

## **Welcome**

Welcome to McWorth Management Company, Proudly operating McDonald's restaurants in Camden, Dresden, Huntingdon, Martin, McKenzie, Paris, Waverly, Union City, Tennessee and Fulton, Kentucky! We are happy to have you as a member of our McDonald's family!

The mission of McWorth Management Company is:  
***People Helping People Be Successful!***

### **History**

Some say that a job is what you make of it. That may be true to some degree, but the real truth is that no matter what you do on the job you need support in order to reach success with your goals.

At McWorth Management Company, we have always provided the career opportunities that few companies offer. We have prided ourselves on promoting the majority of our successful people from within our own organization. At McWorth Management Company, most of our management and executive team members received their start as a crew person in one of our nine McDonald's restaurants.

The People Engine that powers our company is fueled by dedicated, customer oriented employees who we call our McFamily. They are the best in the business and we know you are going to make a great addition to our team.

### **Changes in Policy**

This manual supersedes all previous employee manuals and memos. While every effort is made to keep the contents of this document current McWorth Management reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

## **STANDARDS OF CONDUCT**

### **General Guidelines**

Like any organization, we have rules and policies that help each of us have a successful career with McDonald's and McWorth Management Company. All employees are urged to become familiar with our rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting the company's business.

### **The Customer Always Comes First!**

Please remember that our goal is to provide excellent customer service to all patrons. Please remember that while you are on working time, YOU are a representative of this business.

### **Dependability**

We expect you to be here ready to work, neat and clean and in proper uniform when you are scheduled.

### **Job Performance**

We expect you to follow our procedures to prepare and serve all products to McDonald's standards. We expect you to be friendly and courteous to customers, fellow employees, and team members.

### **Teamwork**

We expect employees to work in a cooperative manner with management/supervision, co-workers, and customers.

### **Professional Behavior**

We expect our employees to refrain from the use of profane or abusive language that is insulting, uncivil, malicious or vicious during working time. Employees are responsible for communicating with appropriate business decorum during working hours toward customers and co-workers.

## **Standards of Conduct**

- We expect you to always clean up after yourself while working or while on break. It is your responsibility to take your personal belongings with you when you leave. McWorth Management Company is not responsible for the loss or damage of any personal items brought to or left at the premises.
- Eating, drinking, smoking and chewing gum are not allowed while on working time
- Do not take food or drinks without permission
- Unless you are working, you must not come behind the counter without the permission of the shift manager.

## **Serious Offenses**

The following offenses are grounds for immediate termination of employment

- Intentional and malicious falsification of records
- Bringing weapons into the workplace
- Stealing and/or giving away food, product, cash or cash equivalents
- Reporting to work while under the influence of drugs or alcohol or being under the influence of alcohol or controlled or illegal substance while performing company business, job-related duties, operating a company vehicle.
- The use, sale, purchase, transfer, possession, of any illegal or controlled substance or alcohol while on the company premises, engaged in company business or while operating company vehicle.
- Intentional misuse, damage, stealing or destruction of restaurant property or the property of employees or customers
- Sexual harassment, as defined in this handbook
- The use of profane or abusive language that is insulting, uncivil, malicious or vicious during working time. Employees are responsible for communicating with appropriate business decorum during working hours toward customers and co-workers
- Threatening another employee or customer with violence against person or property. Violence in the workplace is prohibited and will not be tolerated.

## **Who is in Charge?**

On every shift there will be someone in charge of certain areas within the restaurant and one person who will be in charge of the entire store. The person that is in charge of the entire store is called the Shift Manager. The Shift Manager needs to know where you are and what you are doing at all times during the shift. The Shift Manager, other managers and crew trainers are responsible for making sure that everyone does their job correctly.

## **Training and the Importance of asking questions:**

### **Your restaurants are staffed with experts:**

#### General Manager

- Department Managers (Guest Services, People, Kitchen)
  - Shift Managers
  - Crew Trainers

It is important to us that you know the proper way to do your job. If you do not understand something or something was not explained to you, do not be embarrassed, and do not hesitate to ask a manager or crew trainer for help or information.

The Crew Training computer is located in each restaurant (usually in the crew room); in addition to completing your training on assigned modules, you can also use this as a resource for valuable information to help you perform your job.

### **Communication Boards:**

Throughout the restaurant you will notice communication boards posted. These boards are there to help you stay informed of restaurant events, changes to a procedures, upcoming promotions and incentives. All of which will help you be successful.

*“People Helping People Be Successful” – McWorth Mission Statement*

## **Attendance and Punctuality**

### **Probationary Period**

All employees are on a 90 day probationary period from the date of hire. This allows the employee to understand McDonald's standards and allows us (the employer) to see if the employee can meet those standards.

