

HANDJOB

EMPLOYE  **YEE**

OK

Welcome to the team!

We hope you are as excited about being here as we are about having you join us. At Diversified Restaurant Holdings, we believe our staff and colleagues are the key to our success.

Diversified Restaurant Holdings ("DRH") is a leading restaurant operator and one of the largest franchisees of Buffalo Wild Wings ("BWW"). DRH owns and operates BWW restaurants located in key urban and suburban markets in Florida, Illinois, Indiana, Michigan, and Missouri.

We are very proud of **our mission to WOW** people every day by providing an experience that creates repeat business. Since the very beginning, our vision is to be the preferred casual dining destination in our markets. Buffalo Wild Wings has always been at the fore front of delivering an exceptional experience for our guests, and we never accept less. Our performance is defined by our unique culture and every decision we make. By following simple, standard processes, our culture is defined by seven essential business drivers:

- People
- Quality
- Hospitality
- Speed
- Accuracy
- Cleanliness
- Value

Our continued success hinges upon a quality team who WOW the guest during their Buffalo Wild Wings experience. We want you to enjoy your time with DRH and are committed to helping you succeed in your new job.

What does it take to succeed at DRH? Your colleagues demonstrate daily what it takes to succeed here. These are individuals who profitably grow our business with integrity, exceed our guests' expectations, collaborate as a team, and make a difference in our guests' dining experience.

Please remember that our guests are **THE** driving force at Buffalo Wild Wings. Everything we do, every decision we make must have the guest's needs in mind. Why? Because **WOW-ing our guests 100% of the time** ensures repeat business.

We hope you have an enjoyable and rewarding career with our organization. Once again, welcome to the team!

Sincerely,



Chief Executive Officer

This handbook supersedes all prior versions, and the contents are subject to change at any time at the sole discretion of the Company. The contents of this employee handbook are presented for informational purposes only and do not create a contract or agreement. Decisions on the interpretation and administration of all Company policies, including those described in this employee handbook, are the sole responsibility of the Company.

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EMPLOYMENT

Equal Employment Opportunity

We are committed to a diverse workforce. We value all our employee's talents and support a work environment that is inclusive and respectful.

We will provide equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin, ancestry, citizenship status, religion, age, sex, sexual orientation, gender identity, physical or mental disability, genetic information, marital status, veteran status, perceived orientation, citizenship status, or any other protected category under federal, state, and local law. Discrimination in employment based on any classification protected under federal, state or local law is a violation of our policy and is illegal. This policy applies to all terms and conditions of employment. Discrimination is not tolerated. For any question about the Company's Equal Employment Opportunity policy, please contact your Manager.

Employment At-Will

All DRH employees are employees "at will." As a result, both the employee and/or the Company are free to terminate the employment relationship at any time, for any lawful reason or no reason at all, with or without prior notice, with or without cause. Any agreements meaning to alter the at-will nature of employment in any manner must be in writing and signed by the CEO of DRH.

DRH policies and procedures, including those stated in this Handbook, and the Handbook itself, are not to be interpreted as promises or contracts of any kind, real or implied, between DRH and its employees. DRH maintains the right to change or terminate these policies or procedures at any time, with or without notice.

Minor Work Laws

The Company will comply with all federal, state, and local laws regarding minor work rights. The Company requires that all employees meet a minimum age requirement of 16 years.

Reasonable Accommodation Policy

DRH is committed to complying with the applicable federal, state and local laws providing for non-discrimination in the employment of qualified individuals with covered disabilities. DRH also provides reasonable accommodation for such individuals in accordance with these laws. It is the Company policy to:

- Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with covered disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.

- Keep all medical-related information confidential in accordance with the requirements of the law.
- Reasonably accommodate applicants and employees with covered disabilities, except where such an accommodation would create an undue hardship on the Company.

If you have a disability and believe you need a reasonable accommodation to perform the essential functions of your job, you should contact your Manager to request an accommodation. This policy governs all aspects of pre-employment and employment. Please refer to the Company's Non-Discrimination and Anti-Harassment Policy for more information on reporting and other related procedures.

Non-Discrimination and Anti-Harassment Policy

DRH policy is to provide a work environment free from discrimination and harassment. Discrimination or harassment in the workplace between employees, guests, and/or vendors is unlawful and is not aligned with our culture of respect and integrity. Such conduct is prohibited in any form at DRH, and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

DRH encourages reporting of all perceived incidents of discrimination or harassment. It is our policy to investigate each report and quickly resolve any situation brought to our attention. DRH prohibits retaliation against any individual who reports discrimination or harassment, or participates in an investigation.

Discriminatory Harassment

Defined as any type of conduct toward an individual because of his/her race, color, national origin, ancestry, citizenship status, religion, age, sex, sexual orientation, gender identity, physical or mental disability, genetic information, marital status, veteran status, perceived orientation, citizenship status, or any other protected category under federal, state, and local law. For the purposes of this Handbook and this policy, Discriminatory Harassment includes Sexual Harassment (as defined below). Discriminatory Harassment can be either verbal or physical.

Discriminatory Harassment will not be tolerated by DRH. This policy applies to all Discriminatory Harassment occurring in the work environment, whether on Company premises or in any Company-related setting, and applies regardless of the protected characteristic of the individuals involved. This policy covers all employees of DRH as well as applicants for employment, guests, and vendors. Examples of conduct prohibited by this policy include, but are not limited to:

- Bullying or verbally abusive behavior towards another team member, guest or vendor.
- Comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

- Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

Sexual Harassment

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Some examples of what may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Explicit or degrading comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer, cell phone, etc.;
- Any sexually offensive or abusive physical conduct;
- Inappropriate sexual looks, gestures or sexually explicit comments;
- Glaring or staring that makes others feel uncomfortable; and
- Unwanted touching that makes another uncomfortable.

Team Member Responsibility/ What to do if something happens

If a team member believes that a violation of this policy has occurred, the team member has an obligation to report the alleged violation immediately to their Manager or Human Resources. Reporting can be done by verbal communication or e-mail to your Manager or Human Resources, or U.S. mail.

If you prefer, you may also contact [Ethical Advocate, a confidential external resource, at 855.728.8595 or via the web at <https://drh.ethicaladvocate.com>.] While there is no requirement that the incident be reported in writing, a written report that details the nature of the harassment, dates, times, and other persons present when the harassment occurred will enable the Company to take effective, timely, and constructive action.

DRH takes each complaint of sexual harassment or discrimination very seriously and will promptly investigate. Employees are expected to bring violations to the Company's attention in good faith, which means that the team member has a sincerely held belief, even if erroneous, that the policy has been violated. Disciplinary action, up to and including termination of employment, will be taken against those who violate this policy, and against any others who condone such conduct.

DRH strictly prohibits retaliation against any team member for reporting harassment or discrimination, or for participating in any manner in an investigation or claim.

Background Checks

Except where prohibited by law, DRH reserves the right to check employment references and conduct background checks, fingerprinting and drug screening for any individual who receives an offer of employment. Offers of employment for certain positions are subject to the successful completion of each of these prerequisites. All background checks are conducted in conformity with the Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. False statements, misinformation, or misrepresentation of facts contained on resumes or employment applications will be cause for rejection of the application or immediate dismissal from employment with DRH.

Immigration Reform Policy

DRH complies with the Immigration Reform and Control Act, employing only those persons who are United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his/her right to work within three days of hire, DRH must terminate the employment relationship.

Team Member Electronic Files

DRH maintains records for every employee. These files are directly related to your job with the Company. To maintain current and accurate records employees are required to update their information in the current employee portal and note any change of name, address, telephone number, marital status, dependent(s), tax withholding, or any other change in status. Current information must be maintained to ensure the Company's ability to contact you and for the purpose of issuing important tax related documents.

Personnel records are highly confidential and will be reviewed only by Company officials or by those who have a legitimate need to review such files. Personnel records are not available to anyone outside of the Company, unless the employee has authorized the release, the release is to an authorized governmental agency, or the release is required by law.

Business Expense Reimbursement

Employees may drive or travel during business. Mileage is reimbursed up to the maximum allowed by the IRS. This mileage allowance is in lieu of actual expenses for gasoline, oil, repairs, tags, insurance, depreciation, etc. If you have any questions on the reimbursement of mileage or travel expenses, review the travel expense policy.

Open Door Policy

One attribute of a solution-oriented team member is to identify and communicate opportunities and problems to Company management. DRH has an open-door policy for all employees. This means that every Manager's door is open to every team member.

The purpose of our open-door policy is to encourage open communication, feedback, and discussion about any matter of importance to a team member.

If any area of your work is causing you concern, or you have an idea of how to improve DRH, you have the responsibility to address this with your Manager. Whether you have a problem, a complaint, a suggestion, or an observation, DRH wants to hear from you.

Conflict of Interest and Outside Employment

We believe you will be challenged with your position at DRH. However, if you do pursue other employment outside of DRH it cannot compete with DRH brands, create a conflict of interest for the team member or the Company, or compromise the Company's interests.

Employees may not solicit or profit from DRH, guests, customers/clientele base or other Company assets for personal gain. Additionally, if you are offered, receive, or anticipate receiving something of value from a guest, you must disclose the matter to Human Resources.

