraged to pursue a discussion of their work-related concerns with management personnel follow the appropriate chain of command until the matter is resolved. It may not always be possible to achieve the results you want, but if not, the Company will attempt in each case to explain why. The Company believes that employee concerns are best addressed through informal and open communication. No employee will be disciplined or otherwise penalized for raising a legitimate question and/or concern. If you feel that your work-related question and/or concern should be formally raised, you should follow the Company's Internal Dispute Resolution procedure set forth in this Handbook.

INTERNAL DISPUTE RESOLUTION PROCEDURE

The purpose of AMPD Restaurant Group internal dispute resolution procedure is to allow all employees the opportunity to seek internal resolution of their work-related complaints. Our internal dispute resolution policy is intended to supplement the Company's open-door policy which is for informal resolution of employees' questions and concerns. Both the dispute review procedure and its open-door policy reflect the philosophy of the Company that all employees have access to their immediate supervisors or other Company supervisors and managers to express their work-related concerns and seek resolution.

Employees should file internal dispute resolution requests as soon as possible after the events that give rise to an employee's work-related concerns. An internal request should be set forth in writing with details of the employee's dispute or problem. An internal dispute resolution request should be filed with an employee's immediate supervisor who will review the matter and reply as soon as possible. Any employee who needs further investigation into a dispute after their restaurant manager's review should submit a written request for review of the dispute to the VP of Operations who will remedy the situation or give an employee a written answer or solution. If you still are not satisfied, you may present your written dispute to the President of AMPD Restaurant Group who will review the matter in an effort to remedy the situation.

If an employee has filed a dispute in good faith, the employee will not be disciplined or otherwise penalized because of the dispute, regardless of whether or not the employee's allegations are determined to have merit.



EMPLOYEE FILES

AMPD Restaurant Group maintains an Employee File for all employees, including management, regardless of their classification as probationary, part-time, full-time, hourly or salaried. Information in the Employee File must be kept up to date with the correct name, phone numbers, address, and e-mail and emergency contacts. It is the responsibility of the employee to communicate changes to their General Manager in a timely manner so that their Employee File can be updated.

Employment applications, performance reviews, written counseling forms and other employment-related information is also kept in the Employee File.

A current employee has the right to review their Employee File with permission and in the presence of their General Manager or other company representative designated by the GM. No information may be copied, photographed, recorded or removed from an Employee File without the approval of the VP of Operations. Files may not be removed from the property.

Protected health information such as medical information will remain separate from the Employee File (with the exception of doctor notes relating to a sick day or a doctor's appointment) and be kept confidential at all times.



BREAK TIME

All breaks must be approved by the Manager on Duty.

FAMILY AND MEDICAL LEAVE

AMPD Restaurant Group, Inc. Family and Medical Leave policy (“FML”) applies to employees who have been employed for at least 12 months and worked at least 1,250 hours during the 12 months before leave is requested. An eligible employee is entitled to up to 12 unpaid weeks of leave during any single 12-month period for the following reasons:

1. The birth of a child of the employee and in order to care for such child;
2. The placement of a child with the employee for adoption or foster care;
3. To care for a spouse, child, (under 18 years of age or unable to care for himself due to disability) or parent with a serious health condition;
4. An employee’s own serious health condition, which renders the employee unable to perform his or her job function;
5. Exigency leave pertaining to military service; and
6. To care for a covered servicemember with a serious injury or illness incurred in the line of duty on active duty (up to 26 weeks).

Note: An employee’s FML will be unpaid except for time during the leave that may be paid under the Company’s disability or vacation policies.

An employee who completes a period of FML will be returned to the same position held when the leave began or to a position equivalent in pay, benefits and other terms and conditions of employment. However, the highest-paid 10% of employees are not guaranteed reinstatement if reinstatement will cost the company economic injury. In such cases, AMPD Restaurant Group, Inc. will notify the employee as soon as the determination is made that reinstatement is not available. When notified the employee has the option of deciding whether or not to return to work. Employees who exercise their right to take FML will not lose any previously accrued seniority or employment benefits, but no such benefits will continue to accrue during FML.

Employees taking FML must use their accumulated paid vacation, if available, at the commencement of the leave period. Accumulated vacation time will be applied against the 12-week period specified by this policy. For example, an employee who is eligible for a 12-week leave and who is entitled to two weeks



paid vacation must use the two weeks vacation which will run concurrently with the leave. The employee will then have ten (10) additional weeks of unpaid leave in accordance with this policy.

During FML, employees are required to report to their supervisor **every two weeks** to verify their status and when they expect to return to work.

BIRTH, ADOPTION, OR FOSTER CARE PLACEMENT LEAVE

An employee must provide 30 days advance notice before the date on which the leave would begin. If the employee is unable to provide 30 days notice, for reasons beyond his or her control, notice must be provided as soon as possible. If a husband and wife are employed by the company they are together entitled to a combined total of twelve weeks of leave if the leave is taken because of birth or adoption. Leave may be taken within 12 months of the birth or placement of the child.

SERIOUS HEALTH CONDITION

Employees must provide 30 days advance notice of a leave for a serious health condition, or notice as soon as possible. If a leave is foreseeable because of planned medical treatment, employees must make a reasonable effort to schedule the treatment in a manner which does not disrupt the Company's operations.



MILITARY EXIGENCY LEAVE

FML may be taken for any qualifying exigency arising out of the fact that a covered military member is on active duty or call to active duty status. The employee must provide notice of the need for leave as soon as practicable. Qualified exigencies include, but are not limited to, issues arising from a covered military member's short notice deployment; military events and related activities, certain childcare activities (such as arranging for alternate childcare) arising from the active duty or call to active duty status of a covered military member, and making or updating financial and legal arrangements to address a covered military member's absence.

MILITARY CAREGIVER LEAVE

Military caregiver leave may be taken by an eligible employee to care for a covered servicemember with a serious injury or illness. An eligible employee includes the spouse, son, daughter, parent or next of kin of a covered servicemember. Military caregiver leave may be taken for up to 26 weeks in any single 12-month period.

Please contact your General Manager or the VP of Operations should you have any questions regarding FML pursuant to the Family and Medical Leave Act and this policy.

MILITARY LEAVE

Pursuant to the Uniformed Services Employment and Reemployment Act, an employee entering military service or reserve duty, including training, in any of the United States uniformed services will have his or her return to their position and seniority protected. Upon completion of a military leave, an employee must immediately report back to his or her job with AMPD Restaurant Group, Inc. An employee's failure to report back to their next regularly scheduled shift following military leave will release AMPD Restaurant Group, Inc. from its reinstatement obligations.

Members of the National Guard or any branch of the Armed Forces Reserves required to attend the training will, upon written request from the Commanding Officer of the unit or a copy of the official orders, be granted a military leave of absence without pay for the period required. AMPD Restaurant Group, Inc. allows but does not require employees on military leave to use their earned vacation time to



receive pay for military leave. Also, employees who participate in weekend military training are expected to and will be scheduled to work a weekly shift.

Military leave will not result in loss of benefits.

