

Golightly & Long, LLC Team Member Handbook

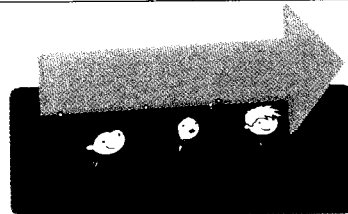
WELCOME TO OUR COMPANY

Welcome to our company! You have joined an organization that takes pride in our team members and recognizes the value you can make to our organization. We are committed to offering you a work environment that is fun, flexible, and dynamic! A great company only exists through the great people that represent it. You were chosen for your position because you have the potential to be the best of the best. Being the best of the best requires a high level of integrity, customer service, hard work, and a commitment to excellence. Our company's mission exists is accomplished by team members who believe, commit to, and deliver this process everyday.

This handbook has been prepared for you as a guideline for you during your employment. We encourage you to become familiar with the handbook and direct any questions you may have to your Supervisor.

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Our Mission...

To provide an excellent work environment and outstanding customer service everyday and on every shift in a way that our customers and team members remain loyal.

Everyday, we have an opportunity to make a positive impression on our customers and fellow team members. Our customers are the reason we receive paychecks; our team members are responsible for taking care of customers; therefore loyal customers and dedicated team members are required for our company exist. We need to follow these basic principles to ensure we have team members and customers that are loyal to our mission.

Our Principles

These are 6 basic principles that support our mission. All team members are expected to know and exercise these principles. Use the initials (PEDWHL) to remember these principles. Some (but not all) examples of these principles are listed. We ask that all team members make decisions based on our mission statement and basic principles.

(1) Play fair

- Treat others (team members and customers) as you would like to be treated.
- Be fair to fellow team members and be fair with customers.
- Be honest with each other and honest with company property
- Hold each other accountable for the same standards regardless of race, gender, or relationships.
- Playing fair could be something as simple as showing up to work on time, so that others are not waiting on you.

(2) Encourage each other

- Help each other achieve goals and develop their full potential. This could be helping achieve career or personal goals.
- Teach, train, and coach in a positive way to achieve goals.
- Find positive compliments to give each other and communicate improvements that are needed in a positive way.

(3) Do what's right

- Our written policies may not specifically address each and every situation; make decisions based on our mission statement and principles.

(4) Work Hard & Get it done

- Working as productively as possible makes our job and fellow team member's job much easier.
- If you said you would do something; do everything possible to get it done correctly, comprehensively, on time, and within budget.
- Execute systems and keep systems updated for the changes within the business
- Communicate if you can't get it done or need help to get it done

(5) Have fun

- Find ways to make the day better for you and fellow team members by having fun while you work.

(6) Let the principles be the boss

- Our mission statement, customers and these principles are our boss and decisions or directives should be based on these principles and mission statement.

PURPOSE OF THE HANDBOOK

This handbook has been established to create guidelines for you during your employment with the company. The company acknowledges the right to amend this handbook and the latest version revokes any prior manuals. The following statements are true for the manual:

- The handbook does not create a contract, expressed or implied.
- The handbook is not all-inclusive, and is only a set of guidelines.
- The handbook does not alter the “at-will” relationship between the employer and the team member.
- The handbook does not guarantee employment for any definite period of time.
- The handbook applies to all team members who work for the company.
- The handbook supersedes any previous handbook or unwritten policies.
- Changes to the handbook can only be made by the President of the company.

THE COMPANY'S EXPECTATION OF YOU

The company expects you to maintain a positive professional image during your hours of work. Proper conduct that is expected includes:

- To adhere to and practice the principles of our mission.
- Complying with all safety and security procedures.
- Perform assigned job responsibilities efficiently and accurately.
- Maintain behavior that represents the company in a positive image.
- Follow the dress and personal appearance policies the entire time that you are at work; regardless if the store is open or closed to the public. Changing into proper uniform or appearance after your scheduled time is not acceptable.
- Smoke in areas that are allowed under the smoking policy.
- Give proper advanced notice when unable to report to work.
- Arrive at work in time to be ready and in you assigned position by the time indicated on the schedule.
- Always report your hours accurately if you are an hourly team member.
- Never report to work under the influence of alcohol or drugs.
- To work closely with your Store Manager and coworkers and focus on getting along with one another.
- To refrain from any type of behavior that might result in a harassing manner.

