**Chicken-N-Waffles**

**Acknowledgment Form**

By signing this form, I acknowledge that I have read and understand all CNW Company policies, rules, and procedures. I understand that upon my request, I may receive a copy of any CNW Company policy. Rule, or procedure that I have signed.

I understand that everything I have signed contains important information about CNW COMPANY policies, rules, and procedures that I am expected to read and familiarize myself with all the policies, rules, and all procedure that apply to me. I understand that nothing in the policy, rules, and procedures constitutes a contract or promise of continued employment and that CNW COMPANY my change the policies, rules, or procedure at any time.

By signing this form, I acknowledge that my employment is at-will. I understand that I have the right to end employment relationship at any time and for any reason, with or without notice, with or without cause, and that CNW COMPANY has the same right. I acknowledge that neither CNW COMPANY not I have entered into an employment agreement for any specific period of time.

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Name and Store # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHICKEN-N-WAFFLES**

**SEXUAL HARASSMENT BROCHURE**

***Employee Notice***

Sexual harassment is prohibited by this Company and is against the law.

Every employee should be aware of:

* what sexual harassment is
* what steps to take if harassment occurs
* state law prohibiting retaliation for reporting sexual harassment

Please read this information sheet. If you have any questions or concerns about it, contact your supervisor, personnel department representative officer for further information.

#### **How to Stop Sexual Harassment**

1. When possible, simply tell the harasser to stop.

The harasser may not realize the advances or behaviors are offensive. when it is appropriate and sensible, simply tell the harasser the behavior or advances are unwelcomed and must stop.

1. You are strongly encouraged to report sexual harassment. Contact your supervisor, another manager, or human resources department representative.

Sexual harassment or retaliation should be reported in writing or verbally. You may report such activities even though you were not the subject of harassment.

1. An investigation will be conducted.

CNW will investigate, in a discreet manner, all reported incidents of sexual harassment and retaliation.

1. Appropriate action will be taken.

Where evidence of sexual harassment or retaliation is found, disciplinary action, up to and including termination, may result.

##### **What is Sexual Harassment**

Although many people think of sexual harassment due to sex as sexual harassment, gender harassment due to pregnancy, childbirth, or related medical conditions.

1. Verbal harassment — epithets, derogatory, comments, or slurs.

Examples: Name-calling, belittling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, comments about an employee’s anatomy and/or dress, sexually-oriented noises or remarks, questions about a person’s sexual practices, use of patronizing terms or remarks, verbal abuse, graphic verbal commentaries about the body.

1. Physical harassment — assault, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual.

Examples: Touching, pinching, patting, grabbing, brushing against, or poking another employee’s body, requiring an employee to wear sexual suggestive clothing.

1. Visual harassment — derogatory posters, cartoons, or drawings.

Example: Displaying sexual pictures, writings or objects, obscene letters or in citations, staring at an employee’s anatomy, leering, sexually-oriented gestures, mooning, unwanted love letters, or notes.

1. Sexual favors — unwanted sexual advances that condition an employment benefit upon an exchange of sexual favors.

Example: Continued requests for dates, any threat of demotion, termination, etc., if requested sexual favors are not given, making or threatening reprisals after a negative response to sexual advances, propositioning an individual.

It is impossible to define every action or all words that could be interpreted as sexual harassment. The examples list above with the state definition of sexual harassment are not meant to be a complete list of objectionable behavior nor do they always constitute sexual harassment.

***Federal* Law**

Under federal law, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute 3exual harassment when:

1. Submission to such conduct is made either explicitly a term or condition of an individual’s employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonable interfering with an individual’s work performance creating an Intimidating, hostile, or offensive working environment.

***Harassers Are Personally Liable***

If you, as an employee, are found to have engaged in sexual harassment, or if you as a manager know or should have known about. The conduct and condone or ratify it, you may be personally liable for monetary damages. Chicken-N-Waffles will not pay damages assessed against you personally.

In addition, CNW will take appropriate disciplinary measures — termination is on possible action against any employee who engages in sexual harassment.

##### **Protection Against Retaliation**

Chicken-N-Waffles policy and California state law forbid retaliation against any employee who opposes sexual harassment, files a complaint, testifies, assists, or participates in any manner in an investigation, proceeding, or hearing conducted by CNW, the Department of Fair Employment and Housing, or the Fair Employment and Housing Commission.

