



Employee Handbook

WELCOME TO THE TRADE COFFEE & COWORKING

Welcome to The Trade Coffee & Coworking. At The Trade Coffee & Coworking, we are optimistic about the future and hope that your employment with us will be mutually rewarding. We look forward to an enjoyable and productive working relationship with you.

It is our goal at The Trade Coffee & Coworking to outperform the competition in the areas of employment, service and safety. Pursuant to this goal, we strive to provide high quality products and services to our clients and customers. The work and attitude of our employees is important to the success of our company.

This handbook has been prepared for employees of The Trade Coffee & Coworking. As an employee of The Trade Coffee & Coworking, you should review the handbook and become familiar with all the policies. Following your review of the handbook, you are to sign and return an Acknowledgment form that will be provided to you (a copy of the form can be found at the last page of this handbook).

This handbook is only a summary of current personnel policies of The Trade Coffee & Coworking compiled for convenient reference. Neither the handbook nor any policy set forth herein is a contract of employment, an offer to enter into a contract of employment, or provides employees any contract rights. No contract of employment is being offered or implied. No contract of employment is valid and binding on the Company unless it is in writing and signed by the Owner.

The employees of The Trade Coffee & Coworking are “at-will” employees. This means that The Trade Coffee & Coworking may terminate the employment of any employee at any time for any reason, or no reason at all, and the employee may terminate their employment at any time for any reason, or no reason at all. Employment is for an indefinite period and is subject to change in conditions, benefits, and operating policies.

The information contained in this document is in summary form and is intended to give you an overview of what is expected. Many items covered here may be covered in more detail in other company documents, which documents are controlling. The Trade Coffee & Coworking reserves the right to at any time supplement, revise, revoke or rescind any part or all of this handbook or any or all of the benefits or policies set forth herein.

The Trade Coffee & Coworking reserves sole discretion to interpret this handbook or any policy or benefit contained in this handbook.

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I. ABOUT THE COMPANY

Operating Philosophy

Total guest satisfaction, inspired baristas, fine coffee, ambiance and value is our goal. The Trade Coffee & Coworking exists to serve every guest the best variety of great coffee, fresh pastries, at a reasonable price, in an easy, airy, attractive and clean environment. Our talented baristas use only fresh, top quality ingredients, while being skillful and striving to consistently deliver pleasant, knowledgeable and efficient service.

Operating Objectives

Guest Satisfaction - when a guest leaves the cafe at the completion of a purchase, we want them to be totally satisfied with their experience and eager to return, and to recommend us to friends, family and associates.

Cleanliness & Safety - we strive to maintain a clean, safe environment for employees and guests. To accomplish this, all employees receive safety training and are required to meet hygiene standards and maintain cafe cleanliness.

Quality & Profitability - every store has profitability and overall quality standards. When met or exceeded, the Owners share the regards with management.

Employer of Choice - without the best cafe employees available, we cannot maintain our reputation for quality, service and guest satisfaction, nor can we sustain profitable growth and expansion. The Trade Coffee & Coworking is committed to providing its employees a supportive workplace and opportunities for professional growth.

Industry Leadership - our goal is to lead the coffee industry's "independent" category in the greater Sacramento area. By achieving this, we maintain greater clout with desirable vendors, bankers, employees and guests.

II. EQUAL EMPLOYMENT OPPORTUNITY POLICIES

The Trade Coffee & Coworking is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Company policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration made unlawful by federal, state or local laws. The Company is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the Company and prohibits unlawful discrimination by any employee of the Company, including managers and co-workers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Company representative with day-to-day personnel responsibilities (General Manager, Chef, HR manager, Operations manager) and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Company then will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The Company will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, please contact your supervisor or the Human Resources Manager. You will be asked to give details of the incident(s). Describe what happened, indicate the date, time, location, the names of the individuals involved and the names of any witnesses. The Company will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation. If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Company will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers.

Discrimination and Harassment

The Trade Coffee & Coworking disapproves of and strictly prohibits comments or actions by anyone that may create an offensive or hostile work environment for any employee because of the employee's race, color, religion, age, sex, marital status, national origin, disability, ancestry, or medical condition. This policy extends not only to prohibiting unwelcome sexual advances and offensive sexual jokes, innuendos, or behaviors, but also prohibits offensive conduct related to or based upon factors other than sex.

Employees who believe they are victims of harassment or who are aware of harassment should immediately report the situation to a supervisor, the director of human resources, a designated human resources representative or any manager or corporate officer. An employee who thinks he or she is a victim of harassment may discuss the offensive conduct with the offender(s) before reporting to it management, but is not required to do so.

The Trade Coffee & Coworking will promptly investigate complaints or reports of harassment. The investigation will be conducted, and complaints will be handled in a confidential manner to the extent realistically feasible. When warranted by the investigation, The Trade Coffee & Coworking will take immediate and appropriate corrective action. Such action may include disciplinary action against the offender(s), which may range up to and include dismissal, depending on the severity of the conduct as assessed by The Trade Coffee & Coworking.

No retaliation will be permitted against any employee who provides testimony as a witness or who otherwise provides assistance to any complaining or reporting employee, or who provides assistance to The Trade Coffee & Coworking in connection with the investigation of any complaint or report.

After The Trade Coffee & Coworking has taken appropriate corrective action to resolve a complaint or report of harassment, The Trade Coffee & Coworking will make follow-up inquires after an appropriate interval to insure that the harassment has not resumed and retaliation has not been suffered. However, victims and witnesses are not required to wait for follow-up. If harassment resumes or retaliation occurs, the victim or witness is encouraged to contact an appropriate company supervisor, human resources representative, officer or other company manager immediately so The Trade Coffee & Coworking may promptly and effectively act.

II. LOGISTICS

Hours of Operation

MON - FRI: _____ SATURDAY: _____ SUNDAY: _____

Company Address & Telephone Numbers

Management is responsible for keeping the phone lists current and accurate. Employees are responsible for submitting an address/phone change form to their manager. Managers are to update their lists and route these forms to Human Resources.