BEREAVEMENT LEAVE

Hourly Employees-The duration of your bereavement leave should be discussed with and approved by your Manager and may be influenced by such factors as the distance traveled and responsibility for arrangements. Duration should be no more than (7) days from date of notification. If you do not return to work after (7) days, at the discretion of the General Manager, the job becomes open and can be filled, and your employment may be terminated. Bereavement leave for hourly employees is unpaid.

Salaried Employees-When a death occurs in a salaried employee's immediate family, the employee may take up to three (3) days off with pay to make funeral arrangements and/or to attend the funeral. Immediate family is defined as grandparents, parents, spouse, sister, brother or children. The employee may take an additional four unpaid days off in the instance of the death of an immediate family member. Additional unpaid time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements.

In all cases, the Company may require verification of the need for the leave, such as an obituary or contact information for the funeral home.

EMPLOYEE RELATIONS

AMPD Restaurant Group, Inc. policy about labor unions representing our team members is that unions are not needed. Our company values ensure individual rights and opportunities. We provide a climate where individuals can improve their quality of life and their career goals by working together serving our guests. Further, we support and practice open communication between employees and management. This allows us to speak directly to each other without the interference of an outside third party, which has no real stake in the future of AMPD Restaurant Group, Inc. and our team. However, nothing in this policy is intended to interfere with or restrict a person's or union's rights as set forth in the National Labor Relations Act.



REHIRES AND BRIDGING OF SERVICE

Employees who have previously worked for AMPD Restaurant Group, Inc. may be re-employed, provided they meet the standard requirements and qualifications for the position and left AMPD Restaurant Group, Inc. with a satisfactory work record.

For a re-hire, if proper notice was given and the employee left on good terms with the management, then they may be re-hired.

Bridging from one restaurant location to another is up to the General Manager to first recommend a transfer. The receiving General Manager must interview the employee and approve the transfer. The employee will not necessarily resume the status they had at the original location. It is up to the discretion of the receiving General Manager as to what position he/she has available.

EMPLOYEE TRANSFERS

AMPD Restaurant Group encourages career and lifestyle development through transfers from one AMPD property to another.

In order to affect a transfer, an employee must first get approval from their current General Manager or Supervisor. An interview process will be established at the new location and a qualified employee will be allowed to interview for an available position at the new location. There is no guarantee any employee will receive the desired, or any other position by virtue of previous employment with the company.

The General Manager will be the final determinant of eligibility of the employee at the new location should the employee be accepted. The new location will work to avoid any inconvenience to the prior location, prior to the employee transferring.

It is the responsibility of the receiving unit or department to coordinate the transfer of employee records and notify payroll of the effective date of the employee transfer.



STAFF BENEFITS AND POLICIES (INCLUDES HOURLY MANAGERS)

1. Introduction. At AMPD Restaurant Group, our people are our most important asset. This belief places a great responsibility on everyone in Management to ensure our staff members are well trained and have a chance to grow with our company.

2. Program Objectives.

The following are objectives for the staff Development and Compensation Program:

- Communicate with our staff members about their performance and pay.
- Discuss a staff member's performance strengths and areas that need improvement.
- Build individualized training programs to develop our staffs.
- Pay fairly for performance in our Staff Compensation Program.

Below are listed the steps to proceed a staff member's evaluation.

- A. Written performance evaluations and training programs are to be completed or revised on a scheduled basis, commensurate with the staff member's length of service.
- B. Before discussing pay increases with staff members, managers will receive approval from the VP of Operations.
- C. Complete a written staff evaluation form and payroll change form for signature by your General Manager and VP of Operations.
- D. Submit payroll changes to the Payroll Department two weeks ahead of the scheduled increase date to allow for proper processing.

Note: Pay increases are not completed until staff members receive the money in their paycheck. This should take two or three weeks, and never more than four weeks. Management must be sure to follow up and ensure the staff member receives their pay increase.

Thought development and fair compensation play a large in building staff morale and performance. The following program guidelines are designed to help you in this important area.

3. Program Guidelines

- A. Staff members must receive a performance evaluation on a scheduled basis (commensurate with length of service); however, increases in pay are given at a Restaurant Manager's discretion.
- B. Pay increases are based on job performance. A change of Rate Request must be completed and accompany a pay raise.



- C. Starting pay and wage rates will vary due to restaurant location and other factors that affect our goal to hire and retain staff members with self-pride and outstanding performance.
 - D. All managers who have worked with a staff member should discuss the performance of any employee who is recommended for a pay increase.
-

DRUG-FREE WORKPLACE AND DRUG TESTING

Alcoholism and the use of illegal drugs have become one of our nation's greatest problems. Unfortunately, these problems carry over into our workplace. AMPD Restaurant Group, Inc. does not believe it should accept any risk to the safety of our employees and Guests, or compromise the quality of work or productivity, which results from the use of alcohol or illegal drugs. Applicants will be required as a condition of employment to agree to random drug/alcohol testing if requested by management. AMPD Restaurant Group, Inc. demands employees report to work without any illegal drugs, controlled substance or alcohol in their bodies.

AMPD Restaurant Group, Inc. reserves the right to request any employee or job applicant whom we feel has consumed alcohol, illegal drugs or controlled substances to undergo drug/alcohol testing which will confirm or deny the presence of any drugs or alcohol in the body. An applicant who refuses to agree to a random drug/alcohol test shall be ineligible for hire. Also, employees who refuse to take a drug/alcohol test if requested by management may be terminated at once.

Employees injured on the job whose Drug/Alcohol test is confirmed positive or who refuses to or fails to take the test will forfeit all workers' compensation benefits, both medical and indemnity. Additionally, the employee may be disciplined, up to and including termination from employment.

AMPD Restaurant Group, Inc. position is to have a safe and productive workplace, not to intimidate our employees. This policy will help us maintain our highest status in the workplace.



DRUG AND ALCOHOL POLICY GROUNDS FOR TERMINATION

The following misconduct is grounds for termination on the first offense:

1. Processing, using, selling, or transferring alcohol, illegal drugs, or controlled substances on company property, in company vehicles, in private vehicles parked on company property, or in work areas.
2. Testing positive for any drug or alcohol for which a drug/alcohol test is conducted.
3. Refusal to submit to a drug/alcohol test when requested.
4. Refusal to submit to a security exam, including security interviews and searches or inspection of personal property.
5. Failing to adhere to the requirements or requests of any drug testing laboratory, drug or alcohol treatment center, or counseling program to which the employee is assigned or enrolled.
6. Failure to complete any forms or statements required by the employer.

EMPLOYEE CHALLENGES

1. Within five (5) working days after receiving notice of a positive confirmed test result, the employee or job applicant may submit information to the company explaining or contesting the test results, and why the results do not constitute a violation of company policy. If any employee's or job applicant's explanation or challenge of the positive test is unsatisfactory to the company, a written explanation as to why the employee's or job applicant's explanation is unsatisfactory, along with the report of positive results, shall be provided by the company to the employee or job applicant. All such documentation shall be kept confidential by the company and shall be retained by the company for at least one (1) year.
2. Employees and applicants have the right to consult the testing laboratory for technical information regarding prescription or nonprescription medication.