You should become familiar with the company's guidelines and policies. The company reserves the right to update guidelines and procedures at any time.

JOB DESCRIPTION

Job description booklets are provided at each business unit. Below are the job titles that are used in our business unit's. Essential duties and responsibilities are listed in this booklet and other duties maybe assigned.

- General Administration
- Multi Unit Managers – lead person managing multiple profit centers.
- General Manager – lead person in business units that average 15 or more team members
- Manager – lead person in business units that average less than 15 team members; 2nd lead person if business unit has 15 team members or more.
- Assistant Manager
- Shift leader
- Customer Service Representative (CSR's)
- Servers
- Cooks
- Hostess
- Dishwasher
- Janitor/Housekeeping

PERSONNEL RECORDS/TEAM MEMBER PRIVACY

Confidentiality of personnel records is a priority of the company. We recognize your right to privacy with employment information. You are responsible for keeping the company updated with any changes to your name, address, telephone number, and emergency contacts.

EMPLOYMENT-AT-WILL

It is the policy of this company to employ at will for an indefinite period. Team members are subject to termination at any time, for any reason, with or without cause or notice. At the same time, team members may terminate their employment at any time and for any reason.

No company representative, other than the President, is authorized to modify this policy for any team member or to enter into any agreement, oral or written, contrary to this policy. The company reserves the right to make changes to the policies, procedures, and other statements made in this handbook. Business conditions, Federal and State Law, and organizational needs are constantly in flux and may require that portions of the handbook be rewritten. This is necessary to successfully provide the appropriate employment relationship and to obtain the goals of the organization.

This handbook is provided as a guide and is not to be considered a contract. The President is the only official who can make binding employment contracts.

EQUAL EMPLOYMENT OPPORTUNITY

You are an individual with something special to give. That's why you were chosen for the position. It is our policy to treat you and all team members equally without regard to race, sex, religion, age, national origin, veteran's status, marital status or disability. It is the intent and desire of the company that equal opportunities will be provided in recruitment, employment, placement, promotion, demotion, transfers, rehire, termination, wages, benefits, and all other privileges, forms of compensation, terms and conditions of employment.

CHILD LABOR LAWS

We will comply with all child labor laws and regulations of the states we operate. Minors under 18 may sell tobacco products but are prohibited from selling alcohol. Minors under 18 may NOT operate power-driven meat processing equipment, including meat slicers and other food slicers, in retail establishments. Minors under 18 may NOT operate a motor vehicle as part of the job duties. Hours and duration limits on minors vary by state and age.

Under 16:

- Must have a valid work permit
- May not work more than 3 hours per day / 18 hours per week (On a School Day)
- May not work more than 8 hours per day / 18 hours per week (On a Non-School Day during school year)
- May not work before 7:00 am or after 7:00 pm (9:00 pm June 1 thru Labor Day)
- IL: Combined hours of school & work may not exceed 8 hours per day
- May not work more than 8 hours per day / 40 hours or 6 days per week (June 1 thru Labor Day) IL: 48 hours per week
- Meal period of 30 minutes

Under 18:

- IL and MO: No restrictions on hours
- KY: May not work before 6:00 am or after 10:30 pm preceding a school day (1:00 am preceding a non-school day)
- KY: May not work more than 6 hours per day / 30 hours per week (On a School day)

- KY: May not work more than 8 hours per day / 30 hours per week (On a non-school day during school year)
- KY: No restrictions on hours when school is not in session (June 1 thru Labor Day)

HARASSMENT

The company is committed to maintaining a work environment free of any type of harassment, intimidation or discrimination for all team members because of your race, color religion, sex, gender, marital status, national origin, disability or military status by strictly prohibiting any conduct that constitutes harassment and to discipline any team member guilty of committing such conduct.

It is the responsibility of all team members to create an atmosphere free of any type of harassment and to treat all other team members respectfully and with dignity in a manner that does not offend the sensibilities of any co-worker.

