



**Employee Handbook**  
**August 31, 2009**

## Table of Contents

### INTRODUCTION

Introductory Statement	5
Customer Relations	5

### EMPLOYMENT

Employment-At-Will	5
Equal Employment Opportunity	5
Business Ethics and Conduct	5
Conflicts of Interest	6
Disability Accommodation	6
Employment Applications	6
Immigration Law Compliance	6
No Step Down	6
Non-Disclosure	7
Outside Employment	7
Personnel Data Changes	7
Performance Evaluation	7
Whistleblower	7

### EMPLOYEE BENEFIT PROGRAMS

Employee Benefits	8
Benefits Continuation (COBRA)	8
Management Referral Bonus	8
Meal Discounts	8
Vacation Benefits	9
Workers' Compensation Insurance	9

### PAYROLL & SCHEDULES

Paydays	9
Employment Categories	9
Timekeeping	10
Administrative Pay Corrections	10
Bonuses	11
Cash Shortage or Loss	11
Overtime	11
Meal Periods & Breaks	11
Pay Deductions and Setoffs	11
Attendance and Punctuality	11
Emergency Closings	11
Meetings	12
Work Schedules	12

### OTHER POLICIES

Alcohol Consumption and Service	12
Business Travel Expenses	12
Cell Phone	12
Credit Card Security	12
Dining with Friends or Relatives	12
Electronic Communications	13
Entering and Exiting the Premises	13
Guest Complaints	13
Internet Usage	13
Job Postings	14
Life-Threatening Illnesses in the Workplace	14
Lost and Found	14

Media Storage Procedures	14
Open Door	15
Dispute/Problem Resolution	15
Parking	16
Personal Appearance	16
Resignation	17
Return of Property	17
Security Inspections	17
Service Animals	17
Smoking	17
Solicitation	18
Use of Equipment	18
Use of MRI Telephones	18
Use of Social Media by Employee	18
Vehicle Operation	19
Visitors in the Workplace	19
Workplace Monitoring	19
<b>LEAVES OF ABSENCE</b>	
Family Medical Leave Act	19
Personal Leave	19
Bereavement Leave	20
Military Leave	20
Jury Duty	20
Accepting Other Employment or Going into Business While on Leave	20
Limitations on Leave of Absences	20
<b>EMPLOYEE CONDUCT</b>	
Employee Conduct and Work Rules	20
Drug and Alcohol Use	21
Gratuities/Tips	22
No Harassment	22
Office Etiquette	23
Personal Relationships in the Workplace	23
Safety	24
Theft/Not Charging	25
Workplace Violence Prevention	25
Blank Page	26
Employee Acknowledgement Form	27



Welcome to MRI!

On behalf of your colleagues, I welcome you and wish you and everyone success here.

We believe that each employee contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

This Handbook outlines the policies, programs, and benefits available to eligible employees. It was also developed to describe some of the expectations we have of our employees. The employee Handbook will answer many questions about employment with MRI so I suggest that you familiarize yourself with the contents of the employee Handbook as soon as possible.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Curt Glowacki, C.E.O.

## INTRODUCTION

### **Introductory Statement**

This Handbook is designed to acquaint you with MRI 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. The Handbook describes many of your responsibilities as an employee and outlines the programs we have developed to benefit our employees. One of our objectives at MRI is to provide a work environment that is conducive to both personal and professional growth.

No employee Handbook can anticipate every circumstance or question about every one of our policies. Further, there may be situations where the need arises for us to revise, add, or cancel policies. Therefore, MRI reserves the right to add new policies, and to change or cancel existing policies at any time. The only exception is that our employment-at-will policy will not be changed or cancelled. The employment-at-will policy permits you or MRI to end the employment relationship at any time for any reason. This Handbook is not, nor should be, considered to be an agreement or contract of employment, express or implied, or a promise of treatment in a particular manner in any given situation. We will notify you of any changes to the Handbook as they occur.

### **Customer Relations**

Customers are among our restaurant's most valuable assets. Every employee represents MRI to our customers and the communities. The way we do our jobs presents an image of our entire restaurant or office. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

Customers who wish to lodge specific comments or complaints should be directed to the MOD for appropriate action. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of MRI. Positive customer relations not only enhance the public's perception or image of MRI, but also pay off in greater customer loyalty and increased sales and profit.

## EMPLOYMENT

### **Employment-At-Will**

Employment with MRI is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, MRI may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between MRI and any of its employees. The provisions of the Handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at MRI's sole discretion.

### **Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at MRI will be based on merit, qualifications, and abilities. MRI does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. This policy extends with equal force to our customers; you as employees of Mexican Restaurants, Inc. are required to treat all customers, regardless of their background, with respect and courtesy. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **Business Ethics and Conduct**

Our continued success is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to MRI, our customers, and shareholders to act in ways that will merit the continued trust and confidence of the public. As an organization, MRI will comply with all applicable laws and regulations and we expect our directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, you should find that using good judgment, based on high ethical principles, will guide you to act appropriately. If you are unsure about the proper course of action, you should discuss the matter openly with your supervisor or Vice President of Human Resources for advice and consultation. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

### **Conflicts of Interest**

As an employee of MRI, you have the obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. In this policy, MRI is establishing the framework within which we wish to operate. These guidelines are intended to provide a general direction so that you can get further clarification on areas that affect you. For more information or questions on conflict of interest, contact the Vice President of Human Resources.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of business dealings with MRI. For the purposes of this policy, we define a relative as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

There is no "presumption of guilt" created by the mere existence of a relationship with outside companies. However, if you have any influence on transactions involving purchases, contracts, or leases, it is imperative that you disclose this fact to an officer of MRI as soon as possible. By alerting us to the existence of any actual or even a potential conflict of interest, we can establish safeguards to protect all parties.

The potential for personal gain is not limited to situations where an employee or relative has a significant ownership in a firm with which MRI does business. Personal gains can also result from situations where an employee or relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealings involving MRI.

### **Disability Accommodation**

MRI is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Our hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to an employee with a disability if the disability affects the performance of job functions. We make all employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make leaves of all types available to all employees on an equal basis.

This policy is neither exhaustive nor exclusive. MRI is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

### **Employment Applications**

MRI relies on the accuracy of the information provided on the employment application, as well as the accuracy of other data presented during the hiring process and employment. If there are any misrepresentations, falsifications, or material omissions in any of this information, we may exclude that applicant from further consideration. If the person was already hired, it could result in termination of employment.

### **Immigration Law Compliance**

MRI is committed to employing only United States citizens and aliens who are legally authorized to work in the United States. We also do not unlawfully discriminate on the basis of citizenship or national origin. In order for us to comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes their identity and eligibility for employment. Former employees who are subsequently rehired must also complete an I-9 and provide appropriate documentation.

### **No Step Down**

General Managers who wish to step down from their position or are demoted will not be allowed to work at the same location where they were the General Manager for a period of at least six months following the change. MRI reserves this right to apply this rule to other positions depending on the circumstance.

### **Non-Disclosure**

It is vital to the interests and success of MRI that we protect our confidential business information and trade secrets. Confidential information includes, but is not limited to menus, recipes, software, logos, marketing material, contract pricing, leases, etc. No one is permitted to remove or make copies of any MRI's records, reports, or documents without prior management approval. Because we consider security breaches very serious, if you improperly use or disclose trade secrets or confidential business information, you will be subject to disciplinary action, up to and including termination of employment and legal action, even if you do not actually benefit from the disclosed information.

### **Outside Employment**

MRI employees may hold outside jobs as long as they can satisfactorily perform their MRI job and there is no interference with our scheduling demands. All employees will be held to the same standards of performance and scheduling expectations, regardless of any outside job. If we determine that outside work is impacting your performance or the ability to meet our requirements, which may change over time, you will be asked to terminate the outside job in order to stay employed at MRI. We prohibit outside employment that constitutes a conflict of interest. Further, you may not receive any income excluding tips or material gain from individuals outside MRI for materials produced or services rendered while performing your job.