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3. The company shall pay the cost of all drug tests, initial and confirmation, which it requires of employees. An employee or job applicant shall pay the costs of any additional drug tests not required by the company.

CONFIDENTIALITY

The results of the drug tests and all related information, reports, statements and memoranda will be treated as confidential, and distribution shall be limited to those having a “need to know.” Results may be revealed to the proper authorities if the situation requires. Otherwise, such information shall be released only pursuant to a written consent form signed voluntarily by the employee.

DRUG AND ALCOHOL POLICY EMPLOYEE LETTER AND TESTING CONSENT FORM EMPLOYEE LETTER

TO: AMPD Restaurant Group Employees
FROM: Troy Goldman
SUBJECT: Drug and Alcohol Policy

The subject of drug abuse in the workplace should be of concern to all of us. It affects the safety of us and our Guests, as well as the future of the company. Each of us has a duty and an obligation in this matter. We are all obligated to report to work in a condition suited to perform our work without endangering others. Furthermore, we have a duty to our families, our fellow employees, and to our employer to remain drug-free.

It is your responsibility to read and understand our drug and alcohol policy. Our intention is not to apprehend the drug user. We are not a law enforcement agency. Our only goal is to provide a safe, injury-free environment for our employees to work and better serve our Guests. Your signature on the attached medical consent form will provide the company with the right to support your drug-free condition.

By signing the attached consent form, you are acknowledging the company’s policy and agreeing to abide by it. You are not admitting to drug use or abuse. We are, however, making a statement that this will be a drug-free company, and if you wish to continue your employment with us, you will work under this requirement.



Please return the signed consent form to your Restaurant Manager

**DRUG AND ALCOHOL POLICY
EMPLOYEE LETTER AND TESTING CONSENT FORM
EMPLOYEE LETTER**

I, _____, voluntarily consent to submit a blood, breath and/or urine specimen under the direction of medical and laboratory personnel retained by or under contract with AMPD Restaurant Group. I understand that this sample will be used for the purposes of conducting a chemical analysis to determine if I have engaged in the use of alcohol, controlled substances or illegal drugs. I further give my permission to testing agencies to release the test results to AMPD Restaurant Group. This examination is being conducted pursuant to AMPD Restaurant Group's Drug and Alcohol Policy. I understand that my failure to cooperate with the company's drug/alcohol testing program and/or failure of the drug test will disqualify me from consideration for employment with the company, or if I am currently employed, will result in my termination. I understand that the personnel conducting the tests are not employed by AMPD Restaurant Group, and that AMPD Restaurant Group is not responsible for any claims, charges or causes of action which may arise from the operation of the laboratory testing equipment, the taking of testing samples, the laboratory's interpretation of the test data, or the publishing and reporting of the examination results to AMPD Restaurant Group.

I certify that I have read, understand and agree to the above provisions.

Employee

Witness

Parent/Guardian (if required)

Date

Note: Employee must complete this form each time they report for testing.



SEXUAL HARASSMENT AND NON-FRATERNIZATION

As a part of AMPD Restaurant Group, Inc. continuing affirmative action efforts and pursuant to the guidelines on sex discrimination issued by the Equal Employment Opportunity Commission, the Company endorses the following policy:

1. It is against AMPD Restaurant Group, Inc. policies for any person, male or female, to sexually harass another employee by:
 - a. Making unwelcome sexual advances or requests for sexual favors or engaging in other verbal or physical conduct of a sexual nature, a condition of any person's continued employment;
 - b. Making submission to or rejections of such conduct the basis for employment decisions affecting an individual, or;
 - c. Creating an intimidating, hostile or offensive working environment by such conduct.
2. Any employee who believes he or she has been the subject of sexual harassment should report the alleged act to their GM, or VP of Operations. An investigation of all complaints will be undertaken immediately. The Company recognizes that every investigation requires a determination based on all the facts in the matter.
3. The reporting employee and any other employee participating in any investigation under this policy have the Company's assurance that no reprisals will be taken as a result of a harassment complaint or testimony given in regards to a complaint. It is our policy to encourage discussion of the matter in the context of an investigation, to help protect others from being subjected to similar inappropriate behavior.
4. Any employee who has been found by the Company, after appropriate investigation, to have sexually harassed another employee will be subject to appropriate discipline, depending on the circumstances up to and including termination.

Given the nature of this type of discrimination, AMPD Restaurant Group, Inc. recognizes also that false accusations of sexual harassment can have serious effects on innocent women and men. We trust that everyone will responsibly establish a pleasant working environment free of discrimination.

AMPD Restaurant Group, Inc. also enforces a **“non-fraternization”** policy for our Managers. It applies to salaried and hourly Managers socializing after work hours with their team members. In addition, Managers and hourly employees are forbidden to date or have a personal relationship outside of the workplace. Should a work relationship move toward a social relationship, advise your GM immediately. If possible, arrangements will be made to separate your work locations. If both are Managers, preferably the move will be made to different restaurants. Failure to communicate the relationship to the GM or VP of Operations may result in immediate termination for both employees.

If co-workers are dating and any problems occur, arrangements will be made to separate your work locations. If the relationship develops into marriage, you will be assigned to separate work locations.



AMPD Restaurant Group, Inc. encourages any person to raise questions he or she may have regarding discrimination or affirmative action with their supervisor.

SEXUAL HARASSMENT AND NON-FRATERNIZATION

ACKNOWLEDGEMENT:

I understand that the Company will not tolerate sexual and other forms of harassment. I understand that I have the affirmative obligation to report it. I also understand that unlawful harassment is grounds for disciplinary action up to and including immediate discharge.

Employee Signature

Date



ATTENDANCE AND PUNCTUALITY

To maintain a productive work environment, AMPD Restaurant Group expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the company. If you are unable to report to work, or if you will arrive late, please contact your manager at least two hours before your scheduled shift. Talk directly to your manager. Do not leave a message. You must keep your supervisor informed about the necessary length of your absence or tardiness on a daily basis. If you know in advance that you will need to be absent, you are required to request this time off directly from your manager. This will allow time for your supervisor to schedule someone to handle your duties while you are away. Your supervisor may request a doctor's statement when you are absent in excess of three consecutive days or when repeated single-day absences occur.

It may be necessary for you to be absent from work if an emergency or illness occurs. Your manager will make a note of any absence or lateness and the reason in your personnel file.

Any unreported absence will be considered a voluntary resignation and will cause your employment to end. Excessive absenteeism, lateness or leaving early will lead to disciplinary action, including possible dismissal.

EXCESSIVE ABSENTEEISM: In general, absences in excess of the number of vacation days provided to employees may be regarded as excessive, if one or more of the following conditions exist:

- They occur sporadically (a day here and a day there),
- They occur without a statement by a physician documenting that the absence is necessary (do not include the reason),
- They habitually occur before or after holidays, weekends and approved days off; or,
- They pose an undue hardship or economic burden on AMPD Restaurant Group, Inc.