Sexual harassment is strictly prohibited. The Equal Employment Opportunity Commission Title VII guidelines define sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment occurs when (1) submission to such conduct is made either explicitly or implicitly to 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 unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Normally an employee or applicant has up to 300 days from the last time that any such conduct occurs to file a charge with the U. S. Equal Employment Opportunity Commission or a State of Local Human Rights Commission. In a state where there is no Human Rights Commission, an employee or applicant normally has up to 180 days from the last time that any such conduct occurs to file a charge with the U. S. Equal Employment Opportunity Commission. However, if you feel that someone is harassing you or you witness harassment, please immediately contact your Director of Operations or the President at 270-443-6076. The company will conduct a thorough impartial investigation of all complaints in a prompt and confidential matter and take prompt and appropriate action. All complaints or reports of harassment will be kept confidential except to the extent disclosure may be necessary for the purpose of investigation or remedial action. A company finding that inappropriate conduct or prohibited harassment has occurred will result in the appropriate disciplinary action, which, depending on the circumstances, may be up to and including discharge. No employee (or applicant) shall be coerced, intimidated, interfered with, discriminated or retaliated against or penalized for using this complaint procedure. No employee (or applicant) who exercises their right to report an incident involving discrimination, harassment or retaliation or who cooperates in an investigation will be penalized for doing so or subject to retaliation.

INVESTIGATIONS

You are subject to search, surveillance, and interrogation whenever management feels such action must be taken to maintain security. Team members may be asked to complete an investigation interview in the event of an economic loss to the company. Team members included in these investigations will include those individuals that have access to the investigated property.

TEAM MEMBER PURCHASES

As with any customer, when you take merchandise from your store you are expected to pay for it. Team members that would like to purchase merchandise should have another team

member ring it up the transaction, initial the receipt and place in paperwork. If you are the only team member on duty, ring up the sale; sign the receipt and place in the paperwork for the manager to review.

Team members must purchase a cup of coffee or fountain drink, unless you bring a cup from home. The cup will be priced at a discounted rate which is currently .25, although this is subject to change. The discounted rate will only apply to the smallest size available for either coffee or fountain drinks. Team members that wish to purchase any size other than the smallest offered will pay full price. This policy applies to restaurant team members also. Each team member should purchase their employee drink from the location were they are currently working. No restaurant team member should purchase a drink from a c-store at the discounted employee rate. No c-store team member should purchase a drink from a restaurant at a discounted employee rate. In both cases the respective team members should pay full price for a drink that is purchased outside of their current working location. Use of a lid is mandatory. Team members must use a non-disposable cup at restaurants with dish washers. Icee, slushy, or any other frozen dispensed beverages do not qualify for this benefit.

No team member is to "charge" anything and pay for it later. If you are aware of this practice going on in your store, inform your Manager. At c-stores, you must use the TM CUP button to ring up the sale. Team member theft hurts everyone.

Lottery Purchases – Team members may not purchase or play scratch lottery tickets or on-line lotto during their shift including while on breaks. Team members that are caught playing scratch tickets or on-line lotto while working will result in disciplinary action up to dismissal.

MVP CARDS FOR CHEERS TEAM MEMBERS

We are offering our Team Members Cheers MVP loyalty cards to show our appreciation for your service and dedication! The points you will earn will be more than points earned by customers, so you will receive a better discount! Below are some rules and policies regarding the use of this card: This program can be taken away and/or changed at any time for any reason. Abuse of this policy can lead to disciplinary action including termination.

- Team Members are eligible for MVP cards after 90 days of service.
- Cards will be turned off upon termination. All points will be voided.
- \$100 transaction limit put this card
- Limit of 3 transactions per day.
- Team members that purchase fuel should have another team member ring up the transaction, initial the receipt, and place in the paperwork for the manager to review. MVP receipt and Ruby receipt should both be stapled together and initialed by both team members
- Points Earned Are:
 - Gas Gallons .10
 - Diesel Gallons .10
- Points have to be issued at the time of purchase. You cannot save receipts or accept customer receipts to earn points on your card.

MEALS PURCHASED FROM COMPANY OPERATED RESTAURANTS

Employee meals at discounted prices are provided for the convenience and benefit of on duty employees. If this policy is abused, cost will become unfeasible leading to a discontinuation of discounted employee meals, therefore everyone must adhere to this policy without exception. Abuse of this policy can lead to disciplinary action up to and including termination.

This policy applies to employees whom work within a building that has a restaurant and convenience store combination or freestanding restaurant.