### **Personnel Data Changes**

In order to keep records and benefit program information accurate, it is your responsibility to notify MRI of any changes to your personal information. The information we need includes your legal name, mailing address, telephone numbers, your marital status, changes to your dependents' information, who to contact in case of an emergency, change in beneficiary, exemptions on your W-4, and other possibly relevant information.

### **Performance Evaluation**

The best communications about job performance happen on an informal, day-to-day basis. You and your supervisor are strongly encouraged to talk about performance regularly. In addition, MRI wants to ensure that you and your supervisor have scheduled formal performance evaluations. These discussions give you both the opportunity to discuss job responsibilities and goals, encourage and recognize strengths, identify and correct any weaknesses, develop plans for dealing with any obstacles, and plan for the future.

The performance of all employees is generally evaluated on an ongoing 12 month cycle, beginning at the start of the calendar year. MRI awards merit-based pay adjustments in recognition of truly superior employee performance. These adjustments are based on numerous factors, including the information documented by the formal performance evaluation process.

### **Whistleblower**

A whistleblower as defined by this policy is an employee of MRI who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Following are examples of illegal or dishonest activities that are violations of federal, state or local laws: billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Vice President of Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and retaliation. In so far as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. MRI will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments and/or threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Vice President of Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

**Whistleblower (cont.)**

All reports of illegal and dishonest activities will be promptly submitted to the Vice President of Human Resources who is responsible for investigating and coordinating corrective action. Employees with any questions regarding this policy should contact the Human Resources Manager.

## EMPLOYEE BENEFIT PROGRAMS

**Employee Benefits**

MRI provides a wide range of benefit programs to eligible employees. Certain legally required programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner required by the laws. Your eligibility for each benefit program depends on a variety of factors, including your employee classification. Refer to the Summary Plan Description for eligibility. Your concept's Benefits Guide details the benefit programs available. You can contact the Human Resources Manager for more information about the benefits.

When you become eligible for insurance, you will receive a Summary Plan Description (SPD) and rate information prior to the enrollment date. It is your responsibility to contact the Human Resource Manager if you enrolled and deductions are not taken from your paycheck. If you change to an employment classification that would cause you to lose your health insurance plan eligibility, you may qualify to continue your health care benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy in this Handbook for more information.

**Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under our health plan when a "qualifying event" occurs that would result in the loss of eligibility. "Qualifying events" include resignation or termination of employment; death of an employee; a reduction in an employee's hours; employee's leave of absence; employee's divorce or legal separation; and when a dependent child no longer meets the eligibility requirements as a dependent.

Under COBRA, the employee or beneficiary pays the full cost of coverage at MRI's group rates plus an administration fee; however, some employees who experience an involuntary termination between September 1, 2008 and December 31, 2009 may be eligible for a partial subsidy of COBRA costs under the American Recovery and Reinvestment Act. You should rely on your COBRA notice for the latest and most up to date information regarding COBRA costs, and any recent changes to applicable laws in this area which may affect your rights. When you become eligible for MRI health insurance, we will also give you a written notice describing the rights granted under COBRA. Because the COBRA notice contains important information about your rights and your obligations, please read it carefully.

**Management Referral Bonus**

Employees are eligible to receive a bonus for management candidates that they refer to MRI. To be eligible for the referral bonus, an employee must contact the recruiting department directly with the information regarding the candidate. After the applicant has been offered employment and has completed the MIT training process, the referral bonus will be paid. You must be employed by MRI when the check is issued.

**Meal Discount**

*Hourly restaurant employees* may be eligible to receive a discount on food and non-alcoholic beverages on and off duty. All meals must be rung up before you eat and by another member of staff. MRI reserves the right to have different meal discount policies at each location and has the right to alter and/or revoke the policy. Refer to your concept specific Benefit Guide.

*Restaurant Managers* may receive one meal per shift at 100% discount. This may be taken prior to your shift, while on break or at the conclusion of your shift. This is valid only on a reasonable purchase of food for one person. This discount may not be carried over or passed on to anyone else. All food must be consumed at the restaurant – you are not permitted to take food "to-go" if it is a 100% employee meal discount.

*Restaurant Managers* and home office employees may dine at any of MRI's concepts and receive a 50% discount on food and non-alcoholic beverages for them and up to three guests.

Please remember to tip your server at least 20% of the original check total. We would like for you to dine in our restaurants as often as you would like in return for your feedback regarding your visit. Your discount is a privilege so do not abuse it.



### **Vacation Benefits**

MRI offers vacation time off with pay to eligible employees. Refer to your concept specific Benefits Guide for eligibility and amount of paid vacation time. Your benefit year may be extended for any significant leave of absence except military leave of absence. (Military leave has no effect on the benefit year calculation.)

Once you enter an eligible employment classification, you begin to earn paid vacation time according to the schedule in the Benefits Guide. You can use earned vacation time in the year after it is accrued. Vacation must be scheduled at least one month in advance and approved by your supervisor. To schedule vacation time, submit a Vacation Request Form in advance to your supervisor for approval. Each request will be reviewed based on a number of factors, including our business needs and staffing requirements.

Vacation time off for eligible managers/home office employees is paid at your base pay rate at the time of the vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses. Vacation time off for eligible hourly team members is paid based on average weekly pay calculated on a 40-hour workweek for the prior six months.

We encourage you to use your available paid vacation time for rest, relaxation, and personal pursuits. In the event that you do not use your available vacation by the end of the benefit year, you will forfeit the unused time. If you are terminated, resign, quit or cease working for MRI for any reason, your unused vacation time will be forfeited. You must work the regular scheduled days prior to and after vacation in order to receive vacation pay.

### **Workers' Compensation Insurance**

MRI provides a comprehensive workers' compensation insurance program to our employees. The workers' compensation program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to the applicable legal requirements, this program provides benefits after a short waiting period or, in the event of hospitalization, immediately.

It is critical that you inform your supervisor immediately about any work-related injury or illness, regardless of how minor it might appear at the time. Immediate reporting ensures that, if eligible, you will qualify for workers' compensation benefits as quickly as possible and also lets us investigate the matter promptly.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither MRI nor our insurance carrier will be liable for the payment of workers' compensation benefits for injuries that might occur during employees' voluntary participation in off-duty recreational, social, or athletic activities that we may sponsor.

## **PAYROLL & SCHEDULES**

### **Paydays**

All employees are paid bi-weekly on every other Friday. The pay period begins Monday morning and ends the Sunday evening of the following week. Each paycheck includes earnings for all work performed through the end of the previous payroll period. If a regularly scheduled payday falls on a day off, such as a weekend or holiday, you will be paid on the first work day following the regularly scheduled payday.

Checks are released only to the individual to whom they belong and on the specified pay day. If your check is lost, stolen, or destroyed after accepting it, you will be charged a \$27.50 fee for the stop payment and re-issuance of a new check. If your check has already cleared Mexican Restaurants, Inc. bank account the check will not be re-issued. No personal or payroll checks will be cashed at any Mexican Restaurants, Inc. location. Employees are responsible for ensuring all information on your check is correct. Changes made after year-end tax filing will be at the employees expense.

Refer to your location policy regarding the times you can pick up your check. Salaried managers and home office employees have the option of having their pay directly deposited into their bank account once they provide us with the required authorization.

### **Employment Categories**

Depending on your position, you are designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. In addition to the Exempt and Nonexempt categories, you also are designated as full-time or part-time. Employees who are scheduled and

**Employment Categories (cont.)**

worked at least 35 hours per week are full-time and all other employees are part-time. Seasonal employees must work at least two shifts per month to remain active.

