

*Bingo*

**BURGER**

**EMPLOYEE POLICY**

**HANDBOOK**

# **BINGO BURGER EMPLOYEE POLICY HANDBOOK**

## **WELCOME TO BINGO BURGER!**

This handbook is about your responsibilities, working conditions, employee benefits, and policies affecting your employment. It also applies to all employees, including managers and supervisors.

**Your responsibility is to read, understand, and comply with all provisions of this handbook.**

However, this handbook does not serve as a guarantee of employment. Your employment is determined by Bingo Burger, and you may be terminated at any time, without notice or without cause.

Bingo Burger reserves the right, with or without notice, to revise, supplement, supersede, or rescind any policies or portion of this handbook from time to time as it deems appropriate, in its sole and absolute discretion.

## **YOUR NEW HIRE PERIOD**

Upon hiring, you are subject to a ninety day evaluation to determine if the hiring is a good fit for both you and Bingo Burger.

At the end of the evaluation, you will be reviewed and Bingo Burger will decide whether or not to continue employment.

## **EMPLOYMENT AT WILL**

Employment at Bingo Burger is at the mutual consent of you and Bingo Burger, and either you or Bingo Burger may terminate the relationship at any time, with or without cause.

## **EMPLOYMENT CATEGORIES**

Bingo Burger will detail your job description exactly, in order to avoid any confusion as to your duties. Please refer to your job description and duties sheet contained in your packet.

## **WORK HOURS**

Our standard work week is forty hours, but can fluctuate due to seasonal differences in business. Your specific schedule and work hours will be assigned by your supervisor.

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## **PERSONAL APPEARANCE**

Dress, grooming and personal cleanliness affects the business image Bingo Burger presents to customers and visitors.

**While working, you are expected to present a clean and neat appearance and to dress according to the requirements of your position.**

## **UNIFORM**

All employees must purchase, at cost, their own Bingo shirts, keep them clean and free from wear. Shirts are not to be altered in any fashion. No open-toed shoes are allowed. Shorts may not be worn any higher than above the knee.

## **NAME TAGS**

All team members and managers are to wear name tags while on shift, so that customers may communicate with them by name.

**No exceptions.**

Kitchen staff must wear their name tags on the upper left hand side of their aprons.

All other team members must wear name tags on the upper left hand side of their Bingo shirts, parallel with the Bingo logo.

Each team member is responsible for their name tag, and will be charged for a replacement.

## **GROOMING**

All kitchen staff are required to wear hats and aprons, and anyone with long hair must wear it up. No nail polish may be worn in the kitchen.

For all other staff, any nail polish worn must completely cover the nails, with absolutely no chipped polish.

Ask your manager if you have questions as to what constitutes appropriate presentation and attire.

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## **EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**

We expect you to follow rules of conduct that protect both you and Bingo Burger. It is not possible to list all the forms of behavior that are unacceptable. However, the following are examples of inappropriate conduct that can lead to termination of your employment.

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs.
- Fighting or threatening violence in the workplace.
- Disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Use of tobacco products in prohibited areas.
- Sexual or other unlawful harassment or discrimination.
- Possession of dangerous or unauthorized materials.
- Excessive absenteeism, tardiness, or absence without notice.
- Unauthorized use of telephones, computers, cell phones, etc.
- Unauthorized disclosure of confidential information.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.
- Making remarks that negatively affect Bingo, including social media.

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## **CONFIDENTIAL INFORMATION**

You are expected to maintain the confidentiality of all Bingo Burger intellectual properties, customer information, and documents of a non-public nature. Any use of such documents or information for your own purposes will lead to your termination.

## **COMPUTER AND PHONE USE**

Bingo Burger's computers are for managerial use only. Phone usage is prohibited except for during your designated break. You are strictly prohibited from using Bingo Burger computers for anything other than official Bingo Burger business. You should not expect privacy with respect to any of your activities using Bingo Burger provided computers. Bingo Burger reserves the right to review any files, messages, or emails sent, received, or stored on Bingo Burger's computer systems.

