



Employee Handbook

Rooted: Eat More Plants

Welcome Letter

Welcome to Rooted! We are pleased to have you with us and hope that you find your new job rewarding and challenging. Rooted is a growing family of restaurants, and we feel that all of us have the opportunity to benefit. We want to maintain the benefits of our current environment as we expand and grow the company over the coming years. To reach our goal we must provide superior service to our customers and this means employing the best people. As a member of the Rooted team, you are critical to our success. Through your success we can reach our goals. Rooted strives to create an exciting, challenging and rewarding work environment that allows you to flourish. As a dynamic company, we offer many career opportunities. We want you to build a long and successful association with Rooted and be a happy and productive member of our team. Through your dedication, creativity, perseverance and efforts, our company will continue to grow. Once again, welcome to Rooted, and our best wishes for success. We appreciate your confidence in our future. Let's grow together.

Regards, Rooted

Company History

Rooted's first location opened in September of 2021.

Company Goals

Our goals at Rooted are simple:

- To always serve the best quality food possible
- To employ friendly, competent employees
- To provide the best service to our guests
- To maintain a positive and respectful atmosphere
- To grow the company while enjoying and being grateful for our current status.

Continuity of Policies - Right to Change or Discontinue

The policies and procedures in this manual are not intended to be contractual commitments by Rooted and employees shall not construe them as such. They are intended to be guides to management and merely descriptive of suggested procedures to be followed.

Rooted reserves the right to revoke, change, or supplement these guidelines at any time without notice. Such changes shall be effective immediately upon approval by management unless otherwise stated.

No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied by statements in this handbook.

Equal Employment Opportunity Policy

Rooted is an Equal Opportunity employer.

No employee of the company will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age or any physical or mental disability. No employee of the company will discriminate against any applicant or fellow employee because of the person's veteran status. This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, promoting, transfer, demotion, layoff, termination, rates of pay and other forms of compensation or overtime.

Recruitment

Rooted aggressively recruits to attract top caliber individuals to all levels of the organization. Company positions may be filled by either transfer or promotion of existing employees or by new employees who are recruited or who apply. All recruitment shall be conducted in an ethical, professional and non-discriminatory manner.

Rooted provides equal employment opportunity to all applicants on the basis of demonstrated ability, experience and training.

Announcement of New Positions

The availability of all job openings will be announced within the organization prior to outside recruitment for any position. The job requisition giving job title, job functions and qualifications will be announced and/or posted in each store to all employees.

All present employees are encouraged to review the requirements for each position and apply for those positions in which they are interested. All applications will be given equal consideration.

Employee Selection and Development

Rooted provides equal opportunity to all applicants on the basis of demonstrated ability, experience, training, and potential. Qualified persons are selected without prejudice or discrimination as stated in the company's Equal Employment Opportunity Policy. The employment requisitions, initiated by the owner or individual store manager (hereafter referred to as Management), will define the job-related tasks and qualifications necessary to assume the position. The defined tasks and stated qualifications will be the basis for screening applications. Management will conduct structured initial interviews limited to job-related questions to assess each candidate's experience, demonstrated ability and training.

A verbal or written offer must never express or imply that employment is "permanent," "long-term," of a specific duration, or words of similar meaning. An exception may be made where a temporary position of known duration is to be filled.

Training — All new employees will be provided with an orientation briefing, which will be held within their first week of employment. The orientation briefing is designed to acquaint the new employee with the company and its policies.

Management is responsible for assisting the employee in completing all check-in procedures. In addition, Management will ensure that the new employee receives an introduction within the company and is provided with a copy of the Employee Handbook, access to the Safety Manual, and all related information regarding his or her specific role and responsibilities.

Evaluation — Giving constructive feedback at various times during the employment relationship is the final stage of the employment development process. New and existing employees will be provided with feedback at different times as needed or when appropriate.

Sexual Harassment

Rooted will not allow any form of sexual harassment within the work environment. Sexual harassment interferes with work performance and creates an intimidating, hostile or offensive work environment. Sexual harassment influences or tends to affect the career, salary, working conditions, responsibilities, duties or other aspects of career development of an employee or prospective employee, or creates an explicit or implicit term or condition of an individual's employment. It will not be tolerated.