**Timekeeping**

Nonexempt employees are responsible for accurately recording their hours work. "Time worked" is defined as all the time nonexempt employees spend performing assigned duties. All nonexempt employees must either be clocked in while performing work on behalf of MRI or maintain another appropriate record of all time worked for submission to MRI for payment. Nonexempt employees are required to clock in prior to commencing work, and clock out during meal periods and at the end of their scheduled shift when no longer performing work for MRI. Any time worked, which is not captured through the system, should be reported to MRI during the week in which it was worked. All time worked by a nonexempt employee for, or on behalf of MRI, will be compensated at the employee's regular rate of pay or overtime, whichever is applicable.

It is against MRI policy for any nonexempt employee to perform work without being paid. It is a violation of the law and MRI policy to work off the clock, or for a supervisor or manager to request that an hourly employee work off the clock. While hourly employees who work off the clock will be paid for the time they worked, appropriate discipline may be issued if such time was not approved by MRI.

Unscheduled work is work done before, or after your regularly scheduled work times or before or after you clock in/out. A nonexempt employee should not work unscheduled time unless their supervisor authorizes them to perform unscheduled work AND the time is recorded. Other limited situations may arise when a nonexempt employee may need to perform unscheduled work without prior supervisory authorization. In those situations, the nonexempt employee must keep track of all time worked and immediately report it to a supervisor.

If corrections or revisions are made to the time record, both the employee and supervisor must initial the changes on the time record as being accurate. We consider attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, tampering with time records, recording another employee's time record, or clocking in for another employee. You must report any alteration to your time or inaccurate payment to the Payroll Department immediately.

MRI is committed to compensating every employee for the work they perform. A nonexempt employee who performs work without properly recording his or her time, which results in a non-payment of wages, is in violation of this policy and may be disciplined, up to and including termination. Employees will be paid for the non-payment of wages that were not properly recorded. Supervisors are prohibited from requesting or requiring a nonexempt employee to work for, or on behalf of MRI, without appropriate compensation. Any supervisor or manager who: 1) requests or requires a nonexempt employee to work off the clock; or 2) has knowledge a nonexempt employee is performing, or has performed work without being paid and has not taken sufficient corrective action, is in violation of this policy. Disciplinary action up to and including termination may result.

Any nonexempt employee requested or encouraged to work off the clock by any supervisor should immediately report the incident to the next highest level of supervision or the Human Resources Department. It is the obligation of every nonexempt employee to not only comply with this policy, but to promptly report any actual or reasonably suspected violation of this policy. All reports will be promptly and thoroughly investigated. Employees found to have violated this policy are subject to disciplinary action up to and including termination. Information on nonexempt employees reporting violations or potential violations of this policy will remain confidential. Retaliation, in any form, against an employee for reporting a violation or potential violation of this policy will not be tolerated and may result in disciplinary action up to and including termination.

**Administrative Pay Corrections**

MRI takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday. In the unlikely event that there is an error in the amount of pay you receive, you should promptly advise your manager and the Payroll Department so that the discrepancy can be corrected as quickly as possible. Paychecks with errors should not be cashed in order to correct the error. If the paycheck is cashed then any over payment will be deducted from your following paycheck(s) until full amount is deducted.

**Bonuses**

Bonuses may be received on regular or irregular bases. You must be in good standing to be eligible for a bonus and be employed with MRI at the time checks are issued to be entitled to payment. If your employment terminates before you receive your bonus you will not be eligible to receive the bonus. A penalty can be assessed for up to 100% of the bonus earned for any action detrimental to the company's assets, reputation, or best interest including but not limited to any lowering of standards to reduce expenses, shifting of expenses from one quarter to another, mishandling of funds, failure to follow established company procedures, or any violation of company policy. Refer to "Restaurant Management Incentive Plan" for complete policy.

**Cash Shortage or Loss**

Depending on your position, you may be responsible for the handling of cash at the restaurant. We will hold you accountable for shortages that occur as a result of your mishandling or negligence. Should MRI suffer a shortage or loss, as a result of a failure on your part, MRI will hold you, depending on the circumstances, accountable for the shortage or loss.

**Overtime**

There may be times when MRI cannot meet its operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will try to let you know in advance of a mandatory overtime assignment. It is our policy that no overtime can be worked without the approval and authorization of the supervisor. If you work overtime without receiving your supervisor's prior authorization, you may be subject to disciplinary action, up to and including possible termination of employment.

Overtime pay is based on actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not considered hours worked for the purpose of calculating overtime pay. Nonexempt employees who are working at different wages rates who work over 40 hours per week will be paid the over time rate of the particular classification they worked when they exceed forty hours per week. All nonexempt employees will be paid overtime compensation in accordance with federal and state wage and hour restrictions.

**Meal Periods & Breaks**

Breaks and lunch periods are not required by law. Restaurant Supervisors will schedule breaks and meal periods to accommodate operating requirements. Restaurant employees must clock out for breaks longer than 30 minutes and must not perform work during that period. All full-time home office employees are provided with one meal period of 60 minutes in length each workday. During breaks and meal periods longer than 30 minutes, for all employees, you will be relieved of all work responsibilities and restrictions and will not be compensated for that time.

**Pay Deductions and Setoffs**

MRI is legally required to make certain deductions from every employee's compensation. Among these deductions are federal, state, and local taxes as appropriate. We are also legally required to deduct Social Security taxes on your earnings up to a maximum amount, which is called the Social Security "wage base." MRI contributes to your Social Security by matching the amount of Social Security taxes deducted from your compensation. MRI offers programs and benefits to eligible employees beyond those required by law. You may voluntarily authorize deductions from your paycheck to cover your portion of the cost of these programs.

**Attendance and Punctuality**

As an employee of MRI, we expect you to be reliable and punctual by reporting for work on time and as scheduled. If you cannot avoid being late or are unable to work as scheduled, you must contact your supervisor at least three hours ahead of time. Home office employees must contact their supervisor prior to their scheduled start time. You must speak directly with your supervisor. Notifying a fellow-employee or leaving a message is not sufficient. Your manager may request that you submit written documentation from a doctor that you are not able to work. You will be responsible for any charges made by your doctor for this documentation. A poor attendance record or excessive lateness may lead to disciplinary action, up to and including termination of employment. Not calling and not showing for work may result in immediate termination.

**Emergency Closings**

There could be times when emergencies, such as severe weather, fires, or power failures may disrupt our normal business operations. In extreme cases, these circumstances may require that we close a work facility. Your Supervisor will attempt to contact you if your location is closing or you may contact your supervisor or the home office. Your supervisor may require you to work at another location.

## **Meetings**

From time to time, your manager will schedule meetings before, during, or after work. If the meeting is mandatory it will be considered an assigned shift. If you fail to attend you will be subject to disciplinary action.

## **Work Schedules**

Work schedules for employees vary throughout MRI so your supervisor will advise you of your specific work schedule. Knowing your schedule is your responsibility. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Failure to work scheduled hours can be grounds for termination.

## **OTHER POLICIES**

### **Alcohol Consumption and Service**

MRI encourages only responsible drinking, and makes every reasonable effort to prevent intoxicated guests from driving. MRI and its employees will neither knowingly allow visibly intoxicated guests to enter the restaurant nor knowingly serve alcohol beverages to an intoxicated or underage guest. When notified or have knowledge of a violation, Managers must take immediate action by removing the alcoholic beverage. Proper identification is required by all persons ordering alcoholic beverages. Employees must card anyone ordering an alcoholic beverage that does not appear to be 30 years old. Employees are not permitted to consume alcoholic beverages at any of MRI's restaurants. Employees who willfully or negligently violate this policy will be terminated immediately.

Employees that serve or sell alcohol must have completed an approved alcohol training course and have a current alcohol service certification. You must notify you manager if yours is expired. Employees will not be allowed to serve or sell alcohol without a current certification.