## **TIMEKEEPING AND PAYROLL**

Federal and state laws require Bingo Burger to keep an accurate record of time worked by all employees.

### **Proper timekeeping is your responsibility.**

You are expected to punch in no more than five minutes before your scheduled time, unless otherwise directed by your manager.

## **PAYCHECKS**

You are paid every two weeks. Pay days occur on every other Saturday.

### **No paycheck advances will be given... absolutely no exceptions.**

Speak with your manager if you have payroll questions.

Should you be terminated, your remaining pay will be available within twenty four hours of the next business day. Should you quit or resign, your remaining pay will become available the next standard pay day.

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## **TIPS**

All tips are property of Bingo Burger. Cash tips are distributed after each shift by a designated shift leader. Credit Card tips are distributed amongst all employees unless you're still in your training period (usually one to two weeks). Tips are distributed based upon the hours worked during the pay period. If you quit without two weeks notice, Bingo Burger has the right to withhold your tips for the pay period.

## **PAY DEDUCTIONS**

The law requires that Bingo Burger make deductions from your paycheck... federal, state, and local income taxes.

Bingo Burger also must deduct Social Security taxes on your pay to a limit that is called the Social Security "wage base". Bingo Burger then matches the amount of Social Security taxes paid by you.

Other deductions may include court-ordered garnishments.

**You are responsible for filling out your paperwork properly.**

If you have questions concerning why deductions were made from your paycheck or how they were calculated, contact your manager.

## **BREAK PERIODS**

One break period of fifteen minutes or less is permitted during a work shift. These break periods are compensated.

Or, one break period of thirty minutes is permitted during a work shift. Thirty minute break periods are not compensated, and you must punch out for these breaks.

## **SAFETY**

You are expected to exercise caution in all activities.

You must immediately report any unsafe condition to your manager.

If you cause a dangerous situation, or fail to report or correct a situation, you may be subject to disciplinary action and possible termination of employment.

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## **ILLNESS**

A doctor's excuse is required for any illness-related absence exceeding two days.

## **PERSONAL LEAVE**

Bingo Burger does not offer paid personal leave. Any leave must be approved in advance. Please contact your manager to schedule any personal time.

## **HOLIDAYS**

Bingo Burger grants unpaid holiday time off on the following holidays:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

## **OTHER LEAVE**

Should any other situation arise that is not covered in the above, please contact your manager for potential arrangements. Any time off must be requested at least two weeks in advance.

## **BENEFITS**

Depending upon your duties and employment status, Bingo Burger can offer you medical insurance. All benefits are subject to change at Bingo Burger's discretion.

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## **MEDICAL INSURANCE**

Medical insurance is only offered to salaried employees after six months. Should that program become available to you, your policy coverage and premium expenses will be discussed with management.

## **WORKERS' COMPENSATION INSURANCE**

Bingo Burger offers a comprehensive workers' compensation insurance program to all employees at no cost.

This program covers any injury sustained in the course of employment that requires medical, surgical or hospital treatment.

Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if you are hospitalized, immediately.

If you sustain work-related injuries, you should inform your manager immediately. No matter how minor an injury may appear, it is important that it be reported immediately. This will enable you to qualify for coverage as quickly as possible.

Please ask your manager as to where treatment can be sought for a work-related injury.

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## **EQUAL EMPLOYMENT POLICY**

It is the policy of Bingo Burger to provide equal opportunity for all qualified persons and prohibit discrimination against any employee or applicant for employment because of race, color, religion, sex, age, national origin, ancestry, veteran status, disability, or any other protected status.

Compliance with all covered federal, state, and local laws concerning discrimination and harassment in employment will be strictly enforced by Bingo Burger. This policy governs all aspects of employment, including recruitment and placement, selection, job assignment, promotion, training, transfer, retention, rate of pay, benefits, discipline, termination and all other terms and conditions of employment.

This policy also prohibits retaliation or adverse employment action against any employee who exercises his or her rights under this policy or any anti-discrimination law, who cooperates in any company investigation, or who participates in any investigation or proceeding by any governmental agency.