Because of the difficulty in defining what an excessive absence is, the Restaurant Management will provide advance notification via progressive disciplinary action (if possible), whenever excessive absences occur.

LATENESS: Tardiness or leaving early can be detrimental to AMPD Restaurant Group, Inc. Employees who persist at being frequently tardy will receive progressive disciplinary action up to and including dismissal.

JOB ABANDONMENT: When an employee takes time off after the request for time off was denied by their Supervisor, the absence is considered job abandonment, regardless of the number of hours or days taken and it will be treated as a voluntary resignation. Likewise, when an employee fails to call into



work personally for (3) consecutive days at the appropriate time, this absence will be considered job abandonment.

PERSONAL APPEARANCE

UNIFORMS: The following are general uniform guidelines:

BACK OF THE HOUSE STAFF:

All back of the house staff are required to wear hats and non-slip shoes.

DISHWASHERS:

Dishwashers are responsible for providing their own pants and non-slip shoes. The restaurant will provide dishwashers with either cook shirts or restaurant logo tee shirts and a hat.

SERVERS, BARTENDERS, BUSSERS, FOOD RUNNERS:

These departments will purchase their own pants, shoes, and in some cases, shirts, according to the specifications established by each restaurant. The restaurant will provide everyone in these departments where applicable, with one apron. If, during the course of employment, an employee wants additional shirts or aprons, they can be purchased from the restaurant.

HOSTS:

Follow individual restaurant guidelines.

All front of the house staff must adhere to the following guidelines:

- a. Earrings no bigger than a nickel, maximum two per ear
- b. No septum piercings, facial tattoos, or neck tattoos larger than the size of a quarter
- c. No elaborate hairstyles or colors (Manager discretion)
- d. Hair and facial hair must be neatly trimmed and maintained
- e. Males must be clean-shaven other than stated in line “d”
- f. Nail polish must be clear or neutral color
- g. Hair that extends beyond the collar must be pulled back



PERSONAL HYGIENE

AMPD Restaurant Group, Inc. demands the use of clean hands, professional hygiene and food service gloves. It believes hand contact with ready-to-eat food should be avoided. However, it also realizes there are certain procedures during food and beverage preparation or serving that may involve incidental direct hand contact. The purpose of this operating plan is to outline procedures that are permitted.

Management personnel are required to visually assess the health status of employees daily and to exclude or restrict employees from handling food, clean equipment, utensil, linens, and single service articles if they exhibit blatantly acute symptoms of gastrointestinal illness, or are suffering from a condition that medically disqualifies them from handling food. It is required of managers to ask employees “should anyone be restricted from direct hand contact with food today”.

GOOD SANITATION PRACTICES

1. All kitchen soap dispensers are to be filled with anti-bacterial soap. All towel dispensers must be operable and full.
2. All employees are instructed to wash hands with soap for at least 30 seconds between food preparations, after using the restroom, after sneezing or touching face, hair, cuts or sores, after smoking, eating, drinking, after collecting or taking out garbage.

When to wash hands:

1. Upon entering the work area.
2. Immediately before working with ready-to-eat food, clean equipment, or unwrapped single-use items.
3. After going to the toilet. Wash your hands twice. One time in the restroom. One time upon return to your station.
4. After touching parts of your body other than your hands and clean arms.
5. After coughing, sneezing, or using a handkerchief, tissue or tobacco.
6. After touching dirty utensils or equipment. Between bussing a table and setting it or serving food or beverages.



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7. Whenever switching preparation from raw food and ready-to-eat food.
 8. Whenever you wipe your hands on your apron or uniform.
 9. Any time to remove oil, grease, or to prevent cross-contamination between jobs.
 10. Immediately before leaving at the end of your shift.

How to wash hands:

1. Rinse your hands in warm water.
2. Apply hand soap.
3. Scrub your hands and exposed arms for 30 seconds. Count it down. Concentrate on your fingertips, between your fingers, and palms.
4. Use a single service towel to dry your hands.
5. Apply the hand sanitizer.

TEAM MEMBER MEAL POLICY

Employees will receive a 50% discount on any employee meal up to \$12, excluding alcohol, to be consumed on the premises, immediately prior to or after shift up until closing. Food is to be ordered at the appropriate Point of Sale location and rung up on POS system prior to preparation by kitchen (similar to cash transaction by Guest). Consumption of any other food items not following the above procedure (i.e. soup, salad, bread) is strictly prohibited and will result in disciplinary action up to and including termination.

Off Duty Dining

All team members receive a twenty-five (25%) percent discount on their party's entire check, up to a party of eight people, when dining as a guest at any one of the AMPD Restaurant Group restaurants. The team member may be asked for a current pay stub to verify his or her employment. Alcohol will not be discounted. Employees are not permitted to sit at the bar of the restaurant that they are employed at off duty.



TERMINATION, DISCIPLINE AND RULES OF CONDUCT

Due to the nature of our business and to ensure our continued success, we must hold all our employees to exceeding high standards of conduct/performance, whether it be relative to the Guests we serve or, internally, between co-workers and management. Accordingly, AMPD Restaurant Group, Inc. has set forth the following termination, discipline and rules of conduct policy for instances when employees fail to meet our standards of conduct/performance.

TERMINATION

- A. **Termination – Voluntary.** An employee is considered to have voluntarily terminated his or her employment with the Company when the employee:
1. Resigns from the company;
 2. Fails to return from vacation or from an approved leave of absence; or
 3. Fails to report to work when scheduled or assigned without notice.
- Employees who elect to resign are asked but are not required to provide the Company with two weeks' notice prior to their final day of work.
- B. **Termination – Involuntary.** An employee may be terminated involuntarily for reasons that may include poor performance, misconduct, or violation of the AMPD Restaurant Group, Inc. rules of conduct as set forth below. These are not exclusive, but are illustrative.
- Unacceptable attitude (i.e., rudeness or apathy) towards Guests or fellow employees;
 - Theft, taking food, giving out free food or improper handling of cash or merchandise;
 - Horseplay in the restaurant or on property;
 - Drug and/or Alcohol usage (see AMPD Restaurant Group, Inc. Drug and Alcohol Policy);
 - Profanity (directed personally);
 - Not showing up for a scheduled shift without calling in;
 - Excessive absenteeism; tardiness
 - Sexual harassment
 - Fraternization of managers (hourly and salary) with employees;
 - Falsification of documents/lying;
 - Failure to follow established safety regulations.
 - Abuse of Team Member Meal Policy
 - Notoriety/adverse publicity (off-duty conduct that reflects poorly on the company);
 - Failure to follow the policies set forth in this Handbook; and
 - Other misconduct detrimental to or disruptive of AMPD Restaurant Group, Inc. operations, employees or Guests.