### **Business Travel Expenses**

MRI will reimburse employees for reasonable business travel expenses when the travel has been approved in advance by their immediate supervisor. We will reimburse the costs of approved expenses when accompanied by receipts. Naturally, we expect you will keep expenses within reasonable limits. We consider abuse of this policy to be a very serious matter. This includes falsifying expense reports to reflect costs that were not incurred by you or were not business-related. Therefore, failure to follow this business travel expense policy may be grounds for disciplinary action, up to and including termination of employment.

### **Cell Phone**

Hourly employees are not permitted to use cell phones while on duty. Management may use cell phones for business related matters but not in view of guests. Home office employees may use cell phones at the office for a minimal amount of time. Employees violating this policy may be banned from bringing cell phones into the building and/or subject to disciplinary action up to and including termination. If you are driving you may need to pull safely off the road to use the cell phone. Employees should plan to allow adequate time for the placement of telephone calls either prior to or after driving or while on rest breaks. If an employee absolutely must (because of an emergency) use a cellular telephone while driving, the employee must use a hands-free device, and must comply with applicable local, city or state laws. Additionally, while using a cellular telephone while driving, an employee must attempt to pull off the road and safely stop the vehicle before placing or accepting the call. Under no circumstances may an employee place himself or herself (or anyone else) at risk in order to fulfill an actual or perceived business need.

### **Credit Card Security**

Credit cards are only to be handled by the server waiting on the table, the cashier checking out the customer, or a manager. Credit cards and the data on them are not to be shared with anyone else. Card information can never be emailed nor should it be spoken over the phone except to the Credit Card transmission service. It can never be written down unless the system is down. In this case, the manager can write the information down, keep access to this data, key into the POS system once restored, and then must destroy the information by shredding. Card information includes the customer's name, card number, expiration data and CSV number. If a manager suspects that there has been a security breach in the POS and/or computer system, they are to contact the corporate office immediately.

### **Dining with Friends or Relatives**

Restaurant employees are only permitted to dine with friends or relatives when they are off duty and not in uniform.

### **Electronic Communications**

MRI has a vital interest in ensuring that information contained in its electronic and telephonic communication systems is business-related and does not violate MRI's strict No Harassment Policy. Moreover, MRI has a substantial property interest in the information contained on electronic and telephonic communication systems. These systems are to be used for job-related purposes only. No employee is allowed to load software or download programs without written permission from the MIS Director or Director of Operations. This includes but is not limited to screen-savers, applications, games and messaging clients. A picture file may be saved as your desktop wallpaper.

Personal use of these services should be incidental at most and employees have no expectation of privacy in connection with the use of these systems or with the transmission, receipt or storage of information on this equipment. Accordingly, MRI intends to periodically monitor, audit, and review messages and images contained on these systems. The use of authorization passwords by employees should not be construed as creating a private communication medium. All computer passwords must be divulged to management if requested. Passwords are not allowed to be shared. It is your responsibility to lock your computer if you leave it unattended. The use of unauthorized or undisclosed passwords is strictly prohibited. Furthermore, employees are reminded that certain files on these systems are unauthorized and may only be viewed with authorization from the company. Likewise, employees are expected to safeguard certain proprietary or confidential communications so that only authorized individuals can access them. Home office employees can request a secure directory on the network to backup or save documents.

We strive to maintain a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we prohibit the use of electronic and telephonic communication systems in ways that are disruptive, offensive to others, or harmful to morale. We prohibit displaying, downloading, or emailing sexually explicit images, messages, and cartoons. Other examples of unacceptable computer usage include (but are not limited to) ethnic slurs, racial comments, off-color jokes, or anything that may be seen by another person as harassment or disrespectful.

You should notify your supervisor or the Human Resources Department if you learn about a violation of this policy. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

### **Entering and Exiting the Premises**

At the time you are hired, you will be advised about the proper entrances and exits for our employees. You are not allowed to enter MRI after normal business hours for any reason without the approval of your supervisor. Failure to abide by these rules may result in disciplinary action, up to and including termination of employment.

### **Guest Complaints**

A manager must be notified immediately if a guest has a complaint.

### **Internet Usage**

MRI may provide employees with Internet access to help them do their jobs. This policy explains our guidelines for using the Internet responsibly and productively. Internet usage is intended for job-related activities. All Internet data that is composed, transmitted, or received via our computer systems is considered to be part of our official records. This means that it is subject to disclosure to law enforcement or other third parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology that you use to access the Internet are always the property of MRI. Therefore, MRI reserves the right to monitor Internet traffic. We also reserve the right to retrieve and read any data that is composed, sent, or received through our online connections or is stored in our computer systems. We do not allow data that is composed, transmitted, accessed, or received via the Internet to contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

MRI does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. File-sharing programs are not allowed to be installed or used. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for ensuring that a person sending material over the Internet has the appropriate distribution rights. No employee is allowed to load software or download programs without written permission from the IT Department. Before you download or copy a file from the Internet, you should take the necessary anti-virus precautions. MRI requires that all downloaded files be checked for viruses. All compressed files must be checked for viruses both before

**Internet Usage (cont.)**

and after decompression. Do not open attachments in emails that you don't know the sender and/or emails that you were not expecting. Call IT for assistance.

Employees whose Internet usage violates laws or MRI policies are subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following are examples of some actions and activities that are prohibited and which could result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Engaging in any other illegal activities

**Job Posting**

Our job posting program provides you with the opportunity to indicate your interest in open positions and advance within the restaurant or home office according to your skills and experience. In general, we post all regular, full-time job openings, although MRI reserves its right to not post a particular opening. Job openings will be posted on the employee bulletin board and normally remain open until the position is filled. If you have a written warning on file, or are on probation or suspension, you are not eligible to apply for posted jobs. We may also use other recruiting sources to fill open positions when it is in the best interest of the MRI.

**Life-Threatening Illnesses in the Workplace**

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. MRI supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, we will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. MRI will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

If you have a question or concern about life-threatening illnesses, we encourage you to contact the Vice President of Human Resources or our Employee Assistance Program for information and referral to appropriate services and resources.

**Lost and Found**

Employees of MRI are expected to turn in all items found to their manager immediately. Any items not turned in will be considered theft and will be grounds for immediate termination.

**Media Storage Procedures**

All media for installing software will be kept in the fireproof safe in the IT office. A copy of all non-trivial software is to be made and kept offsite. Documentation for software (if separate) is to be kept in the gray cabinet in the IT office. Copies may be made as needed. Any unlock codes (if needed) are to be kept with the software media and copies.

### **Media Storage Procedures (cont.)**

Files on the network are backed up nightly. If a user has a need to keep files in a unique folder, they need to communicate this need to IT, so that the folder can be made on the network and setup for backup. Backups are kept on a three week rotation basis. Should a user have a laptop, they are responsible for transferring their files to the network for backup. ONLY work-related files are to be transferred. Laptops are subject to inspection periodically and occasionally at random to make sure that virus programs are up to date and that patches are current. Failure to transfer files to the users network directory(ies) means IT cannot guarantee the safety of the users' files should a hardware failure occur on the laptop. Laptops furnished by the company are property of MRI, and thus any software installed must be approved by IT.

Should a user accidentally delete or overwrite a file they can contact IT to have that file restored from backups. Only IT personnel are to access the backup tapes and hardware unless a suitably approved exception is made. Suitably approved means approval by IT and/or top level management (Controller or CFO). Users may keep temporary work files locally, but are informed that such files are not backed up unless special provision has been made to do so.

Email is NOT backed up on the server or in tape backups. It is up to each user to keep copies of important email, contacts, schedules, etc, either electronically or through paper copies.

### **Open Door**

MRI is committed to providing the best possible working conditions for our employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from MRI supervisors and management. MRI strives to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect. We encourage employees to offer positive and constructive criticism to each other.