- The menu which an employee meal can be purchased from is limited as designated by Food Service District manager. Please see the restaurant manager for the designated menu items.
- A Manager, assistant manager, or shift leader must ring up your meal. All meals must be entered in the POS even if they are discounted at 100%. If a shift leader is not available, then the person responsible for the cash register must ring up the meal.
- A ticket must be signed by the employee and placed in the cash drawer to be maintained in the shift paperwork. The manager will verify that a signed receipt is provided for the total of the day's discounts.
- Non-manager employees may receive one buffet meal for 50% of the posted buffet price from Farmers Kitchen. In order to save time and prevent a customer from waiting longer for their order; menu items from Farmers Kitchen are not available at a discount.
- Quiznos, Arbys, and Huddle House items may be sold at 50% discount to non-Manager employees.
- The restaurant and store Managers may receive one 100% discounted meal on days worked. You do have a limited menu and you are not allowed to order extras to share. Assistant Managers may receive their meal at 100% discount on days worked without the store or restaurant manager. The other days worked the assistant manager will receive their meal at 50% off. This does not apply to shift leaders.
- You must be scheduled to work at least 6 hours during the day to receive a discounted meal. You must have worked at least 1 hour during your shift to receive a discounted meal.
- You may only receive 1 discounted meal per day.
- CARRYOUT DISCOUNTED employee meals are not allowed. This program does not allow orders to be placed as you are leaving your shift to go home. It is a benefit for while you are at work only.
- Friends and family are not to receive a discount. Food that was prepared incorrectly or is going to be wasted is not to be eaten and then posted on the waste chart. Eating food that is not properly accounted for is considered theft.

The company policy is to prosecute incidents of team member theft.

WEAPONS AND FIREARMS

You are not allowed to carry weapons or firearms on company property. The definition of a weapon is any instrument that could be used to inflict harm on another individual.

TELEPHONE USAGE

Company telephones are to be utilized for business purposes. You should not use the company telephone for personal telephone calls unless you have been granted permission from a supervisor. Long distance calls are prohibited. Cell phones are to remain off while clocked in – USE OF PERSONAL CELL PHONES WHILE ON DUTY IS PROHIBITED. This applies to all store team members including managers. Cell phone should not be carried within the site of customers even when they are turned off.

Do not talk on the phone while waiting on a customer. If you are waiting on a customer and the phone rings, do not answer it until the transaction is completed.

COMPANY COMPUTERS

Company computers are reserved for business use only. Only designated team members are allowed to use this equipment for business purposes only. Team members are not allowed to load any type of personal software onto the machines.

NEPOTISM

Golightly & Long staff may not work with their immediate or extended family in the same department or within the same building for buildings that include multiple departments. For

the purpose of this policy, "immediate family" includes the spouse, same-sex partner, children, parents, brothers, sisters, step-parents, step-children, step-brothers, and step-sisters of staff. "Extended family" includes the grandparents, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughters-in-law, aunts, uncles, grandchildren, great-grandparents or friends and family that live within the same house.

OVERTIME/WORKWEEKS

There are 14 days in each pay period. Each workweek starts on Sunday and ends on Saturday. All hourly team members who work over forty hours will be compensated at time and a half. You must approve all overtime prior to working the hours.

TIMEKEEPING

You are responsible for clocking in and out on the POS system using a unique password. Your password must be 8 characters Alpha/Numeric and changed every 90 days. Some POS systems will not accept 8 characters, in that instance you are to use the maximum characters available for that POS. You are to keep your password private. No other team member or manager should have knowledge of your password. Time must be maintained by the exact minute you clock in/out. In the event you fail to document your time, contact your manager to ensure proper correction of time can be completed. All hourly team members are not allowed to work off of the clock. You must be paid for all time worked. This includes all activities of business nature.

PAYPERIOD ERRORS

Errors in your paycheck should be addressed with your Store Manager who will take the necessary action to correct any errors.

BREAKS – LUNCH AND REST

If you are scheduled to work 7 1/2 hours or longer, you are to take a 20 minute meal period beginning no later than 5 hours after the start of the work period. If you are scheduled to work 4 hours or more, but less than 7 1/2, you are to take one 15-minute paid break.