Sexual harassment, as defined in this policy, includes, but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature (e.g., gestures, signs and posters) or requests for sexual favors.

Any intentional sexual harassment is considered to be a major violation of company policy and will be dealt with accordingly by corrective counseling and/or termination, depending upon the severity of the violation.

Drug Abuse/Alcohol Abuse

We believe that the impairment of any Rooted employee due to his or her use of drugs or due to alcohol abuse is likely to result in the risk of injury to other employees, the impaired employee, or to third parties, such as customers or business guests. Moreover, drug abuse adversely affects employee morale and productivity. "Impairment" or "being impaired" means that an employee's normal physical or mental abilities or faculties while at work have been detrimentally affected by the use of illegal drugs or alcohol.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of company rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal, or any other penalty appropriate under the circumstances. Likewise, the use, possession, transfer or sale of any drugs on company premises or in any of **Rooted** store areas or job sites is prohibited. Employees who violate this rule are subject to severe disciplinary action. In all instances disciplinary action to be administered shall be at the sole discretion and determination of the company.

When an employee is involved in the use, possession, transfer or sale of drugs in violation of this policy, the company may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the manager and/or owner. Rooted is aware that illegal drug abuse is a complex health problem that has both physical impact and an emotional impact on the employee, coworkers, his or her family, and social relationships. Nevertheless, drug or alcohol abuse which impairs performance while at work shall not be tolerated. Any employee or store manager who suspects a drug or alcohol abuse case should discuss the situation immediately with management. Because each case is usually different, the handling and referral of the case must be coordinated with the owner. Rooted is a drug-free workplace. This includes marijuana and alcohol.

Smoking

No smoking will be allowed in the store area at any time. Any and all smoking must be outside at least 10 feet from the building. This policy is for the health and safety of all employees.

Employee Safety (See Safety Orientation Manual)

Rooted strives to provide its employees with a safe and healthful workplace environment. To accomplish this goal, both Management and employees must diligently undertake efforts to promote safety, observing all safety and accident prevention principles.

All job-related injuries or illnesses are to be reported to Management immediately, regardless of severity, seeking treatment promptly. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject Rooted to fines and penalties.

Return to Work After Serious Injury or Illness

As a joint protection to the employee and the company, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than two (2) consecutive weeks or one which may limit the employee's future performance of regular duties or assignments. (Also see Medical/Family Leave policy.)

Rooted management shall ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse. If the cause of the employee's illness or injury was job-related, management will make every reasonable effort to assign the returning employee to tasks consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed.

Performance Improvement

Performance improvement may be suggested whenever Management believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of Management. The company desires to protect its investment of time and expense devoted to employee training whenever that goal is in the company's best interests. The company expressly

reserves the right to discharge “at will.” Even if corrective counseling is implemented, it may be terminated at any step at the discretion of Management. Management, in its sole discretion, may warn, reassign, suspend or discharge any employee at will, whichever it chooses and at any time. Management will determine the course of action best suited to the circumstances. The steps in performance improvement are as follows:

Verbal counseling — As the first step in correcting unacceptable performance or behavior, Management should review pertinent job requirements with the employee to ensure his or her understanding of them. Management should consider the severity of the problem, the employee’s previous performance appraisals and all of the circumstances surrounding the particular case. Stating that a written warning, probation or possible termination could result if the problem is not resolved should indicate the seriousness of the performance or misconduct. The employee should be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. Management should document the verbal counseling for future reference immediately following the review.

Written counseling — If the unacceptable performance or behavior continues, the next step should be a written warning. Certain circumstances, such as violation of a widely known policy or safety requirement, may justify a written warning without first using verbal counseling. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning shall indicate that probation or termination or both may result if improvement is not observed. Written counseling becomes part of the employee’s personnel file, although Management may direct that the written warning be removed after a period of time, under appropriate circumstances.