### **Fair Pay**

You will be paid for all hours worked, and we keep accurate records of your time. No employees are authorized to provide work without compensation (i.e. work off the clock). It is your responsibility to bring any discrepancy in your pay or hours worked to your supervisor immediately.

### **Hours of Work and Flexible Schedules:**

Your work schedule will be set up to fit in with your other responsibilities and activities. You provide us with your availability by day and time and you will be scheduled within those times. The more open your availability, the greater your opportunity to be scheduled more hours. If your schedule has to be changed, let your scheduling manager know ahead of time so it can be rearranged.

Work schedules for the following week are posted in your store each Thursday by Noon. You are expected to know your schedule, if you need off after the schedules have been posted, it will be your responsibility to find a replacement. The replacement should be approved by the manager of that shift.

You can ask for time off by submitting a written request to your scheduling manager stating the reasons and duration of the time off. Your request has to be made before the weekly work schedules are prepared. Scheduling requests should be made at least 10 days in advance. Remember, even in an emergency you must contact the store manager for approval of time off.

### **Calling in Sick:**

If you are an opener: you must call in by 7pm the night before you work. This will prevent the need to call someone at a very early hour to come to work.

All other shifts: you must call in at least four hours before your scheduled shift.

In some cases, you may be asked to come in until a replacement can be found.

Except in the most unusual circumstances, absence without permission or advanced notice (No Call, No Show) will be considered your resignation and you will be terminated.

### **Meal and Break Periods**

Breaks will be staggered so we may continue to provide QSC to our customers. An employee may not leave the floor without permission of the shift manager. Food should be eaten only in the designated crew break area.

Employees are entitled to a 30 minute unpaid meal-break when working a minimum five hour shift. A 30 minute break is not provided to employees working less than a five hour shift.

Rest periods are available for every four hours of work generally after but not during high volume sales times or PEAK periods. The shift manager will inform you when you may take your rest period.

### **Meal Benefit:**

One of the best benefits about working at McDonald's is our food. As a valued employee you are entitled to one free meal for each shift you work. This meal consists of one entrée, (Sandwich or Large Salad) one side item and one medium soft drink or Tea or regular drip coffee. (Excluding the 10 or 20 piece chicken McNuggets, Double QTR Pounder, Breakfast Platters and McCafe Beverages and Bottled Beverages)

All food under this policy is for employee personal consumption only and must be consumed in the restaurant. All food is to be ordered by the employee on the "customer side" of the counter, and entered into the cash register system as any customer transaction. All employee food orders need to be approved by a manager, and all employee meals are to be assembled and presented by the employee working behind the counter. Under no circumstances will employees be allowed to prepare or assemble their own meals. You will need to pay for any extra items that you order.

Drinks during your shift are available upon request and with the permission of a member of our management team. These drinks must be in a "courtesy" or child size cup and can be any fountain drink, tea or drip coffee. McCafe Beverages and Bottled Beverages are not allowed. ***The health department prohibits drinks in all work areas.***

## **Grooming and Appearance**

Our image depends in part, on how our employees who are on working time present themselves to our customers. McDonald's stresses the importance of maintaining the highest standards possible in all phases of our operation, including standards regarding cleanliness and neatness of all McDonald's employees.

### **Personal Hygiene:**

Keeping good personal hygiene is one of the ways to help make sure that our food is safe. These are some of the things employees need to do:

- Keep clean by bathing or showering and brushing your teeth every day.
- Stay neat by wearing a clean uniform and keeping fingernails short.
- If you have an infectious or contagious illness that may prevent you from serving food or handling food equipment in a sanitary manner contact your restaurant manager.

### **Nails:**

Ensure that nails are short, clean, neat and manicured. No polish is allowed, artificial nails are not allowed as they may fall off in the food product or preparation area. This is a state health code requirement.

### **Hair:**

Hair must be clean, restrained off the face, and pinned back or up. Hair must be neatly trimmed and not fall below the ears or collar. Hair restraints, including hats must be worn at all times by crew team members.

### **Facial Hair:**

Men must shave before coming to work. Sideburns should only reach to the bottom of the ear. Mustaches or goatees must be neatly and closely trimmed to the corner of the mouth and not hang below the chin.

### **Cosmetics/Jewelry:**

Loose dangling bracelets, earrings, hanging necklaces and excessive amounts of jewelry can be a safety hazard while preparing and serving our food. Therefore, we must limit the amount and type of jewelry worn. No visible chains or non-McDonald's pins should be worn. Only small stud earrings are allowed. Rings are limited to one per hand. All facial, nose, tongue and other visible body piercing are prohibited.