- Employee phone list will be kept in the back of house desk/office.
- Detailed Company phone/fax lists will be kept in the back of house desk/office.
- Employee Emergency Contact numbers are kept in the back of house desk/office.
- General emergency numbers are posted and kept in the OSHA Manual
- Vendor phone lists will be kept in the back of house desk/office

Company Name	Company Address	Company Phone
The Trade Coffee & Coworking	2220 K Street Sacramento, CA 95816	916-538-6878

IV. EMPLOYMENT BASICS

Introductory Period for New & Newly Promoted Employees

All new employees are hired subject to a 90-day introductory period. The Introductory period should be regarded as a positive means of establishing a mutually “good fit” and for correcting potential problems before they become habitual. However, an employee whose work performance or personal conduct is unsatisfactory may be released from employment during or after the introductory period. The introductory period does not imply a written or verbal employment contract or conflict with “at will” employment, the Company and the employee both still have the right to terminate employment at any time, with or without cause.

Existing employees, who are promoted or transferred within the Company, do so with the understanding that they are subject to a 90-day introductory period. During this period, management will make the decision as to whether the employee will continue in the new position based on job performance.

Employee Classifications

In compliance with the Fair Labor Standards Act (FLSA), the Company has established the following classifications for employees for the purpose of determining eligibility for overtime pay and certain employee benefits.

- Non-Exempt, Hourly: all non-supervisory hourly operations employees.
- Non-Exempt, Salaried: Reg. **FT**, non-supervisory administrative staff.
- Exempt, Hourly: **PT** or temporary supervisory operations employees.
- Exempt, Salaried: all Reg. **FT** or Reg. **PT**, management employees.

A **regular** employee is defined as having a set, unvarying work schedule.

A **temporary** employee is defined as having a project-based or seasonal schedule.

Full Time (FT) for **managers** is normally defined as 5 shifts/week.

Full time (FT) for **hourly staff** is normally defined as 30 hrs (or >) / week.

Full time (FT) for all **admin employees** is normally defined as 40 hrs (or >) / week.

Part time (PT) for **managers** is normally defined as < 5 shifts / week.

Part time (PT) for **hourly staff** is normally defined as < 30 hrs / week.

Part time (PT) for all **admin employees** is normally defined as < 40 hrs / wee.

Since all employees are hired for an unspecified duration, these classifications do not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the company. Accordingly, either the employee or the company may terminate the relationship at will, at any time, with or without cause or advance notice.

Pay/Time Reporting

Scheduling

The schedule week begins on Monday and ends on the following Sunday. Management posts the schedule on Thursday by 5:00 p.m. for the following week. It is the responsibility of the employee to read and understand the schedule. An employee who does not show up for a shift because they did not know they were scheduled is treated as a “no-call, no-show” and may be subject to disciplinary action up to and including termination.

Once the schedule is posted any changes must be made in accordance with the procedures set up by management. Schedule changes must always be made in writing and signed by the appropriate manager. It is never okay for employees to trade shifts without the knowledge of management.

An employee shall work the hours posted on the schedule with the exception that management reserves the right to phase or ask employees to leave before one’s scheduled “out time”. If there is no posted out-time then management reserves the right to determine that time on a day-to-day basis. For example, your schedule may say, “3:00 p.m. to close”. The time could vary based on business and staffing levels.

The Trade Coffee & Coworking strictly adheres to the posted schedule “in time” for all employees. Clocking in more than five minutes prior to the scheduled “in time” is prohibited. In addition, every employee is expected to be on the floor, in uniform and ready to begin working at that scheduled time. Employees who clock in and then go to the restroom to fix their hair, put on their work attire, etc, will be orally warned the first time and progressively disciplined up to and including termination for future offenses.

Attendance and Punctuality

Arriving for work at the correct scheduled time is a primary responsibility of every employee. From time to time situations may arise when an employee knows that they are going to be late for work. In this situation the appropriate action for the employee is to call the manager on duty (MOD) and let them know when they will be there. If an employee no-shows for a shift with no phone call it may lead to disciplinary action, up to and including termination.

Calling in sick for a shift is another situation that is unavoidable from time to time. The appropriate action when an employee is ill is to call the manager on duty as early as possible before their schedule shift. If the MOD is not available leave a phone number where they can call you back. The manager will then take the responsibility of covering that shift. If an employee calls in sick shortly before their shift it may be viewed as suspect and potentially have disciplinary consequences. If an employee is scheduled multiple days in a row they are expected to call in every morning to let management know their “sick status”. Habitual tardiness or unexcused absenteeism will not be tolerated. Employees can expect to be orally warned the first time and progressively disciplined up to and including termination for future offenses.

Job Abandonment

If an employee fails to show up for work or call in with an acceptable reason for their absence for a period of three consecutive days, they will be considered to have abandoned their job and voluntarily terminated their employment.

Time off Requests

Employees requesting time off are to do so in writing at least 30 days prior to the requested date(s). Management will attempt to approve requests within reason. Do not assume that requesting time off automatically means that you will not be scheduled. It is the employee's responsibility to ensure that s/he has not been scheduled for the coming week. All time off of hourly operation staff is unpaid.

Managers and office staff are to submit a Time off Request form to their supervisor for approval prior to taking paid or unpaid time off. In the case of unexpected illness or emergency, the form is to be submitted upon return.

Holidays

The Trade Coffee & Coworking store is closed in observance of New Years, Easter, Independence Day, Thanksgiving Day, and Christmas Day. Store managers will indicate holiday closures on the schedule. Employees are responsible for reporting to work when scheduled on holidays not observed by your store. Employees who would like a holiday off must put the request in writing at least 30 days in advance for consideration. Hourly operations employees are not eligible for paid holidays. Full time salaried managers and administrative staff may be paid for holidays when their store or the office is closed and they are regularly scheduled to work on the affected shift.

Vacation

Hourly employees must put vacation requests in writing at least 30 days in advance to allow management time to schedule accordingly. If management is unable to schedule a suitable replacement, the employee requesting the time off will be responsible for covering their shift(s) filling in for them. Hourly operations employees are not eligible for paid vacation. Salaried managers and administrative staff who are eligible for paid time off (PTO) are to submit approved PTO request forms to Payroll with their biweekly time sheets.

Overtime Pay

Non-exempt employees are eligible for overtime pay after eight (8) hours worked in one day. All overtime pay must be authorized by management. Overtime pay is paid at the rate of one and one-half times the regular rate of pay for hours in excess of eight, but less than 12 in one day or in excess of 40 hours per week over fewer than seven days. Exempt employees are ineligible for overtime pay. Management reserves the right to make reasonable demands for overtime as business conditions necessitate.

