



Professionalism

C & R Management is committed to providing our guests with the highest level of guest service and excellence. To ensure we accomplish this, the Company expects its employees to adhere to a standard of professional conduct that establishes a productive, comfortable, and safe working environment.

Employees are expected to work cooperatively with other employees, management, guests, or persons doing business with the Company. Employees are prohibited from threatening, harassing, intimidating, coercing others, interfering with the performance of others, or any other misconduct. Employees are also prohibited from the use of profane, obscene, or abusive language, particularly when in the presence of guests.

C & R Management Company also prohibits employees from engaging in conduct that disparages the goods or services of the Company. Employees are also prohibited from any other conduct that may be in conflict or adversely affects work performance, safety, or business operations, unless otherwise protected by law.



Alcohol & Drugs

C & R Management Company is committed to a safe, healthy, and productive work environment for all employees, free from the effects of illegal or non-prescribed drugs and alcoholic beverages. Use of drugs and alcohol alters employee judgment resulting in increased safety risks, employee injuries, and faulty decision making.

Therefore, the possession, use, manufacturing, dispensing, purchase, or sale of illegal drugs, controlled substances, or alcohol, or being under the influence of any of these substances, on the Company premises or during Company time, is prohibited. This includes working under the influence of marijuana, regardless of marijuana's legal status. In addition, working while impaired by a prescription or over-the-counter drug is prohibited if that impairment affects the employee's ability to perform the job safely or efficiently.

In addition to discipline, violation of this policy may result in C & R Management contacting the appropriate law enforcement authorities.

To ensure compliance with this policy, substance abuse testing may be conducted in the following situation(s):

- Reasonable suspicion: upon reasonable suspicion that the employee is under the influence of alcohol or drugs or has otherwise violated this policy; and
- Post-Accident: following any incident that involves property damage to any property or equipment or that results in an injury to any person or a near-miss situation.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse testing will be subject to termination. This policy will be enforced at all times in accordance with applicable laws, including making reasonable accommodations for disabilities when appropriate.



Weapons at Work

Possession of weapons, including, but not limited to firearms and knives, presents the possibility of danger in the workplace. It is a violation of our safety policy to possess a weapon in the workplace, except when an employee, who is legally permitted to possess a firearm, stores the firearm in a vehicle in the Company parking lot. The firearm must not be in plain view, and the container or unoccupied vehicle must be locked.

The possession of such weapons at work, except as stated above, may result in disciplinary action up to and including termination.



Violence at Work

Any violence or threat of violence will not be tolerated. Such behavior may include, but is not limited to, physical and/or verbal intimidation, threats, violent conduct, vandalism, sabotage, arson, use of weapons, and bullying.

Employees should immediately report any such occurrences to their manager or to Human Resources. We will investigate complaints. When employees are found to have engaged in the above conduct, management will take any action that it believes is appropriate.

Employees should directly contact law enforcement, security, and/or emergency services if they believe there is an imminent threat to the safety and health of themselves or co-workers or guests.

Workplace bullying is mistreatment through verbal abuse, offensive conduct/behaviors and work interference. If you feel you are being subjected to workplace bullying, please contact your manager or Human Resources at (801) 280-9299.

We will not tolerate retaliation against an employee who reports suspected workplace violence.

If we find that this policy has been violated, we will take appropriate corrective action, which could include not only discipline, but also contacting the police.

All violations of this policy, even if meant jokingly, will be taken seriously and will lead to appropriate discipline.



Discipline

Commonly accepted standards of conduct help maintain good relationships at work and promote both responsibility and self-development. These standards include honesty, integrity, and mutual respect for fellow employees, supervisors, and guests. Employees are expected to observe and comply with these standards, as well as other standards established or that may be established by the Company.