All breaks are to be taken during slow business periods. If the store becomes busy, help wait on the customers and then resume your break. Breaks should be coordinated with your supervisor. Time spent smoking outside of the store should be counted toward your rest break as well as time spent sitting and not actually conducting business. Minors under the age of 16 in IL are entitled to a 30 minute meal period. If you take a break for 30 minutes or more for a meal period or extended break and you are completely relieved of your work duties, then this time will be uncompensated therefore you should clock out for the break and clock back in when the break is completed.

DRESS CODE AND PERSONAL APPEARANCE

All team members are to report to work in uniform and clothing must be neat in appearance and should be appropriate for work. Team members that do not follow dress policy will be subject to disciplinary action and/or sent home without pay.

Three uniform shirts will be provided for all team members at no cost. You may purchase additional uniform shirts at cost to be deducted from your next paycheck. There will be a supply of smocks/aprons at all convenience stores. These policies apply to all business units. Additional requirement are listed for food service staff.

Item	Females	Males	Food service
Slacks	Black, khaki, or navy pants. Jeans are not allowed. No pants fitting too tight or very loose	Black, khaki, or navy pants. Jeans are not allowed. No pants fitting too tight or very loose	Cooks must wear black if you work in a kitchen with a

	fitting. A Belt must be worn with pants that have belt loops.	fitting. A Belt must be worn with pants that have belt loops.	fryer. All HH, Arby's & Farmer's Kitchen employees must wear black.
Shorts	Same as slacks. Must not be shorter than 4" above knee	Same as slacks. Must not be shorter than 4" above knee	Shorts are not allowed in any location that has Fryers.
Shoes	No sandals, high heels, boots, or open toe	No sandals, high heels, boots, or open toe	Must be non-slip as indicated by the shoe manufacturer
Jewelry	Earrings are acceptable if it is a small hoop or stud style and if it doesn't pose a safety hazard. Rings in other facial areas including tongue rings are not permitted. Finger rings should be small enough to not interfere with tasks or pose a safety hazard. Bracelets and necklaces maybe worn if they are not too loose or pose a safety hazard.	Earrings are not acceptable. One finger ring is permitted. Rings in facial areas including tongue rings and earrings are not permitted. Bracelets and necklaces maybe worn if they are not too loose or pose a safety hazard.	One ring is permitted, one necklace if worn under shirt, One pair of earrings if stud type. No dangling earrings. Watch maybe worn if it has a regular band as required by Health Dept. Bracelets are not permitted
Tattoos	Tattoos must not display gang-related signs or other inappropriate or offensive symbols. Facial tattoos are not allowed.	Tattoos must not display gang-related signs or other inappropriate or offensive symbols. Facial tattoos are not allowed.	
Nails	Clean and trim to a normal length.	Clean and trim to a normal length.	No polish or false nails for food safety
Cap	Must be a company logo cap	Must be a company logo cap	
Name tag	Computer printed logo nametag worn on the right side of the shirt. No inappropriate nicknames	Computer printed logo nametag worn on the right side of the shirt. No inappropriate nicknames	
Hair	Must be clean, trim, and neat in appearance Restraints for food service?	Must be clean, trim, and neat in appearance. Beards must be no longer than ½ inch in length	No full beards.

ATTENDANCE AND TARDINESS

Our policy is simple. We expect you to be at work at your scheduled time everyday you are on the schedule to work. An excellent attendance record should be your goal. This means showing up on time ready to begin your shift at the designated time scheduled. In scheduling your time, your manager will work with you on scheduling conflicts when possible. In return, you should be flexible to show your manager this same respect.

If you are unable to attend a scheduled shift, you should notify your supervisor as soon as possible. Notification the day before allows the manager some time to replace you on the

schedule, although it is not acceptable to be absent repeatedly regardless of how much notice that is provided to your supervisor. Notification the same day that you are scheduled to work is not acceptable. You are responsible to personally contact your supervisor when unable to attend work. A telephone call from any other individual is not acceptable and will not be considered as an excused absence. Texting or emailing your supervisor that you will not be available to work is not acceptable.

Team members who have excessive absences or tardiness will be subject to disciplinary coaching, which could lead to dismissal. Team members who do not call in and do not show up for a scheduled shift will be considered to have voluntarily resigned after 24 hours from their schedule time to work.

VACATIONS

Vacation days can be earned based on the following.