Conservative use of cosmetics, hair coloring and perfume and cologne are allowed. Hair color, eye contacts, and other cosmetics that are not considered "conservative" is anything that isn't normally found in the natural state of being (i.e. blue or green hair, cat eye contacts, body art painted on temporarily)

### **Miscellaneous:**

In general, vulgar or offensive tattoos and body markings, such as hickeys, should not be visible to our customers.

### **Accommodations to the Dress Code/Grooming Policy:**

Recognizing and respecting the diversity of applicants and our employees, there may be circumstances when an individual may require an accommodation to The Company's grooming and appearance standards, including accommodations for a medical condition, religion, or gender identity. Please consult your manager, human resources representative, or the Owner/Operator, to request an accommodation.

## **Uniform Policy**

The company maintains the highest standards possible in all phases of our operation, including standards regarding cleanliness and neatness of all company employees.

### **Uniforms:**

Wear McDonald's uniform whenever on the job. The entire uniform should always be clean and neat. McDonald's crew uniform including hat, shirt, pants, nametag and dark non-skid shoes must be worn in the restaurant at all times.

As a minimum, each crew member will be issued three shirts, one apron and a hat/visor by the company.

Only a Black uniform style pant is allowed. You can purchase an approved pant at various retailers including Wal-Mart. Dickies Brand is an excellent choice for durability. Your pants must fit properly. They cannot be too large or too tight. They must sit at your natural waistline and be secured by a belt (if they have belt loops).

Female Employees may opt to wear a black skirt. The skirt must come below the knee, including the split (if there is one).

Absolutely No Capri, Cargo, Sweat, Track, Spandex or Denim (including black Denim) is allowed. Compliance with the uniform policy is a requirement of employment. You will be sent home if management determines that you are in violation of the uniform policy. Consistent violation of the uniform policy could result in disciplinary action up to and including termination.

### **Shoes:**

In accordance with the Grooming and Appearance Policy, all employees must wear an approved dark non-skid shoe with a maximum heel height of 1.5 inches. This shoe must be purchased from an approved vendor: Wal-Mart, Payless Shoe Source or Shoes for Crews.



## Performance and Salary Reviews

We want to help employees to succeed in their jobs and to grow. In an effort to support this growth and success, we have a bi-annual review process for providing formal performance feedback. Feedback includes a Performance Evaluation. Performance reviews are held during April and September.

Salary/wage reviews typically occur in conjunction with the performance review process. The calculation and implementation of changes in base salary/wage depend on both company and personal performance and will typically occur in either May or October; whichever most closely follows the review cycle.

## Opportunities for Advancement—Progression and Promotion

McWorth Management and McDonald's would like to provide employees with every opportunity for advancing to other positions or opportunities within the company. Approval of progression moves or promotions depends largely upon training, experience, work record, and business need. Although we make every effort to "promote from within", we reserve the right to look outside the company for potential employees as well.

## Archways to Opportunities

McDonald's Corporation offers educational opportunities to employees working in any McDonald's Restaurant, corporate or franchisee owned. This program is FREE for every employee. This program has three parts:

1. High School Diploma – any employee can earn their high school diploma through a nationally accredited online high school. This is NOT a GED program. This earns an actual diploma.
2. College Credit Connection – tuition assistance
  - Crew Members are eligible for up to \$700 EVERY year if:
    - ✓ Worked at McDonald's for at least 12 months
    - ✓ Average 20 hours per week
    - ✓ Satisfactory performance rating
  - Managers are eligible for up to \$1050 EVERY year if:
    - ✓ Worked for McDonald's for at least 12 months
    - ✓ Average 30 hours per week
    - ✓ Satisfactory performance rating

Must attend an accredited college or university. Checks will be made payable to the college or university toward your account.

3. English under the Arches – Learn English as a second language.

## **TIME-OFF BENEFITS:**

It's what we all want a little more of — time. Time to be with our families, pursue personal growth and development, or simply relax; our time off programs gives you the flexibility to meet these needs. Read on to learn more about our time off programs.

### **Vacation Time:**

#### Who's Eligible

You are eligible for paid vacation if you are a, Restaurant Management employee (includes Department Managers and certified swing managers) or Primary Maintenance employee who has completed 12 months of consecutive service and worked a minimum of 64 hours bi-weekly on average over the course of the previous 26 pay periods.

The amount of vacation time you may take depends on how long you've worked for McWorth Management Company owned McDonald's restaurants in an eligible position. The longer your service, the more vacation time you are eligible to receive. After one year of service, you are eligible for 5 days of vacation. You must use all 5 days before the end of that calendar year. After 2-4 years of service, you are eligible to use 5 days of vacation. You must use all 5 days of vacation during the calendar year. After 5 years of service, you will be eligible for 10 days of vacation. All 10 days must be used before the end of that calendar year.