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- C. Payment Upon Termination. Hourly employees will be paid through their final day of actual work. Salaried employees will be paid through their termination date, whether their termination is voluntary or involuntary. Final paychecks will be mailed to the address on file, provided by the employee at time of hire. Exempt employees who give two weeks' notice prior to their resignation will be paid for any accrued but unused vacation time.; provided that they are not terminated for cause in the interim. If an exempt employee fails to give at least two weeks' notice prior to their resignation, or if they are terminated by the company for cause, any accrued but unused vacation is forfeited. Non-exempt employees forfeit any accrued but unused vacation upon their termination from employment for any reason.

DISCIPLINARY ACTION

The Company may, at its discretion, terminate a person's employment at any time. However, in the Company's sole discretion, the following progressive disciplinary steps may be used in lieu of immediate termination:

First Offense: Written warning, including the following:

- a. Stated problem, in detail, on proper discipline form.
- b. Advice on how to correct problem.
- c. Notification of consequences if problem continues.

Second Offense: Written warning, including the following:

- a. Stated problem, in detail, on proper discipline form.
- b. Advice on how to correct problem.
- c. Execute consequences as stated on previous discipline form.

Third Offense: Probation, full-day or shift suspension, adversely modified schedule, and/or termination

IMMEDIATE TERMINATION FOR MISCONDUCT

Although the company may use the foregoing progressive disciplinary steps to correct job-related misconduct, the Company may terminate an employee's employment immediately for the following offenses, which list is not exhaustive:

1. Theft, fraud, or other dishonesty
2. Misusing or destroying Company property or the property of another on Company premises.
3. Unauthorized use of Company equipment for off job purposes.
4. Violating conflict of interest rules, as defined in the stated policy.
5. Disclosing or using confidential or proprietary information without authorization.
6. Falsifying or altering Company records, including the application for employment.
7. Participating in a fight, altercation, or threatening physical harm to others.



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8. Harassing, including sexually harassing, employees, clients, or vendors.
 9. Violating the Drug-Free Workplace policy, including refusing to submit to testing for Drugs and/or alcohol.
 10. Possessing a firearm or other dangerous weapons on Company property or while conducting Company business; provided, however, that Pennsylvania employees shall not be prohibited from storing a legally owned firearm inside a car in the parking lot.
 11. No call, no show/ Job abandonment (i.e. walking out on a shift)

REHIRES

Employees who have previously worked for AMPD Restaurant Group, Inc. may be re-employed, provided they meet the standard requirements and qualifications for the position and left AMPD Restaurant Group, Inc. with a satisfactory work record and on good terms with the company.

SAFETY

AMPD Restaurant Group, Inc. is committed to providing a safe work environment. However, safety in the workplace is everyone's responsibility. It is accomplished only through the cooperation of us all.

Everyone must learn safety practices and follow them. This includes complying with all safety rules and using all appropriate safety devices and personal protective equipment where applicable. Employees must report to their supervisor all safety, health, and fire hazards immediately upon discovery. If possible they should correct the situation and then report it to their supervisor. If in doubt about a health or safety matter, associates should promptly consult the Manager. Any suggestions to prevent accidents will be appreciated.

Always be aware of things like:

1. Slippery floors, glass in food, sharp objects (especially knives), hot food and heavy lifting.
2. Be especially careful when handling hot coffee pots. Never set anything on ledges.
3. When pouring coffee at a table, pick up the cup by the handle and pour away from the table to avoid spills and burns.
4. Be alert for wet or slippery spots on the floor and clean up any spills immediately.
5. Let falling things fall.

All associates should report any accidents immediately to the Manager. Managers are then responsible for obtaining first aid and proper medical care, and for filling out all appropriate medical forms, Occupational Safety and Health Forms. The location of the nearest doctor and/or medical facility is



posted on the bulletin board. In the event of critical injury, the Vice President of Operations must be notified immediately.

Any staff member that becomes injured on the job that requires medical attention will be required to submit to a drug test for Workers' Compensation Benefits. Workers' Compensation laws require that all accidents, regardless how minor, be reported immediately to the Manager. A First Report of Injury form must be filed within 7 days. AMPD Restaurant Group, Inc. will submit the claim for you.

An example of the incident form for Employees is found on the next page.

Accident/Incident Investigation Report

Date/Time of incident:

Jobsite:

Injured Person

Name:

Employee

Guest

Address:

Employee Hire Date:

Phone:

Position:

Employee Classification: Full Time Part Time Contract Temporary

Description of Injury:

Nature of Injury/Injured Part of Body:

- Bruising
 Dislocation
 Strain/Sprain
 Scratch/Abrasion
 Internal
 Fracture
 Foreign Body
 Laceration/Cut
 Burn/Scald
 Chemical Reaction
 Amputation
 Death
 Other (describe): _____

Treatment Provided:

First Aid - If First Aid was provided, please indicate the treatment performed:

- | | |
|---|---|
| <input type="radio"/> non-prescription strength medications
<input type="radio"/> tetanus immunizations
<input type="radio"/> cleaning, flushing, or soaking wounds on the skin surface
<input type="radio"/> wound coverings
<input type="radio"/> hot or cold therapy
<input type="radio"/> using totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
<input type="radio"/> using finger guards;
<input type="radio"/> using massages;
<input type="radio"/> using eye patches; | <input type="radio"/> drinking fluids to relieve heat stress drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters;
<input type="radio"/> temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards.)
<input type="radio"/> simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye;
<input type="radio"/> irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye; |
|---|---|

Emergency Room
 Hospitalization
 Physician's Office

Treating Physician/Facility: _____

Address: _____

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____

Manager on Duty: _____ Date: _____



Guest Accidents

All accidents involving a Guest must be reported immediately to a Manager, WHETHER THE GUEST DESIRES IT OR NOT. Types of accidents include falling, finding foreign objects in food, or Guests spilling food and drink on themselves.

When an accident does occur, make sure you take care of the Guest. Limit your comments and opinions concerning any Guest accident. If a Guest calls to report an injury sustained at AMPD Restaurant Group, Inc. refer the call immediately to a Manager. The Manager should handle this complaint just as if an accident had occurred on the premises and report it to our insurance carrier.

Guests always have the “**right of way**” throughout the restaurant. Step aside to let the guest pass. This is not only good service, but important for safety reasons.

An example of the incident report form for guests can be found on the next page.