Violations of laws, general work standards, or the Company policies may result in discipline up to and including termination, depending on the circumstance involved. Listed below are examples of the kinds of problems that may result in discipline or discharge. The examples are not all-inclusive and do not reflect every circumstance that may result in discipline or discharge. They are intended as a general guidance regarding the Company standards and expectations:

- Theft, damage, destruction, defacing, misuse or willful abuse of property belonging to C & R Management Company, guests or another employee
- Dishonesty in any form or degree
- Unauthorized possession of removal or use of property belonging to the Company, guests, or other employees
- Possessing, using, manufacturing, dispensing, purchasing, or selling of illegal drugs, controlled substances, or being under the influence of any of these substances, while on the Company's premises while performing company business or operating a company vehicle
- Possession or consumption of alcoholic beverages on the Company's premises (except when supported, authorized and supervised by the Company); selling or being under the influence of alcohol on the Company's premises while performing company business (except when supported, authorized and supervised by the Company) or operating a company vehicle
- Abusive or threatening behavior
- Insubordinate conduct
- Falsification of any records
- Job abandonment
- Negligence in observing or flagrant disregard of C & R Management Company's policies

Disciplinary actions can range from a discussion with the employee about the matter. Action taken by management in an individual case does not necessarily establish a precedent in other circumstances. The Company normally will counsel and warn employees for minor infractions before taking more severe disciplinary action. Serious infractions may result in more severe disciplinary action or discharge without prior warnings. The Company may modify or skip any of the above disciplinary steps taking into account the overall circumstances, including the nature of the offense, the actual or potential harm or damage involved, and the employee's past work record. Every instance of potential disciplinary action will be handled on an individual, case-by-case basis. The Company will take whatever disciplinary action in its sole discretion seems appropriate.



Inspections and Privacy

Protect your stuff. Leave valuable belongings and/or large amounts of cash at home. The Company reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on company property. The Company may inspect the contents of lockers, cubbies, storage areas, file cabinets, desks, and workstations at any time and may remove all company property and other items that are in violation of the Company's rules and policies.

As part of its security measures and to help ensure a safe workplace, the Company has placed video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as restrooms, changing/locker/dressing rooms, etc.



Cell Phone Charging Lockers

The Company provides cell phone charging lockers. While we provide these lockers as a convenience for charging purposes, it is essential to understand that any potential damage or loss remains the sole responsibility of the cell phone owner. The Company is not responsible for any damage or loss incurred to cell phones that are charged in these lockers.

You should exercise caution while charging your cell phones and take necessary precautions to prevent any accidents or damages. Please ensure that your devices are properly connected and be mindful of any potential hazards that may arise during the charging process.



Dating, Nepotism, Fraternization

C & R Management Company understands and respects your needs to develop personal relationships at work — so we follow these guidelines to keep our work environment positive and professional. Certain personal relationships between employees, such as those in a reporting capacity, may cause problems in the workplace including a lack of objectivity towards the subordinate's job performance, the perception of favoritism by other employees (whether justified or not), and potential sexual harassment complaints. Further, dating or fraternizing between managerial employees and any employee who is a minor and whom they supervise may raise legal and parental concerns. Accordingly, the following guidelines govern dating, nepotism and fraternizing for the Company's employees.

Dating or romantic relationships - Employees who have a direct or indirect reporting relationship to each other are prohibited from dating each other. "Dating" means being involved in any kind of romantic or intimate relationship or encounter, regardless of whether or not the relationship is sexual in nature.

Nepotism - Claims of favoritism or a conflict of interest may exist when an employee reports (directly or indirectly) or is reported to (directly or indirectly) by a spouse or immediate family member. This is generally not allowed in the organization. C & R Management strives to maintain a separation of one level of management between all family relationships. For purposes of this policy, "family" is defined as a spouse, parent, step-parent, child, step-child, sibling, step-sibling, in-law, uncle, aunt, nephew, niece, grandparent, grandchild, first-cousin, or member of household. This policy covers all family-like relationships, regardless of legal status. Exceptions to this can only be made by the Area Supervisor and Human Resources.