Probation — If the problem has not been resolved through written counseling or the circumstances warrant it, or both, the individual should be placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period. Management, after review of the employee’s corrective counseling documentation, will determine the length of probation. A written probationary notice to the employee is prepared by Management. The letter should include a statement of the following:

- The specific unsatisfactory situation
- A review of oral and written warnings
- The length of probation

- The specific behavior modification or acceptable level of performance;
Suggestions for improvement
- A scheduled counseling session or sessions during the probationary period
- A statement that further action, including termination, may result if defined improvement or behavior modification does not result during probation. “Further action” may include, but is not limited to, reassignment, reduction in pay or demotion.

Management should personally meet with the employee to discuss the probationary letter and answer any questions. The employee should acknowledge receipt by signing the letter. If the employee should refuse to sign, Management may sign attesting that it was delivered to the employee and identifying the date of delivery. The probationary letter becomes part of the employee’s personnel file.

On the defined probation counseling date or dates, the employee and Management will meet to review the employee’s progress in correcting the problem which led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee.

At the completion of the probationary period, management will determine whether or not the employee has achieved the required level of performance and consider removing the employee from probation, extending the period of probation or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

Involuntary Termination — Involuntary termination is reserved for those cases that cannot be resolved by corrective counseling or in those cases where a major violation has occurred which cannot be tolerated.

The following definitions and classification of violations for which corrective counseling, performance improvement or other disciplinary action may be taken are merely illustrative and are not limited to these examples. A particular violation may be major or minor, depending on the surrounding facts or circumstances. Minor violations — Less serious violations that have some effect on the continuity, efficiency of work, safety, and harmony within the company. They typically lead to corrective counseling unless repeated or when unrelated incidents occur in rapid succession. Here are some examples of minor violations:

- Excessive tardiness
- Unsatisfactory job performance

- Defacing company property
- Interfering with another employee's job performance
- Excessive absenteeism
- Failure to observe working hours, such as the schedule of starting time, quitting time, rest and meal periods
- Performing unauthorized personal work on company time
- Failure to notify the management of intended absence either before or within two hours after the start of a shift
- Unauthorized use of the company telephone or equipment for personal business.

Major Violations — These more serious violations would include any deliberate or willful infraction of company rules and may preclude continued employment of an employee. Here are some examples of major violations:

- Fighting on company premises
- Repeated occurrences of related or unrelated minor violations, depending upon the severity of the violation and the circumstances
- Any act which might endanger the safety or lives of others
- Departing company premises during working hours for personal reasons without the permission of the management
- Bringing firearms or weapons onto the company premises
- Deliberately stealing, destroying, abusing, or damaging company property, tools, or equipment or the property of another employee or visitor
- Disclosure of confidential company information or trade secrets to unauthorized persons
- Willfully disregarding company policies or procedures
- Willfully falsifying any company records
- Willfully deleting any files and company records
- Employee's conviction for or confession to fraud, misappropriation, embezzlement, theft or the like against the company
- Employee's conviction of a felony or a crime involving moral turpitude
- If employee performs any intentional act which, under the reasonable man standard, damages the reputation of the company
- Employee's conviction for or confession to sexual harassment in any form towards employees of the company or anyone affiliated with the company
- Employee's excessive absence from performing his duties for the company, as determined by the company, in the company's sole and absolute discretion.

Termination

Terminations are to be treated in a confidential and professional manner by all concerned. Management must assure thorough, consistent and even handed termination procedures. This policy and its administration will be implemented in accordance with the company's equal opportunity statement.

Terminated employees are entitled to receive all earned pay.

Employment with the company is normally terminated through one of the following actions:

Resignation — An employee who voluntarily wants to terminate employment is expected to give as much advance notice as possible. Two weeks or ten working days is generally considered to be sufficient notice time. If an employee resigns to join a competitor, if there is any other conflict of interests, or if the employee refuses to reveal the circumstances or relationship of his or her resignation and the future employer, Management may require the employee to leave the company immediately rather than work during the notice period. This is not to be construed as a reflection upon the employee's integrity but an action in the best interests of business practice.

Substandard Performance — An employee may be discharged if his or her performance is unacceptable. Management shall have counseled the employee concerning performance deficiencies, provided direction for improvement, and warned the employee of possible termination if performance did not improve within a defined period of time. Management is expected to be alert to any underlying reasons for performance deficiencies such as personal problems or illegal drug abuse. Management must concur in advance of advising the employee of discharge action. Documentation to be prepared by Management shall include reason for separation, performance history, corrective efforts taken, alternatives explored and any additional pertinent information.