- a) After 60 days, eligible for 1 day
- b) After 6 months, eligible for an additional 2 days for a total of 3 days
- c) After 1 year, eligible for an additional 3 days for a total of 6 days
- d) After 3 years, eligible for an additional 4 days for a total of 10 days
- e) After 5 years, eligible for an additional 5 days for a total of 15 days.
- f) Must average 32 hours per week over the period of time listed above for the applicable vacation days eligible.
- g) Accrued vacation payment will not be issued if employment is terminated, unless required by state labor regulations.
- h) Accrued vacation time will not be paid at year-end if vacation days are not taken throughout the year.
- i) You must submit a request to your supervisor at least 1 month in advance to be eligible to use vacation days.
- j) Vacation time can be used at the sole discretion of your supervisor and is not apart of your wage.
- k) Payment will be paid based on an 8 hour work day upon your supervisor submitting a vacation request form to the office and logging your vacation time in the company time and attendance system.
- l) Vacations are generally limited to 2 days during the month of December and as always vacation request are subject to the supervisor's approval.

HEALTH INSURANCE

Team members who work an average of 24 hours per week and have been on staff for a minimum of 60 days are eligible to enroll in the company sponsored health insurance program. The health insurance is a Mini-Med Health Plan. Benefits include coverage for doctor's office visits, preventive care, emergency treatment, hospital indemnity, prescription drugs, life insurance and more. There is also a dental coverage option. Weekly rates vary depending on coverage options. Please check the health insurance handout for updated coverage benefits and weekly rates. Premiums are deducted on a pre-tax basis through payroll deductions. Benefits begin on the first of the month following your 60-day eligibility requirement, if elected. If not elected after the 60 day employment period, the next election date for enrollment will be during the companies open enrollment period once per year. Once elected, health insurance can only be discontinued one time during the year (April). Exceptions to this rule will only apply if the team member has had a change in family status as defined by the government.

General Managers, Managers, and General Administrative employees (that average 35 hours per week or more and have been employed to at least 60 days), are offered a health insurance reimbursement plan. Proof of the health insurance expense is required. Health insurance programs maybe amended or terminated at anytime at the companies discretion.

401K RETIREMENT OPTION

The company offers a 401K-retirement option for all team members that have been with us for at least 1 year and worked a minimum of 1000 hours during that year. Federal law also requires the team member be at least 21 years of age. Enrollment dates are January 1 and July 1 for all eligible team members. Currently it is at the discretion of the company as to a company match on a year-to-year basis.

SECTION 125-FLEXIBLE BENEFITS (CAFETERIA PLAN)

The company does offer, upon employment, a cafeteria plan for all team members. The cafeteria plan allows team members to elect to save money, through payroll deductions, on a pre-tax basis for Child Care, Medical reimbursements, or insurance premium reimbursements. Enrollment forms are included in your new hire packet.

SMOKING

Smoking is not allowed in the store. If you smoke, you are required to conduct this activity outside the store. Taking time to smoke is considered part of your paid rest time. Please refer to the policy below.

- You must obtain permission from the shift crew leader prior to taking a break.
- In most circumstances, only one team member at a time should be on break.
- If you are on break inside the store when a customer enters, you should immediately go to the front counter to ensure the customer is being taken care of.
- See Store Manager for approved designated smoking area. Smoking is not allowed in the front of the store.
- Always properly dispose of your cigarette butt.

TEAM MEMBER LOCKERS

Lockers are provided for Team members to place their personal items in while on the clock. Cell phones, purses, wallets, jackets, etc should be placed inside the locker or left in your vehicle while working. You are responsible for bringing your own lock to place on the locker. Golightly & Long is not responsible for lost or stolen property.

ALCOHOL AND DRUGS

It is the intent of Golightly & Long to establish and maintain a drug and alcohol-free working environment for the safety, health and well-being of its own team members and the people, products and workplaces with which they come into contact. To accomplish this, all team members, associates, contracted personnel and affiliated team members must submit to the Drug and Alcohol Testing Program as set forth in this policy.