### **Vacation Policy:**

- You may not carry over or "bank" days. . If the vacation days are not used within the period of eligibility explained above, they will be forfeited.
- Vacation days need to be scheduled and approved by your store manager.
- Vacation days will be approved on a first come first serve basis and are at the discretion of the general manager
- You must give at least four (4) week's notice to arrange use of your vacation days
- If you terminate your employment and come back to work for our company, your anniversary date will be the date you are rehired.
- No vacation time may be taken until after the completion of one (1) year of continuous full-time service.
- You must take your vacation time in increments of five (5) days. You may not take less than 5 (five) days as vacation time. You must have a supervisor approval to take more than 5 (five days) at once.
- On termination of employment for any reason, employees forfeit any available but unused vacation. Employees will not receive any pay out for unused vacation time.

**Certified Shift Manager's/ Primary Maintenance Vacation Pay:**

Your weekly vacation pay is determined by multiplying your hourly pay rate by your average weekly hours worked during the previous 26 pay periods.

**Certified Shift Manager's/Primary Maintenance/Department Managers do NOT accrue vacation.**

You will be paid for your days of vacation during the first pay period after you return to work from taking your vacation time. If you terminate employment with the company and do not return to work after your vacation, you will not be compensated for any unused vacation time.

**Bereavement Leave:**

Generally, a full-time or part-time employee shall be entitled to three unpaid days for Bereavement Leave upon the death of a spouse (including a *de facto* spouse), son, daughter, stepson, stepdaughter, parent, stepmother, stepfather, brother, sister, stepbrother, stepsister, grandson, granddaughter, grandparent, mother-in-law, father-in-law, son-in-law, or daughter-in-law.

**Personal Leaves of Absence**

In special circumstances, we may grant a leave for a personal reason, but never for taking employment elsewhere or becoming self-employed. Personal leaves of absence must be requested in writing and are subject to the discretion of management and the Human Resources Department.

**Jury Duty or Witness Leave**

The Company encourages employees to serve on jury selection or jury duty when called. In accordance with state law, if you receive a summons for jury service, you must provide it to your supervisor the day after it is received. Regular employees will be excused from work for jury duty with full pay at your regular wage rate (minus any amounts you receive from the courts as jury fees). If an employee's jury duty is less than 3 hours, they must report the actual time to the Company. An employee who serves on jury duty for more than 3 hours is excused from work for the rest of the day.

An employee who receives a subpoena to be a witness at a hearing or trial will be granted unpaid witness leave. Witness leave is not granted if you volunteer to be a witness.

Employees who are hired for less than six months will be excused for jury duty; however, such leave will be unpaid.

## **FMLA and Military Leave Policy**

McWorth Management Company provides leave according to the Family and Medical Leave Act of 1993 (FMLA). The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

### **Military Family Leave Entitlements**

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service- member during a single 12-month period. A covered service member is:

- (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five year-period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

### **Benefits and Protections**

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

**Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualifying family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

**Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 day notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

**Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

### **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

## **Safety & Security**

Your safety and security are our main concern. The equipment, products, and procedures you will use are intended to be safe. You must be trained before attempting to do a job or use equipment with which you are not familiar. If anything you use does not seem to be working properly, or if you do not understand how to do something, get help from a manager or crew trainer. Your manager will let you know what to do in case of emergencies such as fire, severe weather or power outages and will make you aware of any safety concerns.

We ask that you do your part in maintaining a safe work environment by working safely, wearing safety equipment as required, observing safety rules, policy and guidelines and keeping your work area neat and clean.

As part of your orientation in the restaurant, a manager will explain the safe use of chemical products, handling procedures, and where to find information regarding the storage of chemical products used in the restaurant. You will learn how to read the Materials Safety Date Sheets. These MSDS are always available in the crew room or office in the restaurant for your review.

### **Safety of our Food**

Making sure that all the food we serve is safe is critically important to McDonald's. You play an important role because you will be working with and around the food we serve to our customers on every shift. Therefore, we expect the following from you:

- If you have, or suspect you may have an illness or disease that may be spread through food handling, do not come to work. Instead, call and report this to your manager immediately. These illness/diseases include, but are not limited to: Typhoid, Salmonella, Shigella, Hepatitis A, Norovirus, Campylobacter or E.coli. Similarly, if you have come into close contact at work, school, or home with someone who has one of these illnesses, contact your restaurant's general manager immediately to discuss the situation.
- If you have any cuts or sores on your hands, make sure they are covered with a bandage and that you wear disposable gloves over the bandages while at work.
- Wash your hands before starting work, after using the rest room, and at all other times described in your food safety training module.
- Practice good personal hygiene before coming to work and while at work.
- Follow McDonald's procedures for cooking, preparing and handling food

### **Employee Requiring Medical Attention**

Your safety is of prime concern to us at McDonald's. We work hard to maintain the safest possible work environment for you and your co-workers.