Accident/Incident Investigation Report

Date/Time of incident:	Location:
Name:	
Address:	Email:
Phone:	

Description of Incident:

Were authorities or an ambulance called? Yes No
 Were authorities or an ambulance offered? Yes No

I declined medical attention (initials) _____

Treatment Provided:

- First Aid - If First Aid was provided, please indicate the treatment performed:**
- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="radio"/> non-prescription strength medications <input type="radio"/> tetanus immunizations <input type="radio"/> cleaning, flushing, or soaking wounds on the skin surface <input type="radio"/> wound coverings <input type="radio"/> hot or cold therapy <input type="radio"/> using totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. <input type="radio"/> using finger guards; <input type="radio"/> using massages; <input type="radio"/> using eye patches; | <ul style="list-style-type: none"> <input type="radio"/> drinking fluids to relieve heat stress drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters; <input type="radio"/> temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards.) <input type="radio"/> simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye; <input type="radio"/> irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye; |
|---|---|

Emergency Room Hospitalization Treating Physician/Facility: _____
 Physician's Office Address: _____

Guest Signature: _____ **Date:** _____
Witness Signature: _____ **Date:** _____
Manager on Duty: _____ **Date:** _____



Fire Safety and Evacuation

Fire is a very dangerous situation in any building. We want to help you to be prepared for a safe response to fire. Our fire safety record has been exemplary, but accidents can happen. Some basics you need to know:

1. The local fire authorities inspect every restaurant. We react seriously to any deficiency found.
2. Our fire extinguishing equipment is inspected twice a year to ensure good working conditions.
3. All of our ducts in our exhaust hoods are cleaned more often than recommended by the manufacturer.
4. Every restaurant has hand-held fire extinguishers in plain sight and labeled. Be sure to note where they are during your restaurant tour.
5. All of our exhaust hoods have automatic extinguishers in them. This will protect you in the event of a major appliance or duct fire. They can also be operated manually, but this is a decision the Manager has to make. Only operate this system if directed to by a Manager.
6. All of our restaurants are equipped with water sprinklers throughout the building. They provide added protection to you in the event of a major fire.
7. Every restaurant has a tool positioned near the rear door that will allow you to shut off the flow of gas to the building. The gas shutoff is located outside the building on the gas meter and is painted red so you can easily find it. Be sure to note where it is on your restaurant tour.
8. Do not stack paper or flammable material near the water heater. All of our heaters are gas-fired.
9. Always check to see the exhaust system is on before lighting any appliance.

In the event of a major fire, your Manager will direct you to leave the building. Keep calm and help our Guests exit the building. Follow the fire evacuation plan posted in the break room.

As you can see, AMPD Restaurant Group places a high value on providing a safe work environment for its staff and the Guest.



WORKER'S COMPENSATION

AMPD Restaurant Group strives to maintain a safe working environment for all employees. We consider your safety on the job a very important matter. However, even in a safe working environment, accidents can happen. That's where Worker's Compensation can be extremely helpful. This program pays you medical bills and other expenses and replaces part of your salary if you cannot work because you are injured while working.

If you suffer any injury or illness caused by your work, it must be reported to your manager immediately. If medical care is needed, Restaurant Management will direct an injured employee to the nearest approved health care provider. A Notice of Injury Report will be completed by the manager. This report is then sent to AMPD Restaurant Group Workers' Compensation Carrier so your case will be handled in accordance with your state's Workers' Compensation Law.

Failure to observe this policy and to report to all work-related accidents/illnesses in a timely manner could lead to loss of benefits under the Workers' Compensation Law and may be grounds for disciplinary action.

Employees injured on the job and requiring medical attention will be required to submit to a drug/alcohol test following their injury. Employees whose drug/alcohol test is confirmed positive or who refuse to take the drug/alcohol test will forfeit workers' compensation, medical and indemnity benefits. Additionally, the employee may be disciplined for refusing to take the test or for the positive drug/alcohol test up to and including discharge.

As an employee of AMPD Restaurant Group you are covered by our Workers' Compensation Insurance policy. There is a "Workers' Comp. Works for You" poster in your restaurant that explains this benefit. After reading it, if you have any questions, just discuss them with your General Manager.

Should you be injured on the job, these are the steps you should take:

1. Report your injury immediately to your supervisor (General Manager or the Manager supervising your shift). Your claim may not be paid if you don't notify your supervisor.
2. Your supervisor will direct you to a Medical Unit for initial medical care (or a hospital if appropriate).
3. If your injury requires medical attention; you will be tested for Drug and/or Alcohol usage. Should this test show a positive confirmation of drug and/or alcohol, you will forfeit eligibility for medical and indemnity benefits under your state's Workers' Compensation Law. You will also be terminated from employment.



I have read and understand the above information regarding Workers' Compensation.

Name (print)

Employee Number

Signature

Date

Parent/Guardian (if needed)

Date



AMERICANS WITH DISABILITIES ACT (Guest Access)

The Americans with Disabilities Act (“ADA”) provides that public accommodations, such as restaurants, must comply with basic nondiscrimination requirements that prohibit exclusion, segregation, and unequal treatment of persons with disabilities.

WHAT THIS MEANS TO YOU AS A RESTAURANT EMPLOYEE

Telephone Inquiries

Servers and Hosts should be able to describe the extent of accessible features and physical barriers. Servers and Hosts should be aware that Guests who have difficulty hearing or speaking may use a special relay system that enables them to communicate through a third party.

Servers and Hosts should reply to a telephone caller who asks, “Do you hire people with disabilities?” with “Yes, we do. Let me connect you with a Manager,” or “Yes, we do, please come in and fill out an application.”

Seating

When an accessible table is not immediately ready and the bar is inaccessible to a disabled Guest, a Host and/or Server should ask whether the Guest would like anything from the bar.

Servers and Hosts should know what tables can accommodate Guests who use wheelchairs. Additionally, Hosts and Servers need to know accessible paths from the front door to tables and from tables to the pay phones and/or restrooms. Servers and Hosts should never push Guests who use wheelchairs unless requested by the Guest to do so.

Servers and Hosts need to be prepared to assist Guests with visual impairments to their seats. Servers and Hosts should know that service animals, such as Seeing Eye dogs, are permitted to accompany Guests with disabilities into the restaurant

Servers and Hosts should also extend the same courtesies to a disabled job applicant waiting for an interview as he or she would for a disabled Guest.

Menus and Food Service

Servers may be called upon to read the menu to a visually impaired Guest, particularly if the Guest is dining alone or is otherwise unaccompanied by a sighted person.

Servers may be required to present non-menu items (such as daily soups and fish) in writing for individuals with hearing impairments.

Servers should look directly at, and talk to, disabled Guests. Never assume that people with disabilities are incapable of ordering for themselves.

Servers should expect requests that items be served differently than usual. For example, Guests with limited use of their hands may request that a water glass be used for wine instead of a wine glass, or they may ask to have their food (i.e., a steak) cut into bite-size pieces.

In conclusion, it is important that our staff be prepared to respond to the individual needs of disabled Guests. Mistakes and embarrassing situations are to be expected. Still, by politely offering disabled Guests assistance, following their leads, and providing responsive service, our staff will be able to communicate the message that all of our Guests are “Welcome.”



ELECTRONIC COMMUNICATIONS POLICY

Electronic media (i.e., email, voice mail, internet, fax machines) cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to the Company's policies or business interests.

The computers, electronic media and services provided by the Company are for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is permitted; provided that all such personal, non-business use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

The Company reserves the right, at its discretion, to review any employee's electronic files and messages, including email, to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other Company policies.

Employees have not expectation of privacy in respect of their use of the Company's electronic communication systems. Accordingly, if employees have personal, confidential information to transmit, they should use other means.