If you disagree with established rules of conduct, policies, or practices, you can express your concern through the Open Door Policy. You will not be penalized, formally or informally, for voicing a complaint with MRI in a reasonable, business-like manner, or for using the Open Door Policy. If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps. You may discontinue the procedure at any step.

1. Whenever possible, you should try to resolve any problems at work with your immediate supervisor. Because this person is close to your situation, he/she may be already aware of the problem or be in a position to offer new perspective or some new facts that may be helpful to you. If for any reason however, you do not feel comfortable going to your immediate supervisor, you may proceed higher up the chain of command.
2. If you are unsatisfied with your immediate supervisor's response or need to talk with someone other than your supervisor, you may take your problem to the next higher level of supervision.
3. At any time, you may also choose to contact your Human Resources Department for advice or assistance. This department has many years of experience helping employees deal with a variety of workplace problems and should be used by you to address any concern, or questions you have.

You can at any time contact the Vice President of Human Resources, Chief Operation Officer or Chief Executive Office if the problem is unresolved. Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security. Remember – it is always best to resolve problems right away. Little problems tend to turn into big problems; facts become confused; resentment and anger build up.

### **Dispute/Problem Resolution**

MRI has always had an Open Door Policy that allowed employees to take issues, grievances, or concerns to their supervisor or management. If the dispute has not been resolved internally through the Open Door Policy and involves a legally protected right such as protection against age, race, sex, discrimination, or sexual harassment, you or MRI may proceed to binding arbitration which will be led by the American Arbitration Association (AAA). The American Arbitration Association is a public service, nonprofit organization that offers a wide range of dispute resolution services to private individuals, businesses, associations, and all levels of government. As an employee of MRI, you have agreed to submit any and all claims arising out of employment to AAA for resolution.

**Dispute/Problem Resolution (cont.)**

Arbitration is a process in which a dispute is presented to a neutral third party, the arbitrator, for a final and binding decision. The arbitrator makes this decision after both sides present their arguments at the arbitration hearing. The decision or award of the Arbitrator made under these rules is exclusive, final, and binding on both parties, their beneficiaries, executors, administrators, successors, and assigns. There is no jury. If you win, you can be awarded anything that you might seek through a court of law.

**Parking**

Your supervisor will instruct you where to park while on duty. Employees must park in the designated area for employees. Do not bring valuables to work or leave them in your car. MRI does not assume any liability for any loss or damages you may sustain.

**Personal Appearance**

We want MRI employees to reflect an appropriate business image to customers and visitors. How you dress, your grooming and personal cleanliness standards all contribute to that image and also to the morale of your co-workers. During business hours or whenever representing MRI, you are expected to present a clean, neat, and tasteful appearance. Good personal hygiene is a must. You should always dress and groom yourself according to the requirements of your position.

You must be completely ready to begin work when entering the building and in proper uniform if applicable. If your supervisor feels your personal appearance or hygiene is inappropriate, you may be asked to leave work until you can return properly dressed or groomed. If this happens, you will not be paid for the time away from work. Consult with your supervisor if you have questions as to what constitutes appropriate appearance. We may, when necessary, make reasonable accommodation in the personal appearance policy for a person with a disability.

Because MRI operates many different restaurant concepts; refer to your concept Supplemental Policy Guide regarding specific uniform or dress code standards for your position at the location for which you work. The company is confident each employee will use their best judgment in following this policy. However, to give additional guidance, we expect MRI employees to follow the personal appearance guidelines below:

- Offensive body odor and poor personal hygiene is not acceptable.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not appropriate and must not be worn during business hours.
- Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible excessive tattoos and similar body art must be covered during business hours.

**Specifically Restaurant Employees:**

- Uniforms must be neat, clean, well pressed and in good condition.
- Pants or jeans (if permitted): must not be excessively worn (no holes, no cuts, no tears or frayed ends); must be the appropriate size (not too tight or hanging past your waist or dragging on the floor).
- Skirts must be at least knee length and worn with hose.
- Shoes must be company approved slip resistant; no opened toed shoes or high heels allowed.
- Jewelry: no more than two ear piercing per ear and no dangles; *FOH* - restricted to two rings per hand, watch, small bracelet and small necklace; *BOH* - no jewelry shall be worn on the hands.
- No stubble; sideburns cannot be longer than bottoms of ear; mustaches must be trimmed no longer than lip line. Refer to your concept Supplemental Policy Guide regarding beards and goatees.
- Hair: No unnaturally colored hair or extreme hairstyles, such as spiked hair; *Females* - long hairstyles should be worn with hair pulled back off the face and shoulders in a professional manner; *Males* - hair must be cut above the neckline, no ponytails; *BOH* - must be worn up and off the collar with a hair net or a hat.
- Excessive makeup is not permitted.
- Nail polish: *FOH* - Females may wear clear or light colored nail polish only; *BOH* - no polish.
- Nails must be well manicured and clean.

**Specifically Home Office Employees:**

- Business casual attire Monday through Thursday.
- Casual Friday - On casual days, we hope that you will take advantage of being able to wear more casual and relaxed clothing while still maintaining a business image. The clothing you wear on casual days should be clean, neat, and professional looking. It is always inappropriate to wear stained, wrinkled, frayed, or revealing clothing to work. If you



**Specifically Home Office Employees: (cont.)**

are unsure if an item is acceptable, consult with your supervisor or select something else instead.

- Acceptable: jeans; dress shorts; casual dresses and skirts, or athletic shoes.
- Inappropriate: jeans that are excessively worn or faded; sweat pants, warm-up or jogging suits and pants; short shorts; spandex or other form fitting pants; miniskirts; spaghetti-strap, tank, or halter tops or dresses; T-shirts or sweatshirts with offensive messages or images; tops with bare shoulders unless worn under a blouse or jacket; visible undergarments; or slippers.

**Resignation**

Resignation is defined as a voluntary act initiated by an employee to terminate employment with MRI. Although there is no requirement that you give advance notice, doing so can reduce the impact on your co-workers and productivity. We request a resigning employee submit a written notice of resignation at least 2 weeks in advance.

**Return of Property**

As part of your job, you may be issued or given temporary possession of MRI property, materials or written information. You are responsible for the control of MRI property in your possession and expected to return it promptly when requested or if your employment ends. In situations where you do not return MRI property, we may take steps to recover the item or its cost by withholding from your regular or final paycheck when allowed by law, or by taking legal action.

**Security Inspections**

MRI is committed to maintaining a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. We prohibit the possession, transfer, sale, or use of such materials on our premises. We may provide you with desks, lockers, and other storage devices for your convenience but these are always the sole property of MRI. Because they are our property, we may inspect them along with any items that are inside them. Agents or persons we authorize, either with or without prior notice to you, may make an inspection at any time.

We also want to discourage theft and the unauthorized possession of property that belongs to our employees, MRI, visitors, and customers. To help enforce this policy, we may require inspection of employees and other persons who enter or exit our premises as well as any packages or other belongings they carry with them. If you wish to avoid having your belongings inspected, the best thing is to not bring them to work. MRI assumes no responsibility for your personal property inside the building while on duty.

**Service Animals**

MRI, in accordance with the Americans with Disabilities Act of 1990, wants to ensure that all individuals with disabilities, including those requiring the use of service animals, are treated in a non-discriminatory manner and are provided the same level of service and courtesy as all other customers who visit the Company's restaurants.

All employees, applicants for employment, and agents or contractors working for the Company are covered. It is the responsibility of all levels of employees, management and the Human Resources Department to administer the policy. Employees may inquire, as discreetly as possible, of any person or group entering the restaurant accompanied by an animal whether it is a service animal required because of a disability. The following are guidelines:

- Do not ask the customer if he/she is blind, deaf or disabled.
- If you have a valid reason to question whether a customer is in need of the support animal, the manager may discreetly ask the customer if the animal is a guide or support animal.
- Employees should NOT require an individual with a disability to provide proof of a service animal's certification.
- Any discussions with a customer must be conducted in such a manner so as to avoid any possible embarrassment to the customer.
- Good judgment must be used in determining whether there is any need to question the customer.