Break and Meal Periods

All employees are required to take daily breaks and, if applicable, meal periods. Breaks consist of 10 paid minutes and may not be combined with or added on to meal periods. Nor may they be used to allow an employee to come in 10 minutes late or leave 10 minutes early. Meal periods are 30 minutes of unpaid time. The times for break and meal period should be set by the MOD. The number of breaks and meal period are as follows:

Because we do not have break rooms in our shop, the acceptable place to sit down and eat will always be in the back of house office area, patio, or if the coworking area is available and at a slow time of day, you may seat and eat your meal there. Always check with the MOD if it is unclear where to sit, or if you need to leave the building during a break.

HOURS OF WORK	PAID BREAK PERIOD(S)	UNPAID 30 MIN LUNCH	UNPAID 1 HR LUNCH
1	1		
2	1		
3	1		
4	1		
5	1		
6	1	X	
7	2	X	
8	2	X	
9+	2		X

Clocking In and Out

All hourly employees are to clock themselves in/out at the iPad Square Stand POS. Employees are assigned a number on the system that enables them to clock in or out. Clocking in or out for another employee or having them clock in for you is strictly prohibited.

TO CLOCK IN:

TO CLOCK OUT:

If an employee forgets to clock out, it will be obvious to them when they try and clock in on the next shift. It is an employee's responsibility to remember to clock out, or to let management know when you have forgotten so that it can be corrected immediately.

Every hourly employee is responsible for keeping the clock-out "chit reports" for the entire pay period. This is the employees' record of work. These become important if there is ever a computer failure or the employee disputes the hours paid on their paycheck.

All employees are expected to be on time, in uniform and ready to work at their station at the scheduled time. Do not clock in more than five minutes early unless you are requested to do so by the manager on duty. Expect to stay until a manager has phased you. Never leave the premises during your shift without a manager's approval.

Managers and administrative staff are to submit biweekly time sheets to Payroll.

Pay Periods and Pay Day

Paychecks are directly deposited into your bank account every two weeks on Friday. If you do not set up direct deposit, your check will be ready for you on Friday for pick-up by management. When picking up paychecks, employees are required to sign a payroll sheet acknowledging they received their check. Employees may not have friends or family members pick up their paycheck unless prior arrangements have been made with management in writing.

It is the responsibility of the employee to check their pay stub for any errors. If an employee feels that a payroll error may have been made, they must notify their direct supervisor. If management acknowledges an error has been made, the Owner must contact the main payroll office and request a new paycheck. In the event an employee loses their paycheck, they are required to sign a release in order to be issued a new paycheck.

Reporting Tip Income

All tips are counted as income by the IRS and therefore, all tips must be reported. Tips will be dropped hourly in the safe by management. Employees must not touch the tips, or use tips as change orders for their cash drawer. All employees will receive tips calculated to the average dollar and divided by hours worked. Not all employees will earn the same amount of tips, unless they worked the same amount of hours. Management does not receive tips.

Tips will be ready for pickup on Mondays between 3:00pm and close. It is the responsibility of the employee to pick up their own tips each week. Employees are required to sign a tips sheet acknowledging they received their tips.

Performance Reviews

New employees can expect an initial review at 90 days, followed by a more thorough review between six months and a year and annually after that, or more frequently, if a manager feels an employee's performance requires additional attention. Employees are encouraged to solicit performance feedback from their managers and peers, if needed. The following criteria represent general standards by which employee performance is evaluated:

<p>JOB DUTIES: Understand, meet and/or exceed the responsibilities of your job.</p> <p>TEAMWORK: In this business, success is accomplished through teamwork.</p> <p>QUALITY & SERVICE: Demonstrates consistently high quality and service standards.</p> <p>TRAINING: It is the responsibility of every employee to honestly assess their skills and knowledge and to actively seek additional training if they feel it is necessary.</p> <p>ACCOUNTABILITY: "Own" your job performance and behavior.</p> <p>HONESTY: Trustworthiness is an essential characteristic for employment with The Trade Coffee & Coworking</p> <p>PROFESSIONALISM: In addition to characteristics above, supervisors are also evaluated on their leadership, management and administrative skills.</p>	<p>PRODUCTIVITY: Capable of sustaining a fast, efficient pace when needed.</p> <p>CLEANLINESS: Washing hands with soap and hot water frequently during work; maintaining high standards for personal hygiene; cleaning up after oneself.</p> <p>SAFETY: Never underestimate the importance of good safety practices.</p> <p>RELIABILITY & DEPENDABILITY: Being on time, ready and able to perform your job.</p> <p>COMMUNICATION: Open, respectful communication with co-workers and managers.</p> <p>ATTITUDE: A positive, helpful attitude can lead to better performance, better tips, pay raises, promotions and healthy employee/team/cafe moral.</p> <p>CONTINUOUS IMPROVEMENT: Strives to improve, even when already successful.</p>
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V. EMPLOYMENT BENEFITS

Employee Beverages

On duty employees are entitled to a 'comp' or free beverage when working a shift. Comp beverages are to be consumed on the premises the day the shift is worked. Comp beverages are not accruable, nor are employees allowed to take comp beverages home from the cafe without management approval. The shift/training beverage(s) may not exceed \$10. Do not snack or eat on the floor while working. Beverages should be consumed out of guests' view. Always use a ceramic or glass cup while drinking your beverages, do not use any paper products. In some cases, there will be left over or marked out pastries available, be sure to speak to the MOD if interested in consuming a left over pastry.

Employee Discounts

Active employees receive a 30% discount for themselves and one guest on any purchases. Discounts cannot be used on any holidays. Cannot be combined with any other special offers i.e. collective buy sites, or discount coupons.

Health and Dental Insurance

Covered employees become eligible for COBRA benefits when a qualifying event occurs. Hourly employees are not eligible at this time.

Workers Compensation Insurance

California employers are required to pay for Workers' Comp insurance to cover job related injuries and illness. If an employee is injured at work or has a job related illness, Workers' Comp insurance covers medical care, necessary rehabilitation services, including vocational training if needed, income stipend in the event of temporary or permanent disability, or, in the worst case scenario, death benefits to dependents.