Of course, it is possible that an employee may be injured while at work. **It is important that if you sustain any injury while at work (cut, burn, bruise, etc.) you notify your store manager as soon as possible.** If medical care is necessary we need to know as soon as possible to provide you with the best possible care.

Each store has an approved list of physicians for you to visit in case of an injury. You may choose to visit any of the physicians on the worker's compensations list. This list is posted in each store and is also available to you in written form should you have need of it.

### **Additional Policies:**

#### **Personal Relationships in the Workplace Policy**

In order to minimize the risk of conflict of interest and promote fairness, McWorth Management maintains the following policy with respect to personal relationships in the workplace

A "relative" is any person who is related to another employee by blood or marriage. A relative is also any person who is related to another employee by law, for example, by adoption, guardianship or as registered domestic partners.

A "romantic relationship" is one that could be reasonably expected to become a close consensual or sexual relationship regardless of the gender or sexual orientation of the employees involved. "Dating" is included in the definition of "romantic relationship."

#### **Related Employees:**

A supervisor may not oversee a related employee.. A supervisor who is related to another employee or applicant must immediately disclose the relationship to management. A supervisor who fails to follow this policy of disclosure can be disciplined or terminated.

#### **Romance in the Workplace:**

Employees in a management position (hourly or salaried) are prohibited from having a romantic or dating relationship with an employee over whom he or she has supervisory authority, or whose terms or conditions of employment he or she may influence. Examples of terms or conditions of employment include promotion, termination, discipline and compensation.

If a manager intends to enter a romantic relationship with an employee over who he or she has supervisory authority, the manager must immediately notify McWorth Management. At the discretion of McWorth Management, in addition to or instead of demotion of the manager, one of the individuals involved in the relationship may be subject to transfer or termination of employment. If transfer or termination is appropriate, to the extent possible, McWorth Management will give individuals involved in the relationship the opportunity to select one employee in the relationship who will be subject to a change in employment status (transfer or termination). If the individuals involved in the relationship decline to make this decision, McWorth Management will do so. Workplace dating or romantic relationships must not interfere with the working environment.

This policy is designed to provide safeguards so that the workplace is not compromised by interpersonal relationships. This policy does not prohibit and will not be enforced in any manner which could interfere with, restrain, or coerce employees from engaging in concerted activities including the right to discuss terms and conditions of employment.

### **Employment At-Will**

The provisions in this Handbook are not promises, and are not intended to in any way create any express or implied contractual obligations with respect to your employment. Your employment at McWorth Management Company is at will. This means that both you and or McWorth Management Company are free to terminate employment at any time, with or without notice, for any reason or no reason at all.

The at will nature of your employment may be modified or changed only in writing addressed specifically to you expressly stating that you are no longer employed at will, which is signed by McWorth Management Company's Owner-Operators. No one has the authority to make any verbal statements which are legally binding on the Company with respect to altering your "at will" employment status.

Each employee is requested to acknowledge in writing their receipt of these policies and their understanding of the fact that the handbook is not intended as either an express or an implied contract of employment, and their understanding of the fact that they are employed "at-will."

### **Employee Background Check**

Prior to making an offer of employment, we may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, and credit check.

### **Criminal Records**

When appropriate, a criminal record check is performed to protect our interest and that of its employees and clients. We will obtain employee authorization prior to conducting a background check where required by law.

### **EEO Policy**

Above all, McWorth Management Company values a diverse workforce. McWorth Management Company's vision for diversity and inclusion is to leverage the unique talents, strengths, and assets of our employees in order to provide the world's best quick service restaurant experience. We continuously strive to maintain an environment in which every employee feels accepted, rewarded, and valued as an integral part of the team. McWorth Management Company is an equal opportunity employer and complies with all applicable federal, state and local fair employment practices laws. McWorth Management Company provides opportunities for recruitment, employment training, development, performance reviews, pay, advancement, and any other aspect of employment based solely on individual abilities and job performance. This policy ensures a practice of equal employment opportunity regardless of race, color, religion, creed, national origin or ancestry, ethnicity, sex, sexual orientation, gender (including gender nonconformity and status as a transgender or transsexual individual), pregnancy, childbirth, or related medical conditions, age, physical or mental disability, citizenship, past, current or prospective service in the uniformed services, genetic information, status as a smoker or non-smoker, membership in the Kentucky National Guard or Kentucky active militia, garnishment for any one indebtedness, and child support withholding, or any other characteristic protected under applicable federal, Kentucky, Tennessee or local law.