Employees may hold outside jobs if they meet the performance standards of their jobs with DRH. If DRH determines that a team member's outside work impacts their performance, the team member may be asked to terminate the outside employment if he/she wishes to maintain employment with DRH. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. In addition, any outside work must be performed outside of your work hours with DRH. Employees should discuss any situation or position that could be construed as a conflict of interest with their Manager. Let's make sure any potential conflict is discussed before it becomes a problem.

Lost and Found

The following actions will be taken when a report of lost or found property is made. All items reported to management as lost by customers are to be kept in secure storage and remain the property of the DRH until claimed, or for a period of five weeks, whichever is shorter.

Every possible attempt must be made to identify the owner of the found property and contact that person in the interim. After the five-week storage period all items are destroyed and securely disposed of. If cash is left behind, management is required to notify Human Resources to seek appropriate guidance.

COMPENSATION AND BENEFITS

Compensation

To attract and retain a highly qualified and talented work force, DRH aims to compensate individuals in a fair and equitable manner based upon a combination of factors. Compensation will be determined at the Company's sole and absolute discretion in accordance with Company policies. Compensation increases are not guaranteed or automatic and will be awarded based upon your performance with the Company in the Company's sole discretion. Compensation increases are not awarded based on length of service or other factors unrelated to job performance.

Incentive/Bonus Pay

Employees at DRH may qualify for bonus pay based on specified achievements in the areas of job performance, quality of work, quality and service scores, and adherence to Company policies, initiative and achievement of goals.

Non-Cash Compensation

Non-cash items (i.e. gift cards) given to employees by the Company for contests, prizes or other recognition programs are generally considered taxable income, are subject to normal withholding and will be included as such on the team member's W-2.

Team Member Classifications

At DRH there are different employment classifications based on the jobs we do. These classifications will help you understand your benefits and pay. You must be at least 16 years of age to be employed.

Exempt: Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. Exempt employees are paid a set amount each payroll period regardless of the number of hours worked. This is determined based on their functions and responsibilities.

Non-exempt: Employees whose positions do not meet FLSA and state overtime exemption tests. Non-exempt (hourly) employees are paid based on hours worked and such team members are paid a multiple of their regular rate of pay for working in excess of 40 hours per week.

Full-time: Employees who work a minimum of 30 hours per week on a regular basis during a rolling 12-month period are considered full-time and are then eligible to participate in the Company's current health and welfare benefit programs after applicable prerequisites have been met.

Part-time: Employees who work less than 30 hours per week on average in a 12 month look back period are part-time and will receive all legally mandated benefits (such as Social Security), but are ineligible for other company sponsored benefit programs.

Tipped Employee: An employee working in an occupation in which he or she customarily and regularly receives more than \$30 per month in tips. Please see Notice to Tipped Team Members Policy for further information.

Hours of Work and Attendance

You must be here to contribute; absenteeism and tardiness place a burden on fellow team members and affect guest service and the overall performance of DRH.

As a restaurant organization, our work hours must serve our guests' wants and needs. Therefore, your work hours will vary depending on your position within the Company. At times, team members may be asked to work beyond their regular work hours to complete necessary work tasks. Your Manager will notify you as early as possible regarding any change in scheduling or potential overtime needs.

Our work week is from Monday – Sunday. We expect you to be available during the hours you indicated you were available to work on your application, but we also expect team members to be flexible. Your schedule will be posted in your department on a weekly basis. Schedule requests must be submitted at least 2 weeks prior to the day schedules are posted. If you need time-off from your scheduled shift, you are responsible for finding your own qualified replacement. Any proposed replacement for your scheduled shift must be approved by the Manager(s) in charge of that scheduled shift. Watch for notices of scheduled staff/department meetings. Meetings are treated as a scheduled shift, and you will be compensated accordingly.

If you become ill at work or must leave work for some other reason before the end of the workday, be sure to inform your Manager of the situation. All time off must be requested in advance and in writing, as outlined in this Handbook, except for time off due to illness.

When you are unable to work because of an illness or accident, please directly notify your Manager as soon as possible and/or at least three (3) hours before your scheduled work time for each day you will be absent or late, until a date of return has been established. Repeated tardiness, absenteeism, or unauthorized early departures may result in disciplinary action including possible termination. A team member who fails to report to work and fails to notify his/her Manager of the reason for absence from work is considered a no call/no show, this is a serious matter and a clear act of misconduct that is subject to disciplinary action including possible termination. Three consecutive shifts of unexcused and/or unreported absences will be considered a voluntary resignation, unless otherwise excused by federal, state or local law, or DRH leave policies.

When calling in an absence or tardy, you should state the reason for the absence and a telephone number for further contact. Leaving a message with another team member, or a voicemail or text with your Manager is not acceptable, as the information may not be relayed or received in a timely manner. Calling to notify your Manager of an absence or lateness more than 1 hour after your scheduled start time is still a considered a no call/ no show and is considered an act of misconduct. Team members may be required to provide written documents establishing the reason for absence. In the event of inclement weather, we typically remain open for business. You are expected to report for work in

inclement weather if possible to do so safely. Notify your Manager if you will be late or absent from work due to severe weather.

Meals and Other Breaks

Meal periods will be provided to non-exempt (hourly) team members as required by state law. Talk to your Manager to determine when meal breaks are taken in your department. Team members are only able to consume food in approved areas. No food is to be consumed in areas where food is being prepared for our guests (i.e. kitchen line). All minors will be required to take a 30-minute uninterrupted break when required by law depending on the daily hours that are worked. All team members who are nursing mothers are eligible to take reasonable, unpaid breaks under this policy to express breast milk after the birth of the employee's child. DRH encourages all eligible team members who intend to take breaks under this policy to notify their Manager of their intent. DRH will provide a private, sanitary location (other than a restroom stall) for team members who are nursing mothers to express breast milk during working hours.

Overtime

It sometimes may be necessary for you to work overtime. Overtime work is considered all hours worked over forty (40) in a work week, or as otherwise set forth by applicable law. Overtime work may occur when there is a business need, or when help is needed to cover for someone who is absent. Employees will be paid for all time worked, even if unauthorized; however, anyone working unauthorized overtime will be subjected to disciplinary action, including possible termination.

Managers and other exempt personnel are not eligible for overtime pay. Hourly employees will be paid overtime at the rate mandated by federal, state, and local law.

Timekeeping

DRH requires that all employees maintain an accurate record of hours worked to ensure that they are correctly compensated. All work time and time on DRH premises, as required by the Company, must be recorded. Non-exempt team members should accurately record the time they begin and end their shifts, as well as the beginning and ending time of each meal period, using the time clock. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. All work time must be entered down to the minute and not rounded.

Non-exempt team members generally should not clock in more than 5 minutes prior to their start time, unless requested by their Manager. However, if a team member does start performing services prior to his or her start time, the time must be recorded. Team members must record any time worked performing services related to their duties or otherwise working on behalf of DRH, even if such time is prior to or after the scheduled shift start or stop time.

No work by non-exempt employees may be performed "off the clock" and it is not appropriate for anyone to ask or suggest that it is acceptable for a non-exempt team member to fail to record all time worked. This includes time spent engaged in training

activities. All team member training must be paid, and team members must not conduct any training activities of any kind while "off the clock," including but not limited to online training modules. All training and testing is to be performed on the clock and in company facilities.

You may only "clock in" or enter time for yourself; you may not enter time for anyone else. If a team member enters time for another team member, each is subject to disciplinary action, including possible termination.

If you are asked to perform work off-the-clock or are asked to perform any duties outside the scope of those listed on your job description or typically performed by employees in your position, please alert Human Resources.

When your availability changes you must submit a change in availability form 30 days in advance to your Manager for approval.

Paychecks

The work week begins on Monday and ends on Sunday. Employees are paid on a bi-weekly basis on days designated in advance as regular pay days. Currently, the designated pay days are biweekly on Friday. Paychecks will be paid via direct deposit. You may have your paycheck automatically deposited in your designated bank account on payday, or have your funds put directly onto a pay card that can be issued to you by a member or your management team. To enroll in direct deposit, you must complete the necessary information through your employee portal account. The amount of the deposit will appear on your bank statement. Any changes to your direct deposit information may take up to seven (7) business days to process. All paystubs can be found on your employee portal account.

Certain deductions, by law, must be withheld from your pay, including all applicable federal and state income, social security, and Medicare (FICA) taxes. Other deductions, including 401(k) plan contributions and insurance premiums, must be approved by the Company and authorized by you. You should review your payroll stubs. If you believe there is an error in your pay, immediately report this information in writing to your Manager or Human Resources. Any necessary adjustments will be made in the pay period following confirmation of the error.

Deductions from Exempt Employees

DRH is fully committed to complying with all wage and hour laws. Therefore, it is our policy not to make deductions from the guaranteed salary of exempt employees except for reasons permitted by federal and state law.

DRH may make deductions from an exempt employee's salary for the following reasons: (1) if the employee is absent for one or more full days for personal reasons and does not have accrued paid leave available; (2) if the employee is absent for one or more full days due to illness or disability and does not have accrued paid leave available; (3) if the employee is suspended in good faith, for one or more full days, for infraction of DRH

written policy on workplace conduct, which is applicable to all employees; or (4) if the employee takes an unpaid leave of absence.

If an exempt employee believes that their pay is incorrect or an improper deduction has been made from his/her pay, he/she should immediately contact his/her Manager or Human Resources, who will promptly and fully investigate the situation. If DRH determines that the deduction was improper, the Company will reimburse the employee. Any necessary adjustments will be made in the pay period following confirmation of the error.