Employees must immediately notify their supervisor of any work-related injury or illness and they will be directed to the appropriate clinic or emergency care facility. Should any employee seek medical attention related to a job injury without the knowledge or authorization of management, it may be at the employees' own expense. Managers are to carefully document all job injuries and immediately report employee incidents that involve medical treatment to our Workers Comp carrier. Employees are urged to keep their manager informed as to their progress toward full recovery. A physician' release will be required before an injured employee can return to work at any capacity, full or otherwise.

Social Security & Medicare

Both employer and employees contribute to the federal social security and Medicare programs through applicable payroll taxes. Employees also contribute to the state's disability insurance fund (SOI). Information can be obtained through local Social Security and Medicare offices.

Unemployment Insurance

The Company Pays federal and state unemployment insurance (UI) taxes to fund the state's unemployment insurance program. To apply for unemployment, an employee must file a claim in accordance with the regulations of the Employment Development Department (EDD). Information regarding IO is posted in the office, and IU pamphlets are available through Human Resources, online at the EDD website or by calling 1-800-300-5616.

Paid Family Leave

For California workers covered by State Disability Insurance, Paid Family Leave (PFL) insurance provides up to six weeks of benefits for individuals who must take time off to care for a seriously ill child, spouse, parent, or registered domestic partner, or to bond with a new minor child. An employee must file a claim in accordance with the regulations of the Employment Development Department (EDD). Information regarding PFL is available through Human Resources, online at the EDD website or by calling 1-877-238-4373

VI. UNPAID LEAVES OF ABSENCE

The Trade Coffee & Coworking makes unpaid leaves of absence available to employees for pregnancy, personal and family related medical reasons, jury duty and military service. Note: pregnancy disability leave and federal and state family medical leaves of absence can be complex to understand. Please contact Human Resources for more details about eligibility and information about how POL integrates with FMLA and CFRA leaves.

Pregnancy Disability Leave

Pregnancy, childbirth or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on such leave.

Procedure: All female employees, married or unmarried, should advise HR of their intent to take pregnancy leave as soon as possible. The HR manager will explain the following:

1. Employees who need to take pregnancy disability must provide at least verbal notice sufficient to notify the Company that the employee needs to take a pregnancy disability leave. The notice should include the anticipated timing and duration of the leave.
 - a. If the need for the leave or transfer is foreseeable because of the pregnancy, employees must provide at least 30 days advance notice before pregnancy disability leave or transfer is to begin. Whenever possible, employees should notify their manager in advance if they need time off for medical care. Any such scheduling is subject to the approval of the employee's health care provider.
 - b. If 30 days notice is not possible, notice must be given as soon as practicable.
2. If requested by the employee and recommended by the employee's physician, the employee's work assignment may be changed as required to protect the health and safety of the employee and their child.
3. Requests for transfers of job duties will be reasonably accommodated if the job security rights of others are not breached.
4. Temporary transfers due to health considerations will be granted where possible. The employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons.
5. Pregnancy leave usually will begin when ordered by the employee's physician. The employee must provide the Company with a certification from a health care provider. The certification indicating disability should contain:
 - i. The date on which the employee became disabled due to pregnancy;
 - ii. The probable duration of the period or periods of disability, and
 - iii. A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
6. Leave returns will be allowed only upon the employee's physician's release.
7. If eligible for paid time off, an employee will be allowed to use accrued PTO during a pregnancy disability leave.
8. Duration of the leave will be determined by the advice of the employee's physician, but disabled employees may take up to four months. Part time employees are entitled to leave on a pro-rate basis. The four months of leave includes any periods of time for

actual disability caused by the employee's pregnancy, childbirth or related medical condition, including severe morning sickness and prenatal care.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in minimum two-hour increments.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been laid off had she not gone on leave. For example if the employee on pregnancy disability leave would have been laid off had she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the Company's ability to operate safely and efficiently during the leave, and there are no equivalent or comparable position available, then the employee would not be entitled to reinstatement.

If you take POL and you are eligible for leave under the federal and state FMLA laws, the Company will maintain group health insurance coverage for up to a maximum of 12 work weeks (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work.

If you are on POL and not eligible for continued paid coverage, or it paid coverage ceases after 12 work weeks, you may continue your group health insurance coverage through the Company in conjunction with federal COBRA guidelines by making monthly payments to the Company for the amount of the relevant premium. In some instances, the Company may recover premiums it paid to maintain coverage for you if you fail to return to work following pregnancy disability leave.

NOTE: POL RUNS CONCURRENTLY WITH FEDERAL FAMILY MEDICAL LEAVE BUT NOT FAMILY MEDICAL LEAVE UNDER CALIFORNIA LAW (CFRA).

Family Medical Leave

The federal Family and Medical Leave Act (FMLA) was established to allow bonding between parents and new born children and to allow employees to have time to care for themselves and close family members during illnesses. Family medical leave laws allow an employee to take 12 weeks of unpaid leave in a 12 month period for the birth/adoption of a child, the employee's own serious illness or to care for certain family members with a serious illness. To qualify, employees must have worked for at least 1,250 hours in the last 12 months. The Trade Coffee & Coworking uses the rolling 12 month period method of calculation.

Family medical leave contains a guarantee of reinstatement to the same or to a comparable position at the end of the leave, subject to any defense allowed under the law. Notice requirements and benefits continuation are comparable to pregnancy disability leave. The Company will maintain group health insurance coverage for up to a maximum of 12 work weeks (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work.

Contact Human Resources for detailed information about the FML

California Family Rights Leave

Under the California Family Rights Act of 1993 (CFRA), if you have at least 12 months of service with the Company and have worked at least 1,250 hours in the 12 month period before the date you want to begin your leave, you may have a right to unpaid family care or medical leave (CFRA) leave. This leave may be up to 12 work weeks in a 12 month period for the birth, adoption, or foster care placement of you child or for your own serious health condition or that of your child, parent or spouse. The Trade Coffee & Coworking uses the rolling 12 month period method of calculation. POL does not run concurrently with state family and medical leave. If you are eligible for CFRA leave, you have certain rights to take both a pregnancy disability leave and CFRA leave for the birth of your child.