Prohibited retaliation includes but is not limited to:

* + Demotion
	+ Suspension
	+ Failure to hire or consider for hire
	+ Failure to give equal consideration in making employment benefit to an individual.
	+ Adversely affecting working conditions or otherwise denying any employment benefit to an individual.

#### **Additional Information**

The Department of Fair Employment and Housing (DFEH) is the state agency that resolves complaints of unlawful discrimination, including sexual harassment. After a complaint is filed, the DFEH has one year to investigate the complaint.

The Fair Employment and Housing Commission (FEHC), decides cases prosecuted by DFEH at the state let el.

To contact the DFEH, consult your local telephone directory under State Government Offices or ask directory assistance for the number of Department of Fair Employment and Housing headquarters in Sacramento or write to Department of Fair Employment and Housing 2014 T Street, Suite 210, Sacramento, CA 95814-6824.

The Equal Employment Opportunity / Commission (EEOC) is the federal agency that resolves sexual harassment claims. To contact the commission, consult directory assistance for Washington, D.C., or write to Equal Employment Opportunity Commission, 1801 L Street, NW, Washington, D.C. 20507.

**Employee Check Policy**

Federal Law does not require employers to distribute pay in specific intervals (weekly, bimonthly, etc.), though State laws might. The Fair Labor Standards Act, which outlines employee compensation regulations, says that employers must pay their ›ñorkers ”promptly”.

The Department of Labor, the federal government does not require employers to pay employees the right array if they quit or are fired. But employees should be paid by the next regular payday following the last pay period they worked.

Courts can order an employee's wages to be garnished for certain debts, such as child support. But Title III of the Consumer Credit Protection Act forbids employers from firing employees because they had their wages garnished once, even if the business has to endure multiple levies or proceeding in pursuit of collection. Your employer can fire you, however, for a second or subsequent garnishment.

The company pays bi-weekly, the week start Monday to Sunday, again Monday to Sunday, total 14 days, the paycheck is Ready following Friclay latest by 2300 hrs. . Hourly employees are paid as per time card, salary employees as per sala y. All employees must check their time card before cashing there check, once check is cashed, this means that the employee has checked their time card, and is being paid in full for the hours as per time card.

Employee Name (Printed).’

Employee Signature.“ Date

**ELECTRONIC & CELL PHONE POLICY**

As an employee of Chicken-n-Waffles, I understand that I must follow all Company policies, including those regarding cell phones. Personal electronic devices are not allowed in the front of store including cell phones, i-pods, personal radios, PDAs, etc. All personal electronic devices must be powered off and in the backroom when present in the store. It is Company Policy not use cell phone while you’re working.

If you are caught on your cell phone. First lime verbal WARNING. Second time written

WARNING. Third time MAYBE SENT HOME, SUSPENSION or TERMINATION.

Employee Name (Printed):

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTENDANCE RECORD

|  |  |  |  |
| --- | --- | --- | --- |
| Sr # | Date | Comments | MGR’S INITIALS |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

RECORD OF PAY

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Craft Position | Rate | Date | % | $ | IncreaseTotal | MGR | Craft Position | Rate | Date | % | $ | MGR |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**EMPLOYEE PERFORMANCE REVIEW**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hire Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Meal Policy**

As an employee of Chicken-n-Waffles. I understand that I must follow all Company policies, including those regarding meal periods. I understand that I am entitled to an unpaid and unrestricted break of no less than 30 minutes on day that I work. I understand that I must pay for all my drinks and I can have 40% off my employee meal. I understand no employee meals can be taken home. Absolutely no extra food can be taken out of the store, the only food if it is paid for in full price. As an employee I understand I can receive 10% off my food when I’m off.

Employee Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHICKEN-N-WAFFLES

# **Shift Agreement**

I understand that I have been hired for any shift. I also understand that when the volume of business warrants, I may occasionally be asked to leave early or stay later than my scheduled time.

Since I’m over the age of 18, these hours are permitted, as needed.