Bingo Burger has established an internal complaint process to ensure that complaints of discrimination, including retaliation and harassment, are addressed and resolved as quickly as possible. If you believe that you have been subjected to unlawful discrimination, harassment or retaliation, you should immediately inform the person engaging in the conduct that it is offensive and must stop, and contact the official company contacts for Bingo Burger.

You may raise concerns and make good faith reports without fear of reprisal. All managers, supervisors and other employees must cooperate fully with the investigation and resolution of complaints under this policy. Anyone found to be engaging in any type of unlawful discrimination, harassment or retaliation will be subject to disciplinary action, up to and including, termination of employment.

If you have questions or concerns about any possible discrimination in the workplace, you are encouraged to bring these issues to the attention of the official company contacts for Bingo Burger.

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## **HARASSMENT AND DISCRIMINATION POLICY**

Bingo Burger is absolutely committed to giving everyone a fair chance to succeed. Harassment and discrimination deprive people of a fair chance to succeed. That's wrong and we simply won't allow it. It's also illegal. There are all kinds of laws against sexual harassment and other forms of discrimination. At Bingo Burger we are dedicated to abiding by all of these laws.

You must understand that demeaning or offensive behavior of any kind is always out of bounds at Bingo Burger - especially if the behavior relates to a person's race, religion, sex, national origin, ancestry, age or disability. So don't do it, or there will be consequences, up to and including termination. If you are subjected to or witness any form of harassment or discrimination you have a responsibility to report it. Your report of harassment or discrimination is essential. We can't eliminate the problem if we don't know about it. So if it happens, report it to the official company contacts for Bingo Burger. You will never be penalized for reporting. And rest assured, all reports of harassment and/or discrimination will be investigated as promptly as possible and corrective action will be taken.

## **IMMIGRATION LAW COMPLIANCE**

While Bingo Burger does not unlawfully discriminate on the basis of citizenship or national origin, Bingo Burger may only employ United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed the I-9 with Bingo Burger within the past three years, or if their previous I-9 is no longer retained or valid. If you have any questions or would like more information on immigration law issues, you are encouraged to contact the official company contacts for Bingo Burger. You may raise questions or complaints about immigration law compliance without fear of reprisal.

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## **ALCOHOL AND DRUG POLICY**

At Bingo Burger, your safety and well-being is our number one concern. Misuse of drugs and alcohol impairs your health and productivity. Drug and alcohol problems may result in unsafe working conditions for all employees and customers. Bingo Burger is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use. If you are involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on Bingo Burger premises or work sites, or are under the influence of such substances while on duty or operating Bingo Burger-owned vehicles or equipment, you will be subject to disciplinary action, up to and including termination of employment. You may also be referred for prosecution. Bingo Burger reserves the right to require employees to undergo drug/alcohol screening, including urinalysis, blood test or other appropriate tests when appropriate. If you observe or know that another employee is in violation of this policy, contact the official company contacts for Bingo Burger.

## **SOLICITATION**

In order to avoid disruption at work, you are not permitted to engage in solicitation for any purpose during your working time or the working time of the person being solicited. Working time means time that employees are expected to be performing their job. Likewise, you are not permitted to distribute any material during your working time or in working areas. Literature, notices, or other material of any kind may not be posted or distributed in the working areas of any employees at any time. Persons who are not Bingo Burger employees will not be permitted to come upon Bingo Burger premises for the purposes of making solicitations of any kind to employees, or posting or distributing literature, notices, messages or materials of any kind.

# BINGO BURGER EMPLOYEE POLICY HANDBOOK

I, \_\_\_\_\_,  
have read and understood the Employee Policy Handbook,  
available online at <https://www.bingoburger.com/handbook>.

The duties and responsibilities described within this handbook must be adhered to at all times. By signing below, I acknowledge that I have a complete understanding of its contents.

I agree to the terms and conditions set by Bingo Burger within this handbook. Any violation of the agreement may lead to my termination.

\_\_\_\_\_  
Employee's Signature

\_\_\_/\_\_\_/\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_/\_\_\_/\_\_\_  
Date