CFRA leave contains a guarantee of reinstatement to the same or to a comparable position at the end of the leave, subject to any defense allowed under the law. Notice requirements are comparable to pregnancy disability leave. Eligibility for continuation of group health insurance will depend upon the extent to which the employee took FMLNPD L leaves. If an employee uses her full 12 week entitlement to benefits during concurrent FMLNPD L leave, and then takes a CFRA leave, she will not be eligible for paid benefits during the CFRA leave. However, if she took less than 12 weeks on FMLNPD L, she may be entitled to paid benefits for the balance of the 12 weeks at the same rate she was otherwise covered by the group insurance prior to taking the CFRA leave.

Contact Human Resources for specific information about CFRA leave.

Other Types of Leave

Personal Leave - a leave of absence for a compelling personal reason. Employees who have completed at least six months of continuous service may submit a written request for an unpaid personal leave of absence, for up to 30 calendar days. Written requests must state the reason for the leave and the beginning and end dates. Requests for personal leaves will be granted at the sole discretion of the Company. Employees who return to work at the end of a personal leave will be returned to their former job if an opening exists. If there is no such opening they will be considered for a comparable position if one is available. The Company does not guarantee reinstatement for personal leaves. Employees enrolled in our group health insurance will be responsible for all premium payments during personal leave. The employee must return to work by the date agreed upon and continue to working at least one month, or the Company may require reimbursement for any amount it pays towards health benefits during a personal leave.

Jury Duty - a leave of absence to serve as a juror or witness. Employees will be granted a leave of absence, without pay, to serve on jury duty, as required by law. Upon receipt of the jury summons, notify your manager to schedule you out for jury duty service. Upon completion of jury duty, a Verification of Attendance Form must be presented to the Company. Employees who are excused from jury duty for the day, or are excused early, should report to work when practical to do so. If an employee is called to serve on jury duty at a time that would reasonably interfere with normal business operation, the Company may request that the required service be reschedule for a later date that would be more convenient for the Company.

Military Leave - The Trade Coffee & Coworking will grant leave for military service including active duty; active duty for training; initial active duty for training; inactive duty training, full-time National Guard duty; and the time required for examination to determine the fitness of the person for such duty. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

VII. PERSONAL APPEARANCE

Uniforms

Employees provide their own uniforms consisting of full length pants and a non graphic shirt. Low cut shirts and pants below the waist line are unacceptable. Rubber soled, closed toed shoes must be worn. Aprons must be kept clean at the time of your shift, and should never be worn outside the store.

Grooming Standards

In the coffee industry, the appearance of each employee is very important to the overall quality of guest service and the store's ambiance and reputation. One of the reasons for having an employee uniform standard is so that all employees look pleasant and unoffensive to our patrons. This "unified look" enhances guests' perception of orderliness and cleanliness.

Employee uniforms should always be clean, pressed and odor free. Employees are responsible for mending or replacing uniform apparel that is badly stained, missing buttons, have holes or in frayed around the edges.

Employees are to wear rubber sole, non-slip shoes. Leather soles, open toed shoes and sandals are not allowed. Your shoes may not have any holes, and you may not wear high heels or cowboy boots.

Jewelry should not interfere with the functions or safety of the job, or conflict with the uniform. Visible facial or oral (eyebrow, nose, lip, tongue) jewelry must be approved by the management.

In order to present a professional, unified image, hair should be kept clean and pulled back if lengthier than the jaw line. Touching or grooming hair while on the floor or back of house is prohibited. Hats and headgear may be allowed if approved by management (no logos or graphics should be on said article).

Employees shall not wear nail polish or artificial nails. Employee hands are constantly under varied water temperature which may cause nail polish to flake off into ingredients. "Extreme" makeup may be asked to have toned down. Tattoos not concealed by clothing are subject to management approval.

Strongly scented fragrances (perfume, cologne, after shave, body oils & lotions) are not to be used when working, out of respect for the aroma from the coffee and sensitivity to guest and coworker fragrance allergies.

VIII. POLICIES AND PROCEDURES

Standards of Employee Conduct

For the safety of our employees and guests and to enable us to run the business in an efficient, profitable manner, certain standards of conduct must be maintained. Failure to conduct oneself in a proper manner or violation of any of the house rules may be grounds for dismissal. For this reason, it may be helpful to identify some examples of types of conduct that are impermissible and may result in disciplinary action, up to and including termination. Although it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, the following provides some examples.

1. Clock in, at the appointed work station, in full and proper uniform, ready to perform the job duties at your scheduled start time.
2. Follow all uniform, personal appearance, and grooming standards.
3. Notify the supervisor in advance if unable to report to work due to illness or other reasons. Employees should be prepared to furnish a doctor's note or other verification upon request if management feels that circumstances warrant one.
4. Perform the work responsibilities during the shift, and remain in the work place until the MOD has given permission to clock out.
5. Follow all health and safety, food safety and personal hygiene rules and procedures at all times. Do not come to work with a communicable disease without a doctor's approval.
6. Be a responsible user of Company equipment and/or supplies assigned to you.
7. Use the designated employee entrance when reporting to or leaving work.
8. Attend scheduled staff meetings (safety, menu changes, cleaning day).
9. Treat all cafe guests, co-workers and management and vendors with respect, cooperation and politeness.
10. Project a positive, friendly attitude while working (guests don't come to coffee shops to be "bummed out").
11. Do not chew gum or tobacco, or eat while on duty.
12. Do not steal from the Company. Report any pilferage you see or hear about.
13. Do not neglect job duties or responsibilities or interfere with fellow employees or supervisors in the performance of their job duties.
14. Do not falsify or omit information from any documents related to the Company or your employment.
15. Do not falsely report or falsify claims of accidents, injury or illness.
16. No Employee may orally order food or beverages. All food and drink orders must be rung through the POS system.
17. Report work related injuries or illnesses to a supervisor prior to obtaining medical attention or first aid.
18. Do not use the cash drawer or remove contents from the cash drawer if you are not the cashier on duty.
19. Do not remove any records, recipes, reports, training materials, or any other Company property from the premises without authorization from a manager.
20. Do not use any of the cafe phones for personal calls without the permission of management. Set call phones on "silent" mode.
21. Do not knowingly cause waste or conceal any defective product.
22. Refrain from using profanity or abusive language while on duty.