## **Policy Regarding Disability Accommodations**

McWorth Management Company makes every effort to ensure that qualified individuals with a disability are not discriminated against with respect to the terms, conditions, or privileges of employment. McWorth Management Company complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state or local law. Under certain circumstances, these laws require employers to provide reasonable accommodations to qualified individuals with disabilities in various aspects of their employment.

Any employee or applicant who requires an accommodation to perform the essential functions of the job should contact the Store Manager, Supervisor, or Owner/Operator and request an accommodation. Once the Company is aware of the request for an accommodation, the Company will engage in an interactive process to identify possible accommodations that will enable the applicant or employee to perform the essential functions of the job. The Company will determine what limitation(s) may prevent the employee from performing the job, and identify possible accommodations that may resolve the limitation(s). If the accommodations are reasonable and do not impose undue hardship on the Company and do not present a possible direct threat to the health or safety of others in the workplace or to the individual, the necessary accommodations may be granted. The interactive process described in this policy is a collaborative process. An employee seeking an accommodation shall cooperate with the Company's requests.

Consistent with these requirements McWorth Management Company will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

## **Non-Discrimination & Harassment Policy**

### **Non-Discrimination Policy.**

McWorth Management Company strictly prohibits and does not tolerate discrimination against employees, applicants or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex, sexual orientation, gender (including gender nonconformity and status as a transgender or transsexual individual), pregnancy, childbirth, or related medical conditions, age, physical or mental disability, citizenship, past, current or prospective service in the uniformed services, genetic information, status as a smoker or non-smoker, membership in the Kentucky National Guard or Kentucky active militia, garnishment for any one indebtedness, and child support withholding, or any other characteristic protected under applicable federal, Kentucky, Tennessee or local law. All employees and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits and termination of employment.

### **Unlawful Harassment.**

McWorth Management Company strictly prohibits and does not tolerate unlawful harassment against employees or any other covered persons because of an employee's race, color, religion, creed, national origin or ancestry, ethnicity, sex, sexual orientation, gender (including gender nonconformity and status as a transgender or transsexual individual), pregnancy, childbirth, or related medical conditions, age, physical or mental disability, citizenship, past, current or prospective service in the uniformed services, genetic information, status as a smoker or non-smoker, membership in the Kentucky National Guard or Kentucky active militia, garnishment for any one indebtedness, and child support withholding, or any other characteristic protected under applicable federal, Kentucky, Tennessee or local law. McWorth Management Company's anti-harassment policy applies to the workplace and to employer-sponsored events.

**Prohibited conduct includes, but is not limited to:**

- Physical harassment (for example, assault or inappropriate physical contact).
- Verbal harassment (for example, epithets, derogatory statements, slurs, sexually-related comments or jokes, unwelcome sexual advances or requests for sexual favors).
- Non-verbal/visual harassment (for example, displaying sexually suggestive posters, cartoons or drawings, sending inappropriate adult-themed gifts, leering or making sexual gestures).

All McWorth Management Company employees, other workers and representatives, including vendors, customers, and other restaurant visitors are prohibited from harassing employees based on that individual's sex, or gender (including pregnancy and status as a transgender or transsexual individual) and regardless of the harasser's sex or gender.

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request or conduct is used as a basis for employment decisions.
- Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile or offensive work environment.

**Complaint Procedure.**

McWorth Management Company is committed to enforcing these policies. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If you feel as though you have been subjected to any conduct that you believe violates these non-discrimination, harassment, or retaliation policies, you must promptly contact your restaurant's General Manager, or if you feel uncomfortable doing so, your Human Resources Representative 731-642-4506, Area Supervisor, or Owner-Operator 731-642-4506 as soon as possible after the offending conduct. If you have not received a satisfactory response after reporting any incident of what you perceive to be discriminatory conduct, please immediately contact the Owner-Operator at 731-642-4506. These individuals will ensure that a prompt investigation is conducted.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. McWorth Management Company will directly and thoroughly investigate the facts and circumstances of all claims of perceived discrimination and will take prompt corrective action, if appropriate.

Any employee at the shift manager level or higher that observes retaliatory, harassing, or discriminatory conduct as described above must report the conduct to the General Manager, Human Resources Director, or Owner-Operator, so that an investigation can be made and corrective action taken, if appropriate. Failure to do so may result in disciplinary action up to and including termination. If you have any questions regarding this policy or questions about retaliation that are not addressed in this policy, please contact your Owner-Operator.