- All candidates prior to becoming employed will be required to submit to a pre-employment drug screen.
- Tests maybe administered on site or you maybe required too visit a local testing facility such as a health clinic.
- Anyone who tests positive for a controlled substance will not be considered for employment.
- Drug test specimens are to be given within two hours of notification time.
- In the event a client company requests our team members to be drug and/or alcohol tested prior to providing or receiving services associated with said company, each affected team member will be required to submit to a mandatory drug and/or alcohol test. This test will be equivalent to the test the client company has set as a standard for its own team members.
- Any team member that is found to be in possession of drugs either while at work or outside of work will be considered to be in violation of the company's drug policy and subject to termination.
- Any team member that displays characteristics of drug and/or alcohol use during employment will be requested to submit to a reasonable suspicion drug and/or alcohol test. Golightly and Long may inspect, investigate and/or search company premises for controlled substances at any time without prior notice.

- Any team member who refuses to permit or to cooperate with a properly authorized inspection is subject to disciplinary action, up to and including termination.
- Any team member involved in a work-related accident/incident will be post-accident drug and/or alcohol tested.

Accident/ incident are defined as:

- Loss of human life.
- Damage to or loss of company/customer property in excess of \$100.
- When medical attention, other than first aid, is required away from the job/accident site.
- Consequences for the refusal of drug and/or alcohol testing will be equal to that of having a positive test. Any team member who refuses to submit to drug and/or alcohol testing will be subject to disciplinary action, up to and including termination.
- Any team member who wishes to contest the results returned by the Medical Review Officer may, at his/her own expense, have the "B" bottle of the split collection tested. Upon request of the donor, the "B" bottle may be forwarded to a different SAMSHA certified lab for testing. Results of both tests will be reviewed by the Medical Review Officer and reported to the employer. Should the result be deemed negative and the team member reinstated Golightly and Long will reimburse the team member for the cost of the "B" bottle test and any lost wages.
- Any questions regarding the policy should be directed to the Golightly and Long human resources director.
- Breath alcohol tests will be given within two hours of notification or upon request if following any accident or major incident.
- The drug screen will be split collection five-panel urine and/or hair screening for non-DOT applications: Amphetamines, Cocaine Metabolites, THC Metabolites, Opiates and Phencyclidine (PCP).
- Failure to comply with the rules and guidelines of this policy can/will result in disciplinary actions up to and including termination.

FAMILY MEDICAL LEAVE ACT (FMLA)

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" team members for certain family and medical reasons. Team members are eligible if they have worked for a covered employer for at least one year and for 1250 hours over the previous 12 months, and if there are at least 50 team members within 75 miles.

Unpaid leave must be granted for any of the following reasons:

- To care for the team member's child after birth, or placement for adoption or foster care;
- To care for the team member's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the team member unable to perform the team member's job.

You may be required to provide advance leave notice and medical certification. Taking a leave may be denied if requirements are not met.

- The team member must ordinarily provide 30 days advance notice when the leave is "foreseeable".
- The company may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the company's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the company must maintain the team member's health coverage (if it is a benefit option) under any "group health plan" at the team member's expense.
- Upon return from FMLA leave, most team members must be restored to their original or equivalent positions with equivalent pay, benefits, and any other employment terms.

- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of a team member's leave. If you are eligible and need to request FMLA leave, notify your Store Manager. Using vacation or any other paid time off during FMLA leave: FMLA grants up to 12 weeks off time for the team member. Accrued paid time off must be taken before uncompensated time starts. For example, a team member who has 8 vacation days left for the year requests FMLA leave for 5 weeks (25 business days) to care for a newborn baby. The team member would request FMLA using 8 vacation days and the remainder 17 days would be uncompensated.

PERSONAL LEAVE

On rare occasions you may find it necessary to be absent from your job due to personal reasons, which are outside the realm of a Family Medical Leave. If this happens and you are a full-time team member, you can request an unpaid personal leave of absence for up to thirty (30) days from your Store Manager. Your Store Manager will review the current business needs to determine if granting such a leave will be allowable. If you have earned any paid time off, you will be required to exhaust this leave. Every effort will be made to hold your regular job, but there will be no guarantee of a specific job or shift upon your return. If no opening exists, you will be placed on voluntary termination status and will be eligible for rehire when any position for which you are qualified becomes available.