Claiming Tips

The Internal Revenue Code states that if a team member receives \$20 or more in tips in a month, the tips are considered wages by the IRS, and the tipped team member must report the tip amount. If the IRS should audit the Company and believe that tips are being underreported, they could also choose to audit on an individual level.

It is your legal responsibility to claim 100% of your earned tips. A bi-weekly tip audit of tips claimed will be conducted by a member of management. You will be directed to properly record or correct your reported tips if you are not claiming 100% of your earned tips. If you do not report your tips in accordance with the requirements of the Internal Revenue Code, you may be subject to disciplinary action, including possible termination.

In accordance with the Fair Labor Standards Act ("FLSA") and applicable state law, the Company intends to take a tip credit when tipped employees are paid at an hourly rate less than minimum wage for their work as tipped employees. The tip credit is the amount of tips used by the Company to satisfy federal and state minimum wage requirements; it may not equate to the total amount of tips required to be reported for tax purposes. Please see the Company's Notice to Tipped Team Members for further information.

Company Sponsored Benefits

DRH provides a wide range of benefits to all full-time team members who work a minimum of 30 hours per week, including:

- A 401(k) plan;
- An Employee Discount Stock Purchase Plan;
- Optional Vision, Health, and Dental Insurance plans;
- Employer paid life insurance and AD&D;
- Paid Time Off; and
- Short Term Disability, Employee Paid Life Insurance; and
- Other benefits.

Hourly team members who average at least 30 hours per week over a 12 month look back period are eligible to participate in the Company's health and welfare benefit plans. Full time exempt employees are eligible to participate in the Company's health

and welfare benefit plans, on the first of the month following 60 days of employment. You will receive additional information from Human Resources regarding the Company's health and welfare benefit plans, upon attaining eligibility. To participate in any of these plans you must make proper elections within the Company's required time frames.

Team member benefits are subject to the terms of the applicable plan documents and insurance policies. If there is a conflict between any provision of this handbook and such plan documents or policies, the applicable plan documents or policies will govern. DRH may, in its sole discretion, elect to eliminate, alter, or amend any or all team member benefits with or without notice.

DRH offers a 401(k) plan and you may elect to save up to the annual limit determined by the IRS. Team members that are at least 21 years of age are eligible to participate after 1 year of employment. Your elected contribution amount will be deducted each pay period and deposited into your 401(k) accounts. For more information detailing employee annual contribution guidelines please review the current plan documents.

DRH offers an Employee Discount Stock Purchase Plan to team members after two years of employment with a minimum average of 20 hours worked per week. Upon becoming eligible, you may elect to purchase stock through the plan via payroll deductions.

Upon separation of employment, health and welfare benefits will generally terminate at the end of the month that the separation occurs. Consult the applicable benefit summary plan description for details of plan benefits and any voluntary benefits. All health and welfare benefit plan information can be accessed within each team member's employee portal account.

Discount Meal Program

Hourly team members who work at least a four-hour shift may order food from the store menu at a 50% discount during an approved rest or meal period. Store Managers may order from the store menu at a 100% discount during their shift and are limited to one meal per day. Team members visiting stores on Company business will be charged 100% of the menu prices but may be eligible for reimbursement under the Company's Travel and Expense Policy. Certified trainers are eligible for 100% discount on their meals only when conducting training.

Team members visiting stores before or after work hours as guests must pay 100% of menu prices. Office administrative staff may order from the store menu at a 50% discount during work hours only.

Discounted orders must be rung up by the Manager on-duty or by a cashier/server/bartender appointed by the Manager, before the food is prepared. Team members who fail to pay for their food may lose the discount meal privileges, may be responsible to pay 100% of their bill, and will be subject to disciplinary action, including possible termination.

ATTENDANCE AND TIME OFF

Paid Time Off

DRH believes that you should have opportunities to enjoy time away from work. PTO is a time-off-with-pay program that enables you to decide how to use your personal time off in any way you choose, for example:

- As paid time off;
- For personal business;
- For personal appointments;
- For personal/family emergencies;
- For bereavement leave;
- For maternity/paternity leave; and
- In the event of inclement weather/driving conditions.

Full Time Eligibility for Paid Time Off

Hourly team members who work a minimum of 30 hours per week on a regular basis during a rolling 12-month period are considered full-time. Full-Time Certified Trainers and Shift Leaders receive an additional 30 hours PTO upon promotion over and above the Full Time hourly PTO. Certified Trainers and Shift Leaders can receive a maximum of 80 hours per year of PTO.

Paid Time Off Accrual

Full-time team members begin to accrue PTO hours immediately after meeting eligibility requirements, and continue to accrue PTO hours each pay period. Accrued PTO is available to be taken in minimum ½ day (4 hour) increments after three months of service for exempt Managers and six months of service for hourly team members. The tables below show PTO earned (accrued) on a per calendar year, based on position. DRH will maintain a record of your accrued paid time off balances. Unless required by law, PTO time not used in the year earned will be forfeited.

Type/Level	90 Days	6 Months	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	Total PTO Days/Hours
Full Time Hourly		18 hours	30 hours		40 hours		60 hours					80 hours	= 80 hours
Managers and Assistant Managing Partners	5 Days		10 days				15 days						= 15 days
Managing Partners	10 Days		15 days				20 days						= 20 days

* Hourly Team members must call-in 3 hrs. prior to the shift to take PTO.

Use of Paid Time Off

DRH encourages team members to use their paid time off responsibly, and to schedule time off at least 30 days in advance, when possible. PTO request forms must be submitted to your Manager and approved. DRH understands there may be occasions, such as a sudden illness or family emergency, when sufficient notice is not possible. In those situations, be sure to inform your Manager as soon as possible. Requests must be made in advance, if possible, and submitted to your Manager or Human Resources.

Personal Leave of Absence

In special cases where it becomes necessary for a team member to take time away from work, the team member may request a personal leave of absence. A request for a personal leave does not mean automatic approval; it must be approved in advance at the discretion of the Manager and Human Resources. If leave is granted, the team member will be required to use accrued paid time off benefits prior to taking a leave of absence. Upon notice of your need for leave, Human Resources will provide you with information regarding any available leave of absence benefits.

Family Medical Leave (FMLA)

As a team member of DRH, you may be eligible for unpaid Family and/or Medical Leave under federal law, pursuant to the Family and Medical Leave Act (FMLA).

DRH provides FMLA leave to eligible team members who wish to take time off from work for any of the following reasons:

- To fulfill family obligations relating directly to child birth, adoption, or placement of a foster child;
- To care for a child, spouse, or parent with a serious health condition, or because of the team member's own serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient

care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

- Any qualifying urgent need arising out of the fact that the spouse, child, or parent of the employee is a member of the Regular Armed Services and is deployed to a foreign country, or is a member of the National Guard or Reserves who is on, or has been notified of an impending call to active duty to a foreign country in support of a contingency operation pursuant to certain provisions of law. Qualifying urgent needs may include time needed: to bond with a military member on short-term, as temporary rest and recuperation leave (up to 15 calendar days beginning on the date that the military member commences each incidence of Rest and Recuperation leave), to address issues arising from a short-notice deployment, to attend certain military events, to arrange for alternative childcare, to make or update certain financial and legal arrangements, to attend qualified counseling sessions, to attend post-deployment reintegration briefings and to arrange for care for a parent of a military member that is incapable of self-care, or to provide temporary, urgent care for a covered parent.

Eligibility

To be eligible for a leave of absence under FMLA, you must be employed by DRH for at least 12 months. In the 12 months immediately preceding the beginning of the leave, you must have worked at least 1,250 hours, and must be working in a location that has at least 50 team members within a 75-mile radius.

Amount of Leave Available

Eligible team members are generally eligible for up to a total of 12 weeks of protected leave, except for service member family leave, within a rolling twelve-month period, from the first day of the leave. Where leave is taken to care for a covered service member who is undergoing medical treatment, recuperation, or therapy, a spouse, son, daughter, parent, or next of kin may take up to 26 weeks of unpaid leave during a single 12-month period. If both parents work for the Company and request leave for birth or placement of a child, care of that child in the first year, or care for a parent with a serious health condition, the twelve weeks leave period for both team members is combined. Additional leave may be available under FMLA for certain family members of current members of the Armed Forces or covered veterans who are caring for such family members who have served or are currently serving in the United States Armed Forces, in accordance with the National Defense Authorization Act (NDAA) and the FMLA. Team members must inform DRH if they intend to use FMLA leave for care of qualified military family members as defined by the NDAA and FMLA. All requests for leave will be subject to the applicable provisions of the NDAA and FMLA.

A team member using FMLA leave must substitute any available paid time off (PTO) for unpaid medical leave until the team member's available PTO is exhausted. The substitution of PTO for unpaid FMLA does not extend the leave period. The amount of any PTO that is substituted for unpaid family or medical leave will count against the team member's leave entitlement. Holidays occurring within the FMLA leave are counted as

part of the FMLA leave. After using all other PTO, the remaining portion of the FMLA leave will be unpaid.

Notifying the Company of the Need for Family or Medical Leave

When leave is foreseeable, the team member must give the Company at least 30 days' notice before FMLA leave begins, or such shorter notice as is practicable (i.e., within one or two business days of learning of the need for the leave). When the timing of the leave is not foreseeable, the team member must provide DRH with notice of the need for leave as soon as possible or practicable, usually within one or two business days. It is your responsibility to notify your Manager and Human Resources of absences that may be covered by FMLA.

