

Shine Restaurants McDonald's Employee Handbook

Current as of January 2026

This handbook applies to employees working in Shine Restaurants McDonald's locations in Kentucky and Indiana.

The Least You Need to Know (Applies to All Employees)

This section highlights the most important information every employee should understand from day one.

- All employees must complete required orientation and training videos.
- Most critical and up-to-date information is available on the employee website at baueremp.com. Employees are expected to review the site regularly for updates.
- Customers are the reason we are in business. Always be kind and respectful. If you cannot resolve a concern, get a manager immediately.
- Harassment, discrimination, and workplace violence are not tolerated. Employees receive and acknowledge the full policies during onboarding. Summaries are included here; full policies are available at baueremp.com.
- Handwashing is critical and must be done before your shift, whenever you leave your station, and at least every hour while working.
- Ask your manager to show you the HAZCOM app for safe chemical handling procedures.
- Security procedures and other policies may be updated from time to time. Updates are posted on the employee website.
- Working off the clock is never permitted. If you cannot clock in, report the issue immediately.
- Honesty matters. Theft of money, food, or property is not tolerated. If you need assistance, speak with your General Manager or contact the office.
- Notify a manager immediately if you experience symptoms that could affect food safety, including gastrointestinal illness, fever with sore throat, jaundice, or open/draining wounds, or if diagnosed with a reportable illness.
- In the event of a robbery, do not resist. Follow instructions and comply.
- Children under age 15 are not permitted behind the counter.
- Minors aged 16–17 may not work past 10:00 p.m. on a school night.
- If you are unsure who to contact with a question or concern, start with the office using the contact information on baueremp.com.

In summary: Be kind. Use common sense. Follow the rules. Do your best work every day.

About This Handbook

Bauer Food LLC and Shine Restaurants LLC operate under a common ownership structure and together own and operate McDonald's franchise restaurants in Kentucky and Indiana. For simplicity and consistency, these organizations are referred to throughout this handbook as "Shine Restaurants McDonald's."

This handbook provides a clear overview of expectations, benefits, and workplace standards. It is designed to be easy to read and understand.

Policy Summaries and Full Policies

This handbook includes summaries of key policies and workplace expectations. The complete and controlling versions of certain policies, procedures, and training materials are maintained at baueremp.com.

Where a policy is summarized in this handbook, the full version available online governs in the event of any difference. Policies may be updated from time to time, and employees are responsible for reviewing and following the most current versions posted online.

Welcome to Shine Restaurants McDonald's

We are committed to running great restaurants by taking care of our people and our customers. Customers are the reason we are in business, and how we treat them—and each other—matters.

We expect honesty, kindness, teamwork, and personal responsibility. If you are ever unsure about what to do, ask a manager. We are here to help.

Employment Basics (Applies to All Employees)

Employment with Shine Restaurants McDonald's is at-will. This means that either the employee or the company may end the employment relationship at any time, with or without cause or notice, subject to applicable law.

We are an equal opportunity employer and do not tolerate discrimination based on race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, sexual orientation, or any other status protected by law.

We comply with the Americans with Disabilities Act (ADA) and applicable state laws. Reasonable accommodations will be provided to qualified individuals with disabilities, unless doing so would create an undue hardship or direct safety risk.

Workplace Conduct and Professionalism (Applies to All Employees)

Employees are expected to act professionally, treat others with respect, and contribute to a safe and positive work environment.

Harassment, discrimination, retaliation, bullying, or workplace violence of any kind is not tolerated.

Note: This section is a summary. The full Anti-Harassment, Discrimination, No Retaliation, and Workplace Violence Prevention policies are available at baueremp.com under Organization Policies.

Attendance and Call-In Expectations (Applies to All Employees)

Reliable attendance is critical to our success. Employees are expected to arrive on time and be ready to work for all scheduled shifts.

If you are sick, running late, or unable to report to work, you must call in at least four (4) hours before your scheduled shift.

Managers must call their General Manager. General Managers must call their Supervisor.

Failure to call in as required, or repeated attendance issues, may result in disciplinary action up to and including termination.

Appearance and Uniforms (Applies to All Employees)

Employees are expected to wear the approved McDonald's uniform and maintain a clean, neat, and professional appearance while working.

Specific appearance and uniform standards may be updated from time to time and are available at baueremp.com.

Pay and Timekeeping (Applies to All Employees)

Employees must accurately clock in and out for all hours worked. Working off the clock is not permitted.

Hourly employees and overtime-eligible managers are paid overtime in accordance with federal and state law.

Safety, Security, and Food Safety (Applies to All Employees)

Safety and food safety are top priorities. Employees must follow all safety, sanitation, and food handling procedures.

Do not report to work if you are ill with symptoms that could affect food safety or the health of others.

Note: This section is a summary. Full Safety, Security, Food Safety, and Workplace Violence policies are available at baueremp.com under Organization Policies and Restaurant-Level Policies.

Drugs and Alcohol (Applies to All Employees)

Shine Restaurants McDonald's maintains a drug- and alcohol-free workplace. Employees may not report to work under the influence of alcohol or illegal drugs.

Note: This section is a summary. The full Drugs and Alcohol policy is available at baueremp.com.

Certified Manager Policies

The following policies apply to all certified managers, regardless of position, title, or whether the role is hourly or salaried.

Vacation Eligibility for Certified Managers:

- After 1 year of service: 1 week of vacation
- After 3 years of service: 2 weeks of vacation
- After 5 years of service: 3 weeks of vacation (maximum)

Vacation must be scheduled in advance and approved. Vacation is intended to be used and is generally not paid out unless required by law. (GM's will receive 3 weeks after first year).

Transfers and Business Needs

From time to time, employees may be asked to work at another restaurant location to meet business or operational needs.

Finding Full Policies Online

Complete versions of summarized policies are available at baueremp.com under:

- Organization Policies
- Restaurant-Level Policies

Employees are encouraged to review these policies regularly for updates.

Closing

We are glad to have you as part of our team. Be kind, use good judgment, follow the rules, and do your best work every day.