**No Retaliation.**

McWorth Management Company strictly prohibits and does not tolerate unlawful retaliation against any employee by any employee. All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation or other form of retaliation for participating in any activity protected by law. Examples of protected activities include:

- Lodging a good faith internal complaint (written or oral) with human resources or management specifically opposing unlawful discrimination or harassment, or complaining about violations of wage and hour law (for example, if an employee believes he has been sexually harassed or not paid overtime he is owed).
- Filing a good faith complaint of unlawful discrimination or harassment with the US Equal Employment Opportunity Commission (EEOC) or any similar state or local agency, or in court.
- Participating in McWorth Management Company's internal investigation into allegations of discrimination or harassment.
- Supporting another employee's internal or administrative complaint of unlawful discrimination or harassment (by, for example, testifying or providing an affidavit in support of a co-worker who has filed a discrimination complaint with the EEOC).
- Requesting an accommodation under the Americans with Disabilities Act or state anti-discrimination statutes.
- Requesting or taking leave under the Family and Medical Leave Act or filing workers compensation claims.

The examples above are illustrative only, and not exhaustive. No form of retaliation for any protected activity will be tolerated.

**Zero Tolerance.**

Any employee, regardless of position or title, whom McWorth Management Company determines has engaged in discriminatory, harassing, or retaliatory conduct in violation of this policy, will be subject to discipline, up to and including termination of employment.

**Policy Regarding Solicitation and Distribution**

For purposes of this policy, solicitation means requesting funds, purchases, services, membership in any organization, or commitments to outside organizations or causes. Distribution means handing out, dropping off, or leaving behind written material.

Solicitation by non-employees and distribution of literature for any purpose by non-employees is prohibited at all times anywhere on company property, including parking lots.

Solicitation by employees is prohibited on company property, including parking lots, during employees' working time or when the employee being solicited is on working time. Working time is the time employees are expected to be working and does not include rest, meal, or other authorized breaks. Solicitation by employees is also prohibited even when not on working time if such solicitation takes place in an area of the store frequented by customers.

Distribution of literature by employees is prohibited on company property, including parking lots, during employees' working time, as defined above, or when the employee receiving the materials is on working time. Distribution by employees is also prohibited even when not on working time if such distribution takes place in an area of the store frequented by customers or in employees' working areas. Company property, including parking lots, must be kept clean and free of litter at all times.

### **Social Media Policy**

If you participate in online conversations about any McDonald's, this Company, its employees, customer or products, it is important that you do it in a way that is safe, appropriate, and legal. The intent of this Policy is not to restrict the flow of useful and appropriate information, but to minimize the risk to you and your coworkers. Nothing in this policy should be construed as limiting employees from discussing wages, hours, and other terms and conditions of employment with other employees or outside parties.

Managers must exercise caution and sound judgment if interacting with subordinates on Facebook or similar media sites. Participating in such forums with subordinates may increase the potential to violate these rules and policies. For example, it may not be sound judgment for Managers to "friend" minor employees or employees they supervise.

Managers should not use Facebook, or other external websites for work-related communications.

Do follow the policies discussed in this handbook, including the policies against harassment and discrimination.

Do respect your coworkers' privacy. Do not share in any online communications personal health information about your coworkers or any identifiable information that may raise a security issue.

During working time, do not use your cell phone for personal use or to engage in personal online communications.

Do make it clear that your views and opinions are yours and not those of this and/or any other McDonald's when you participate in any online communications discussing McDonald's.

Do comply with all copyright, trademark, trade secret, right to publicity and other intellectual property laws in your online communications. Do not disclose or post trade secrets of McDonald's or the Company. Do not disclose sales figures, confidential customer credit card information, guest counts, business plans, how food is made, or marketing promotions to non-employees.

### **Service Animals**

The American with Disabilities Act, various state laws and our restaurant policy permit service animals to accompany disabled customers or their trainers inside the restaurant.

If you are not sure whether an animal is a pet or service animal, ask the person with the animal, "Is this a service animal?" If they confirm that it is a service animal:

- Permit the customer or service animal to remain in the restaurant
- Do not ask the customer about his/her disability
- Do not request documentation or any proof that the customer is disabled or that the animal is in fact a service animal
- Do not touch, feed, pet, talk to or make noises directed at the service animal

If the customer states the animal is not a service animal, or if you do not understand their response to your question, ask you manager for assistance immediately.

If the service animal appears to be threatening other customers or otherwise acting in a disruptive manner, you should ask the owner why the animal is acting in this manner BEFORE taking any action.