Misconduct — An employee found to be engaged in activities such as, but not limited to, theft of company property, insubordination, conflict of interest or any other activities showing willful disregard of company interests or policies will be terminated as soon as Management has concurred with the action. Termination resulting from misconduct shall be entered into the employee's personnel file. The employee shall be provided with a written summary of the reason for termination. No salary continuance or severance pay will be allowed. The employee will pick up his or her final payroll check within 72 hours. The final check shall include all earned pay due the employee.

Grievance Procedure

Rooted recognizes the value of a grievance procedure that provides for the timely review of employee grievances in a fair yet workable manner. A grievance is considered to be any dispute between an employee and the company which affects an employee's ability to perform his or her job.

Although purely personal matters between employees would not ordinarily give rise to a grievance subject to this grievance procedure, any matter that adversely affects an employee's ability to perform his or her job could be the subject of a grievance. Use good individual judgment and common sense as your guide.

An employee may express a verbal grievance to his or her immediate management. If the concern is not resolved to the employee's satisfaction within one week, the employee may put in writing the details of his or her grievance and submit the grievance to Management. The problem will be discussed in the presence of the employee and Management. Final resolution of the grievance will be made by Management.

The decision will be reduced to writing a copy given to the employee. A copy will be filed in the employee's personnel file when appropriate.

Employment Disputes

Any dispute or claim that arises out of or that relates to employment with Rooted or that arises out of or that is based on the employment relationship (including any wage claim, any claim for wrongful termination or any claim based on any employment discrimination or civil rights statute, regulation or law), including tort or harassment claims (except a tort that is a "compensable injury" under workers' compensation law), shall be resolved by arbitration in accordance with the then effective commercial arbitration rules of the American Arbitration Association by filing a claim in accordance with the Association's filing rules, and judgment on the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof.

Payday

Paydays will take place on the 10th and the 25th of each month and will be available at 12 p.m.

Reporting 100% of your tips (cash as well as credit card tips) is the law. Reporting your tips at the end of every shift as part of clocking out is required. If you are unsure how to do this, get clarification from management.

Overtime Compensation

Hourly employees will be paid at the rate of one and one-half times their regular hourly rate of pay for all time worked in excess of 40 hours in any one workweek. Overtime is never at the employee's discretion. It shall only be incurred and paid at the request of the company through Management. Management shall ensure that no unauthorized overtime hours are worked.

Rest Periods

Employees are permitted two paid 10-minute rest periods. Rest periods are to be scheduled as near the middle of the morning and afternoon as possible.

Lunch Breaks

Employees may take one unpaid lunch break for up to 30-minutes per shift. You must clock out for your lunch break. You may leave the premises during your break as long as your break does not exceed 30 minutes in total.

Shift Trading Requests

All shift trades are subject to management approval.

All shift trades must be traded for a shift in the same week, so as to avoid overtime for any employee.

If management approves a shift trade, the person who accepted the trade is now responsible for said shift. Failure to show up for shift will result in disciplinary action, just the same as if you missed a normal scheduled shift.

Holidays

Rooted is closed on Thanksgiving and Christmas Day, December 25th . Other days as announced.

Time Off Requests

Minimum of two week notice required for requested time off to be considered. Request must be submitted in writing. Texts & verbal communication for planned time off will not be accepted. Time off is limited to 10 days off in a calendar year. School Christmas Break, Spring break, holiday weekends & Monday holidays are all hands on deck and these are periods that we cannot guarantee time off will be approved.