A notice shall be placed in all MRI's restaurants stating that individuals with disabilities are welcome, including those requiring the use of service animal (i.e. seeing eye dog, hearing dog, etc.). Employees should direct any questions or clarification concerning this policy and procedure to the appropriate multi-unit management or Human Resources Department.

**Smoking**

In keeping with MRI's intent to provide a safe and healthful work environment, smoking is prohibited throughout the home offices and parking lot. In accordance with law, some restaurants are non-smoking. If smoking is allowed in the restaurant you may only smoke at the designated time and place. MRI reserves the right to have different smoking policies at each

**Smoking (cont.)**

location and has the right to alter and/or revoke the smoking policy. Inquire about the smoking policy at your location with your supervisor.

**Solicitation**

We prohibit people who are not MRI employees from either soliciting or distributing literature in the workplace at any time for any purpose. We recognize that our employees are often active and have interest in events and organizations outside work. However, it is also our policy that employees may not solicit for or distribute literature about these activities during working time. (Working time excludes lunch periods, work breaks, or any other time when an employee is not "on duty" or scheduled to be working.) There is to be no distribution of literature of any kind by employees in the customer service areas of the restaurant while the restaurant is opened for business. Posting notices and solicitations on our bulletin boards is also prohibited. The bulletin boards are reserved for official MRI communications.

**Use of Equipment**

When using MRI property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. You should notify your supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or other people. The improper, careless, negligent, destructive, or unsafe use or operation of equipment may result in disciplinary action, up to and including termination of employment.

**Use of MRI Telephones**

MRI telephones are intended for business use and employees are not permitted to make long-distance or toll calls from our phones. You will be required to reimburse MRI for charges resulting from personal calls. If you work at a restaurant, only emergency phone calls will be accepted while on duty at a restaurant. If you work at an office than we request that you keep any personal local calls to a minimum.

Because our telephone communications are an important reflection of our image to customers and the community, every employee should use proper telephone etiquette. Some examples of good telephone etiquette are always using the approved greeting, speaking courteously and professionally, confirming the information you have received from the caller, and only hanging up once the caller has done so. Employees who violate this policy are subject to disciplinary action, up to and including termination.

**Use of Social Media by Employees**

While MRI encourages its employees to enjoy and make good use of their off-duty time, certain activities on the part of employees may become a problem if they produce adverse consequences. In the area of social media (print, broadcast, digital, and online), employees may use such media in any way they choose, both on and off duty, as long as they following these guidelines:

1. If an employee publishes any personal information about themselves, another employee of MRI, a vendor, or a customer in any public medium that:
  - a. Has the potential or effect of involving the employee, their co-workers, or MRI in any kind of dispute or conflict with other employees or third parties;
  - b. Interferes with the work of any employee;
  - c. Creates a harassing, demeaning, or hostile working environment for any employee;
  - d. Disrupts the smooth and orderly flow of work;
  - e. Harms the goodwill and reputation of MRI among its customers or in the community at large;
  - f. Tends to place in doubt the reliability, trustworthiness, or sound judgment of the person who is the subject of the information; or
  - g. Reveals proprietary information or trade secrets;The employee(s) responsible for such problems will be subject to disciplinary action, up to and including termination.
2. Should an employee decide to create a personal blog, do not express your views as representations of MRI.
3. All information published on any employee blog(s) should comply with MRI's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other social networking sites, blogs, and forums.
4. Be respectful to MRI, co-workers, customers and vendors.
5. Social media activities should never interfere with work commitments.
6. Do not use any MRI logos or trademarks without written consent.
7. The absence of explicit reference to a particular site does not limit the extent of the application of this policy.

### **Vehicle Operation**

Only members of management are authorized to operate a vehicle for company business. Non-management employees are not authorized to use a vehicle for work related driving such as running errands. Also, managers cannot authorize non-management employees to operate a vehicle for company business. If you use a vehicle owned, leased, or rented by MRI, it may not be used for personal reasons unless you have prior approval from your supervisor. If you are authorized to operate a vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you will be considered completely responsible for any fines or traffic violations incurred. If you are involved in an accident you are required to complete a police report and contact your supervisor immediately. MRI will reimburse the cost of your deductible up to \$500.00 if the accident occurred during the course and scope of business, involves another vehicle that is not insured and it is determined that you are not at fault. The company will not reimburse any expenses if the accident is determined to be your fault or the accident involves another vehicle that is insured and it is determined that you are not at fault.

### **Visitors in the Workplace**

Restaurant locations: MRI prohibits visitors including off duty employees in any working area except the restaurant floor. Personal visitors are not allowed while on duty except for emergencies. We realize that you will have family or friends come to the restaurant to dine but do not spend excessive time at their table.

Home office locations: All visitors must enter MRI at the front door. Once authorized, visitors will receive directions or be escorted to their destination. When you have outside visitors, you are responsible for their conduct and taking steps to ensure their safety. If you see an unauthorized person on our premises, please notify your supervisor immediately or direct the individual to the front door.

### **Workplace Monitoring**

MRI may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction. The computer equipment and systems and Internet access that employees may use are always the property of MRI. Therefore, we reserve the right to monitor computer activities. We also reserve the right to retrieve and read any computer files or data that are composed, sent, or received through Internet connections or stored in our computer systems. We may conduct video surveillance of non-private workplace areas. Because we are sensitive to the legitimate privacy rights of our employees, we will make every effort to guarantee that workplace monitoring is always done in an ethical and respectful manner.

## **LEAVES OF ABSENCE**

### **Family Medical Leave Act**

Under the Family and Medical Leave Act of 1993, eligible employees may take up to 12 weeks of unpaid family and medical leave within any 12 month period and then be restored to the same or equivalent position upon return to the company. Federal law allows up to 26 weeks of leave for employees who are serving as a caregiver to a family member who was injured or became ill while on active military duty. The 12-month period will be considered a "rolling" 12 months which is measured backward from the date an employee uses any FMLA leave. To be eligible, the employee must have been employed for at least 12 months and have worked 1,250 hours during the 12-month period immediately preceding the commencement of the leave. Employees may take family and medical leave for: (1) the birth or adoption of a child of the employee, (2) caring for a spouse, child, or parent with a serious health condition, (3) a serious health condition of the employee, (4) for any qualifying exigency related to a spouse, son, daughter or parent who is on active duty in the Armed Forces in support of a contingency operation, or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation, and (5) to care for a spouse, son, daughter, parent (or other nearest blood relative) who has suffered an injury or illness while on active duty.

If you have any questions regarding the Family and Medical Leave Act, you should contact the Human Resource Department. If you qualify and need to take FMLA notify your supervisor or the V.P. of Human Resources.

### **Personal Leave**

MRI will consider a request from an eligible employee to take an unpaid personal leave of absence to fulfill personal obligations. Eligible employees are regular full-time employees who have completed 180 days of employment. You must submit the request in writing to your supervisor including the dates and reason. An eligible employee may not take more than 60 calendar days of personal leave every 1 year. With supervisory approval, you may include available accrued paid time off, such as vacation, as part of your personal leave period. We will give each request individual consideration. The decision to approve a personal leave will be based on a number of business factors such as anticipated workload needs and staffing considerations during the proposed absence.

**Personal Leave (cont.)**

Subject to the terms, conditions, and limitations of the applicable insurance plans, you will become responsible for the full cost of coverage to continue if applicable. When you return from personal leave, MRI will resume providing those benefits according to the applicable plans. Benefit accruals, such as vacation, sick leave, and holiday benefits, will not continue during an approved personal leave period.

When a personal leave ends, we will make every reasonable effort to return you to the same position if it is available or to an available similar position for which you are qualified. However, MRI cannot guarantee reinstatement in all cases. If you do not report to work promptly at the end of a personal leave, we will assume that you have resigned.