Fraternization between managers and employees - We hope you like your managers — but socializing with them is different than hanging out with your peers. Because a manager's job requires leadership skills, we encourage our managers to use good business judgment regarding fraternizing or socializing with their employees. That means they are prohibited from fraternizing or socializing outside of work with any employee who works in the same restaurant unless the fraternizing or socializing occurs in public and at least three or more C & R Management's employees are present. Restaurant management employees may not offer alcohol to, consume alcohol in the presence of, or be present if alcohol is consumed by employees who work in their restaurant.

Employee obligations - If you enter into or plan to enter into a dating or romantic relationship that violates this policy, you must advise your General Manager and Human Resources immediately so that alternatives may be discussed. C & R Management will take appropriate steps to correct the violation, including, but not limited to, transferring or reassigning one or both of the employees involved, asking the employees involved to cease dating or to agree not to begin dating, or terminating the employment of one or both of the employees. If you would like to enter into a reporting relationship that may be subject to this policy, you must report the relationship to your General Manager and to Human Resources at (801) 280-9299 immediately. The decision regarding whether an employee will be allowed to transfer always remains solely within C & R Management's discretion.



Company Vehicles

Employees driving company vehicles must have a valid driver's license. Employees must obey all local traffic laws. Employees must operate vehicles from any distractions such as using cell phones while driving, email, eating, or any other distraction that may impair your driving.



Use of Private Vehicle

Commuting miles are defined as miles from the employee's residence to their assigned location (this is the facility payroll uses for the employee) or the nearest restaurant location.

When employees' business travel daily miles exceed their commuting miles, employees are reimbursed for the mileage difference. For example, if an employee's normal daily commute is 50 miles and, in a single day the employee travels 70 miles on C & R Management business, C & R Management will reimburse the employee 20 miles for that day. Employees will not be reimbursed for fuel, maintenance, or repairs to their personal vehicle, even if these costs result from business travel. The mileage reimbursement rates cover all personal auto related costs.

All employees who use their personal vehicle for C & R Management business are required to comply with the applicable compulsory insurance or financial responsibility requirements of the state where the vehicle is registered. Employees must follow these requirements:

- Must have a valid Driver's License
- Maintain insurance, including Auto liability - Employees must carry liability coverage for bodily injury and property damage to others in amounts complying with compulsory insurance or financial responsibility requirements of the state where the vehicle is registered.
- Auto physical damage (collision and comprehensive) It is the responsibility of each employee to decide what, or if any, collision and comprehensive coverage will be carried on their personal vehicle as well as what deductible is chosen.
- Obey and follow all traffic rules and laws.
- Do not use cell phone, email, or any other distraction while driving.

If an employee's vehicle is damaged in an accident that occurs while driving on C & R Management business, C & R Management will not be responsible for the damage.



Employees Doing Transfers or Driving for the Restaurant

If you have been requested by your manager to do a transfer or run errands for the restaurant using your personal vehicle, you must ensure that a Drivers Information Form is completed in JOLT. An employee must be at least 18 years of age to drive for company business. Please note that any employee doing work-related errands must be paid for the time and mileage that they drive. In order to be reimbursed in petty cash, the mileage tracking, and driver information must be submitted. Work with your manager to complete the Petty Cash Travel Reimbursement (C&R) form and mileage must be paid out of petty cash.

The Driver's Information Form in Jolt will require the following: Employee's name and signature, driver's license number (must see driver's license to verify), employee's proof of insurance (company name & policy number), proof of registration (car must be registered to the crew member), vehicle make and model, manager's name verifying information and date. All employees are instructed on the Form to ensure that they obey all traffic laws. Each time the employee is asked to drive, the employee and manager must confirm that the Driver's Information Form on JOLT is still accurate and complete. Employees must notify the store manager if they cannot provide the requested information and if that is the circumstance, they are not authorized to drive.



Access to Personnel Files

Employee personnel files are maintained by Human Resources and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

Employees may review their own personnel files but may not alter or remove documents from their file. Employees wishing to review their personnel file must make a written request to Human Resources. Human Resources will schedule a mutually convenient time during work hours for the inspection. Personnel files are to be reviewed in the presence of an HR employee.