MILITARY LEAVE USERRA (Uniformed Services Employment & Reemployment Rights Act)

If you are called for military duty, you will be eligible for reemployment after completing military service as per USERRA regulations. If you are an active member of the reserves, you will be granted a leave of absence for the required time to attend summer training camp. Such team members are expected to notify their manager as soon as they are aware of the dates they will be attending camp so that arrangements can be made for replacement during this absence.

TERMINATION OF EMPLOYMENT

If you decide to leave the company, we ask that you submit a written 2 week notice to your Supervisor. Your final pay will be compensated on the normally scheduled pay period following your final day.

If you are asked to leave the company by management, you will receive any pay due to you on the next regularly scheduled pay period unless State Law requires otherwise.

DISCIPLINARY PROCEDURES

The company retains its right to discipline or discharge any employee at any time for any reason it deems advisable. Nothing contained in this policy should be construed as a guarantee of employment or continued employment. All employees are at will and are free to resign at any time without reason. Discipline can range from an oral warning to termination. Disciplinary action taken will vary on a case by case basis depending on circumstances surrounding the incident. It is not necessary that an oral or written warning be given before an employee is terminated if circumstances warrant. Any disciplinary action is done at the discretion of the Company.

UNEMPLOYMENT COMPENSATION POLICY

Each state has an Unemployment Compensation Law that provides for financial assistance to those persons who lose their jobs through no fault of their own and are unable to find other employment. These laws provide for weekly cash benefits to unemployed persons for a designated number of weeks or until such time as they are able to obtain employment.

While we have no desire to deny unemployment benefits to any person who is legally entitled to them, it is the Company's policy to contest all unemployment claims and apply for relief from charges for those claims that do not comply with the requirements of the law.

TEAM MEMBER AND WORK ENVIRONMENT SAFETY

The company's goal is to provide a work environment that is safe to work in. We expect you to make your highest priority focused on safety at the store. The creation and maintenance of the safe work environment requires the interest, cooperation, and dedication of every team member in the company.

Stay alert to situations that might be dangerous to you, your team members, or customers. Never allow a hazard to go unnoticed. If you cannot eliminate it yourself, bring it to your manager's attention. Any team member observed or found negligently committing an unsafe act that could or does result in injuries to persons or property will be subject to disciplinary action up to and including discharge.

WORKMAN'S COMPENSATION

If you are ever injured while on the job, notify your Store Manager immediately to ensure proper workman's compensation documents are completed. If the Store Manager is not available, call the General Manager or President of the Company.

If you are aware of workplace hazards at your store, please notify your Store Manager immediately.

CONFIDENTIAL INFORMATION

In the course of my employment with Golightly and Long, LLC, I will have access to knowledge and information of competitive, confidential matters relating to the conduct of the Company's business. As partial consideration for my employment (or continued employment) by the Company, I agree to comply fully with the Company's policies and procedures regarding treatment and handling of company confidential information. I acknowledge that, by reading this statement, I have been instructed about and understand the following Company policies and procedures: "Confidential" information is to be made available to employees of the Company only on a "need to know" basis and is not to be disclosed to or discussed with people outside the Company or company personnel other than my supervisor. The following is a list of "confidential" information: Personnel information, pay rates, promotions, demotions, raises and the like with anyone other than a supervisor.

"Confidential proprietary" information is defined as information that, if made available to the competition, could bring monetary losses to the Company. Any discussion with vendors, competitors, media or others outside Golightly and Long is prohibited. The following is a partial list of the type of information and documents which constitute "confidential proprietary" information: Marketing / Sales Plan, Profit and Loss Statements, Costs or Pricing Information. Trade Secrets, Sales Figures, Policy & Procedure / Training Manuals, I should return any and all tangible evidence, including copies of documents, of confidential information to the Company, either at the Company's request or at the termination of my employment.

CONCLUSION

This handbook is a condensed explanation of our policy and benefits. It is not an employee agreement or employment contract. Employment with the company is "at-will" meaning that an employee may resign or be discharged with or without cause and with or without notice at any time. No representative of the company, other than the President, has any authority to

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enter into any agreement for employment for any specified period of time or to change the non-contractual nature of any policy or practice or to make any agreement contrary to the foregoing. Any such agreement, to be enforceable must be in writing, must specifically acknowledge that it is a modification of normal company practice, policy and procedure and must be signed by the President of the company. The company reserves the right to change or terminate any policy or benefit at any time.