To prevent computer viruses from being transmitted through the Company's computer system, unauthorized downloading of any software is strictly prohibited. Only software registered through the Company may be downloaded. Employees should contact the system administrator if they have any questions.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system. The transmission of copyrighted music and movies is illegal and contrary to Company policy. Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment.



COMPANY PROPERTY POLICY

Employees will have access to certain Company property in the course and scope of performing their duties for the Company. All files, records, customer lists, menus, recipes, gift cards, documents, computer disks, manuals, books, forms, reports, memoranda, studies, data, calculations, recordings, or correspondence, in whatever form they may exist, and all copies, abstracts and summaries of the foregoing, whether of a public nature or not, and whether prepared by an employee or not, and all other physical items related to the business of the Company such as menus, gift cards, computers, flash drives, cellular phones, etc., are and shall remain the exclusive property of the Company and shall not be removed from the Company's premises, except as required in the course of an employee's employment, without the prior written consent of the Company. All such items, including any copies or other reproductions thereof, shall be promptly returned by all employees upon the termination of their employment with the Company, or at any earlier time upon the written request of Company.

CONFIDENTIALITY POLICY

Employees of AMPD Restaurant Group and its affiliates will, by virtue of their employment, acquire certain non-public information with respect to, *without limitation*, the operations, customers, vendors, recipes, costs and pricing, software, hardware, trade or business practices, training materials and methods, trade secrets, technologies, marketing strategies, and know-how of AMPD Restaurant Group and its affiliates (collectively, the "Confidential Information"). The Confidential Information constitutes valuable, special and unique assets of AMPD Restaurant Group and its affiliates, access to and knowledge of which is or may be essential to the performance of an employee's duties. Employees have no proprietary or other interest in the Confidential Information or in any materials prepared for or submitted to AMPD Restaurant Group and its affiliates in the course and scope of their employment for AMPD Restaurant Group and its affiliates, all of which shall also be deemed Confidential Information. Employees will keep as confidential any and all Confidential Information acquired by them during both the course of their employment with AMPD Restaurant Group and its affiliates and after the discontinuation of the employment relationship.



SOCIAL NETWORKING POLICY

AMPD Restaurant Group, Inc. (The Company) recognizes that employees may engage in “social networking” while on or off duty. “Social networking” for purposes of this policy includes all types of postings on the Internet, including, but not limited to, social networking sites, (such as Facebook, Instagram, or LinkedIn); blogs and other online journals and diaries; bulletin boards and chat rooms; microblogging, such as Twitter; and the posting of video on YouTube and similar media.

Social networking also includes permitting or not removing postings by others where an employee can control the content of postings, such as on a personal profile, a blog or Wikipedia.

Employees who engage in social networking should be mindful that their postings, even if done off-premises and while off duty, could have an adverse effect on the Company’s legitimate business interests.

In addition, some readers may view you as a *de facto* spokesperson for the Company. To reduce the likelihood that your personal social networking will have an adverse effect on the Company, we ask that you observe the following guidelines when social networking:

- Do not engage in social networking using any of the Company’s electronic resources.
- Any social networking is subject to all of the policies in our Handbook, including “Prohibited Harassment”, “Prohibited Conduct”, “Off- Duty Conduct”, “Confidentiality of Information”, “Company Property and Facilities”, and “Technology and Internet Use.”
- If your social networking includes any information related to the Company, please do the following :
 - Make it clear to your readers that the views expressed are yours alone and that they do not reflect the views of the Company. For example: “The views expressed in this posting are my own. They have not been reviewed or approved by the Company.”
 - Do not defame or otherwise discredit the Company’s products, services, management, fellow staff, clients or guests or the products or services of our vendors or competitors.
 - Do not use the Company’s logo, trademark, propriety graphics or photographs of the Company’s premises or products.

You should also consider the following if your social networking includes any information related to the Company:

- The Company has spent substantial time and resources building its reputation and good will. These are valuable and important corporate assets. Before you engage in any social networking that identifies yourself as an employee of the Company, or that identifies the

- Company, please consider whether you are damaging the Company's reputation. If you are uncertain, you should consult your Manager or the Corporate Office before posting.
- o You are more likely to resolve complaints about work by speaking directly with your co-workers, supervisor or other management-level personnel than by posting complaints on the Internet. If you, nonetheless, decide to post complaints or criticism, avoid doing so in a way that is defamatory or damaging to the Company or any of the Company's employees. Be prepared to face possible consequences.
 - o The Company will, in its discretion, review your social networking activities. Please note that this Policy applies even if your social networking is anonymous or under a pseudonym. If you do engage in such social networking, you should be aware that in appropriate circumstances the Company will take steps permitted by law to determine your identity.
 - o The Company may request in its sole and absolute discretion that you temporarily confine your social networking to matters unrelated to the Company. The Company may determine that this is necessary or advisable to ensure compliance with securities regulations or other laws.
 - o If you need clarification of any aspect of this policy, contact your supervisor or the corporate office.
 - o Failure to comply with this policy may lead to discipline up to and including termination. If appropriate, the Company may or will pursue all available legal remedies. The Company also may report suspected unlawful conduct to appropriate law enforcement authorities.



SOLICITATION, DISTRIBUTION AND BULLETIN BOARDS

Our employees are encouraged to take an active part in civic affairs and worthy charitable activities. However, in order to avoid interference with work and to protect you from unnecessary annoyance – AMPD Restaurant Group, Inc. has a no solicitation policy to which all employees must adhere. No solicitation of any kind, or distribution of literature on AMPD Restaurant Group, Inc. property during an employee’s working time, is allowed during working hours. Further, no distribution of written or printed matter of any kind is allowed in any public or working areas at any time.

For purposes of this rule, “working time” does not include break time, lunch periods or other duty-free periods of time. “Working time” does include time spent on all work tasks by both the employee attempting to engage in solicitation or distribution and the employee to whom solicitation or distribution is directed. If an employee is not certain whether an area is a work or non-work area, he or she should consult his or her immediate supervisor for clarification. Lastly, upon completion of work, employees should not remain or enter upon the Company’s property unless the employee is scheduled for work, is on duty, is consuming a post-shift meal pursuant to the Meal Policy, or returns to a restaurant as a Guest (preferably two hours after a shift).

Bulletin Boards

The Company has bulletin boards located on its properties for the purpose of communication with employees. Postings on these bulletin boards are limited to Company-related material including statutory or legal notices, safety and disciplinary rules, Company policies, memos of general interest relating to the Company and other Company announcements. Generally, no postings other than Company-related material will be permitted on Company bulletin boards. Employees wishing to post items on the Company bulletin boards must receive prior approval from their supervisor or manager.



INSPECTIONS FOR PROHIBITED MATERIALS

AMPD Restaurant Group, Inc. believes that maintenance of a workplace that is free of drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the success of the Company's business. The Company also intends to protect against the unauthorized removal of Company property. In addition, the Company intends to assure its access at all times to AMPD Restaurant Group, Inc. premises, property, records, documents, and files.

Accordingly, AMPD Restaurant Group, Inc. has established this Guideline concerning inspections and searches for prohibited materials and for Company property on Company premises. This Guideline applies to all people working with AMPD Restaurant Group, Inc.