Medical Certification Process

In addition to an application for leave, you will be required to provide medical certification where leave is for a family member's or your own serious health condition. The certification form needs to be signed by the health care provider. We may also require periodic reports during a FMLA leave regarding your status and intent to return to work.

Non-Continuous Leave

Intermittent and/or reduced leave will be permitted only when it is medically necessary, for a qualifying emergency, or called to active duty, as explained above. In all cases, the total amount of leave taken in a calendar year should not exceed your total allotment as defined earlier.

Returning to Work

You will be required to present certification before returning to work if the reason for FMLA leave is for your own serious health condition.

If you wish to return to work before the scheduled expiration of an FMLA leave you must notify the Company of the changing circumstances as soon as possible, but no later than two working days prior to your desired return date. A team member who fails to return to work immediately after the expiration of the leave period will be considered to have voluntarily terminated his/ her employment.

Rights upon Return from Leave

Upon return from FMLA leave you will be returned to the position you held immediately prior to the leave if the position is vacant. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits, and other terms and conditions of employment. If you exhaust all leave under this policy and are still unable to return to work, your situation will be reviewed to determine what rights and protections might exist under other Company policies.

Military Leave Policy

DRH supports those individuals who serve in the Armed Forces of the United States and the State's military organizations. Accordingly, DRH provides leave for employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and state laws. Uniform services as defined by USERRA includes voluntary and involuntary duty in the Army, Navy, Air Force, Marine Corps, Coast Guard (and the Reserves for each of these branches), Army National Guard, commissioned corps of the Public Health Service and any other category of people designated by the President of the United States in time of war or emergency. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and for examinations to determine fitness for duty. To obtain a leave for uniform service you must notify your supervisor immediately upon receipt of your uniform service orders. The terms of the leave will then be provided to you in writing. In addition, certain family members of United States Armed Forces service members may be entitled to unpaid leave in accordance with state laws.

No team member will be required to use paid time off for military duty, but team members who do elect to schedule their time off to coincide with military duty will receive their paid time off, in addition to any pay from the military.

Reemployment

Upon an employee's prompt application for reemployment (as defined below), an employee will be reinstated to employment in the following manner.

- DRH will reinstate a team member who takes a military leave of absence in a position that the employee would have attained if employment had not been interrupted by military service; or If employee is found not qualified for such position after reasonable efforts by the Company, the employee will be placed in the position the employee held prior to military service.
- Employee with a service-connected disability - If after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the Company; or if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

In addition, DRH provides up to 30 days of unpaid leave to team members who are qualified spouses, parents, children, or grandparents of members of the uniformed services where required by law, under the terms of such laws. Before taking family military leave, eligible team members must first exhaust any accrued but unused paid vacation days or personal days, other than sick days. The number of days available for unpaid family military leave is reduced by the number of days provided to employees under the Family and Medical Leave Act.

Insurance Coverage While on Leave

Any team member covered by any of the Company's health and welfare plan(s) must continue to make required benefit payments during any leave of absence to retain such coverage; failure to make such payments may result in termination of the team member's coverage. If the team member elects not to return to work upon completion of an approved leave of absence, in some instances, the Company may seek to recover from the team member the cost of any payments made by the Company to maintain the team member's coverage.

Jury Duty

DRH encourages you to fulfill your duty as a citizen and serve on a jury if summoned. Unpaid time off will be granted for jury duty or you may also use PTO. Please provide your jury duty summons to your Manager as soon as possible so that proper arrangements can be made to cover your absence. You will be eligible for team member benefits as if you were actively employed during jury duty. In the event you are dismissed from jury duty early on any day, you must report to work for the remainder of the day.

Team members may be eligible for additional time off under state or local law. Please contact your Manager or Human Resources for additional information.

WORKPLACE CONDUCT

Standards of Conduct

As a DRH team member, you are expected to:

- Do your job;
- Be accountable for your results;
- Provide exceptional guest service;
- Follow acceptable business principles in matters of conduct; and
- Exhibit a high degree of integrity at all times.

We expect you to exhibit a sincere respect for the rights and feelings of others, and to refrain from any behavior that might be harmful to you, your coworkers, and current or potential guests. You are expected to observe the highest standards of professionalism always.

DRH is a company that believes that individuals influence the culture. These are some behaviors that may negatively impact your performance and productivity, and may result in disciplinary action, including possible termination:

- Discourteous to a customer, vendor, or the public resulting in a complaint or loss of good will;

- Eating, drinking or gum chewing except in areas and during times designated by location management;
- Unauthorized use of Company supplies, information, equipment, funds, or computer codes/passwords;
- Soliciting or accepting gifts (money, services, or merchandise);
- Failing or refusing to follow directions from a Manager or DRH leader;
- Breaching confidentiality relating to employer and other team members, or customer and vendor information;
- Altering, damaging, or destroying Company property or records, or another team member's property;
- Unauthorized use or possession of team member or Company property;
- Providing false or misleading information to any Company representative or on any Company records including the employment application, expense reimbursement forms, etc.;
- Engaging in disorderly conduct on Company or a customer's premises, or in any position where you are representing the Company;
- Violations of DRH employment policies including confidentiality, security, dress code, conflict of interest, etc.;
- Failing to do quality work;
- Unsatisfactory job performance;
- Falsifying or failing to complete timekeeping records;
- Possession, manufacture, distribution, sale, transfer, dispensation, or use of alcohol or illegal drugs in the workplace;
- Possession of firearms or weapons on Company premises;
- Fighting or threatening violence in the workplace;
- Sexual or other unlawful or unwelcome harassment;
- Performing unauthorized personal work on Company time;
- Excessive absenteeism, tardiness, or failure to report to work without sufficient explanation and authorization;
- Disorderly or discourteous conduct, including fighting, or using obscene, abusive, or threatening language or gestures towards customers, team members, or other individuals;
- Stealing, destroying, abusing, or damaging Company property, tools, or equipment or the property of another team member, customers, or other individuals;
- Chasing or using physical force to detain a person(s) robbing the Company;

- Allowing any individual or non-scheduled team member to enter our premises before store opening or after store closing;
- Leaving Company premises while on duty or on the time clock without authorization;
- Mishandling of cash or credit card transactions;
- Violating safety rules and common safety practices;
- Failure to perform assigned tasks;
- Violation of any company policy or procedure;
- Any actions deemed not to be in the best interest of the company;
- Fraudulent use of the Blazin' Rewards loyalty program; and
- Failure to follow posted steps of service in positions where applicable.

Performance Evaluations

DRH is committed to providing you with feedback about your performance on the job on a formal and informal basis. Managers are responsible for providing ongoing performance feedback. You should always "know where you stand." In addition, your Manager may formally discuss and document your performance on a periodic basis through a written performance evaluation. Your performance evaluation discussion may include review of your strengths, identification of any areas needing improvement, and a discussion of goals and objectives to be achieved. Specific performance issues may be addressed outside the performance evaluation process through either informal discussions or formal disciplinary action. Job performance impacts your ability to earn raises and opportunities for advancement within the Company.

Business Ethics

The successful business operation and reputation of DRH is built upon the principles of fair dealing and the ethical conduct of our team members. Our reputation for integrity and excellence requires careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of DRH is dependent upon our guests' trust and we are dedicated to preserving that trust. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct.

If a situation arises where it is difficult to determine the proper course of action, the matter should be immediately discussed with your Manager or Human Resources.

Compliance with this policy of business ethics and conduct is the responsibility of every team member. Disregarding or failing to comply with this standard of business ethics and conduct may lead to disciplinary action, including possible termination.

The Following are Examples of Business Ethics Non-Compliance:

- Misuse or manipulation of Company equipment or property, including but not limited to, any alarm/security system, electronic data or telephone equipment;
- Failure to cooperate with internal investigations;
- Violating transaction procedures;
- Any breach of PCI compliance;
- Cashing personal checks in the store.

The above list provides a general outline of some of the behavior that will not be tolerated by DRH, but it is not exhaustive.

Dress Code and Personal Appearance

As a team member of DRH, you must maintain a clean and professional appearance. Your attire should be consistent with the type of work you are performing, as well as appropriate for the position you hold and the image DRH seeks to project. Unless indicated, you are required to maintain the following standards relating to personal hygiene, dress, and grooming.

Team members will be issued Company shirts at orientation; full time team members (30 hours or more) will receive three (3) shirts and part time team members will receive two (2) shirts. Two additional shirts will be issued for each successive year of service. Those who want to order additional shirts at their own expense can order from the uniform company.

Company-Wide Standards

- All clothing must be neat, clean, well fitted and appropriate for a business establishment;
- You are required to comply with established standards where the Company has designated specific attire (i.e. shirts, hats, etc.);
- Haircut and style must be neat and clean, and away from the face;
- Cosmetics and jewelry should be conservative and not distracting;
- Appropriate undergarments are required; and
- The highest standards of hygiene and grooming must always be maintained.

If a team member reports to work with inappropriate attire or appearance, the team member may be required to go home and make the necessary changes before returning to work.

Store Team Members

While style and color requirements of designated attire may vary from store to store, the following standards are required of all store personnel during store hours:

Shirt: Store team members will wear the shirt that has been issued to them and it must be neat, clean and wrinkle free when they report to work. Undershirts may be worn; however, they must be neat, clean, wrinkle free, tucked-in, and only in the color of white or black. Midriffs and/or under garments must not be exposed. Front of House Team members may wear their favorite team's jersey on Game Days.