Employee Signature Date

Manager Signature Date

**CHICKEN-N-WAFFLES EMPLOYEE FOLDER**

|  |  |
| --- | --- |
| 1. Application (Signed and Completed)
2. W-4 FORM
3. Employee Meal Policy
4. Uniform Policy
5. Store Policies
6. Cell Phone Policy
7. 1-9 Form
8. 1-9 Copies of Documents
9. Health Card
10. Serving Policy
11. Cooks Policy
12. Busser Policy
13. Host Policy
14. Dishwasher Policy

1S. At Will Acknowledgement1. Sexual Harassment Brochure
2. Acknowledgment Form
3. Employee Policy
4. Shift Agreement
5. Company Rules and Regulations
 | (PLEASE PRINT)Name Last First M.I.Address City, State, Zip Phone f S.S. # Hire Date Term. Date Craft Position  |
| EMPLOYEE ORIENTATION CHECKLISTORIENTATION RESTAURANT TOURHourly Pay Rate Break Area/Smoking AreaOvertime Designated Restroom Time ClockPay Period and Pay Day First Aid KitEvaluations and Raises Stock RoomEmployee Action Plan & Written Warning Walk-In Refrigerator/FreezerWork Schedule Dishwashing AreaSchedule Request Galley/Passbar/Prep AreaTardiness/Sick Entrance/Cash RegisterTime Card RestroomsEmployee Meals Emergency ExitsPersonal Items Health CardMeeting/Attendance MSDS Location and UseSignature *at* Employee Date  Manager Signature Date  |

**CHICKEN-N-WAFFLES**

**EMPLOYEE POLICY & COMPANY RULES**

###### Please read carefully and initial each point. After you read and understood our rules and our policies, print your name, sign and date the bottom.

 I must be in uniform and ready to work when I clock in, and remain in complete uniform while I’m on the clock.

 I must be on time and clock in at the scheduled times, not BEFORE or AFTER, unless approved by management.

 I must have a neat and clean appearance and also be in proper uniform.

 No one is to loiter in the restaurant when not working.

 Every employee must have a check for every employee meal. The check most be signed and dated by the employee receiving the meal.

 No gum chewing!! Gum chewing is not allowed!!

 Never show up to work under the influence of alcohol or illicit drugs, nor consume or use any while I’m at Chicken-N-Waffles Restaurant or on the property — on or off your shift.

 No fighting or arguing on the premises.

 No loud conversations or arguing across the pass bar, or anywhere else the customer can become aware of the problem.

 If you’re going to be late at all, call and talk to a manager or the person in charge.

 Excessive tardiness will be grounds for suspension or termination.

 No sitting or standing around idly talking to co-workers while you’re on your shift unless you’re taking a break in the proper break area. There is always something to do you while on the clock.

 Clean as you go. Do not wait until the end of your shift.

 Never sit in the front by the Host Station! It is unprofessional and tacky to see people in uniform sitting around not working. No sitting!!!

 Always check the board DAILY before each shift for memos from management. Some may require your initials, please do so immediately.

 All employees must take 3o minute break. Management will control breaks.

 No friends or family are allowed in the back of restaurant at any time. No friend or relatives can wait in the restaurant before we open or after we close.

 No special privileges are to be given to fellow workers, family, or friends as they join us for a meal. Please do not linger at their table as you may inadvertently ignore other customers.

 It is because of customers of customers that we have a job. As customers increase or decrease so do we. We must provide a clean restaurant at all times to our customers; consistently deliver high-quality food and great service. In the event that we have a customer complaint, it must be immediately brought to the attention of management.

 Safety at all times Is critical in the restaurant. Any spills should be wiped up IMMEDIATELY. Please report any conditions that you deem unsafe to a manger. Sanitation must be practiced at all times. Never put your fingers in a cup or dirty glasses, while bussing tables. Use tongs for lemons, ice scoop for glasses, and do not touch load on the pass bar. Always handle the silver only by the handles whether clean or dirty.

 Promotions, wage increases and/or favorable schedules are given to employees that earn them. Those employees who are rarely tardy or sick are willing to help out when others are sick, and take pride in themselves and the job they do will rewarded accordingly.

 I must not use obscene language at any time in the restaurant.

######  I must finish my side work before I leave and check out with management. (NO EXCEPTIONS)

 NO cell phones while you are working NO EXCEPTIONS. No personal phone calls or visits are allowed while on duty. Unless it’s an emergency.

 NO Call/NO Show will be considered a job abandonment. Treated as you QUIT!!!

 In order to take a day off you must make a written request at least one week in advance.

 If you need to switch a schedule, you must get the approval of the manager otherwise it will be treated like a NO Call/NO Show!!

 Failure to follow this policy and/or any other instructions given by management will be subject you to warning, write-up or possibly termination on severity.

 I will be on probation the first 3 months of my employment. During this period management will evaluate my performance. Upon satisfactory performance, I will no longer be probation. However, if management is not satisfied with my performance in the probationary period, management can terminate me from employment, or extend your probationary period for another three months.