23. Do not sleep on duty or “loiter” around the shop or coworking area at any time.
24. Smoke only where specified by management and only after receiving permission from a supervisor to take a smoking break.
25. Do not refuse to follow a supervisor’s orders. Failure to follow reasonable orders or rudeness toward your supervisor constitutes insubordination.
26. Do not report to work under the influence of alcohol and/or drugs nor become under the influence while on duty.
27. Do not assault anyone or participate in immoral or indecent conduct.
28. Do not violate any federal, state or local law while on the premises, including but not limited to: gambling; possession or sales of illegal substances; contributing to the delinquency of a minor or possession of an illegal weapon.
29. Do not engage in unlawful or improper conduct off the premises or during non-working hours, which negatively affects work relationships with fellow employees, supervisors, the Company’s products, services, reputation or goodwill in the community.
30. Supervisors shall not engage in sexual relationships with subordinates.
31. Harassment, including sexual harassment, and discrimination will not be tolerated.
32. Do not inappropriately use the Company’s computers, Email, Internet or telephone/voice mail system.
33. Employees involved in fraudulent practices with trade bucks, gift certificates, donation letters, dozen cards or employee discounts will be terminated.
34. Do not go behind the bar or enter the kitchen if not working in those areas.
35. Do not distribute/post any materials or collect endorsements on the premises.

It should be remembered that employment is for an unspecified term and is at the mutual consent of the employee and the company. Consequently, either the employee or the company may terminate the employment relationship at will, at any time, with or without cause or advance notice.

Smoking

Those who choose to smoke/vapor are to confine their smoking to the periods before and after business hours and during lunch and rest breaks. All smoking during work is restricted to outside the cafe way from any guest entry areas. Obtain permission from a supervisor before exiting for a smoking break. Remember to wash your hands after smoking. Smokers are also reminded that the smell of smoke on one’s clothing or breath can be offensive to guests.

Use of Alcoholic Beverages or Drugs

Use of alcohol or drugs while on The Trade Coffee & Coworking premises is strictly prohibited; this includes after work hours. Exceptions are when an employee is visiting as a guest or when participating in an event in the coworking area. Excessive use of alcoholic beverages is unacceptable employee behavior on company property at any time. Reporting for work while under the influence of alcohol or drugs or becoming under the influence while on duty may result in disciplinary action, up to an including termination.

Employee Parking

Parking availability in the back parking lot is strictly for guest of the coworking memberships; do not park in these reserved spaces. Parking is available along the streets of 22nd, 23rd, K, J, L, and in some alleyways. Some blocks are time metered, which will be the employee's responsibility to keep track of the time, to either move their vehicle, or replenish the meters time. Employees are excused to take care of this responsibility, so long as the MOD is aware. Avoid walking to your car alone at night. Leave with a buddy or ask a manger to escort you to your vehicle.

Personal Telephone Calls and Cell Phone Use

Employees are not to make or receive personal calls while on duty, except in an emergency, with your supervisors' permission. If you are given permission to use the house phone, keep the conversation brief; remember we have limited business lines. Employees are responsible for notifying friends and family of this policy. Personal calls may be made on cell phones while on break. Cell phone use is restricted to outside the cafe. Cell phones should be turned to "silent" mode while on duty; and used only during an approved break.

Check Cashing

The cafe does not accept personal checks from guests. Employees' payroll or personal checks for cash will not be cashed in the cafe. The shop does not keep enough cash on hand to serve as a bank.

Gifts and Favors

Employees shall not accept gifts or other "perks" from vendors or guests. This includes dinners, guest accommodations, athletic event or concert tickets or comparable items. It is our policy to purchase goods and services from vendors based on the quality, service and value. Contact the Owners if such perks/favors are offered.

Charitable Donations

Any solicitations for donations made to the store either written or verbal must be directed to The Trade Coffee & Coworking Owner(s). The Owner(s) will ask that the request for donation is in writing and then decide what to donate. Generally the donation is promo card with a maximum value of \$30.00, not including pastries or gratuity.

Lost and Found

Although we are not responsible for lost or stolen articles, as printed on the menu, it is natural to expect that guests will leave behind items in the cafe.

When a guest leaves any personal article behind in the cafe, when found it must be turned into management immediately. This includes credit cards, cell phones, clothing, paperwork, etc. Any employee caught stealing items found in the cafe will be terminate. If a guest calls about a lost item turn the call over to management, as lost items will be locked in the office. If the owner of the item cannot be found and no one claims it within 30 days, the item will be disposed of.

Personal Use of Company Property

Company computers and voicemail systems are maintained by The Trade Coffee & Coworking to facilitate Company business. All messages or content sent, received, composed and/or stored on these systems in Company property. Computer use is limited to managers and administrative staff only, for legitimate business purposes. Privacy is not guaranteed. The Trade Coffee & Coworking reserves the right to access an employee's e-mail or voicemail message or other computer activity, such as Internet use, at any time. Offensive, harassing, discriminating, or otherwise inappropriate use of content will not be tolerated.

Right to Observe

In our ongoing effort to achieve the highest level of business efficiency and customer service, as well as employee security, The Trade Coffee & Coworking reserves the right to observe employees throughout all The Trade Coffee & Coworking premises, and/or at The Trade Coffee & Coworking worksites, either by way of direct observation or through use of electronic devices. The Trade Coffee & Coworking may install video cameras to monitor POS areas, work stations, and/or other general open areas where employees may be seen by others. Therefore, employees should have no anticipation of privacy in the workplace, with the exception of restrooms and changing rooms.

Socializing Off-Duty

You are an ambassador of The Trade Coffee & Coworking, whether on duty or off. As an employee, your behavior at the cafe is a reflection of quality of the Company. Be mindful that regular guests may recognize you. Please follow these etiquette tips while visiting Company cafe when off duty:

- Maintain appearance and conduct similar to the best of our typical guests.
- Do not interfere or conflict with the work habits of an on-duty employee. By doing so, you may compromise their job responsibilities or performance.
- Leave the cafe when it closes or when all other guests leave.
- Defer to guests if there is a wait for tables.