Pants: All pants are to be in good condition (no tears, holes, or faded). No prints or designs. Management team members must wear khaki or black pants. FOH team members can wear the following:

- Pants – Black or tan (Khaki) style; or
- Yoga Pants – must be solid black (not shear, no prints, designs, mesh or cutouts).

Heart of House Team members can wear black or tan (khaki) style pants or jeans (black or blue).

Shorts/Capris: Only Front of House team members may wear shorts/capris'. Must be in good condition (no tears, holes, or faded). May wear black or tan (khaki) style shorts. No prints or designs. Must be no shorter than 4 inches from the top of the knee. Shorts are allowed yearlong in Florida and Missouri markets. All other regions can wear shorts/capris' seasonally, between Memorial Day and Labor Day.

Shoes: Shoes must be clean, closed toe, slip – resistant, and a style to accommodate extended periods of standing and walking. For safety reasons, kitchen personnel must wear leather-topped shoes. Check with your Manager for the specific shoe color to be worn based on your position in the restaurant.

Hat: Heart of House team members are required to always wear a hat and/or hair net when working in the kitchen and in food preparation areas. The brim and logo of the hat must be worn to the front. Hats with alcoholic beverage logos are prohibited. HOH team members may wear their favorite Team hat during their shift.

Jewelry: All team members may wear a maximum of four studded earrings per ear and wear (1) wedding band or (1) Ring without stones. Dangling earrings are not allowed. Jewelry on any visible pierced body part other than ears, such as tongue, nose, and lips are prohibited. Front of House team members may only wear one (1) watch, and one (1) non-dangling bracelet, except for when handling food.

Hair: Hair must be neat and clean. Long hair must be tied back, off the shoulders, and away from face. Mustaches and beards must be neat and trimmed.

Nails: Team members that do not handle food may have polished nails providing they are well manicured and do not violate local or state health code requirements.

Name tags: If you are issued a nametag, you must always wear it while on duty. Name tags must comply with the Company standard of white label tape with red lettering. You must **only** use your first name and last initial.

Tattoos: Tattoos that may be perceived to be offensive are required to be covered while on duty. Reach out to Human Resources for any questions related to appropriateness.

Misc.: Pins, buttons and scarves, other than those distributed by the Company, may not be worn. Upper management reserves the right to use their discretion in determining what is permitted.

Solicitation and Distribution of Literature

To avoid interference with work and maintain a professional business environment, DRH has established the following rules regarding solicitation and the distribution of literature. An employee may not solicit another employee for any cause or organization while either employee is on working time. "Working time" means periods when an employee is engaged or should be engaged in performing his/her work tasks for DRH. It does not include scheduled non-working periods, such as breaks and meal times.

Employees may not distribute non-work-related material/literature during working time or in work areas, including guest areas. Distribution of such material/literature only may occur in non-work areas, such as break areas, during non-work periods.

These guidelines also apply to solicitation or distribution of materials by electronic means, such as via Company email or voicemail.

Use of Bulletin Boards

Bulletin boards are reserved for communicating information of interest and importance to employees. You should check the bulletin board on a regular basis for information. The bulletin board is reserved for and restricted to posting of Company notices, bulletins and required government posters. To avoid any misunderstanding, posting personal notices or material is prohibited always.

Employment of Relatives

The employment of relatives in the same organization may cause serious conflicts of interest and problems with favoritism and or team member morale. DRH considers applicants who are relatives of current employees on the same basis as all other applicants and uses the same screening, pre-employment interviewing, selecting, and hiring practices as are used for non-relative applicants. This applies to all team members.

DRH reserves the right to make unilateral decisions concerning the placement or supervision of a relative to avoid problems of reporting relationships, safety, security, morale and conflict of interest. A team member's family may not be hired, for example, if it would:

- Create a direct/indirect supervisor/subordinate relationship with a family member;
- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

For purposes of this policy, relatives are defined as a team member's parent, grandparent, spouse or domestic partner, child, brother, sister, uncle, aunt, nephew, niece, first cousin, parent-in-law, brother or sister-in-law, son or daughter-in-law, stepmother, stepfather, or step-child. Relative relationships are prohibited for individuals at a Vice President level or above unless approved in advance by the CEO.

If one of the conditions outlined above should occur, it is the responsibility of the supervisor to disclose the nature of the relationship to senior management and Human Resources immediately. Attempts will be made to find a suitable position within DRH to which one of the team members may be transferred, or we will make reasonable efforts to assign job duties that minimize problems of supervision, safety, security, and morale.

If accommodations of this nature are not feasible, one of the team members involved will be required to resign or otherwise be discharged. DRH will decide in its sole discretion who will remain employed with the organization.

A supervisor bears a responsibility to maintain a positive work environment which is conducive to professional growth for all team members. Team members should always be sensitive to the possibility of a conflict of interest or the appearance of such a conflict when they participate in employment decisions which may involve relatives or friends.

Team members who violate this policy may be subject to disciplinary action, including possible termination.

Any questions related to this policy must be directed to Human Resources.

Fraternization

To avoid any appearance or charges of impropriety or favoritism, Managers must refrain from pursuing dating or romantic relationships with team members under their supervision.

If a member of the management team is already in a relationship with a person who becomes a team member under his/her supervision, he/she should immediately inform their Manager or Human Resources. He/she may be removed from any responsibilities related to that team member. Removing the Manager from these responsibilities may necessitate a transfer, depending upon the Manager's position and the responsibilities involved. DRH will attempt to transfer the Manager to a lateral position. However, should a lateral position not be available, the Manager may be demoted or have his/her employment terminated.

Supervisors, Managers, and anyone else in sensitive or influential positions must disclose the existence of any relationship with any coworker that has progressed beyond a platonic friendship. Disclosure may be made to the immediate supervisor or Human Resources. This disclosure will enable the organization to determine whether any conflict of interest exists because of the relative positions of the individuals involved.

Individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information and their ability to influence others. During working time and in working areas, team members are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges, and so that productivity is maintained. Company training teams opening new locations are also prohibited from fraternizing with hourly team members while under their supervision.

Other Improper Management Relationships

Members of management are discouraged from social interaction with team members that is or might be perceived as inappropriate (for example, unwanted flirting, touching or other behavior that may be regarded as sexual harassment). Members of management are expected to set a high standard of professional conduct both at work and in any social setting at events sponsored by the Company.

Off-Duty Dining/Store Visits

Team members are welcome to enjoy the Company's restaurants/stores on their off-duty time providing they conduct themselves appropriately, including but not limited to the following:

- Wearing a Company issued uniform while visiting the store as a guest is prohibited (this excludes Company retail apparel);
- Performing work-related functions while visiting the store as a guest is prohibited, except if approved by the Manager on-duty (hours must be reported to team member relations to properly be added to team member's wages);
- Off-duty team members are required to sit at tables in the dining area, rather than the bar, and are required to pay full price for all food and beverage items;
- Non-management team members may consume alcohol while visiting the stores as guests, provided they do so lawfully and responsibly;
- Off-duty store Managers, when visiting stores other than their own, may consume alcohol provided they do so lawfully and responsibly;
- Store Managers are prohibited from consuming alcohol in the store they are assigned to at any time;
- Team members may not consume alcohol on premises after hours; and

- Off-duty team members are not allowed to enter team member only access areas, unless approved by the Manager on-duty.

Parking

Team members may park in designated areas as identified by your Manager. Remember, parking spots close to the restaurant are reserved for our guests. Store team members should select parking spaces at the opposite end of the parking lot from the store's entrance. The Company is not responsible for any loss or damage to personal vehicles.

Smoke-Free Environment

The Company has implemented a total "smoke and tobacco-free" workplace policy. The use of all tobacco products during work hours, including chewing tobacco, electronic smoking devices, and e-cigarettes are banned at all Company locations and premises, including the administrative office. There are no designated smoking areas inside or on any Company premises.

Team Member Meetings

We believe it is important to inform you of what is happening at the Company. Team member meetings are scheduled periodically to discuss new menu items, procedures and Company activities. Unless informed otherwise by your Manager, you should consider these meetings part of your job assignment. All team members will be paid for their attendance at these required meetings. It is the employee's responsibility to make appropriate arrangements with management if unable to attend, at least one week prior to the meeting.

Cellular Phone Usage

Personal calls should be minimal, whether the calls are placed or received using Company phones or personal phones, and with management's approval only. All personal cell phones and other communication devices are required to be turned off while team members are on duty. Cell phone usage is not permitted in kitchen area's where food is being prepared or in the dining/bar areas in view of guests during hours of operation. Abuse of this personal phone call privilege is subject to disciplinary action, including possible termination. The Company is not liable for the loss of personal cell phones or any other personal belongings brought into the workplace.

Phone Monitoring Policy

As part of our Company's mission to "WOW our guests," we may monitor telephone conversations made on the restaurant's telephone land lines, or recorded as a part of normal training operations. Business telephones should not be used for personal calls.

Monitored or recorded calls will be used for training purposes. The monitoring or recording of calls will assist in determining whether team members are adhering to Company policies and procedures and how team members conduct themselves when using business telephones.

Therefore, as a term and condition of your employment and continued employment with DRH, all team members must give their consent and permission to allow DRH or its agents to record and intercept any telephone, wire communication, oral communication, or other electronic communication to be used for training, quality control, and other business-related purposes while on DRH premises or property, or while performing duties as a team member of DRH.