I HAVE READ AND UNDERSTAND THE STORE RULES AND POLICIES

(Name)

(Signature)

(Date)

**STORE POLICIES**

1. Stealing anything from the store will result in termination. Retail theft is a class B misdemeanor and could result in and up to two nights in jail or a $1000 fine. This includes all food, supplies, money, coupons, and any belongings to the store or fellow employees.
2. No extra food taken out of the store. **The only food that can** be **taken from the store is meals that have** been purchased at full price.
3. Only scheduled employees are allowed in the designated employee area before opening, during business day, and after closing. Friends and family members are not allowed in the store before opening or after closing.
4. No schoolwork, homework, or personal projects are to be brought to the store.
5. Personal electronic devices are not allowed in the front of store including cell phones, i-pods, personal radios, PDAs, etc. All personal electronic devices must be powered off and in the backroom when present in the store.
6. Employees are expected to show up ready to work in full uniform: Black hat, Black pants, Black shirt and apron, and closed toed, flat non slip shoes. No moral than one pair of studded earrings is allowed as part of the CNW uniform. All other visible piercing must be removed before work each day. Spacers filled and all visible tattoos covered.
7. Any changes to the posted schedule must be approved by the store General Manager.
8. If you no show for a shift, you have willfully chosen not to be employed by Chicken-N-Waffles. More than 25 minutes late is considered to be a no-show. Showing up late without a phone call will be treated with a write up. 3 late shifts may result in termination.
9. We treat all employees fairly. In return we expect you to treat us fairly when you decide to move on to another job. We require two week notice of quitting date for all employees.
10. Sodas are NOT free. They are to remain lidded, with a straw, in the designated area.
11. Our policy is “Zero Tolerance” on sexual Harassment as detailed in the Chicken-N-Waffle manual. Also “Zero Tolerance” on discrimination on race, religion, gender, and color.
12. ½ hour breaks cannot be less than 30 Minutes. You are expected to watch time. 30 to 34 minutes is the window to clock back in.
13. Smoking is only allowed 1 football field away from restaurant and not visible to any guest. You are not to smoke while in uniform.
14. Zero tolerance on illicit drugs, alcoholic beverages, or any illegal product in or within the parking lot of the restaurant. This is grounds for termination.
15. If you fail to comply with company policies, you will be warned the first time, written up the second, and terminated the third.

**I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THESE STORE POLICIES. AS THE GENERAL MANAGER, I ACKNOWLEDGE THAT I HAVE REVIEWED THESE STORE POLICIES, WITH THE NEW HIRE.**

**EMPLOYEE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MANAGER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**UNIFORM POLICY**

As an employee of Chicken-n -Waffles, I understand that I must follow All Company policies, including those regarding uniforms standards. As an employee of Chicken-n-Waffles I am expected to show up to work ready to work. Servers cmd Hosts must wear black button-down dress shirt with longs sleeves black slacks or black dress pants, black apron and black non-slip shoes and black belt. Cooks and Preps black cap, hair nets (Long Hair), black shirt, black slacks or black dress pants, black non-slip shoes and black belt. Bussers and Dishwashers black shirt, black slacks or black dress pants, black non-slip shoes and black belt.

I am not allowed to wear more them one pair of studded earrings is a allowed as a part of CNW uniform. All other visible piercings must be removed before work each day. Spacers filled and all visible tattoos covered.

I understood that I MUST have my hair off my face and off my shoulders at all times. NO JEANS! NO TIGHTS! NO YOGA PANTS or SPANDEX! NO STRETCH PANTS!

IF YOU COME TO WORK OUT OF UNIFORM, YOU MAY BE SENT HOME!

First-time verbal WARNING. Second time written WARNING. Third time MAy BE SENT HOME, SUSPENSION, or TERMINATION.

Employee Name (Printed j.

Employee Signature. Date

**ELECTRONIC & CELL PHONE POLICY**

As an employee of Chicken-n-Waffles, I understand that I must follow all company policies, including those regarding cell phones. Personal electronic devices are not allowed in the front of the store including cell phones, i-pods, personal radios, PDAs, etc. All personal electronic devices must be powered off and in the backroom when present in the store. It is Company Policy not use a cell phone while you’re working.

If you are caught on your cell phone. First time verbal WARNING. Second time written WARNING. Third time MAY BE SENT HOME, SUSPENSION or TERMINATION.

 Employee Name (Printed j.

Employee Signature. Date