- If the service animal barks or growls, it may be performing its job by warning its owner of an upcoming seizure or other danger
- If after talking to the service animal's owner, you conclude that the animal is in fact threatening other customers, you should ask the owner to either control the animal or take the animal outside of the restaurant
- Always provide the customer the option of remaining on the premises without the service animal

Please note that even if accompanied by other persons, individuals with a service animal are still permitted to have their service animal with them inside the restaurant.

**Accommodations To Handbook Policies**

If you believe you need an accommodation to any of these policies based on your disability, religion, gender identity, or any other protected class, please contact the restaurant Owner or Human Resource professional at 731-642-4506.

**Employee Rights Under the National Labor Relations Act**

Nothing in this Handbook is intended to restrict or otherwise chill employees from engaging in the rights afforded to them under Section 7 of the National Labor Relations Act.

**ACKNOWLEDGEMENT, AGREEMENT & RECEIPT OF EMPLOYEE HANDBOOK**

The undersigned hereby acknowledges receipt of a copy of the [EMPLOYER NAME] Employee Handbook and agrees to follow the policies and procedures described herein. The undersigned hereby acknowledges and agrees that nothing contained in the employee handbook including policies, practices, and benefits stated herein are intended to create any contractual right, express or implied, to employment or to any particular term or condition of employment. We retain the right to revise, amend this handbook, or terminate any policy unilaterally without notice at any time.

## APPENDICES

### **Salaried Employee Vacation Policy (Executive Staff Employees, Restaurant General Managers)**

Your vacation benefits accrue on a calendar year basis beginning each January 1. You may take vacation days as soon as they are accrued, with your supervisors' approval. In some cases, your supervisor may allow you to take days that have not yet been accrued. (You will have to repay any unearned vacation days taken if you terminate before these days have actually accrued.)

Because we believe you need regular time off, you are encouraged to take your vacation time during the year in which you earn it. Carrying vacation days over into the next year is discouraged and is allowed only under limited circumstances with written approval from your supervisor. If you are allowed to carry over vacation, you are expected to take the carry over vacation within the first quarter of the year. Any vacation days that were allowed to be carried over into the New Year and are not taken during the first quarter of the New Year will be forfeited. Payment in lieu of vacation will not be made. Payment for accrued but unused vacation at termination will not be made.

The amount of vacation time you can take depends on how long you've worked for McWorth Management Company owned McDonald's restaurants in an eligible position. The longer your service, the more vacation time you are eligible to receive. One (1) to five (5) years you are eligible to accrue 10 days of vacation pay per year. 5-20 years of continuous employment you are eligible to accrue 15 days.

### **Executive Staff Employees, Restaurant General Managers & Department Managers:**

#### **Holiday Policy**

The Company observes six (6) paid holidays (6 days total) per year. Currently the paid holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. With an additional two (2) floating holiday's per year.

Regular full-time Salaried Employees and Executive Staff employees receive holiday pay based on their normally scheduled straight time hours.

When a holiday falls on Saturday, it is usually observed on the preceding Friday. When a holiday falls on a Sunday, it is usually observed on the following Monday.

Eligible employees will receive holiday pay for designated paid holidays. Employees who are needed to work on a holiday will receive a day off to be taken during the same pay period as the holiday falls. If you terminate employment with the company you will not be compensated for any unused holiday time.

#### **Expense Reimbursement Policy**

Expenses incurred in connection with company business will be reimbursed. Claims for reimbursement must be submitted on an approved Expense Reimbursement form. Expense reports must be prepared monthly, contain the reimbursable expenses incurred during the prior 30 day period along with supporting documentation (receipts, mileage, etc.) be signed by the employee and approved by your supervisor.

**Employer Property Agreement**

To help you perform the duties of your job to the best of your abilities you may be provided with company equipment such as cell phones, laptops, scanners, etc. You will be asked to sign an Employer Property Agreement that details the equipment or property you have received to use as part of your job requirement. If you terminate your employment you agree to return all items in good condition prior to your final day of employment with the company. In addition there may be times that you are asked to return items and property at the company's request.

ALL repair and replacement costs are the responsibility of the employee.

Company cellular phones and laptops are provided for business use only for you to carry on your person at work and at home.

FOR YOUR SAFETY Employees are prohibited from using cell phones (even with a hands-free device) while operating any motor vehicle on company business or while in any moving company owned vehicle. Exception: In an emergency situation, an employee may use a cellular phone while driving for the purpose of dialing 911 or another number to reach an emergency provider (police, fire, ambulance). The above prohibitions against the use of cell phones also apply to sending or receiving text messages and/or emails on devices of any type.

Laptops are required to contain the antivirus protection installed and security settings unaltered. Downloading of unapproved software for personal use is prohibited. Violation of any aspect of these policies will be subject to disciplinary action up to and including termination.