Definitions

For the purpose of this Guideline:

"Prohibited materials" means firearms or other weapons; explosives and/or hazardous materials or articles; illegal drugs or other controlled substances (as defined in the Company's Drug-Free Workplace Guideline) drug-related paraphernalia; alcoholic beverages; or Company property that an employee is not authorized to have in his or her possession.

"Company property" includes all documents, records and files relating to the Company's business; and all equipment and other property of any kind whether owned, leased, rented, or used by the Company.

"Company premises" includes all premises and locations owned or leased by the Company or under the control of the Company, including parking lots, lockers and storage areas.

"Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor, information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.

"Possession" means that an employee has the substance on his or her person or otherwise under his or her control, including personal vehicle on-premises, lunch box, bags and other containers.



Disciplinary Action

Employees who are found to be in possession of prohibited materials in violation of this policy, or the Drug-Free Workplace policy, will be subject to discipline, up to and including discharge, regardless of the Company's reason for conducting the search or inspection. Management reserves the right to inspect an employee's backpack, purse or other bag an employee is carrying out of the restaurant to inspect for Company Property that should not be removed the premises.

If an employee refuses to cooperate with a search or inspection that is based on reasonable suspicion that the employee is in possession of prohibited materials or Company property, AMPD Restaurant Group, Inc. may take that refusal into consideration in determining appropriate disciplinary action. Discipline will be based on all available information, including the information-giving rise to reasonable suspicion.

Nothing in this policy is intended to prohibit a Pennsylvania employee from storing a lawfully owned gun in a locked car in the restaurant's parking lot.



ADDITIONAL INFORMATION

AMPD Restaurant Group, Inc. does not provide pay advances on unearned wages to employees.

Employees are encouraged to escort each other to their cars at night.

Handling soiled clothing on Guests: Immediately contact the Manager on duty and bring necessary cleaning materials to clean up the mess and to make the Guest comfortable. Make as little fuss as possible. The Manager will give the Guest a business card with his signature and listing the item that was soiled. We will pay for laundering when we receive the bill along with the card.

Do's and Don'ts: We are all human and make mistakes. However, there are certain actions that cannot be tolerated. Drinking or drugs during or before work will result in termination. What you do or take outside of work is your business, but it becomes our business when it involves our image or reputation. (Also, refer to AMPD Restaurant Group, Inc. Drug-Free Workplace Policy).

There are various areas within the restaurant that are off-limits. Behind the bar, kitchen line or in food and beverage storage areas are accessible to authorized personnel only. If you need something from these areas, please ask the appropriate person or manager for help.

Smoking is permitted only during authorized breaks and must occur outside the building in designated smoking areas for employees. Do not smoke in the presence of Guests. Employees must wash their hands after smoking.

Scheduling is done weekly. All schedule *requests* for the following week must be in by Tuesday night. Schedules will be posted by Friday night for the week starting the following Monday. Remember, these are requests, not demands. We will do everything possible to comply with requests, but if there is a chance that our Guests may suffer because of special requests this may not be possible. All requests must be written in the request book.

Switching schedules with anyone is not permitted unless approved by the Manager and signed by both employees involved. Management reserves the right to deny a schedule switch if the switch will result in one or both employees working overtime.



GENERAL INFORMATION AMPD RESTAURANT GROUP

HOURS OF OPERATION

MAIN OFFICE: The main office hours are Monday-Friday from 8:00 a.m. – 5:00 p.m. It is closed on all legal holidays and may close early prior to special holidays.

The main phone number at the corporate office is: (724) 221-7373

RESTAURANTS The restaurants are open all year round. Individual restaurants may be closed all day or for lunch on various holidays as determined by the VP of Operations.

Associates are paid every two weeks. Pay periods begin on Monday and end two weeks later on Sunday. You will be paid on Fridays after 2 p.m.

Executive Team

Adam DeSimone - Owner/Partner

Michael DeSimone - Owner/Partner

Patrick DeSimone - Owner/Partner

Troy Goldman - Vice President of Operations

Kevin Kocan - Controller

Tom Weber - Accounting

Brian Morton - Accounting

Carly D'Angelo-Hall - Marketing & Advertising

Sarah Masterson - Sales & Events



EMPLOYEE ACKNOWLEDGMENT FORM

All employees must sign, detach and give this form to the General Manager to be eligible for employment at AMPD Restaurant Group, Inc. or its affiliates

The employee handbook describes important information about AMPD Restaurant Group, Inc., or its affiliates, and I understand that I should consult the General Manager regarding any questions not answered in the handbook or policies that I do not understand. I have entered into my employment relationship with AMPD Restaurant Group, Inc. and its affiliates voluntarily, and I acknowledge that there is no specified length of employment. Accordingly, either I or AMPD Restaurant Group, Inc. or its affiliates can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal, state or local law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except that no change may be made to AMPD Restaurant Group, Inc.'s or its affiliates' policy of employment-at-will. Any changes that are made will be communicated through official written notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President or Vice President of AMPD Restaurant Group, Inc. and its affiliates have the ability to adopt any revisions to the policies in this handbook.



Please read the following statements and sign below to indicate your receipt and acknowledgment of the AMPD Restaurant Group, Inc. and its affiliates Employee Handbook.

- **NON-COMPETES/NON-SOLICIT/NON-DISCLOSURE:** I understand that I may be required at any time to sign a separate non-competition, non-solicitation and/or confidentiality agreement as a condition of employment or continued employment.
- **EMPLOYMENT-AT-WILL:** I further understand that my employment is terminable at will, either by myself or AMPD Restaurant Group, Inc. or its affiliates, regardless of the length of my employment or the granting of benefits of any kind, including but not limited to profit sharing benefits which provide for vesting based upon length of employment.
- **POLICY CHANGES:** I understand that the policies, rules and benefits described in the employee handbook are subject to change at the sole discretion of AMPD Restaurant Group, Inc. or its affiliates, at any time. I understand that this handbook replaces all other previous handbooks for AMPD Restaurant Group, Inc. or its affiliates.
- **DISCRIMINATION:** I understand that AMPD Restaurant Group, Inc. and its affiliates are equal employment opportunity employers and that discriminatory practices, including sexual harassment, will not be tolerated.
- **SAFETY:** I pledge to be safe at all times and to report, immediately, any safety violations or perceived safety problems that I observe. I understand I must report such potential safety problems to the VP of Operations under penalty of disciplinary action up to or including dismissal (NOTE: No action or retribution will be taken against an employee who reports a possible safety problem in good faith, unless the employee failed to report in a timely manner after observing the possible safety problem).

I ACKNOWLEDGE RECEIPT OF POLICIES: I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the AMPD Restaurant Group, Inc. and its affiliates Employee Handbook. I further understand that I am expected to read and understand all of AMPD Restaurant Group, Inc. or its affiliate's policies, and if I require clarification on any policy issue, I must seek the assistance of the General Manager or the VP of Operations.

Employee's Printed Name

Position

Employee's Signature

Location

Date

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