Socializing On-Duty

Many guests assume it is correct to engage in lengthy conversation with on-duty employees. Employees need to develop the ability to inoffensively break away from friendly or unfriendly guests who try and monopolize their time. Some employees feel it is acceptable for friends, boy/girlfriends, and relatives to compromise employee work time. Spending too much time talking to or sitting down with friends while on duty is prohibited. Friends should be the first to understand that you cannot engage in excessive, dramatic or idle conversation and that you must stay focused on your job while working.

Outside Employment or School

Since many cafe employees work part-time it is expected that many will have other employment. Outside employment should not affect the work of the employee while working for The Trade Coffee & Coworking. If employees' hours are restricted due to another job or classes, it is the employee's responsibility to notify management in advance of their availability. Once a schedule is posted, it is the employees' responsibility to notify the manager and cover the shift regardless of notice to management of availability. The Trade Coffee & Coworking reserves the right to terminate an employee when availability becomes erratic or too limited due to other commitments.

Conflicts of Interest and Confidentiality

Employees have the right to do as they wish with their time outside working hours. However, activities outside working hours must not interfere with job performance. As a condition of employment, the Company reserves the right to be informed of an employee's other job or activities which may interfere with your job performance. If such activities interfere with work performance, or compromise the best interests of or compete with The Trade Coffee & Coworking, we reserve the right to insist that those outside activities be discontinued or that any employee involved resign. Employees are also expected to maintain confidentiality regarding Company business matters.

Non-Fraternization

Managers and Supervisors

The company desires to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment and the employee morale and dissension problems that can potentially result from personal or social relationships involving managerial and supervisory employees in the company. Accordingly, managers and supervisors are prohibited from fraternizing or becoming romantically involved with one another or with any subordinate employee in their chain-of-command.

All Employees

The Company also desires to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment and the employee moral and dissension problems that can result from certain other relationships between employees. Accordingly, all employees, both management and non-management, are prohibited from fraternizing or becoming romantically involved with other employees when, in the opinion of the company, their personal relationships may create a potential conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security or morale.

All employees should also remember that the company maintains a strict policy against unlawful harassment of any kind, including sexual harassment.

Disciplinary Procedures

Failure to uphold the standards of quality service that The Trade Coffee & Coworking demands (The Steps of Service, customer complaints, failure to follow The Trade Coffee & Coworking recipe standards, etc.) may warrant disciplinary action.

In addition, any violation of company policies or improper behavior or conduct may warrant disciplinary action. Although the employment relationship may be terminated at will by the employee or the company, without following any formal system of discipline or warnings, the company often exercises its discretion to use a progressive discipline procedure to ensure a fair method of disciplining employees. When followed, the progressive discipline system is intended to give employees advance notice, whenever possible, of problems with their conduct or performance, in order to provide them with an opportunity to correct any problems. Normally, progressive discipline involves verbal counseling, one or more written warnings and possibly suspension before an employee is terminated. Exceptions or deviations from the normal procedure may occur whenever serious offenses occur or whenever the company deems that circumstances warrant that one or more steps in the process be skipped.

Complaint and Grievance Procedures

Employees who have any questions or problems are encouraged to bring them to the attention of their immediate supervisor. If an employee is unable to resolve these questions or problems after this discussion, he may contact the Human Resources Manager to discuss the questions or problems further. The Human Resources Manager will attempt to investigate the employee's concerns and provide the employee with a response as soon as reasonably possible.

An effort will be made to provide employees an opportunity to raise their questions or problems in confidence and without fear of reprisal or discrimination. The company will make every effort to investigate and settle an employee's problem on a fair and equitable basis.

Dispute Resolution Program Process

In some cases, even after following all the steps available to you for resolving disputes, you may feel that a workplace issue has not been satisfactorily resolved. If you have an employment-related legal dispute and are a party to The Trade Coffee & Coworking Dispute Resolution Program, you have agreed to resolve legal disputes arising out of or relating to your employment by final and binding arbitration. This is a fair, private, exclusive and expeditious means of resolving your claims. The process culminates in formal arbitration, involving a neutral decision-maker selected with equal input for you and the Company, which replaces litigation in federal, state or local courts. The Dispute Resolution Program Arbitration Rules govern the arbitration process.

Separation from the Company

Employees are encouraged to give as much advance notice of their decision to resign as possible under the circumstances. Although employees have the same right as the employer to terminate the employment relationship at will, at any time, the employer would appreciate at least two weeks' notice of an intention to resign wherever it is possible to do so.

IX. HEALTH & SAFETY

Overview

Employee and guest well being is a primary consideration in the Company's operations. The Occupational Safety and Health Act of 1970 (OSHA) Provides us with guidelines for safe and healthful working conditions in our cafe.

As a company, we intend to comply with all OSHA laws. To this end, employees must constantly be aware of conditions in each individual's work area that can produce an injury. No employee is required to work at a job knowing it is not safe or unhealthy. Cooperation in detecting hazards and in turn controlling them, is a condition of every person's employment. A supervisor must be informed immediately of any situation beyond the employees' ability or authority to correct.

The prevention of occupational induced injuries and illness is of such consequence that it will be given precedence over operation productivity whenever necessary. To the greatest degree possible management will provide all mechanical and physical facilities, supplies, guidance, training and record keeping required for personal safety and health in keeping with the highest standards. But it's up to you, personally, to be aware and careful. This cannot be emphasized enough: it is every employee's responsibility to learn, understand and practice the rules of safety in the cafe environment at all times!

Our goal is to maintain a safety and health program that conforms to the best practices of this industry. To be successful, both managers and staff must be pro-active about the prevention of injury and illness. This requires cooperation in all safety and health matters, not just between manager and staff, but also between co-workers. Only through such cooperative effort can a safety program in the best interest of all be established and preserved. The objective is a safety and health program that will limit the number of injuries and illness to an absolute minimum, not merely in keeping with, but surpassing, the best experience of other coffee shops. Our shared goal is zero accidents, injuries or food-borne illnesses to employees or guests.

Work Place Injuries

Employees who sustain work-related injuries must notify their supervisor immediately, and must complete a Workers' Compensation Claim Form. The company will refer you to a medical facility where you will be examined and treated.

If the doctor determines that you are disabled by the injury, you may be eligible for a disability leave of absence (see Leaves of Absence section of the handbook) or a modified duty assignment.