**Bereavement Leave**

In the event that you need to take time off in the event of the death of an immediate family member, MRI provides bereavement leave. To request bereavement leave, see your supervisor. We grant up to two days of paid bereavement leave only to full-time salary managers and full-time home office employees. We will normally grant bereavement leave unless there are unusual business needs or staffing requirements that prevent accommodating the request. You may also, with supervisory approval, use up to five additional unpaid days or any available paid leave benefits, such as vacation, for additional time off as necessary. The bereavement leave policy defines "immediate family" as your spouse, parent, child, or sibling; your spouse's parent, child, or sibling; your child's spouse; or your grandparents or grandchildren.

**Military Reserves or National Guard Leave of Absence**

Employees who serve in the U.S. military organizations or state militia groups may take off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply unused earned vacation time to the leave if they wish; however, they are not obliged to do so. You are expected to notify your manager as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

**Jury Duty**

MRI encourages you to fulfill your civic responsibilities by serving jury duty when required. You may request unpaid jury duty leave for the length of absence. You may also use any available paid time off, such as vacation time, in order to be compensated for unpaid jury duty leave. You must notify your supervisor within forty-eight hours of receipt of a jury duty summons so that arrangements can be made to accommodate your possible absence from work. You are expected to report for work whenever the court schedule permits, when released early, and delayed scheduled.

**Accepting Other Employment or Going into Business While on Leave**

If you accept any employment or go into business while on a leave of absence from Mexican Restaurants, Inc., you will be considered to have voluntarily resigned from employment with Mexican Restaurants, Inc. as of the day on which you began your leave of absence from Mexican Restaurants, Inc.

**Limitations on Leave of Absence**

With the exception of leaves of absence for military duty, no leave of absence, by itself or in combination with other periods of leave, may last longer than six months. Any employee, who for any reason or combination of reasons misses a total of six months of work in a twelve-month period, or a total of nine months of work in an eighteen-month period, will be separated from the employment due to unavailability for work. Any employee so separated will be eligible for rehire and will be able to apply for any vacancies that may exist at any given time, depending upon qualifications and availability of job openings.

## EMPLOYEE CONDUCT

**Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, we expect you to follow rules of conduct that will protect the interests and safety of all employees, guests, and MRI. Although it is not possible to list all the forms of behavior that are considered unacceptable at work, some of the more obvious unacceptable activities are noted below:

- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles.
- Knowingly serving alcohol or allowing alcohol to be served to a minor or intoxicated guest; violation of alcohol policy or liquor serving laws.
- Smoking, eating, or drinking in prohibited areas.
- Fighting or threatening violence in the workplace.

### **Employee Conduct and Work Rules (cont.)**

- Boisterous or disruptive activity in the workplace.
- Disrespectful, discourteous, obscene, abusive, or argumentative conduct/language or verbal or physical abuse.
- Theft or inappropriate removal or possession of property.
- Failure to make bank deposits according to procedure; mishandling company funds.
- Not charging guests for items; not ringing up items for self or others.
- Falsification of timekeeping records.
- Dishonesty, incomplete or misrepresentation on application or other work records or alteration to company records or documents.
- Lying about sick or personal leave.
- Working off the clock or under another employee's number.
- Taking personal loans from store for self or others.
- Sexual or other unlawful or unwelcome harassment; discrimination or retaliation.
- Violation of company's Equal Opportunity Policy.
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Violation of safety or health rules; failure to report unsafe actions or conditions.
- Failure to report injuries sustained while on duty or to report guest injury.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- No call or no show for an assigned, traded or picked up shift.
- Excessive absenteeism or tardiness or any absence or tardy without notice.
- Unauthorized absence from work station.
- Failure to work required hours or schedule.
- Insubordination.
- Unauthorized use of telephones, mail system, computers, or other employer-owned equipment.
- Unauthorized use of personal cell phone or pager, including the use of such devices (or other miniature devices) to make audio or video recordings in the workplace without permission from MRI.
- Unauthorized disclosure of business "secrets" or confidential information.
- Discussion of tips in the presence of guests.
- Violation of personnel policies.
- Downloading unapproved documents, files, or programs; viewing unapproved websites.
- Posting negative comments on public forum websites.
- Deliberate actions that are detrimental to MRI's effort to operate profitably.
- Unsatisfactory performance or conduct; failure to do assigned work; failure to meet objectives in a specified time frame; carelessness.
- Failure to sign "Employee Discipline Action" form.
- Posting, removing or altering notices on any company bulletin board without management permission.

The occurrences of any of the above activities, as well as violations of any MRI rules or policies, employee may be subject to disciplinary action, including possible immediate dismissal for gross misconduct. This list is not all-inclusive.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Merely because inappropriate conduct has not been explicitly set forth above does not mean that the conduct is acceptable. Since employment with MRI is based on mutual consent, either you or MRI has the right to terminate the employment relationship at will, with or without cause or advance notice, at any time.

### **Drug and Alcohol Use**

MRI wants to provide a drug-free, healthful, and safe workplace. To meet this goal, we expect you to report to work in a mental and physical condition that enables you to perform your job in a satisfactory manner. While on MRI premises or while conducting business-related activities off MRI premises, you may not use, possess, conceal, distribute, sell, or be under the influence of alcohol or illegal drugs. The term "drug" includes prescription drugs, inhalants, and illegal drugs. Illegal drugs are described as unauthorized controlled substances, look-alike drugs, designer drugs, or synthetic drugs. Illegal drugs also mean substances which may affect an employee's senses or alter a person's perceptions. We permit the legal use of prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering others. Drug test will be considered positive for illegal substance if masking

**Drug and Alcohol Use (cont.)**

chemicals are detected. If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment.

Accordingly, MRI requires all of its employees as a condition of their employment, to fully cooperate with any searches, tests, or investigations that may be carried out by the company or its agents relating to the searching or identifying illegal drugs on the company's premises or in the system of an employee. In this regard, MRI may at any time without prior notice elect to test any individual for drugs or alcohol. MRI reserves the right to conduct the drug test on-site or off-site. These tests may be conducted randomly without prior notice, periodically, prior to hiring or promotion, following an accident, or "near miss", following the theft of property, or where there are suspicions to believe that an employee is using illegal drugs or alcohol. The company's management or its agents may search at any time without prior notice any work areas, vehicles, lockers, desks, desk drawers, clothing, handbags, aprons, lunch boxes, containers, or other company property or personal effects of employees found on company property. Employees are expected to cooperate in the conduction of such searches. An employee's consent to search pursuant to this policy is required of the condition of employment. The employee's refusal to comply with the policy will result in disciplinary action up to and including termination. MRI specifically reserves the right to modify or amend its Drug/Alcohol Abuse Policy at any time.

**Gratuity/Tips**

Your supervisor will inform you if your position receives tips and if tips are shared among non-management employees. It is your responsibility to report 100% of your tips. A guest is not required to tip. Do not comment about a guest's tip to the guest, other guest, or other employees. Any negative feedback from a guest about an employee regarding a tip is grounds for termination.

**No Harassment - Sexual and Other Unlawful Harassment**

MRI is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. We provide ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Human Resources Department or any other member of management. Management does not include hourly shift leaders. If you have any doubt about whether the manager has the authority to take action, or whether the manager is taking sufficiently prompt corrective action, report your complaint to another manager. You can raise concerns and make reports without fear of reprisal or retaliation.

### **No Harassment - Sexual and Other Unlawful Harassment (cont.)**

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Department or their supervisor so it can be investigated in a timely and confidential manner. Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

### **Office Etiquette**

MRI strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues can arise when employees may be unaware that their behavior at work may be disruptive or annoying to others. Very often you can address these day-to-day issues by politely talking with your co-worker to bring the perceived problem to his or her attention. MRI encourages all employees to keep an open mind and graciously accept constructive feedback or another employee's request for you to change your behavior because it may be affecting that person's ability to concentrate and be productive.