Workplace Monitoring and Search

The Company has the express right to access Company property including, but not limited to, desks, computers, files, e-mail, and any other electronic communications, as well as any other property owned or operated by the Company. All such property and communications belong to the Company and will be monitored, intercepted, reviewed, and/or searched at the Company's discretion for business purposes. Employees should not have an expectation to personal privacy in anything they create, store, send, receive or access on or over a DRH computer system (including email or social media). Employees should never consider electronic communications to be private or secure. The use of passwords or other security measures does not in any way diminish DRH's right to monitor and access materials or communications on its systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to DRH upon request.

Notwithstanding the foregoing, employees should still treat information on the computer system as confidential. Employees are not authorized to retrieve or read any email messages that are not sent to them. Any exception to this policy must receive the prior approval of DRH management.

Monitoring or searches conducted of Company property or premises are not allegations or accusations of criminal conduct, nor are submission to such monitoring or search an admission of guilt. You are expected to cooperate in any such monitoring or searches.

SAFEGUARDING GUEST INFORMATION AND COMPANY RESOURCES

Company Confidential Information and Intellectual Property

During your employment with DRH you may have access to company confidential and proprietary data that is not known by competitors or within our industry. Such Confidential Information constitutes an asset of DRH developed over a long period of time and at substantial expense. At all times during and after employment with DRH, employees are to maintain Confidential Information, as described below, in the strictest confidence and may not disclose, use or publish any Confidential Information except as may be required relating to their work for DRH, or as expressly authorized by an officer of the Company in writing. Employees must take all necessary precautions to prevent the inadvertent or

accidental disclosure of Confidential Information. All Confidential Information shall be the sole and exclusive property of DRH.

Company Confidential Information Includes, but Is Not limited to:

- Recipes;
- Guest information;
- Financial information;
- Marketing strategies;
- New ventures;
- Pending projects and proposals;
- Product development information;
- Product source information;
- Information systems, programs and reports; and
- System passwords.

Sharing Confidential Information with competitors, the media, guests, members of the financial community, or your own friends and family is prohibited. If you are asked direct questions of a sensitive nature, do not answer or even speculate. Always refer inquiries to the management of the Company or Human Resources. During your employment with DRH you will be provided and/or will generate procedures, programs, correspondence, memoranda, literature, reports, manuals, proposals, guest lists, prospect lists, and other documents and data concerning the business of DRH. All such records and data, maintained in any manner or medium, is the property of DRH. Upon termination of your employment at DRH, you are required to return all such records and information to the Company and may not retain any copies of such records or information. This policy is not intended to restrict communications or actions protected or required by state or federal law, such as employees discussing their wages, benefits or terms and conditions of employment, and such information is not included within the definition of Company Confidential Information.

Credit Card Security Procedures

DRH is committed to protecting credit card information for both its guests and team members. As a team member of DRH, you must adhere to the following procedures when handling any payment card information.

What is "Credit Card Information"?

Cardholder data consists of the information that is part of an individual's payment card that carries one of the major card brand logos (such as Visa, MasterCard, Discover, or American Express). Team members are required to protect credit card information. Team members are not allowed to print, copy, retain or fax any credit card information.

Credit Cards

- Never write down credit or debit card numbers, or make photocopies, scans, or any other type of copy of credit or debit cards, or information from credit or debit cards. Do not send credit or debit card numbers via any communication method (i.e. email, text message, or instant message). Credit and debit card information must never be kept on a computer or other electronic media, other than an authorized DRH payment terminal;
- When manually entering credit and debit card information into a terminal, only enter necessary information into the correct fields;
- If you see credit or debit card data in a place where it should not be, immediately notify your Manager or Human Resources;
- Do not publicly display or leave debit or credit card information unattended, or in an unsecured environment; and
- You must give all credit card receipts to your Manager at the end of your shift.

If you witness or suspect a violation of these procedures, immediately notify your Manager or Human Resources. Any team member found in violation of these procedures may be subject to disciplinary action, including possible termination.

General Computer Usage Guidelines

We take great pride in providing you with the technological tools you need to perform at a high level. Remember, the computer you use at DRH is for business use only. All activity on any computer, network device, or company provided applications connected to the Company network may be monitored. This includes any personal devices or computers connected to the DRH network. If this is a concern, please do not connect your personal devices to any DRH network.

Internet Usage

DRH's computer network, including its connection to the Internet, is to be used for business-related purposes only. Any unauthorized use of the Internet is strictly prohibited. When you use the internet and create network congestion, you significantly hamper the ability of others, such as our guests, to access our system. Any web sites creating congestion may be blocked.

E-mail Usage

E-mail accounts are provided to DRH Managers to conduct work-related business. While this resource is to be used primarily for business, DRH realizes that Managers may occasionally use this privilege for personal matters, and therefore permits limited

personal e-mail during non-business hours. The e-mail system is not to be used to send offensive, sexually suggestive, obscene, lewd, demeaning or otherwise disruptive messages. This includes, but is not limited to, messages that are inconsistent with the Company's policies on Computer Usage, Internet Usage, Equal Employment Opportunity and Anti-Harassment. All e-mail on the DRH information systems, including personal e-mail, is the property of DRH. As such, DRH reserves the right to review, intercept, disclose and use any message created, received, or sent over its e-mail system for any purpose. E-mails should not be assumed to be private.

Personal Electronic Equipment

Team members should not copy, take a picture of, or otherwise record any Company Confidential Information that is proprietary in nature, such as recipes or trade secrets. This guideline should not be construed as restricting any state or federal rights, including those under the National Labor Relations Act (NLRA) that require you to copy, take a photo or record other information while at DRH. We may inspect any personal electronic or image recording device (such as a smart phone with a camera) that you bring onto DRH's premises to determine compliance with the DRH Computer Usage Policy. You are not allowed to bring personal computers, iPods or other MP3 devices, flash drives, external disk drives, CD/DVD burners, or other personal electronic devices to work or connect them to a DRH computer, network, or other electronic system.

Disposal of Print and Electronic Media

Sensitive paper documents, including guest payment card receipts, must be cross-cut shredded. Never dispose of paper receipts in a regular trash bin. Sensitive information stored on electronic media or hard-disks must employ a "shredding" mechanism, capable of removing trace data on hard-disks through multiple write iterations.

Social Media Guidelines

Every day we strive to develop meaningful relationships with our guests, and look for ways to improve the service we provide. In the past, we've connected with our guests in person, through telephone calls, or in e-mail conversations. Today, social networking tools provide DRH the opportunity to utilize a whole new type of dialogue with our current and future guests, and even with each other. Nothing in these guidelines should be construed as restricting any state or federal rights, including those under the National Labor Relations Act (NLRA). We've created these general social networking and media guidelines for you to follow if you share your thoughts, as a DRH team member, in the virtual world.

Remember that while social networking is fun and valuable, there are some risks you should keep in mind. In the social media world, there often is no line between what is public and private, personal or professional. Non-work-related social media is prohibited during work hours. Always assume that you are representing the Company when engaging in any form of social networking. Social media activities should not interfere with work commitments. Proper copyright and reference laws should be observed by employees when posting online, reference or cite sources appropriately; plagiarism applies online as

well. Company logos and trademarks may not be used without prior written consent from management.

Be Respectful

Just as we work together to maintain an environment that is positive, respectful, fun, and inclusive for our team members and guests, we need to work together to do the same in the social networking/media world.

Examples of misconduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be Transparent

Unless you are specifically authorized to speak on behalf of the Company, you should state that the views expressed in your postings or other social media communications are your own. When commenting on blogs or social media, be open about working at DRH and the role/position you hold.

Company Confidential Information

Do not publish, post, or release Company Confidential Information. Electronic "conversations" are never private.

If something seems confidential, it probably is. If you have any questions about what is considered Company Confidential Information, ask your Manager.

Do not discuss Company numbers and other sales figures, strategies and forecasts, legal issues, guest names, or future Company activities online. If a team member chooses to discuss his or her wages, benefits or terms and conditions of employment, they are permitted to as this is not within the definition of Company Confidential Information.

Private and Personal Information—Yours, Guests, and Co-workers

To ensure your safety and the safety of our team members and guests, be careful about the type and amount of personal information you provide. Never share personal information regarding guests or team members that would jeopardize their safety.

If you disclose such information, tell your Manager or leadership immediately so we can take the proper steps to help minimize the impact it may have.

EMPLOYEE and ASSET PROTECTION

The safety and security of our team members and guests is vital to DRH's continued success. The company will not tolerate conduct that does not support a safe business environment. Inappropriate conduct includes violence, threats, discrimination,

harassment, possession of prohibited substances, theft, fraud or any act or omission of policies or procedures resulting in injury or loss of company assets.

If you are a witness to the following, you have the obligation to report it immediately to your Manager, Human Resources or Ethical Advocate. Ethical Advocate is a confidential external resource. They may be reached at 855-728-8595 or via the web at <https://drh.ethicaladvocate.com>.

- Crime;
- Company loss;
- Threat; and
- Other inappropriate behavior or misconduct, including discrimination and harassment.

Cash, Cash Registers and Sales Transactions

Handling cash is a serious responsibility. For your own protection, DRH has established procedures for handling cash and the cash register. In general, this is what you should know:

- Never assume responsibility for a cash drawer that has been used by another team member;
- Ring only on the drawer assigned to you and never allow someone to ring on your drawer;
- Keep your cash register drawer closed except when making a transaction; and
- Never ring up your own personal sale.