Workplace Violence

The Trade Coffee & Coworking has adopted the following workplace violence policy to ensure a safe working environment for all employees. The Trade Coffee & Coworking has a zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of

violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of weapons on Company premises and at Company-sponsored events shall constitute a threat of violence.

It is every employees' responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to you and your co-workers or any ever which you reasonably believe is threatening or violent. You may report an incident to any supervisor or manager.

A threat includes, but is not limited to, any indication of intent to harm a person or damage Company property. Threats may be direct or indirect, and they may be communicated orally or nonverbally. The following are examples of threats and acts that shall be considered violent (this list is in no way all-inclusive):

Example	Type of Threat
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying Weapons	Extreme
Stalking or Otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence

Personal Hygiene & Sanitary Procedures

Safety is the responsibility of the Company and all its employees. The Company provides sinks, hot water, soap, and disinfectant, as well as ample clean paper and cloth towels. It's up to you to use them!

Personal hygiene habits and inattention to proper safety procedures can cause sanitation problems or result in injury or food borne illness. It is implausible for managers to supervise the sanitation habits and safety practices of all employees 100% of the time, without invading your privacy. It is the responsibility of every employee to consider and act on behalf of the safety of co-workers our guests.

Hand Washing

All employees must properly wash their hands before beginning work, and after: using the restroom, handling money, touching hair, eyes, ears or face, smoking, shaking hands, handling garbage or dirty dishes, working with any chemicals, sneezing or coughing, or after anything that might contaminate the hands.

Proper hand washing means using soap and hot water, vigorously scrubbing under one's fingernails and up the wrists, then drying with a clean paper or cloth towel.

FACT: THE FRICTION FROM DRYING YOUR HANDS CAN ACTUALLY REMOVE/KILL AS MANY, IF NOT MORE GERMS AS SOAP AND WATER!

Food Safety

There are two types of germs that can be found on most people's hands; these are native bacteria, and foreign bacteria. The most prevalent native bacteria is Staphylococci (usually referred to as "Staph"). Frequent hand washing will limit the amount of bacteria, however there is no possible way to completely eradicate this pathogen. It takes massive amounts of the bacterium to bring an infection. Salmonellae is one of the most prevalent foreign bacteria. Frequent, proper hand washing after contact with items possibly infected by Salmonellae will kill or remove most of this pathogen.

Every effort should be made to reduce hand contact with food at all times. Tongs, spatulas, and other utensils should be used to handle food whenever possible. All surface areas, containers and utensils used when handling or preparing "containable" foods must be washed properly before being reused. When hand contact is unavoidable, frequent hand washing becomes essential, especially between handling raw and cooked foods. Fingernails should be kept short, unpainted and clean at all times. Any cut or open sore should be cleaned with an antiseptic solution and kept bandaged at all times while at work. All employees should limit the amount of hand contact they have with tableware.

Disposable gloves can be useful, especially when one has a cut or sore. But gloves accumulate as much harmful bacteria as bare hands and offer no more contamination protection than working without gloves. They protect you - not the food or guests. If you wear gloves, change them frequently.

Food Hazards

“At risk” food is more susceptible to bacterial growth than other. Foods that are most at risk are foods with high moisture content, high protein and/or low acidity (cream, milk, cheeses).

All food is contaminated with bacteria to a certain degree. If food becomes contaminated to a dangerous level it is deemed “adulterated” and must be disposed of, as it is unfit for human consumption. Adulterated food includes:

- “At risk” food products held in the “Danger Zone” (45-145°F) for more than two hours
- Excessive contact during preparation or service
- Excessive rodent or insect contact or infestation
- Any contact with toxic substance or filth

Refrigeration

Refrigeration slows the growth of bacteria, but does not kill it. Where, and how long, items are stored are important aspects of food safety. It is imperative that the cooler is kept clean at all times.

- Store raw meats and fish away from and not above cooked food. This habit eliminates the possibility of cross-contamination due to dripping or spillage.
- Follow the First-In-First-Out (FIFO) rule when stocking and pulling products.
- Ample air circulation is critical to allow proper cooling of all items.
- Avoid stacking foods, especially warm foods that still need to cool.

EMPLOYEE HANDBOOK & AT WILL EMPLOYEE STATUS ACKNOWLEDGEMENT

The undersigned employee hereby acknowledges that he or she has received a copy of The Trade Coffee & Coworking Employee Handbook. The employee agrees to read the Handbook and abide by the Company's policies and procedures.

The undersigned further understands and agrees that:

- Additional information, policies and changes may be implemented from time to time by The Trade Coffee & Coworking.
- The Employee Handbook is not an employment agreement nor is it a guarantee of employment.
- The employee is an "at will" employee, which means either the employee or The Trade Coffee & Coworking may terminate the employment relationship at any time, for any reason or for no reason.
- The employee's status as an at will employee can only be changed through a written agreement duly authorized and executed by the Owner(s) of The Trade Coffee & Coworking and the employee.
- There have been no statements, agreements, promises, representations or understandings made by any officer, employee or agent of The Trade Coffee & Coworking inconsistent with this Acknowledgement form.

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____

EMPLOYEE HANDBOOK TEST

Name: _____ Date: _____

Managers Signature: _____ Score: ____/14 = ____%

1. When do tips get distributed to the employee? _____

2. When are paychecks issued? _____

3. Where and when is the schedule posted? _____

4. What do you do if you need time off and you know in advance?

5. What should you do if you are scheduled to work and you know that you cannot make it for that shift? How about if something comes up at the last minute?

6. Telling dirty or off-color jokes is okay as long as the listeners laugh or find it funny.

TRUE or FALSE

7. Threats or demands to submit to sexual requests as a condition of continued employment is against company policy.

TRUE or FALSE

8. What types of harassment, other than sexual harassment are prohibited by company policy?

9. If you believe that you have been unlawfully harassed, what should you do?

10. If you only work 6 1/2 or 7 hour shift you can waive your meal period.

TRUE or FALSE

11. It's okay to use your cell phone while you are on shift as long as all of your guests have been taken care of.

TRUE or FALSE

12. What is The Trade Coffee & Coworking's policy on employee beverages and discounts?

13. You may take a cigarette break at any time during your shift as long as you go outside where customers will not be offended.

TRUE or FALSE

14. If you injure yourself in the cafe what should you do?