All of the following steps must be successfully completed in order to have time off granted and ***must be done before booking any accommodations or scheduling any trips.*** These steps are important to ensure Rooted still runs smoothly and efficiently while everyone gets to enjoy some time off:

1. ***Check the calendar:*** Check the day(s) you're requesting to be sure no one else has already requested the day off.
2. ***Find coverage:*** Call or text to see if they are willing and available to cover the day(s) you would like to take off. Be sure to tell them the dates and hours they will be covering. **If there is no one available to cover your desired days**, you will unfortunately not be able to have that time off. You'll need to decide on a different week or day(s) of the week for your time off when someone is available.
3. ***If someone is available to cover your shift(s), confirm the date and person covering you with Danika.*** Danika must approve your days off and coverage **before you may write it on the calendar.** Be aware that the coverage you've found may not be adequate and may not be approved. No one who will go into overtime by covering your shift may replace you.
4. ***Write it on the calendar:*** After you have found someone who can cover your shift(s) **and have cleared it with Danika**, write it on the calendar along with who will be covering you on each day. (If multiple people are covering you during your time away, please write each person for each day).

Absenteeism

Absolute minimum of three hours notice required for calling in sick. If you feel ill the evening before your scheduled morning shift, let us know then. This results in unnecessary and harmful closures of the business. Please call Danika or your direct manager as soon as you know you are unable to come in. Texting in sick is not acceptable.

Leave of Absence and Military Leave

A leave of absence is time off in a non-pay status. Upon receipt of a formal written request for leave of absence from regular full-time employees, Management will determine whether a leave of absence will be granted. (Also see Medical/Family Leave policy.) The employee is expected to request leave of absence with as much advance notice as possible. Leaves of absence will not be granted for periods less than two weeks in duration. The reason for leave should fall into one of the following categories:

1. Military
2. Personal

The leave classifications are defined as follows:

Military — To protect the employment rights of employees entering the armed forces of the United States and to ensure conformance with the applicable federal laws, a leave of absence must be granted to all employees, except temporary, who enter military service for active duty as a result of the following:

- Initial enlistment in the armed services of the United States
- Initial training period in the National Guard
- Being ordered to active military service as a member of the Reserves or National Guard for an indefinite period or for a periodic training period up to ten working days
- Any service requirements under the Selective Service Act.

Personal — Except for those situations covered under the Medical/Family Leave policy, personal leaves may be granted to employees having special non-medical personal needs for an extended period of absence. Each case will be evaluated on its own merits, and the following will be taken into consideration:

1. The reason for the request;
2. The amount of time required; and
3. The employee's length of service and past record.

Normally personal leaves are granted for periods of up to 90 days.

Return to Work

See Medical/Family Leave policy paragraph 3.5 and paragraph 6 for details on reporting during leave and return from leave. Exceptions to this policy are for those employees who are granted military leave of absence. They are entitled to full re-employment rights subject to the governing federal and state laws.

Employees who do not return to work after any leave of absence will be terminated effective on the last day of work or paid leave, whichever is later.

Medical/Family Leave

Rooted understands that its employees on occasion will have the need to take an extended period of time away from work to care for their child after birth or adoption or foster care placement, to care for their spouse, child or parent with a serious health condition, or because of a serious health condition of their own.

In recognition of this need, Rooted has voluntarily adopted the following Medical and Family Leave Policy as a benefit of employment.

1. Eligibility Requirements. To qualify for leave under this policy, you must have been employed by Rooted for at least 12 months and you must have worked 1250 or more hours in the previous 12 months.

1.1 Up to 12 weeks of unpaid medical and family leave is allowed under the conditions described in paragraph 4

2. Reasons for Leave. Leave under this policy may be taken:

2.1 to care for your child after birth or adoption or after state placement of a child with you for foster care;

2.2 to care for your spouse, child or parent who has a serious health condition; or

2.3 for a serious health condition that makes you unable to perform the essential functions of your job.

3. Procedures

3.1 Notice. You must provide Rooted with thirty days' notice if the absence is foreseeable. If the leave of absence is not reasonably foreseeable you must notify Rooted as soon as practicable. Any failure to give a timely notice may cause your leave to be delayed.

3.2 Request. To request family/medical leave, you should obtain, complete, and sign a Medical/Family Leave Request Form ("Request Form") and submit it to Personnel or Management.

3.3 Doctor's Certification. If the reason for the leave request involves a serious health condition (either yours or your family member's), you must also obtain and submit a completed and signed Certification of Health Care Provider ("Certification Form") within 15 days of submitting the Request Form.

3.3.1 Second Opinion. Should Rooted disagree with the opinion given by your health care provider, Rooted reserves its right to require opinions from second or third health care providers at the company's expense.