DRH uses an automated sales tracking system that provides information on comps, average sales and other measures. We keep records on our normal activity in each of these areas. If the system flags activity that falls outside the norm – such as an unusual number of or suspicious comps – we will investigate to ensure the propriety of these transactions.

The Sales tracking system enables us to identify areas where you may need more training, whether our equipment or information needs improvement, or whether there are more serious issues such as mishandling of cash or theft.

It is very important that you follow the Company's cash management procedures carefully. If you do not, it may result in loss of company funds or injury to you, other team members or guests. Inappropriate behavior may result in disciplinary procedures, including possible termination and prosecution. Do not take this responsibility lightly; your personal safety may depend on it! If you ever have any questions or concerns about handling cash, talk to your Manager immediately.

Security and Equipment

DRH has many systems in place to protect you and company property. Misusing, damaging or tampering with company property including, but not limited to, the safe, POS system, alarm system, locks and doors, or CCTV (Closed Circuit TV) system will result

in disciplinary action, including possible termination of employment. The security equipment at your restaurant may include the following:

Alarm System

- Each key holder must have his/her own separate access code to activate or deactivate the alarm system and this access code cannot be shared with any other individual;
- The Manager on duty is responsible for making sure the alarm system is armed when the restaurant is closed for business or when the last guest exits the restaurant, and this should be done regardless if the restaurant is unoccupied; and
- The alarm may be turned off during non-business hours for approved exits/entries.

Closed Circuit TV (CCTV)

Each restaurant is equipped with Digital CCTV. It is the Managing Partner's responsibility to ensure the following:

- The CCTV system is functioning properly; and
- All cameras are functioning properly and are in focus and free of any obstructions that limit coverage.

Back Door Security

- Authorized key holders must never give out their key;
- Adequate lighting must be present at the back door;
- Back door use is restricted to approved deliveries, trash removal, or Regional Managing Partner authorized exceptions; and
- Use the site viewer (peep hole) before opening the back door to ensure safety - the back door should not be opened if unknown person(s) are present.

Exterior of Restaurant

- It is the Managing Partner's responsibility to ensure all exterior lighting is adequate and functioning properly; and
- It is the Managing Partner's responsibility to ensure the landscaping is not overgrown, creating an unsafe environment.

Key Control and Manager (mag) Cards

- Key holders are responsible for managing possession of the keys and Manager (mag) card issued to them. No 3 or 4-digit pins are allowed in place of the Manager card;
- Managers are responsible for all transactions completed on their card. Managers should not give their Manager card to team members;
- Keys cannot be copied without the approval of the Regional Director;
- Lost keys should be reported to the Regional Director immediately, and if not recovered, restaurant locks must be changed;

- Spare keys to the restaurant should be in the possession of the Regional Director; and
- The Managing Partner or the Regional Director are responsible for collecting keys from terminated Managers.

Loitering / Suspicious Individuals

Be aware of people loitering or behaving suspiciously. Be vigilant of vehicles or the individuals that appear to be “out of place” in your parking lot or nearby areas. Be especially watchful during opening and closing hours. If at all concerned about any suspicious activity, contact 911.

Employee Personal Safety

The following security standards must be followed by every employee to reduce the chance of robbery and/or other criminal acts against our employees, guests, or property.

Entering / Exiting Outside of Normal Business Hours

- Restaurant employees must use the front entrance during non-business hours. Use of the back door as an entry/exit to the restaurant is strictly prohibited;
- Vendors, delivery persons, or service agents must be instructed to proceed to the front door for proper identification and entry by the Manager on duty;
- All visitors, including company employees not assigned to the restaurant, must be properly identified before allowed access to the restaurant. When in doubt, contact your immediate supervisor for confirmation;
- Only DRH employees and authorized vendors, delivery, or service agents are allowed in the Back of House; and
- Off-duty employees, friends, family, job applicants, and others not scheduled or having authorized business are not permitted inside the building during non-business hours.

Opening the Restaurant

- Before leaving your vehicle, assess the parking lot and nearby buildings and vehicles. Be careful of tall landscaping that could conceal an intruder. Upon arrival, where possible, completely circle the building to check for signs of forced entry, open doors or windows, or anything else suspicious;
- Should you observe anything suspicious, do not enter the building. Go to a safe place and call the police;
- Do not open alone. Have a minimum of one team member arrive and enter the building at the same time. Employees may not enter the restaurant without a member of the management present;
- Perform a walk-through of the restaurant. Pay special attention to the restrooms, stock area, coolers, and freezers for anything suspicious or that is a security concern; and

- One front door must be used as the “after hours” entrance and exit. Always use the same door.

Before the Restaurant Opens

- Only scheduled employees and authorized vendors with approved delivery or service will be permitted to enter the restaurant during non-business hours;
- Off-duty employees, friends, family, job applicants, rides, or others not having scheduled and/or authorized business with the restaurant are not permitted access inside the building; and
- Keep all doors locked during non-business hours.

Night / Closing Security Standards

- Ensure all exterior lighting and signage is turned on and working properly;
- Check restrooms regularly. Pay special attention to ceiling tile damage that could have been caused by someone hiding in the ceiling. Notify police immediately of any suspicious situation;
- Check the back door regularly to ensure that it is secure and not being used during this time;
- Trash removal should be performed during business hours and completed by two employees;
- No unauthorized individuals should be allowed to enter the restaurant after close;
- If guests remain in the restaurant after close, any use of the front door should be closely monitored;
- Before closing, employees should move their vehicles to a well-lit area near the front of the building close to the door used for after-hours exit. Remember to always keep your car doors locked;
- Before exiting the restaurant, the restaurant closing Manager must perform a security walk-through of the restaurant to ensure no unauthorized individuals remain in the restaurant and that all entry points including, doors and roof access points are secure. Include walk-in coolers, freezers, and restrooms; and
- Always leave the restaurant in pairs (including Managers). Follow alarm closing procedures.

Please note: Each worksite location may require additional precaution or alternative requirements. The aforementioned standards are to be followed in all instances unless otherwise noted and discussed by your management team.

In Case of Robbery or Attempted Robbery

- Remain calm and follow the instructions of the perpetrator;
- Do not argue or hesitate and give what is demanded;
- Observe the subject (s) physical description, notify the local police;
- Never attempt to follow or apprehend the subject; and

- Secure the restaurant and encourage all employees and or guests to remain inside until the police arrive.

DRH encourages our employees to never leave the premises with the subject against their will. If you have any other questions regarding security procedures, please discuss with your Manager.

SAFETY

We recognize that our people drive our business. As our most critical resource, we ask that you follow these procedures to ensure the health and safety of fellow team members. Violation of safety rules is a serious offense warranting disciplinary action, including possible termination. No duty is more important than safeguarding your health and safety.

Accident Prevention

Accident prevention is important to the well-being of our team members and guests and a factor in our costs and profits. When an accident occurs, be sure that the accident is immediately reported to a Manager and that proper remedial actions are taken. Ask yourself how the accident could have been prevented and take the necessary steps to prevent a similar accident in the future. Always report any incident to the store Manager whenever you believe something is out of the ordinary. DRH depends on its team members to ensure a safe work environment and will thoroughly investigate any report involving safety of team members and guests. To that end, DRH asks and expects that team members will report all incidents and safety concerns, and DRH will not retaliate against any team member for reporting such incidents and safety concerns. Indeed, it is every team member's responsibility to report any hazardous or unsafe condition or practice to management.

Every team member must be familiar with the six major causes and results of accidents in most workplaces – guests, collisions, slips and falls, cuts, lifting, and burns. Team members should immediately report all potential hazards and accidents to their Manager.

Lifting Technique

It is every team member's responsibility to follow the "Proper Lifting Technique Procedure" whenever lifting on the job. It is REQUIRED for all team members to wear a back-support belt when lifting 10 or more pounds. Improper lifting technique may lead to back, leg, and/or arm pain. Poor technique may cause both acute injury and serious chronic effects. Following the "Proper Lifting Technique Procedure" the right way will help avoid these problems. Please refer to safety posters located in the team member communications area.

Medical Emergency

Upon discovering a medical emergency, call 9-1-1. Stay with the ill/injured person. Be careful not to come into contact with any bodily fluids unless properly trained and protected. Team members in the immediate vicinity of the emergency, but not involved in the emergency effort should leave the area.

Critical Illness Guidelines

DRH realizes that you may become sick with a temporary illness, such as influenza, cold, or other virus, and yet, you feel the need to continue your normal life activities, including work. Before returning to work, consider these factors: you must be able to perform normal job duties, meet regular performance standards, and pose no health risk to other team members or guests.

If the Company determines that you cannot fulfill your duties, you may be sent home because your health is a priority. If you do not agree with this decision, you must submit a statement from your attending health care provider stating that your continued employment poses no risk to your health or other team members or guests. DRH allows the use of paid time off to cover absences due to contagious temporary illness. Please see PTO information for further clarification.

Violence-Free Workplace Guidelines

It is DRH's practice to provide a workplace that is safe and free from all threatening and intimidating conduct. DRH will not tolerate violence or threats of violence of any form in the workplace, at work related functions, or outside of work.