The following are some workplace etiquette guidelines and suggestions to help you be more conscientious and considerate of your co-workers and the work environment. These are not necessarily intended to be hard and fast work rules with disciplinary consequences. If you have comments, concerns, or suggestions about workplace etiquette, contact the Human Resources Department.

- Replace paper in the copy machine and printer paper trays when they are empty.
- Keep the office and areas around the copy machine and printers orderly and picked up.
- Avoid public accusations or criticisms of other employees; address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or workspace.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- Minimize talking between guest tables, workspaces or over cubicle walls.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- Clean up after yourself and do not leave behind waste or discarded papers.

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

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is defined as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. You may not occupy a position that works directly for or supervises a relative. You may not be involved in a dating relationship with an employee who either works directly for you or supervises you. MRI will allow any such relationships that were in existence before this policy became effective on January 1, 1996.

If two people who are in a reporting situation described above subsequently develop a relative relationship or dating relationship, the person in the relationship who is the supervisor is responsible and obligated to disclose the existence of the relationship to management. We will then ask the individuals involved to decide which one of them is to be transferred to another available position. If that decision is not made within 30 calendar days, MRI will decide who is to be transferred or, if necessary, terminated from employment.

If there is a situation where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated

### **Personal Relationships in the Workplace (cont.)**

from employment. If you are in a close personal relationship with another employee, we ask that you refrain from displays of affection or excessive personal conversation at work.

### **Safety**

To assist in providing a safe and healthful work environment for employees, customers, and visitors, MRI has established a workplace safety program. This program is a top priority at MRI. The Human Resources Department is responsible for implementing, administering, monitoring, and evaluating the safety program. The success of the program depends on the alertness and personal commitment of everyone.

If you have an idea, concern, or suggestion for how to improve safety in the workplace, we encourage you to tell your supervisor or the Human Resources Department. We want you to be assured that you can report any concerns about workplace safety anonymously if you wish and you can make a report without fear of reprisal.

You will receive continuous workplace safety training during your employment with MRI. The following are key areas to remember:

#### ***Equipment:***

1. Dishes and utensils must be removed from service and replaced when broken, bent, chipped or cracked.
2. All waste containers must be transported by cart or hand truck to dumpster and be lifted by two people.
3. All chairs, tables, benches and working surfaces must have smooth surfaces and rounded edges.
4. Tools and equipment will be used only for their intended purposes.
5. Knives and utensils must be stored in proper places.
6. Proper safety equipment must be worn and proper guards must be in place when using slicer, grinder and chopper.
7. Brooms, mops, hoses, etc. must be kept in proper place to prevent tripping.
8. Shelves will be stocked with heavier items on lower shelves and lighter items on higher shelves.
9. No container larger than 20 gallons will be used for garbage.
10. Stepladders must be used in storeroom and walk-in when necessary. Stepladders will be properly stored when not in use. Absolutely no climbing on shelves is allowed.
11. Approved hand truck must be used when moving anything over 25 pounds.
12. All 20 and 30 gallon containers must have dollies.
13. Employees must properly feed food products through slicing and chopping equipment.
14. All ventilation/exhaust systems must be used when equipment is in operation.
15. Metal ladders must not be used near energized electrical equipment.
16. Heat pad/gloves must be used to remove hot food from steamer.

#### ***Kitchen and Food Operations***

1. All floors must be clean, dry and free of grease.
2. All employees must use wire mesh gloves when using knives.
3. All food products must be kept off the floor.
4. Food must be kept under strict temperature guidelines – hot food above 140° - cold food below 45°.
5. Proper food thawing procedures must be used.
6. Employees must use tongs to hold cooked meat when slicing.
7. All foods will be prepared, cooked and maintained under proper procedures.

#### ***Chemicals***

1. All employees must follow the Chemical Hazard Communication guidelines.

#### ***General Safety***

1. Employees must wash their hands after smoking, eating and each time after using the restroom.
2. Employees must never engage in horseplay.
3. All employees must wear company-approved slip resistant shoes.
4. Proper lifting procedures will be used when lifting heavy items.
5. Spilled water, food, etc., must be cleaned up immediately and marked with caution signs until the floor is dry.
6. All areas must be cleaned and dried after each use.
7. Any injury to an employee or guest, regardless how small or large, must be reported to the manager immediately.

You are expected to obey all safety rules and use caution in your work activities. You must immediately report any unsafe condition to the appropriate supervisor. If you violate MRI safety standards, cause a hazardous or dangerous situation, or



**Safety (cont.)**

fail to report or, where appropriate, remedy such situations, you may be subject to disciplinary action, up to and including termination of employment.

**Theft/Not Charging**

Theft of any type will not be tolerated by MRI and will be cause for suspension or termination. The following list of examples is not all-inclusive, but provides illustrations of several activities which are considered as theft: unauthorized use of discounts, the taking of any company property for personal use, not charging guests, friends, or fellow employees for all items, and alteration of credit card tips. In the event of a guest complaint, only management is authorized to comp food, drink or other items. All gift certificates and guest passes or discount cards must be approved for use. Any employee who violates any part of this policy will be subject to disciplinary action up to and including dismissal.

**Workplace Violence Prevention**

MRI is committed to preventing workplace violence and to maintaining a safe work environment. We have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that might occur during business hours or on our premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. We prohibit firearms, weapons, and other dangerous or hazardous devices and substances from the premises of MRI without proper authorization. MRI will not tolerate conduct that threatens, intimidates, or coerces another employee, a customer, or a vendor at any time, including off-duty periods. This includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, either direct or indirect, should be reported as soon as possible to your supervisor or any other member of management. This includes threats by employees as well as threats by customers, vendors, solicitors, or anyone else. When reporting a threat of violence, you should be as specific and detailed as possible. Be sure to report any suspicious person or activities as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work area, do not try to intercede or see what is happening.

We will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the person who made the report will be protected to the extent practical. Any person who violates these guidelines will be subject to disciplinary action, up to and including termination of employment. Violations include making a threat of violence or actually committing a violent act.

If you are having a dispute or differences with another employee, we encourage you to discuss it with your supervisor or the Human Resources Department before the situation escalates into potential violence. MRI is eager to assist in the resolution of employee disputes and we will not discipline an employee for raising these types of concerns.

## **ADDENDUM A**

### **June 8, 2011**

#### **EMPLOYMENT**

##### **Disability Accommodation – Replaces all prior policies**

MRI is committed to complying fully with the Americans with Disabilities Act Amendments Act (ADAAA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Our hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential duties of the position, with or without reasonable accommodation.

Reasonable accommodation may be available to an employee with a disability if the disability affects the performance of job functions. We make all employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make leaves of all types available to all employees on an equal basis.

This policy is neither exhaustive nor exclusive. MRI is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADAAA and all other applicable federal, state, and local laws.

#### **OTHER POLICIES**

##### **Personal Appearance - In addition to the current policy**

- Ear gauges, spacers, or plugs are not allowed.
- Hickeys are not allowed.
- Decorative teeth caps/grills are not allowed.

##### **Smoking – Replaces all prior policies**

Smoking is prohibited by employees during business hours. Smoking breaks are not allowed during business hours. Violation of this policy will be reason for disciplinary action that can lead to termination.

**EMPLOYEE ACKNOWLEDGEMENT FORM**

The employee Handbook describes important information about MRI, and I understand that I should consult the Vice President of Human Resources regarding any questions not answered in the Handbook.

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

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except to MRI's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Vice President of Human Resources of MRI has the ability to adopt any revisions to the policies in this Handbook. I understand that this Handbook replaces (supersedes) all other previous Handbooks for MRI as of August 31, 2009.

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

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_