3.3.2 Third Opinion. If the two doctors disagree about your condition, a third health care provider, agreed upon by you and the company, will render a binding decision.

3.3.4 Notice of Designation. After receiving the completed forms, Personnel will designate the leave as either Medical/Family Leave or non-Medical/Family Leave, and provide you with a Notice of Medical/Family Leave Rights and Responsibilities ("Medical/Family Leave Notice") reflecting that designation.

3.3.5 Reporting During Leave. You will be required to furnish Rooted reports on your status, intent to return and recertification of the serious health condition every 30 days.

4. Substitution of Other Kinds of Leave. Rooted requires that you use all available paid leave time, such as sick leave, vacation or personal time before your twelve weeks on unpaid Medical/Family leave takes effect.

5. Return from Leave

5.1 Failure to Return. When Medical/Family Leave expires, your failure to return to work will be grounds for immediate termination unless a written extension is obtained from Management.

5.2 Fitness for Duty Certificate. If your leave was taken because of your own illness or injury, you must provide a fitness-for-duty certification from a health care provider before your return. A failure to do so may cause a delay or denial in your reinstatement.

5.3 Reinstatement. Upon your return, you will be entitled to reinstatement of your current position or to an equivalent position with the same pay and benefits, subject to the Company's business needs.

6. False Claims. An employee who fraudulently obtains Medical/Family Leave from Rooted is not protected by this policy's restoration or maintenance of health benefits provisions and will be subject to appropriate disciplinary action including discharge.

Jury Duty

Rooted will grant employees time off for mandatory jury duty or court appearances as a witness when the employee must serve or is required to appear as a result of a court order or subpoena. A copy of the court order or subpoena must be supplied to Management when requesting time off.

Employee Privacy

Rooted recognizes our employees' rights to privacy. In achieving this goal, the company adopts these basic principles:

1. The collection of employee information will be limited to that which the company needs for business and legal purposes;
2. The confidentiality of all personal information in our records will be protected; All in-house employees involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action;
3. Internal access to employee records will be limited to those employees having an authorized, business-related, need-to-know basis. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena;
4. The company will refuse to release personal information to outside sources without the employee's written approval, unless legally required to do so; and
5. Employees are permitted to see their own personal information maintained in the company records. They may correct inaccurate factual information or submit written comments in disagreement with any material contained in their company records.

Dress Code

The impression made on customers, visitors and other employees, and the need to promote company and employee safety should be kept in mind. Rooted therefore has established the following dress code:

- Long hair must be tied back (Braid, pony tail, etc.) and well groomed.
- Tattoos must be covered or at the discretion of Management (no profanity or nudity).
- Company-issued shirt or plain black shirt (no logos, pictures, symbols, etc.) with short or long sleeves only. Shoulders and armpits must be covered. Tank tops are not acceptable. Shirts must have a medium to high neckline. Low cut shirts are not acceptable.
- Clean, well-maintained jeans (without holes) or plain black pants/shorts only.
- Non-slip, closed-toed 'tennis-shoe' style shoes. No sandals, crocs or anything of the sort.

Meals

All employee's get 1 free meal per shift, to be eaten at the restaurant. All meals MUST be rang in to the cash register and discounted as 'employee meal'. Please do not take your employee meal home without permission. Thirty (30) minutes are allowed for meal breaks. Taking the full allotted time to rest is encouraged but not required. It is the employees responsibility to keep track of time and return to work within 30 minutes. Iced tea & coffee are free of charge during shift, no other beverages are included. Please bring your own cup. If you do not have your own cup, you must use a to-go cup with a lid and a straw. Cupcakes, cookies, etc. are not acceptable substitutes for a meal.

Time Records

Time clock cards and handwritten time cards are considered legal documents and need to be completely accurate and legible for every shift worked.

Parking and Personal Property

Ask Management regarding designated parking spaces. All personal property and/or valuables should be left at home or in employee's vehicle. Rooted will not be responsible for personal property.

Insurance

Workman's compensation insurance is carried by SAIF. Please report all work-related injuries at time and place of incident so that accident report form(s) can be accurately filled out and filed within the time frame allotted by SAIF and the State of Oregon.