Any individual who engages in any verbal or physical behavior which intimidates, endangers, or creates the perception of intent to harm persons or property, has violated these guidelines. Examples of this behavior include, but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (e.g., in writing, by phone, text, or e-mail);
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker, guest, or vendor;
- Allowing any individual not employed by the Company or any non-scheduled team member to enter our premises before store opening or after store closing is prohibited;
- Possession of firearms or any other lethal weapon on DRH premises, in a vehicle being used on DRH business unless allowed by law, or at a work-related function; and
- Any other conduct or act which represent an imminent or potential danger to workplace safety/security.

Any acts of guest misconduct, such as bringing alcoholic beverages inside the store, using illegal substances on premises, or fighting, must be reported. Where such actions involve

non-team members, DRH will act appropriately for the circumstances. Anyone with questions or concerns about workplace behaviors which fall under this policy may discuss them with their Manager. DRH will promptly and thoroughly investigate any reported occurrences, or threats of violence. Violation of these guidelines will result in disciplinary action, including possible termination of involved team members.

Any team member who feels that they have been threatened should immediately report their concern to their Manager or Human Resources. If you observe anyone exhibiting threatening behavior or making threatening statements, warn others in the area and immediately notify your Manager.

Depending upon the level of concern, 9-1-1 may be called immediately.

Never attempt to confront any person exhibiting threatening behavior. If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are strongly urged to confidentially discuss the issue with your Manager so that a prevention plan can be developed.

Responsible Alcohol Service

Serving alcoholic beverages is a privilege granted by state, local, and federal governments. Serious responsibility rests on both our employees and the Company to ensure that alcohol is served in a responsible fashion and in accordance with the law.

Managers are responsible to make sure that applicable team members are Serve Safe Alcohol certified and ensure that guests are not over-served. Consequences resulting from failure to abide to Serve Safe Alcohol guidelines or state and local alcohol service laws could result in legal actions, heavy fines, community service and termination from employment.

Alcohol, Drugs and Controlled Substances

It is the policy of DRH to provide all team members with an alcohol-free and drug-free, healthy and safe work environment. It is expected that all team members will assist in maintaining a work environment free from the effects of alcohol, drugs, or other controlled substances. Compliance with this policy is a condition of employment.

The use, consumption, or possession of alcohol, illegal drugs, or controlled substances which may alter an individual's mental or physical capacity, and/or the unlawful manufacture, distribution, sale, or dispensation of such a substance, on Company premises, while conducting Company business off Company premises, or while operating any vehicle used for Company business, is strictly prohibited. "Controlled substance" means a drug or other substance as defined in applicable state and federal laws. Marijuana, even if prescribed under a state medical marijuana law, remains illegal under federal law and is prohibited under the Company's policy. Any team member not complying with this policy will be subject to disciplinary action, including possible termination, and may be subject to legal consequences.

Individuals involved in a work-related accident will participate in drug and alcohol screening as a component of the Worker's Compensation process. The Company may require alcohol and drug testing for every:

- Accident;
- Reasonable suspicion;
- Pre-employment (where permitted by law);

DRH encourages and assists team members with chemical dependencies to seek professional care and/or counseling. The Company encourages any team member with a chemical dependency to contact Human Resources for more information. DRH support for treatment and rehabilitation does not obligate the Company to employ any person whose job performance is or remains impaired because of drug or alcohol use, even following participation in a rehabilitation program.

Driving While on Company Business

Some positions at DRH require you to drive vehicles. Your safety and your responsible behavior toward others on the road are vital. If you drive on Company business, you must have a valid driver's license, and the state mandated minimum liability coverage on your automobile. You are expected to observe all traffic regulations, including posted speed limits, and are expected to maintain a good driving record.

As a driver your first responsibility is to pay attention. Cell phone use while driving is a common, and often harmful, distraction. We are concerned about your safety as well as the safety of others. For this reason, the use of cell phones while driving is strongly discouraged. If you must use your cell phone while driving, please use good judgment. It is your responsibility to determine guest and state requirements for cell phone use. Text messaging while driving is prohibited. Team members who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Obey the Law

DRH is not responsible for any moving or non-moving traffic violations, parking tickets, or any other city ordinances or state/federal laws regarding your driving habits and operation/ care of your personal or Company vehicle. Any tickets issued are your responsibility, even if the ticket is issued while conducting business for DRH.

In the unfortunate circumstance that you are in an accident while driving on Company business, get to a safe place, call 911, and then notify your Manager.

Workers' Compensation

In compliance with federal and state law, DRH maintains appropriate workers' compensation insurance. This insurance provides compensation and medical benefits to those who suffer a job-related injury or illness. If you are injured, report it immediately to your Manager. All team member injuries must be reported within 24 hours of occurrence.

Failure to report work related injuries is a serious matter as it may preclude a team member's coverage under workers' compensation insurance. All team members with potential job-related injuries will be required to participate in drug and alcohol screening.

Video Surveillance System Policy

The Company recognizes the need to strike a balance between the individual's right to be free from invasion of privacy and the Company's duty to promote a safe environment for all team members, guests, and visitors. The purpose of the video surveillance is to:

- Promote a safe environment by deterring acts of harassment or assault;
- Deter theft and vandalism and assist in the identification of individuals who commit damage to Company property;
- Assist law enforcement agencies with regard to the investigation of any crime that may be depicted; and
- Assist in the daily operations of the restaurant.

At no time will persons, other than Company management, have access to the recordings made during the surveillance. Personal information contained on the recordings shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual, or as required by law.

The focus of cameras used in video surveillance will not cover areas where there is an expectation of privacy.

DISCIPLINE AND SEPARATION FROM EMPLOYMENT

Disciplinary Procedures

Each employee has an obligation to observe and follow DRH policies and to maintain proper standards of conduct always. If an individual's behavior interferes with the orderly and efficient operation of a department or work unit, corrective disciplinary measures will be taken. The severity of the disciplinary action depends upon, among other things, the nature and gravity of the offense and its impact on the organization, and the employee's work record.

Certain forms of serious misconduct and performance deficiencies may result in immediate suspension or immediate termination. Examples of the types of violations that may subject an employee to immediate termination include, but are not limited to, violation of Company policies; insubordination; threatened or actual physical violence; possession, use or sale of controlled substances while on Company business or on Company property; poor performance; theft; harassment (including sexual harassment); and false, fraudulent, or malicious statements about another employee or a guest of DRH. Please note that the above list is not all inclusive, as the nature and seriousness of other violations may warrant disciplinary action, including possible termination.

Termination of Employment

Many of the reasons for termination are routine. If you wish to resign, we request you notify your Manager in writing at least two weeks in advance. This notice enables DRH and your co-workers to prepare for your departure. It is also expected that the departing employee will report for work during the notice period. Employees who do not provide a two-week notice may not be eligible for rehire. Employees who are terminated for cause will not be paid for accrued but unused paid time off, except where required by law.

A meeting between you and your Manager may take place prior to your last day of employment to gain feedback, transition work and/or guest information, and to return any Company property. This Company property may include memoranda, notes, records, computer files, manuals, handbooks, and other documents, including all copies of such documents, in any way relating to the business or affairs of the Company or any of its employees, guests, or vendors. Likewise, any other items issued to you by the Company or created because of employment with the Company are Company property and must be returned.

To the extent permitted by law, any outstanding financial obligations owed to DRH will be deducted from your final paycheck.

Employment Verifications

No employee shall disclose any information about the performance of any current or former employee or the reasons for any employee departure from the Company, unless specifically authorized to do so by the Human Resources Department. All questions or inquiries about current or former employees shall be directed to Human Resources. If you have any questions about this policy please contact your store Manager.

COBRA Benefits

DRH complies with the federal Consolidated Omnibus Budget Reconciliation Act, otherwise known as COBRA. COBRA requires that covered employees and their dependents are offered the opportunity for a temporary extension of health coverage (called "continuation coverage") at up to 102% of the premium for coverage in certain instances where coverage under the plan would otherwise end.

Employees who are, as of their last day of employment, covered by DRH group health plan have the right to continue their current coverage, at their own expense, in accordance with COBRA regulations if they leave the Company for any reason other than gross misconduct.

Covered employees will be provided with the various rates and plans available to terminating employees. Employees and their covered dependents have 60 days in which to elect continuation of coverage.

RECEIPT AND ACKNOWLEDGMENT OF TEAM MEMBER GUIDELINES

This information is a compilation of guidelines, policies, and procedures currently in effect at DRH, an equal opportunity employer.

This information and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. You understand that your employment is "at-will" and that your employment may be terminated for any reason, with or without cause, and with or without notice. Only the CEO of DRH has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This information is intended solely to describe the present guidelines at DRH and does not include every conceivable situation. It is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, State, and/or local laws will take precedence over DRH guidelines, where applicable.

These guidelines and policies are applied at the discretion of DRH; we reserve the right to change, withdraw, apply, or amend any of these guidelines or benefits, at any time. DRH may notify you of such changes via e-mail, employee portal, posting, or via a printed memo, amendment to, or reprinting of these guidelines, but may, in its discretion make such changes at any time, with or without notice and without a written revision of this manual.

I acknowledge receipt of the DRH Employee Handbook dated _____ . I understand and agree that I am bound by the policies, terms and conditions of employment set forth in this Handbook.

I understand and agree that this Employee Handbook supersedes and cancels any prior contrary verbal or written policies, statements, understandings or agreements concerning the terms and conditions of my employment with DRH.

Signature

Date

Please print your full name